

**Storage Facility Chairs Committee
Basecamp summary March 2 – March 8**

Mullins Library Storage Steering Committee

Added - [Procedures for Pink Dots.docx](#)

Added - [Post pink dot item record review procedures.docx](#)

Project schedules and decisions

Matthew Kelly was granted access.

pdf versions of the gantt charts were added. They will be updated weekly

A decision area was added to maintain documents and statements of decisions made

Storage Facility Collection Selection Committee

Monograph selections completed – original list, 210963; monographs selected from list, 137,333;
additional monographs selected, 1907

Serials List review – Due Mar. 19 - Spiegel

Reference retention list review – Due Mar. 26 - Torres, Greedy Beth Juhl and Phil Jones

GovRef list to retain posted – no due date

OV monograph -- voluntary review Due Mar. 26 - Jones

Microform review lists added – voluntary review Due Mar 23 - Johnson

Pink dotting printing - Gilbertson mono list, McAlister mono list

Recent website activity

Questions / Decisions, added - Can we keep the Serial Set in Compact?

Added - [Post pink dot item record review procedures.docx](#)

On Schedule, Voluntary review of microfilm/fiche titles

Processing collections committee

Recent website activity

Decisions/procedures/documents added:

[Adding barcodes scanned to Excel to Item Records in to Sierra \(DRAFT\) 02062018.docx](#)

[Preliminary Selection Criteria for Government Documents to be sent to Storage 170515.docx](#)

[Barcoding Test Results.docx](#)

[Storage Cost to Process In-House.xlsx](#)

[Storage Cost to Process In-House Report Revision 1.docx](#)

[Recommendation 170807.docx](#)

[Processing Collections Committee Progress Report 170726.docx](#)

[Government Documents Report 170824.docx](#)

[Bib and Item Location Recommendation.docx](#)

[Meeting Minutes 180126.docx](#)

[Meeting Minutes 171020.docx](#)

[Meeting Minutes 170915.docx](#)
[Meeting Minutes 170825.docx](#)
[Meeting Minutes 170801.docx](#)
[Meeting Minutes 170327 .docx](#)
[Storage B 1994.pdf](#)
[Storage 1991.pdf](#)

To dos added

Identify methodologies (procedures, policies, space, etc.) for handling materials (including those not processed through standard methods during the move),

- Convert selector spreadsheets to Sierra lists for rapid updates
- Determine if binding shipment should be sent on May 14 Note Wed, Apr 25

Identify anticipated clean-up projects and determine appropriate sequence for their completion.,
Identify method to track brief processing (BCODE3?)

Identify anticipated clean-up projects and determine appropriate sequence for their completion.,

- Ongoing clean-up of titles identified prior to the move. User Services resolves what they can, and the rest are brought to Tech Services for processing.

Decisions Made,

- [Target percentage for government documents move was confirmed as 50 percent. \(Original decision recorded, but obviously, this has now changed.\)](#) Mon, Nov 13, 2017
- [As materials in LISA are barcoded/linked, it is not necessary to add the LISA shelf location to the item record.](#) Fri, Sep 15, 2017
- [Unbarcoded materials in LISA will be moved to the new storage facility and processed there as time permits.](#) Mon, Mar 27, 2017
- [Government documents to be moved will remain in call number order in the new storage facility and will not be barcoded](#) Wed, Jul 26, 2017
- [ICODE1 365 for materials to stay in the building, and ICODE 769 for materials going to storage](#)
- **Missing Materials Note**
- [Processing materials lacking Sierra bibliographic records](#)
- [Bib and item locations "stor"](#)

User Services Storage and Stacks Personal

Check list of missing2 - Completed 3/7/18

Added - [Post pink dot item record review procedures.docx](#)

OpCit

Best to have trainers in when we have shelving up

Time to start testing holds

[Sample_SierraRequest_File.txt 657 Bytes](#)

Storage Facility Communications Committee

Beth Juhl, Dylan Hurd, Mary Gilbertson, Michelle Jude, Elaine Thornton, and Jonathan Torres were granted access.

**Files loaded: [LibGuidesBooksfromtheCatalog.csv](#)
[SierraBranchLocations.xlsx](#)**

[SierraStatusCodes.xlsx](#)

[SierraBranchLocations.xlsx](#)