


Report of meeting with PMI – Wednesday March 14 – with subsequent notes from Administrative Storage meeting

Please note that this is changing rapidly with several new updates from the morning of Mar 15, 2018. If there are errors and as changes occur, please let us know on Basecamp.

 **Action item completed since meeting, decision made or additional information**


 **Approval or permissions needed from the Library Administrative Group**

 **To dos, to think abouts, issues suggested within meetings**

LSB == Maggie

Logistics

Timetable

Activities start backward from start date (~June 5 – doubtful with PMI)  Date on contract June 4th

1 week before (May 28)– Scanner MAC addresses?, 1 week before Mike arrives from PMI, scanning room prep – tables etc., as from Bay 1 will need to be closed earlier), 3 weeks before (May14) all furnishings removed from Bay 1 and 2 and 1st delivery of trays, 4-6 weeks before (Apr 24 – May 7) Hallett person(s) separating, measuring, marking cabinets

Order trays now – trays need 9-week production (no later Apr 4)

 Marco contacted ConReal to order Gaylord trays

 Lora contact Mike – No Hallett for Apr 20

120 days projected for move (approx. Sept. 9)

Collections – start with main and sublocations (paper), SpecColl, cabinets (map, doc, mfilm, mfiche, SpecColl, etc.), LISA

Movers will work 8AM-6PM including Saturdays and Sundays, Holidays

- ▲ Movers will be given a selected passcode and keys for entrance into library when no library staff present
- ✍ Special collections persons with 186 collection during move
- ✍ Appropriate controlled access to LISA

Physical Logistics

People

12-16 people will be used by PMI team on site in MAIN. Additional personnel in staging area (10 people) to create and move boxes.

Additional people in new LSB

Up to 40 people will need network accessibility – Mike PMI will provide that information

Equipment

They will bring their own scanners

They will bring 2 pickers and are already trained

2 trucks, 2 vans (will need appropriate campus permits, etc.) – when not in use will be parked at LSB site.

CaiaSoft

It was clarified to all that CaiaSoft is the inventory software for storage and that no bibliographic records will be removed from our enterprise software – Innovative Interfaces.

Library agreed that Kent and Mike from PMI would be added to libraries' Op-Cit CaiaSoft list for updates and questions regarding software. (Kathleen will add)

We will be trained on CaiaSoft in more detail several days before the move. PMI requested training beforehand.

The libraries believe that the CaiaSoft accessioning measures will provide Quality Control measures in that the libraries will be able to identify materials which were slated for the move and which did not arrive. Even though, Special Collections materials are not inventoried in Innovative Interfaces accession information is provided through CaiaSoft.

We are investigating with CaiaSoft a) the requirement to specify number of books per tray before acquisitions, b) current methodology CaiaSoft uses to

identify “problem children” provides information only upon updating of entire tray, we are working with them to see if a different process or a listing can be produced for handling issues before tray is full, c) we need to identify with CaiaSoft the format of the shelf barcodes – both mapping/barcode, and human readable components.

PMI will be ordering shelf barcodes. These barcodes can be larger than those currently used in LISA – this will improve shelf scanning and is a common in the industry - We indicated preference to larger barcode stickers.

- ✍ Michael Smith to provide shelving diagram to be directed to CAIASoft for creation of planogram (schematic for box numbering system which will also be used for barcode creation)
- ✍ PMI proposed a different orientation of rows from current LISA scheme – one in which all shelves/ladders would be at the same compass location. This is the preference for workers at the site – confirm?


OpCit subcommittee will work on accessioning plan for CaiaSoft records in order that the barcoding team can have the freshest list possible when accessioning into storage.

PMI will not be responsible for using Innovative Interfaces. The OpCit and processing committees will be identifying methods for indicating transition of materials to LSB and the indication of availability.

The Libraries will work with PMI to ensure appropriate delivery and review of daily progress reports in processing materials through CaiaSoft.

Move from MULN

Staging area – MAIN (and paper sub locations USDOC, OV, REF, etc.)

