

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

I **Members Attending:** Cathy Martyniak (UF), Faye Jones (FSU-LAW), Jennifer Kuntz (FCLA), Maris Hayashi (FAU), Rita Cauce (FIU), Dan Schoonover (FSU), John Martin (UF-HSCL), Frank Allen (UCF), Robb Waltner (UNF), Marilyn Burke (USF), Amanda Ziegler (UNF), Pat Profeta (Florida College System), Jonathan Miller (Rollins College), Jean Philips (FCLA)

Members Not Attending: Judy Russell (UF), John Renaud (Miami), Pricilla Henry (FAMU), Becky Donlan (Gulf Coast)

II **Review & approve September minutes**

Minutes were approved.

III **Updates**

- a. High Density Facility
Tom Schneider, Retired Head of the Harvard Depository, meet with Cathy. She got a lot of information from him regarding the High Density Storage Facility.
1. Ordering \$52,000 of book trucks. They should be here sometime around November or December.
 2. Hired Delonda Strawn as a full time person to check for duplicates. Will be hiring OPS workers to help her with the process. There are 48,000 titles and 125,000 volumes.
 3. ALF is not heated yet. Looking into heating a corner of the building near the loading dock and will be putting in seating and desks for staff.
- b. JSTOR
The original idea was for UF to inventory all the JSTOR titles it holds and then other people could use that inventory to make their own local withdraw or retain decisions. The inventory is 'paused' at this time. Though there is desire, there is no current plan to get it back up and running again anytime soon.

Question: Has anything been done on the JSTPR inventory excel spread sheet that Cathy already prepared and gave out in April?

Answer: UF started the process and finished 300 titles and FSU filled in the gap with 30 to 40 boxes of books. An excel spread sheet was sent out to the libraries in April. At this point, the people were taken off the project to do other things. Rob's (UNF) institution is not ready to do anything at this time. Jonathan (Rollins College) said they had already done this a few years ago. Amanda (UNF) said they have not started the physical withdrawal yet though they are doing a large MO weeding project. This is the same at the Law Library at FSU. Frank (UCF) said they moved their JSTOR into storage, but it may not be there for long.

Robb believes that the other libraries would start to feel more comfortable pulling their books if they can see a master list of book available.

c. S-CAD (Storage Cataloging Access Discovery)

This group is a mixture of SSTF, Cataloging and Uborrow people. The first meeting was on September 28th. Members of this task force are: Rita Cauce (FIU), Amy Weiss (FSU), Tom Tharrington (New College), Jeff Bowen (UNF), Jean Phillips (FCLA) , Kristine Shrauger (UCF) and Delonda Strawn (Deduplication Coordinator). At the first meeting, Cathy reminded them about the separate OCLC symbol, permanent transfer, no duplicates, etc. The group decided to discuss everything together instead of breaking off into small groups for now. The timeline for the group is to issue a preliminary report to the SSTF so that they can give it to CSUL at the December meeting. A more full or maybe a final report might be ready in June of 2011. If anyone has any questions regarding the group you can contact Cathy or Rita. Cathy will be giving an S-CAD update every month at this meeting; in addition, Cathy can give permission on Wiki to anyone wanting to stay up to date on S-CAD.

One of the first things S-CAD will do is make a decision on what method are they going to make the content of the state wide storage facility available. It might be awhile before the separate catalog is searchable. As a temporary stop gap measure Cathy has been working on is the creation of an excel spreadsheet listing everything in the tray. There are 36,000 volumes in a tray. She will try to get a copy of the excel spreadsheet to everyone by next month. This will give the group something to look at until the 12th instance of ALEPH is available.

Jennifer thinks there is a way to search Aleph to only retrieve titles in trays. She will email the link to the UF storage list serv.

NOTE: It is

http://uf.catalog.fcla.edu/uf.jsp?st=&ix=kw&fa=library_facet:Request\+Retrieval\+|- \UF\UFSTO\&sm=collection_facet&fa=collection_facet:STORAGE\+%28Accessioned%29\UF\UFSTO\TRAY\

Suggestion: Getting a list of duplicates in their local collections and storage facility. Then they can start using that list to weed out their own collection.

Answer: Cathy ran that report for JSTOR titles only for July months ago and the problem was that it was 26,000 rows and each row was a separate holding. It does not say what title is missing.

Robb Idea: Give OCLC a list of criteria and then they could give a list of holding from the other campuses. This would be for both monographs and journals.

Amanda: With their monographic weeding, they have a staff member searching the Union catalog which is being put on a list.

Until the official catalog is out, people might be able to search what is in the storage trays at UF catalog or have a constantly growing spreadsheet. If anyone has any other ideas regarding this interim time frame, please let Cathy know.

