

Storage Facility Chairs Committee

Basecamp summary Feb 16-22

There was no meeting Thursday due to the number of missing members. The following activities occurred during the week

Scheduling activities

- Deadline for Reference materials
- Pink dot deadline
- Movers arriving on site (June 5)
- Ganttify tested with Basecamp to create GANTT charts from to-do lists

Monograph review

Molly, Joshua, Michelle, Laura, Beth, Jonathan, Sarah, Phil, Donna, Tony, Norma, Luti, Jay

Additional monograph titles (sets, etc.)

Molly, Michelle, Beth, Phil

Print serials review

Phil, Norma, Beth, Jay, Jonathan, Molly, Luti, Necia, Stephanie, Tony

Reference title review – Norma added files and instructions

Tony, Laura

CaiaSoft

- Kathleen testing Homer test location and bins
- CaiaSoft software person was added to team
- Kathleen shared CaiaSoft vocabulary
- Software developer given access to Innovative tools
- Test files for union holdings
- Discussion with ILL on manual lookup of barcodes?
- Added to list of collections Special Collections - Archival Special Collections - Cataloged (books/serials) Government Documents Everything Else Obviously. Call to Texas state
- Preliminary setting of permission levels

Additional information

Posted info sent to architects regarding retention

Pink dots

Printed Tony's and Phil's

Access to Basecamp

Identified problem with Deb's access and fixed it
CaiaSoft software person was added to team