

Storage Committee Chairs Progress Report Apr 19

Mullins Library Storage Steering Committee

Added to Docs & Files

Storage Facility Chairs 4-5-2018.docx

ProgressReport04_12_18.pdf

Discussion posted whether CabinetSchedule.pdf is this flexible. Ideally, the Special Collections files (L cabinets) wouldn't abut a wall with plumbing; if we can change that out.

Storage Facility Collection Selection Committee

Added to Docs & Files

RefAtlasCase.xlsx

MapCollShelves.xlsx

DocsforStorageFINAL.xlsx

Op Cit (Operation Caiasoft Implementation Team!)

Added to Docs & Files

Storage Data Fields link

Completed Sierra Holds Integration

Understand how file of holds data moves from file into Circ jobs in queue

Configure SQL query to extract holds list (to match the create list strategy)

Begin work with Caia

Checked off ILL integration

document and test workflow for adding item barcodes to requests

Discussion posted - Naming conventions for Special Collections in Caia

Do we need to settle on one standard naming convention? We have SpeColl.. some places, SC others. Katrina proposed SC as the standard for ease of use (some of us input a second c in speccoll). Thus Collections SC MC Special Collection Manuscript Materials SC BA Special Collection items... / SC sounds good with me and it's what I've used as the prefix on the four standard container sizes I've entered. I'll wait to make any changes until others weigh in.

Discussion posted - Laura Beatham clarification of item property code

i was reading over this today - and something jumped out at me.. "an item property cannot be deleted once it is assigned to an item". i think i need to reword that, as reading it out of context it even took me a few moments to think thru. It is about the item property code itself, not the pro...

Discussion on serials and icode1=365 strategy

Mandi, Lora and Beth discussed strategies and Lora will add it to the agenda on

Thursday for discussion. We have a couple of options: (a) we do not add icode1 365 to these item records. The physical volume will be identified with dots and items moving to storage will be scanned to t... / In the long run, the Item Attribute files loaded after the barcode accession will add basic metadata to the item records - Union catalog in Caia / Mandi points out that ILL may need to know this information sooner rather than later / Adding icode1 365 to the item records will be very problematic if we retain the current five years in MAIN for all of the serials. The 38,000+ item records are for only

3,516 titles. Playing with the item list in excel, it seems that between half and three-quarters of these item records would need...

Forwarded an IAT file layout for bound volumes collection (sierra metadata)

Storage Facility Processing Collections Committee

Something was added to Docs & Files

Data Flow and Sierra Updating.docx

DocsforStorageFINAL.xlsx

new version called Data Flow and Sierra Updating.docx

Checked off on Special Collections Processing Tasks

Barcoding materials in 186

Implement ArchivesSpace

Complete LISA shelf-reading

Rehouse materials in 186 as needed

create draft list of handling instructions for Special Collections materials

add container measurements to 186 pick list

train students and staff on EAD conversion

Added to Special Collections Processing Tasks

Barcoding materials at LISA

Barcoding materials in 186

Implement ArchivesSpace Due: Jan

Associate barcodes with records in ArchivesSpace

Complete LISA shelf-reading/assessment

Identify unlabeled/unaccessioned materials at LISA

Rehouse materials at LISA as needed

Rehouse materials in 186 as needed

Ingest resource records into ArchivesSpace

Create skeleton records in ArchivesSpace for processed collections without EAD finding aids

Create draft list of handling instructions for Special Collections materials

Add container measurements to 186 pick list

Train students and staff on EAD conversion

Discussion on Bins Separations by color could definitely be useful for whoever's picking up boxes from the staging area. Reasons for bins for SpecColl include 1) to ease carrying of smaller boxes, like Hollinger boxes or flat boxes; or 2) if weather's not great

/ Matthew, do you know or can you look into seeing if there are similar type bins that are clear? If not, for bins, I would like to propose: • PHYS - blue - S-20588 X3 • MAIN (including FAL, CHEM, PAM) - green - S-20588 X12 • ILL - red - S-20588 X6 • SPEC regular - black - S-14363 X3 • SPEC OV ... /

Clear bins available at https://www.uline.com/BL_318/Clear-Industrial-Totes

The dimensions are a bit different, so help me on this: Would 21.8 x 15.2 x 12.9" work for regular and 26.9 x 17.1 x 12.5" work for OV?

User Services Storage and Stacks Personnel

Added to Docs & Files

A new version called Aisle layout -ladder numbers and dimentions.JPG