

## Storage Facility Chairs Committee

### Basecamp summary Feb. 22 to Mar. 1

#### Storage Collection Selection Committee

- Monograph Retention Lists Completed: Parker, Beisswinger, Gibeault, Daniels, Juhl, Kulczak, Youngblood, Gilbertson
  - All completed – out of original criteria list of 290,163 to remain in MULN , final selection total is 137,333
- Add'l Monography Retention Completed –Parker, Gilbertson, Kulczak
- Serials to retain completed – Daniels, Kulczak
- Monograph lists printed for dotting – Spiegel, Beisswinger, Cameron, Gibeault
- New – Reference materials list posted by Johnson
- Reference List review completed – Juhl
- New – Oversized monographs list posted by Juhl – Voluntary review due March 26
- New – Microformat lists posted (additional lists being made) – Lennertz

#### User Services Storage and Stacks Personal

- Lehmann removed Storage Personnel committee and created this committee to deal with pre-move work and move task lists from Google Drive to Basecamp
- Range finder updates completed
- Added To Dos
  - On [Clean up records of various missing statuses](#) , -- [Check list of Lost and Paid](#) Fri, Mar 2 ; [Checklist of missing2](#) Fri, Mar 2
  - On [OV flat](#), [Remove shelving in Mullins](#) Fri, Mar 2 ; [Organize OV flat in LISA and update Sierra records](#) Fri, Mar 2
  - On [Various Storage-Prep tasks](#) ; [Barcode and create item records until we can't find any more to do.](#) ; [NASA and other documents in LISA](#) Note Mon, Jul 2 [Pink dot!](#) Note Fri, May 11 ; [remove unneeded shelving in periodicals and replace with tables or carrels from Level 1](#) Thu, Apr 19 ; [shift/consolidate unbound issues in periodicals](#) Mon, Apr 2 ; [remove unneeded shelving on Level 1](#) Thu, May 31 ; [recycle uncataloged law items in LISA](#) Thu, May 31

#### Op Cit (Operation Caiasoft Implementation Team!)

Winston added a document on Caiasoft attributes for Special Collections materials [Special Collections Caiasoft attributes and properties- draft.docx 20.3 KB](#)

Testing of permissions during accession job and resetting by Caiasoft

[Test storage location, stor, and "Homer Storage Facility"](#) - steps 1-7 completed!

- **Completed activities: Union Holdings** - [Test output to Caia from Sierra](#), Test Create List strategy ; [ILLiad Integration](#) -- [Conversation with ILL and User services: manual lookup of item barcodes?](#)

### Storage Facility Processing Collections Committee

- Added to do items
  - [Identify anticipated clean-up projects and determine appropriate sequence for their completion.](#) – Storage B titles in Lisa
  - [Identify methodologies \(procedures, policies, space, etc.\) for handling materials which cannot be processed through standard methods during the move,](#) ; [Determine how damaged materials get to Preservation for treatment](#) ; [Determine how materials to be processed in Mullins get to Tech Services/User Services for clean-up](#) ; [Technical Services and Circulation process materials that are unbarcoded/unlinked and feed back into the workflow. For how long? How are unbound / current serials to be treated?](#) Are current unbound issues sent to storage with a barcode? Are they ever collected in the future and bound together? [Find out if there's a cost associated with movers pulling preservation-needy materials](#)
  - [Develop processing guidelines for future materials that are acquired or transferred to the storage facility](#) ; [Determine if our original intention of completing an annual transfer project is still the plan](#)
  - [Identify anticipated clean-up projects and determine appropriate sequence for their completion.,](#) At some point (post-move?) begin clean-up of everything not located and in status [Missing 3](#)
  - [Develop processing guidelines for vendors as needed including those for identification and handling of damaged materials,](#) [Write procedures for movers based on local decisions](#) ; [Decide internally which categories of damaged books can just be sent to storage, and which require treatment](#) ; [See if movers have any existing criteria/guidelines they already use for damaged materials](#)
  - [Identify anticipated clean-up projects and determine appropriate sequence for their completion.;](#) [NASA Titles](#)

### Storage Facility Steering / Chairs Group

- Scheduled meeting with PMI – March 14 and March 15
- Moved scheduled to begin June 5, for the purposes of planning assume end date is Sept 15

- Created and distributed Gantt charts of projects – unfortunately not available without a password. Being redone

Started a list of project decisions made and documented on the website

- [Monograph - CRITERIA CHANGE - For public use purchase date; Internally, use catalogued date instead of published date in pull list.](#) Mon, Jun 19, 2017
- [Should we accept any collection that goes directly storage? No](#) Mon, Jun 19, 2017
- [Special Collections will not be doing their own “pulling” They will handle the patron request then route as appropriate.](#) Mon, Jun 5, 2017
- [Departmental transfers - Are there any reasons why the branches would need to transfer items to MULN rather than directly to storage? No, materials should go directly to storage.](#) Mon, Jun 5, 2017
- [Departmental transfers - Should items being transferred use the same criteria created during initial selection criteria? Yes](#) Mon, Jun 5, 2017
- [Monographs - We will go with a rolling 20 years.](#) Mon, Jun 5, 2017
- [Serials - inactive serials will be moved to storage](#)
- [Serials - Print + online, we will move print to storage](#) Mon, Jun 5, 2017
- [Inventory - 6.22.17 - we will process materials annually, perhaps in summer, for storage](#) Mon, Jun 5, 2017
- [Serials - 6/22/17 - Maintain a rolling 5 years](#) Mon, Jun 5, 2017
- [Gov Docs - possible titles to go to storage - Congressional Hearings, Soil Surveys](#) Mon, May 22, 2017
- [Proposed and agreed to move microfilm/fiche initially identified - 5/22/17](#) Mon, May 22, 2017
- [NIMA nautical chart weeding discussed - 5/22 - not conclusive decision quoted from minutes"Per Lora on 5.31.17 " I think when we last met we discussed the NIMA nautical charts. I thought that weeding at this time was not necessary. I reviewed the collection physically last week the NIMA charts currently fill 1 ½ cabinets. If we were to weed, we might be able to retire one of the cabinets." Initial weeding suggested in a meeting of Jozef, Donna and Lora](#) Mon, May 22, 2017
- [Gov Doc microfiche - 5/15/17 - Microfiche Atomic Energy can be sent to storage](#) Mon, May 15, 2017
- [Gov Docs - 5/15/17 - Per Donna we would retain: ▪ Serial Set•Census• Tract and block could more than likely be sent to storage. Govt ref. ~5% to be retained; remaining 95% to go storage ▪ Need to get feedback from Beth & Joshua regarding selection](#) Mon, May 15, 2017

- [Gov Docs 50% to take - 4/10/17 - Focus on Federal Documents; State documents immaterial](#) Mon, Apr 10, 2017

**Questions/ Issues that have come up this week**

- [Are current unbound issues sent to storage with a barcode? Are they every collected in the future and bound together?](#)
- [List of policy / procedure questions and decisions](#)
- Barcoding for SpecColl - [There are approx. 70,000 boxes to be barcoded at LISA. Those barcodes & the barcodes for the boxes in 186 must be entered into an Excel spreadsheet for eventual upload into ArchivesSpace.](#) Mon, Apr 2 Lori B.