- 🔍 PMI requested the following: storage space for trays – 200 pallets per truckload, 4 truckloads, 1 per week - suggested bay 2 level 1 - **OK**
- 🔍 PMI requested space for workers and pallets when assembling trays – suggested bay 1 level 1 **OK**
- 🔍 PMI requested space for scanning area – suggested room 102 due to network drops and table  Room 104 selected instead and Trent consulted re additional networking. Room is now booked and the existent bookings are being moved. Holds on room 104 have been removed. **OK**

✍ Signage, especially regarding study areas and classes

Staging area – SpecColl room 186

Materials will be scanned at site in 186

After materials are scanned and pulled materials will move through Special Collections reading room to the elevator and out the door.

There is no food or drink allowed in the room 186 area.

Library requests work only be done 8-6 M-F when staff are available.

Staging area – LISA

Front of LISA storage area is suitable for staging

- 🔍 Movers would like to use tables that may remain in LISA for scanning
- 🔍 Available internet for movers in LISA

Pulling process

4-6 weeks before arrival of PMI – a member(team) from Hallett will arrive at the library to do the following:

- a) Appropriately label boxes in rm. 186 from pull sheets
- b) Separate out the materials that have pink dots from other books on individual shelves
- c) Measure pink dotted materials in stacks to identify space needed and mapping for shelving on the east side of the building

1st day of move – movers will begin filling trays at shelves in MAIN collection

Libraries requested 4SE could be beginning move area and backfill collection ▲ OK – can work with PMI as they will be moving the books

Plan to move ~20,000 monographs per day

Items will be unavailable for use for two days (Spec Coll and MULN mats)

✍ Pull policies for users, communications, processes for requests

Pulled materials move to 104 for scanning into CAIA / tray level

NW elevator will be used to move materials ▲ Key will be obtainable through key office (key needed to stop movement of elevator for faster service throughout move.

Out NW door of the library to truck.

✍ alarms keys, parking permits (additional needs for parking permits beyond the 4 listed above will be provided by Mike PMI), bollard keys

At LSB

Order of shelves will be A boxes (shortest) at top of unit, with larger materials at bottom of units.

🔍 Suggested methodology by PMI for organizing LSB spaces is to schedule book/Main materials on one side of the collection shelves and SpecColl on the other and work towards the middle

Movers will unload trays, barcode shelves and trays, and link trays and shelves within Caiasoft

“Problem children” materials will be placed in trays in a separate place within the storage facility for further processing after move.

Special Planning Notes

PMI recommended that unbound or pamphlet materials (even when already barcoded) that are in enclosures remain in enclosures. Though it is not necessary to add enclosures

✍ There are small subcollections that need to be considered – some requiring small processing projects – mentioned during tour – Microcards, Fred Isaac, Atlases...

LPs will be placed in trays on site; however, accession number order will not be retained

Government Documents

Hallett will come early to work with documents as above

Question of collection move ▲ PMI is contracted to move ½ of government documents, we do not need to consider moving the second half of documents until renovation – selection specifications referred to Collection Selection Group for final reviews for preparation before Hallett arrival.

Media / Map cabinets

Hallett will come to mark moving cabinets and plot to architects plan

Materials do not need to be marked or barcoded within cabinets

Cabinets will be marked for separation (bases, sections) for easier transport and reconstruction at site. (main , spec coll and lisa cabinets)

Cabinets in LISA appear to be easily separable from the end panels.

They would prefer to take the West section of GemTrack cabinets.

- ✍ Need to verify # of cabinets in architect drawing for GemTrack
- ✍ We will need to shift into and from cabinets before materials are moved. (Does not need to be completed before Hallett arrive or beginning move of monograph/journal materials)
- ✍ Some Cabinets in LISA list appear not to be Spec Coll cabinets and will need review by Collection Selection Team in tandem with Katrina

Ledgers and oversized Spec Coll items in LISA

▲ There is not a need to rehouse shelf-stable oversized materials. Barcodes can be placed on the acid free shelf tag

✍ Need to clarify location in new storage of light boxes

Verified with PMI that there is no additional art to be hung in art spaces