

FINAL
Statewide Storage Task Force (SSTF)
Minutes
Monday, September 13, 2010
10:00 am – 11:30 am
Conference Call

- I Members Attending:** Cathy Martyniak (UF), Fay Jones (FSU-LAW), Pricilla Henry (FAMU), Jennifer Kuntz (FCLA), Maris Hayashi (FAU), Rita Cauce (FIU), Dan Schoonover (FSU), John Martin (UF-HSCL), Frank Allen (UCF), Robb Waltner (UNF), Merilyn Burke (USF), Amanda Ziegler (UNF), Pat Profeta (Florida College System), Judy Russell (UF)

Members Not Attending: Becky Donlan (Gulf Coast), John Renaud (Miami) Jonathan Miller (Rollins College), Jean Philips (FCLA)

II New Member

Welcome Faye Jones from the Florida State University law Library who will be the SSTF representative for the Law library community.

III Review & approve August minutes

Minutes were approved.

IV Updates

- a. Tom Schneiter, Retired Head of the Harvard Depository, has been hired to help set up the processing floor to support the transfer of the first million into the storage facility. . Judy and Cathy will be meeting him on Thursday to talk about storage. The goal is to get the first million done in 18 months and sitting in trays ready to go when the building is open. Frank has worked with Tom on a committee and gave him a great recommendation.
- b. ALF (Auxiliary Library Facility) – Space is needed for tables, chairs, book trucks and people. Currently the area is not heated and would be very uncomfortable for anyone working out there. At this time, looking into purchasing a heat pump for a small corner of the building where people would work. Cathy is also working on a list of what to buy for the facility.
- c. Cathy has drafted an operating budget excel spreadsheet. Cathy, Judy and other people are looking it over and making sure it has the right categories needed. She will try to get it out as soon as possible.

- d. MOU (Memorandum of Understanding) Presented to CSUL at their Sept. Meeting
 - i. Judy talked about an issue that came up during the meeting. There is a concern with the legal language regarding the other libraries collections going to UF. She explained to them that you cannot transfer property to an entity that does not have a legal existence and the shared collection does not have a legal existence. UF is acting as a custodian or a facilitator and the transferred property will not go into the UF collection. The first million along with anything else being deposited into the shared collection will have a separate OCLC symbol from the UF collection.
 - ii. Some key issues are: The group will look at how we are going to manage these records at FCLA? How will the records be displayed in the catalog of each individual participating library? In the Union Lib how will it appear in OCLC World Cat? How will we report them in our various statistics?
 - iii. Another issue is the finances. See Cathy's discussion in section IV(c). Judy spoke to the new head of the foundation about an operating endowment. They both agree that an annual appropriation is a good idea for the storage facility once they have an idea of the operating budget. They will pursue both of these ideas and have the fall back plan of sharing out the cost to each of the participating schools.
 - iv. People are starting to realize the facility is going to happen. Soon we should start to see more feedback on the MOU, but at this time there has not been any requests for changes. At some point the MOU will start getting signed.
- e. In August, our group approved two draft policy documents. One was the semester long course reserve and the other was the physical condition guideline. Also in August it was decided where the documents needed to go to be vetted. This group reports directly to CSUL and Judy is our liaison to that group. This group needs to make sure all policies and procedures that are approved within the group are vetted widely and correctly.
 - i. The semester long course reserve document has implications far and wide. It was decided that the document would be sent to the Uborrow Group, TSPC, PSPC and CPC for feedback. Cathy received feedback from Uborrow Group, TSPC, and PSPC. They all approved it, but they had a question about, if you have the same book on reserve at the same library a second time, then maybe you should think about buying a copy of the book. They understood when Cathy explained that it may not happen very often and that if you need the book and tried to buy it and it was not available still in copyright, then you would need to borrow it for a second time. Cathy thinks this might be a part of the policy to keep an eye on.

Cathy will discuss this issue with CPC tomorrow during their monthly call. She will email the group on CPC's feedback.

- ii. Cathy will also discuss the physical condition guideline document with CPC during their monthly call tomorrow.
- f. S-CAD Storage Access and Discovery Group
 - i. This group will look at things like, are we going to have a 12th instance of Aleph? Maybe. That group will look at and decide the best way to have these materials discoverable. Will they be transfer from the catalog they are in to this new catalog? What should the new OCLC symbol be? Cathy would like to establish some guidelines about what kind of quality of cataloging should be. Some minimum guidelines should be established.
 - ii. Reports to the statewide storage task force. Cathy will be the chair. Will have biweekly conference calls, issue draft documents and bring them to SSTF for approval and vet them again. One of the issues this group will look at is the workflow. Something to think about, what is FCLA's role in this? Make sure we get official approval. Judy wants to make sure everything is done right. Cathy wants the cataloging to be good and accurate so that what is in the trays is in there. She will give a monthly S-CAD update to this group. Volunteers from SSTF are welcome to join the S-CAD group.
 - iii. The first meeting is on September 28 at 2:00pm. The members will be:
 - a. Amy Weiss – (FSU and Chair of PSPC)
 - b. Jeffery Bowen –(UNF Chair of Technical Services)
 - c. Tom Tharrington – (New College)
 - d. Kristine Schrauger (Uborrow and UCF)
 - e. Cathy Martyniak (Chair of S-CAD)
 - f. Deduplication coordinator at UF
- g. Regarding the records, John from the medical library, would like to include National Library of Medicine subject headings in with the materials. Judy informed that HSCL is adding subject headings to monographic materials that are acquired. It is something that needs to be looked at. How we share the responsibility of enhancing the records. Have talked about going to the venders and expressing to them that we are not the only ones needing these headings.
- h. One company that sells things for the high density storage facility suggested to Judy and Cathy the use of RF ID tags. The price has gone down to .25 cents each. This might be a good idea to put on items circulating.