Numbers can be run against Rollins College OCLC numbers to see if there is a match: although, it may not give the holding information. FCLA is working on a single bid project which involves merging all eleven University records together.

d. Others

The semester long course reserve and the physical guidelines documents have been sent to Judy for her to send to CSUL. Cathy has not received any feedback from Judy yet.

Robb Waltner and Cathy have been working on a work request to the special collections subcommittee asking the group to think about archive, manuscripts, rare books, anything that might not go into a shared space collection that might go to the high density facility and if that is good or not. Judy helped write it and Robb and Cathy sent it to Roy Ziegler who is the chair of CPC. Hopefully he will send it to the special collections subcommittee.

A magazine called Library Resources and Technical Services ran an article by Cathy.

IV Holiday Hours for HDF

Tom asked Cathy about the Christmas and New Year's holiday hours for HDF. At Harvard, the storage facility has a skeleton crew for the holidays. Cathy wanted to know who was open over the holiday. USF - open, FSU – usually is open, but not sure this year, FIU – open, Uborrow – not sure.

Retrievals are difficult to do during this time of year due to the mailing system, vacation time and students out for the break. Need to talk more about this. Three schools are open, but their ILLs function is limited. Jennifer will keep the group informed on what is going on with the Uborrow group on this exact topic.

V Duplicate Barcoding: more discussion

Cathy was mistaken last month on the Bar coding policy. On the 13th September she sent out the exact wording regarding the bar code. Would it be reasonable for the libraries to buy their own bar code duplication printers or just do it at ALF since there would be about six printers there?

Question: How are the numbers on the bar codes not being duplicated at other institutions?

Answer: They are unique, but this is something to think about.

Usually there is a prefix for the institution. An example from each one would help. Cathy suggested everyone send in the prefix code for their institution. What would each institution prefer to do regarding the bar codes? FIU and FSU would like it to happen centrally at the facility. This would mean more control over the bar codes in addition to having them all in the same place. Cathy will re-evaluate the bar code policy and rewrite it, then bring it back to the group in November.

VI Prioritization of Shipments: more discussion

Last month the group talked about what to do next after the first million is in ALF. Workflow – The goal is to try and get a steady flow coming into the storage facility. Cathy sent an email on September 30th with information from four different places on how they handle their facilities.

- Washington Regional Library – One month might be busy and the other month might have nothing. They rely heavy on temporary staff
- John Hopkins – Set quota with some temporary help.
- Yale – Uses a quota and sent out a sheet asking for four pieces of information.
- Fourth School - Information split by each month almost like a quota.

Worksheet – Would like to create one so that the institutions could fill it out and a timeline could be established on when they can send the items. The form can be filled out months ahead of time by the institutions.

Cathy created a worksheet with the four pieces of information that Yale used. She already sent it out to the group via email.

Question: Regarding the first question on the worksheet. What information do you need, number of items, leaner feet or both?

Answer: Do not know yet. The form could ask for both linear ft. and volume. It is better to ask for too much information than not have enough.

When the worksheet is submitted to the high density storage facility it would need to be reviewed by us.

Question: When should people fill the worksheet out by? How will this worksheet help Cathy?

Idea: We know UF will put in the first million, so what if we use the worksheet to help decide who should go next in the group of schools with an immediate need. Like a time line.

Response: There is a duplication issue that needs to be addressed. The HDF will actively avoid duplication. If the originating libraries looked at the catalog before sending the items, then they would be able to see ahead of time if the HDF already has any of them. This way there would not be a duplication issue.

The libraries need to know what other libraries are going to ship. One idea is having an excel spread sheet attached to the worksheet, with a list of the items, so that the other libraries know what the others before them will be sending. There would be a spread sheet template for the originating libraries to use.

Example:

Step 1: Look at the online inventory.

Step 2: Fill out form and send it to the HDF.

Step 3: That libraries list of items would be put on the master list as pending.

This would avoid anyone else sending the same materials.

Question: What software would be used to merge the new info into the master list, excel?

Answer: Nothing yet.

JSTOR – Judy talked to the Deans' in December 2009 and got them to agree not to put them into a tray. They will be put aside and a title by title review will be done. UF may not need to keep JSTOR if it is somewhere else like in a library in another state. JSTOR will be inventoried and put into a distinct sub library collection. At this point a decision will be made to either put them in a tray or if something else needs to be done.

VII Potential policy of automatically digitizing out of copyright monographs AFTER a circulation? Or should it be BEFORE the circulation, as suggested by CPC?

Will address this during the next meeting in November.

X Wrap-up, scheduling

- a. Next Meeting, November 8th
- b. Is there any value to us switching to Elluminate?