

Storage Committee Chairs Progress Report July 19

Physical Move

Checked off on Cabinet moves
Surplus / remove old Microfilm readers

Hallett arrived July 18 to tag materials remaining in Mullins

Storage Committee Chairs Progress Report July 26

Mullins Library Storage Steering Committee

Added to Docs & Files

Storage Facility Chairs 7-12-2018.docx
Storage Facility Chairs 6-28-2018.docx

Scheduled

ArLA presentation on the move Tue, Sep 25, 8:30am - 9:30am CDT
ArLA tours of the storage facility Tue, Sep 25, 1:00pm - 5:00pm CDT

Events

Visit from Auburn Wednesday, July 25

Service issues

Added to Service issues
Answer FDLP questions
Send FDLP document to other Arkansas Libraries
Send memo on naming task force
Draft Loan Rules / Recall rules memo
Draft Periodicals shelving memo
Van usage memo planning
Draft short-term planning for cataloging mats intended for storage
FDLP changes to documents website
Cataloging procedures/policies for items accessioned to storage - gifts, microformats, etc.

Checked off

Send memo on naming task force
Answer FDLP questions
Send FDLP document to other Arkansas Libraries

Naming storage

Added to naming storage
Closing the nomination process and providing committee list of nominated names
Top candidate(s) to committee
Committee name to admin

Website, LibGuides, LibAnswers, Public Catalog, ILLiad Updates

Added to Website...
storage folder on website and references to LISA

Library Catalog Locations and explanations
LibAnswers: review for storage / requesting FAQs
LibGuides: run initial searches for mentions of storage and update
LibGuides: Books from the Catalog updates
Check scopes / limiting locations in Summon / Catalog
ILLiad / ILL pages: check language and instructions
Gov Docs: instructions for retrieval, where to get help
Maps: instructions for retrieval. where to get help
PAM transitions

Sierra Loan Rules and Policies

Added to Sierra Loan Rules

Review and update new loan rules with Sherry Faulkner-Robinson
Locate all documentation (website, handouts, staffguides, Circ manuals) and update loan rule info
Create help FAQ or page for non-affiliated borrowers re: requesting items from storage.
Signage? posters? adverts?

Metadata cleanup

Added to Metadata cleanup

Rinse and Repeat - metadata updates for "naked barcodes" in Caia Due: Nov 30
In transit statuses / request this item statuses
Caia IAT errors
Catalog errors Due: Nov 30 • Assigned to: Deb K.
Review items accessioned to wrong collection
Work Plan for 365s

Physical Move

Reference Collections Consolidation

checked off

Identify potential collections to gather
Determine shelving pattern for collections (LC, etc.)
Make selections from the identified locations

Shelving and PAM score

checked off on Shelving and PAM score move

Identify locations and quantities for slotted shelving
Identify locations for PAM scores

Messages to all

Low D and E trays. In order to get them in time to complete LISA move we ordered from Arrow in Indiana.

Overage costs for move in Mullins sent to administration. Approximately 85,000 more books from Mullins and 36,000 more documents were moved from Mullins.