Question: Are there shared storage facilities out there that have cataloged their collections the way we want to or are we doing something new?

Answer: We are doing something very different. Most of the other facilities are associated with one library and we are associated with a minimum of eleven and are integrating all the collections. There is a facility at the University of Minnesota that operates on behalf of the libraries of the State of Florida. We are not going to do what they do which is leaving the holding separate and do not enforce the duplication. Now they are full and have to deal with the duplication issue.

- i. Cathy will try to get a listing of items trayed so far. There are around 34 thousand volumes in the trays from the government document cataloging project and monographs. Someone is actively pulling duplicates from the ALF collection before the items go into the trays and making sure the best copies stay in them. The list will benefit anyone who wants to see what is already in the storage facility.
- j. Topic for next call – Should the tray list be done on an excel spreadsheet of everything in the tray? The union catalog has current collection code trays. This might be better than an excel spreadsheet. To find the information, search for UFSTO (University of Florida Storage), then collection code tray. Also, you can do an advance search on the UF catalog and select the location “storage collections” and then do your search and it will show things already in storage. When a separate code is created for the shared storage facility, the group will have to work with FCLA on changing the code and symbol. Will have to change how it is shown as a sub collection within the UF collection to its own collection. This will be a big change and Cathy wants to make sure she has the staff and is ready to tackle this big task.
- k. Judy went through the Union Catalog and noticed she is not able to do an advance search for location. She feels it would be nice to be able to look up and see what is in the storage facility. Jennifer from FCLA will look into it.

V **Duplicate Barcoding**

- a. In the current policy it states that, “Each library before it sends a volume from its library to the facility will place a duplicate bar code on the outside of the volume in a specified location.” Cathy is concerned about would other libraries want to take the step of placing a bar code on the volume before sending it to the storage facility. They would need a special printer for the bar code. The group feels it would be seen as part of the workflow. It would be better in the long run. [10/04 NOTE: Actually, this is wrong. Clarification in a follow up email from Cathy to group on 9/13.]

ACTUAL September 2008 POLICY READS:

Circulation barcodes must be attached. On items with existing barcodes, those barcodes should be left in place, and it is the responsibility of the sending location to change item information to reflect that of the storage facility location. The exact placement of new barcodes will be determined at a future date. If an item requires a new barcode prior to shipping, the placement of that barcode should be in this to-be-established location. (CSUL approved in September 2008)

Question: What if the bar code could not stick on the outside of the books?

Answer: Judy mentioned the book could be boxed or wrapped with paper.

Question: What is the purpose of the bar code?

Answer: Inventory control at the storage facility. It will let someone know what shelf and what tray the volume is in.

- b. Each library, before sending volume, will put a second bar code if there is not one in the desired position. Outside of book is required. It should be placed on the back top right corner. Judy mentioned how important it is to have new vendors position the bar codes correctly.

Question: Can the bar codes be done at the facility?

Answer: Judy and Cathy talked about this. The original owner of the documents will do the coding, but it might be a part of the process at the facility depending on the circumstances. Cathy wants the process to be as consistent as possible.

- c. Cathy asked the group to think about the duplicate bar code and ask their libraries what the implication of the bar code would be to them. This will be discussed further on the October call.
- d. Any recommendations coming from this group will end up going to the Deans to make the final decisions.
- e. If anyone comes into town, let Cathy know and she will give a tour of the facility. Judy informed the group about a power point presentation on the storage facility website that would give information on ALF and High Density Storage Facility.

VI Prioritization of Shipments

- a. Need to decide what the criteria are going to be. Once the first million is done then what is the next batch going to be? How many? From where? How will the volumes come into the facility? What is the active duplication avoidance strategy? Is it the job of the facility or the library to handle the active duplication avoidance strategy? What if some slip through? These are just some of the questions that need to be addressed.
- b. Robb discussed about a year ago one of the major justifications of the storage facility was that the libraries with immediate storage issues had somewhere to put their volumes first. During the CPC face to face meeting, it was discussed if they should get involved in creating a collection development policy for this collection. Judy discussed how it might be damaging to the whole process having another committee being involved deciding what can go into the storage facility.
- c. Providing an advance inventory for people who are getting ready to send volumes to the storage facility will help them decide what they will send to storage.
- d. Miami could be a good candidate for the second batch. It has 30 years worth of materials for storage already boxed up and ready to go although, still need a copy of the list. Miami is a good applicant for rapid movement. A short term solution for Miami might be to load into their innovative catalog. Their link would have to feed into ILIAD since we will be operating both ILIAD and U-Barrow at the facility.
- e. Other good candidates would be ones already paying for storage like UCF, USF and FSU. Within FSU their law library has a space pressure issue. A decision would need to be made on the order of who will put their collections in next. An application process would be a good idea to help with this issue. Cathy suggested doing a transfer request form. She will try to have a draft by the next meeting.
- f. The facility needs to be able to control the items coming in since it might be short on staff by setting days and times items can be delivered. Something to think about would be schools wanting to pull materials during a holiday break to send. This would create a clustering of materials being sent.

VII New Agenda Items

- a. In addition to taking return items and adding a RF ID, do we want to take return items that are free of copyright and consider the process of auto digitizing those? It would be nice to have a collection that people could look at on the computer instead of getting it from the storage facility. Cathy talked about the materials that are already out of copyright. At ALF, approximately 17,000 of 48,000 duplicate titles are out of copyright. Out of those 15,000 – 16,000 could be scanned. The S-CAD group will talk about this.

X Wrap-up, scheduling

- a. Next Meeting, October 11th