

Council of State University Libraries
Statewide Storage Task Force (SSTF)
Quarterly Report for the March 2011 CSUL meeting

This report includes discussions and activities from task force meetings conducted via conference call on December 13th, January 10th and February 14th and communication via e-mail.

1. Conference call discussion topics

a. Facility and project updates

- i. Over 53,000 volumes from the UF Auxiliary Library Facility (ALF) have been placed into trays and accessioned using the AIMS inventory control software.
- ii. 60 new large and sturdy book trucks for use in the high density facility arrived and are being placed into service.
- iii. Deduplication of the 1 million volume collection currently at ALF continues. There are now three full time UF staff assigned to this project. As of January 2011, 3,781 titles consisting of 9,807 volumes have been processed.
- iv. CPC received a charge from CSUL in early January to analyze JSTOR holdings statewide and build a selection methodology. A CPC JSTOR task force has been formed and has met three times via conference call. Cathy Martyniak acts as an *ex officio* member of the JSTOR task force.
- v. The Special Collections Subcommittee of the CPC received a request from SSTF to explore the issue of placing archives and manuscripts into the high density facility. A preliminary response was requested for the December 2010 CSUL meeting. The SSTF hopes to receive a response within the next two months.
- vi. Cathy Martyniak has been in contact with OCLC staff to create a distinct, new OCLC symbol specifically for materials in the shared collection.
- vii. PECO funding for construction of the facility is not assured for next year but the UF Provost is working with the BOG and the CAVP to obtain funding.

b. Barcode placement

- i. A new barcode placement policy was drafted by SSTF to replace an outdated policy that was initially approved by CSUL in September of 2008. The new policy focuses on having an outside back cover, top right placement. If duplication of a current barcode with a different placement is needed, this service will be provided by staff at the facility when the item is submitted for inclusion in the Shared Collection. The SSTF vetted the draft policy with TSPC, CPC and PSPC. All three committees approved it. The new policy is an action item for the-March 2011 CSUL meeting.
- ii. The SSTF discussed the possibility of suggesting to CSUL libraries that they each consider changing the placement of all future barcoding locally to conform to the outside back cover, top right placement. No language for this suggestion has been drafted at this time.

c. Storage Cataloging, Access and Discovery (S-CAD) group

- i. The S-CAD group continues to meet bi-weekly. They are focusing first on a set of basic cataloging guidelines for use by libraries that are sending materials, and the associated records, to the Shared Collection. A draft of the cataloging guidelines, once finalized, will go forward to the SSTF and once approved there, to TSPC and finally CSUL for further review and possible action.

d. Automatic digitization of monographs before or after a circulation

- i. The group spent considerable time this quarter discussing a possible policy of automatically digitizing monographs that have been requested for a circulation. Keeping in mind copyright restrictions and the availability of an acceptable digital copy from other sources, the main question needing to be addressed in this possible policy has been when to scan, before and in lieu of the actual circulation or after the item returned to the HDF, post circulation. There are a number of issues related to this topic that have significant cost and staff implications. Based on the current fiscal uncertainty, this issue has been tabled for the immediate future.

e. Fees and Fines

- i. The policy for overdue fines and lost fees, approved originally by CSUL in September of 2008, was also discussed this quarter. The original language on this topic (first sentence of policy 2.c, which reads "Items are loaned to the individual library and that library has responsibility for the item, notices, fines, etc.") is fairly vague. While we discussed aligning the SSTF policy with the corresponding UBorrow policies, nothing was decided and there are no action items at this time.

f. Future discussion topics for the group:

- i. Receive and review the draft cataloging responsibilities for originating libraries document from S-CAD.
- ii. Continue previous discussions on which materials should be shipped to the facility once the first one million have been processed into trays and the facility is open.
- iii. Draft language for suggestion to SUS Libraries re: barcode placement.
- iv. Continue previous discussions on fees and fines conforming to UBorrow policies.
- v. Receive and discuss expected response from CPC Special Collection Subcommittee re: archives and manuscripts in high density facility.
- vi. Discuss work flows and implications of new OCLC symbol

2. Action items

- i. **Please review and approve the changes to the SSTF policy document. A copy of the policy document, with the new barcode language inserted in 3.d, will be sent to CSUL along with this quarterly report.**

1. Barcodes:

- a. Each item sent to the SUSSC must have a barcode assigned to it by the originating library. It can be on the inside or outside of the volume.
- b. Though it is not required, if the originating library prefers, the outside barcode shall be placed on the back cover in the top right corner.
- c. The barcode must link to an active item record in the online public access catalog of the originating library. That item record must be associated with holdings and bibliographic information for the title.
- d. Standards for the quality, quantity and type of data available in the item, holding and bibliographic records, once created and approved, shall be met for all items sent to the facility.
- e. If the item arrives at the facility and the barcode is on the inside or on the outside in a non-back cover, top right corner placement, the facility shall duplicate a copy of the originating barcode and place it in the correct position. (Sent to CSUL for approval in March 2011)

Respectfully submitted,
Cathy Martyniak
Chair, Statewide Storage Task Force