

Storage Committee Chairs Progress Report May 2

Mullins Library Storage Steering Committee

Added to Docs & Files

- ProgressReport04_25_18.pdf
- Storage Facility Chairs 4-12-2018.docx
- Storage Facility Chairs 4-19-2018.docx
- Retained collections by call numberdft_05_01_18.xlsx

To dos ordering supplies

- Request ordering of bins
- Request supplies for gathering
- Order printer? and label stock?
- Need additional scanners?

To dos done

- Request ordering of bins
- Request supplies for gathering

Storage Facility Collection Selection Committee

Added to Docs & Files

- LRC new books April 27 2018 (1).xlsx
- LRC recently checked in April 27 2018 (2).xlsx
- item record numbers rapid update 365 Phil 4 26 2018.txt
- rapid update 365 Phil 4 26 2018.txt
- main mono with totckd and last in date 4 27 2018 take 3.xlsx
- Most Recent Periodicals (4).xlsx
- VideotoRetire.xlsx

JY Comment: one, however, appeared to already not have a duplicate in the Arkansas Collection: | John Gould Fletcher | PS3511.L457 Z465 1976. Can we retain that for the collection? Thanks

Videotape retirements.docx

- rapid update version NormaJohnson_Mono_RetainList.xlsx
- rapid update version StephaniePierce_Mono_RetainList.xlsx
- rapid update version TessGibson_Mono_RetainList2017.xlsx
- rapid update version PhilJones_Mono_RetainListFINAL.xlsx
- rapid update version Gibeault_Mono_RetainList.xlsx
- rapid update version JozefLaincz_Mono_RetainList.xlsx
- rapid update version MaryGilbertson_Mono_RetainList Final.xlsx
- rapid update version DrewBeisswenger_Mono_RetainList Final.xlsx
- rapid update version DonnaDaniels_Mono_RetainList rev..xlsx
- rapid update version BethJuhl_Mono_RetainList-FINAL.xlsx

rapid update version DebKulczak_Mono_RetainList .xlsx
rapid update version JoshuaYoungblood_Mono_RetainList.xlsx
item record numbers rapid update 365 Norma 5 2 2018.txt
item record numbers rapid update 365 Stephanie 5 2 2018.txt
item record numbers rapid update 365 Tess 5 2 2018.txt
item record numbers rapid upate 365 Michelle 5 2 2018.txt
item record numbers rapid update 365 Jozef 5 3 2018.txt
item record numbers rapid update 365 Drew 5 3 2018.txt
item record numbers rapid update 365 Donna 5 3 2018.txt
item record numbers rapid update 365 Beth 5 3 2018.txt
item record numbers rapid update 365 Mary 5 3 2018.txt
item record numbers rapid update 365 Deb 5 3 2018.txt
item record numbers rapid update 365 Joshua 5 3 2018.txt
rapid update 365 Norma 5 2 2018.txt
rapid update 365 Stephanie 5 2 2018.txt
rapid update 365 Tess 5 2 2018.txt
rapid update 365 Michelle 5 2 2018.txt
rapid update 365 Jozef 5 2 2018.txt
rapid update 365 Drew 5 2 2018.txt
rapid update 365 Donna 5 2 2018.txt
rapid update 365 Mary 5 2 2018.txt
rapid update 365 Beth 5 2 2018.txt
rapid update 365 Deb 5 2 2018.txt
rapid update 365 Joshua 5 2 2018.txt

Printed for pink dotted

LRC recently checked in April 27 2018 (2).xlsx

Icode1 updated in Sierra

PhilJones_Mono_RetainListFINAL.xlsx

NormaJohnson_Mono_RetainList-Reviewed (003).xlsx

StephaniePierce_Mono_RetainList.xlsx

Copy of TessGibson_Mono_RetainList2017.xlsx

Gibeault_Mono_RetainList.xlsx

JozefLaincz_Mono_RetainList (2).xlsx

DrewBeisswenger_Mono_RetainList Final.xlsx

DonnaDaniels_Mono_RetainList rev..xlsx

MaryGilbertson_Mono_RetainList Final.xlsx

BethJuhl_Mono_RetainList-FINAL.xlsx

DebKulczak_Mono_RetainList Reviewed.xlsx

JoshuaYoungblood_Mono_RetainList(1).xlsx

Op Cit (Operation Caiasoft Implementation Team!)

Added to Docs & Files

The file layout is configured at Caia > Administration > File Layouts > ERQ External Retrieval Requests > Sierra Requests> file start with Holds.

To dos ILLiad Integration

Talk to Texas State about their process: schedule call for Beth, Robin, who else? Due: May 4

Ask OCLC / ILLiad about custom export formats Due: May 9

Create a new process in document delivery queue for Awaiting Storage

Place test requests via ILLiad: local patron document delivery Due: May 18

Place test requests in ILLiad: external library lending returnable Due: May 25

Place test requests in ILLiad: external library lending scan Due: May 18

Document file names, structure, procedures Due: May 30

To Dos Data Elements - Archival / Manuscript Collections

final reconcile of IAT / IAS files for archival materials Due: Jun 8

Double-check location mapping for locations > appropriate storage locations Due: May 18

Customize the IAT / IAS files in Caia Due: May 18

Comment on test updating item information in union catalog via file load

this worked kinda (a permissions issue) and Laura B. is making further adjustments.