

Storage Committee Chairs Progress Report June 28

Mullins Library Storage Steering Committee

scheduled MOVING CABINETS DAY Tue, Jul 3, Wed, Jul 4

Meet with Kent re: cabinets – June 28 meeting near gov docs

uploaded GanttChart06_25_18.pdf

Op Cit (Operation Caiasoft Implementation Team!)

Loaded weekly and daily monograph Sierra and Caiasoft records

365s in records for mfilm and mfiche items which are staying - 35,279 item records included in set.

Identified that "micro" is going to be housed in two locations - modified dewey numbers in storc - sets (MP numbers) in storm. Decision point needed

User Services Storage and Stacks Personnel

1st main materials out of transit and now available - 12,593 items from HG-HY, and M-N

Physical Move

Added to Cabinet moves

Finish removing VHS that are to be discarded

Shift VHS in remaining cabinets

Shift CD-Roms from Gov Docs to VHS empty cabinets

Finish shifting of Gov Doc fiche.

Remove materials from on top of gov doc cabinets, map cabinets

Prepare cabinets from LISA - label etc.

Remove special collections materials from shelves above LISA cabinets

Surplus / remove old Microfilm readers

Identify LISA unknown cabinets

Review cabinets in Special collections for replacement for AV cabinets

Meet with Kent and full group to review process for cabinet move

Remove materials from on top of PAM materials

Identify remaining cabinets

Finish map of Periodicals room with cabinet footprints

Gather keys for cabinets for storage personnel

Keys- PAM, (no eric), 2 PER, ordered copies gov doc #1,#2,#4, #5 and world map case key

Record processing

Checked off Cabinet moves`

Finish shifting of Gov Doc fiche

Identify unknown LISA cabinets

Identify remaining cabinets

