

**Storage Committee Chairs Progress Report July 5**

Mullins Library Storage Steering Committee

Uploaded

Storage Facility Chairs 6-21-2018.pdf  
circulation stuff for moving collections.xlsx (loan rules for media materials)  
ProgressReport06\_21\_18.pdf  
ProgressReport06\_28\_18.pdf

Scheduled

Hallett members arrive to plan space remaining and tag special collections  
Wed, Jul 18

Op Cit (Operation Caiasoft Implementation Team!)

Physical Move

Completed for Cabinet moves`

Meet with Kent and full group to review process for cabinet move  
Finish removing VHS that are to be deaccessioned  
Remove materials from on top of gov doc cabinets, map cabinets  
Review cabinets in Special collections for replacement for AV cabinets  
Remove special collections materials from shelves above LISA cabinets  
Prepare cabinets from LISA - label etc  
Shift CD-Roms from Gov Docs to VHS empty cabinets  
Got Key copies of gov #1, #2, and #5. ordered #4  
Surplus requests for microfilm/form readers two big brown ones and one small  
blue/green ones to go to surplus.  
Gov Docs to VHS empty cabinets - CDs took up about three and a half drawers in the  
cabinet  
copies of keys giving to Kent: 1 PAM, 2 PER, 4 Gov Docs, 1 World Maps  
Gather keys for cabinets for storage personnel  
Remove materials from on top of PAM materials  
Moved 120 cabinets and 14 sections of Gemtrack from ERIC, PAM, PER, MAP, USDOC,  
LISA

Storage Facility Processing Collections Committee

Completed for Special Collections Processing Tasks

Barcoding materials at LISA  
Identify unlabeled/unaccessioned materials

Placed in transit – govod, usddk, usdod , usdmf, map, micro  
Books and journals too numerous to enumerate