

Storage Facilities Chair Committee

Basecamp summary March 15 – March 21

Mullins Library Storage Steering Committee

Chairs minutes added -- 2-8-2018, 2-15-2018, 3-1-2018, 3-15-2018

Meeting with PMI added -- LibraryMeetingwithPMI_03_14_18.docx

Response For the "think about" point "PMI proposed a different orientation of rows from current LISA scheme – one in which all shelves/ladders would be at the same compass location. This is the preference for workers at the site – confirm?" I would voice, that yes, because in the new storage facilit...

New versions posted Post pink dot item record review procedures.docx

Procedures for Pink Dots.docx

Progress Reports posted -- ProgressReport_02_26_18.docx, ProgressReport_03_01_18.docx,

ProgressReport_03_08_18.docx, ProgressReport_03_14_18.docx

Storage plans posted -- ShelvingPlan.pdf, ArtStoragePlans.pdf

These were scheduled:

Arrival of Mike (PMI), scanning room prep Mon, May 28

Level 1 Bays 1 & 2 - cleared Mon, May 14

Arrival of Hallett - Tentative Tue, Apr 24

Storage Facility Collection Selection Committee

Original list of currently received paper serials included 715 titles. Final counts (after several titles added) included 466 titles to stay in Mullins and 256 to be sent to storage. Three titles were selected for differing numbers of retained volumes (164, 2, 5) than previously determined.

Scheduled -- voluntary review of GovRef Collection scheduled for Mon, Apr 2

Begin pre-marking for Gov Doc, Monday Apr 23 - Fri, May 18

Serials title reviews completed – Beisswinger, Daniels, Jones

Reposted as done serials retention – Jones, Daniels, Youngblood, Laincz, Gilbertson, Gibeault,

Printed for pink dotting – Parker, Juhl, Kulczak, Youngblood, Boyd monographs

Pink dotting completed – Boyd, Cameron, Spiegel, Gibson, Salisbury mono list

Sierra icodes edited – Boyd mono list

Most items in the process of being moved to Chemistry (578 items)

New versions of documents added Post pink dot item record review procedures.docx

Procedures for Pink Dots.docx

Storage Facility Processing Collections Committee

Documents added - Importing Barcodes into Sierra Create List.docx
rapid update 365 Molly 3 20 1028.txt
item record numbers rapid update 769 Molly 3 20 2018.txt
rapid update 769 Molly 3 20 2018.txt
rapid update 769 Necia 3 20 2018.txt
DocsforStorageDRAFTONLY2.xlsx

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

- Decide if we want to suppress the titles without barcoded items after the move.
- Should (or can?) Documents be designated "collection specific" like Special Collections?
- How do we deal with Documents since we're not going to box them?
- DECISION: Will 100 percent of the main documents go, or are we back to 50 percent? (Bridget rec... Due: Mar 30)

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

- DECISION NEEDED: Do we want to suppress the OPAC records for titles with unbarcoded/unlinked item...
Added to Develop processing guidelines for future materials that are acquired or transferred to the storage facility
- Once in storage, how do we continue to work with the Documents collection?
- DECISION: Can we weed documents?

These were added to Identify anticipated clean-up projects and determine appropriate sequence for their completion.

- Mark documents to stay in Mullins Assigned to: Bridget P.
- Post 50 percent list in Basecamp Assigned to: Bridget P.

Decisions Made

- We will continue to clean up materials as we identify them (3/16/18)
- Per discussion during 3/16 meeting: Loading dock and binding area in S&R scheduled to be open and functional during the move, so we will plan to send a May shipment. Volumes returned in June can be sent to storage after they return, this won't be a problem.
- NO: See if movers have any existing criteria/guidelines they already use for damaged materials (t... Due: Mar 14)
- NOT USING THIS APPROACH: Technical Services and User Services process materials that are unbarcod... Due: Mar 14
- NOT USING THIS APPROACH: During the move, determine how materials to be processed in Mullins get ... Due: Mar 14
- Bib and item locations "stor" Due: Nov 7, 2017

- Expedited Processing Procedures for Storage Cleanup Due: Jan 26
- Missing Materials Due: Jan 26
- ICODE1 365 for materials to stay in the building, and ICODE 769 for materials going to storage
- YES: Determine if binding shipment should be sent on May 14 Due: Mar 16
- Government documents to be moved will remain in call number order in the new storage facility and... Due: Jul 26, 2017
- Unbarcoded materials in LISA that cannot be cleaned up in time for the movers to process will be ... Due: Mar 27, 2017
- As materials in LISA are barcoded/linked, it is not necessary to add the LISA shelf location to ... Due: Sep 15, 2017
- Target percentage for government documents move was confirmed as 50 percent. (Original decision ... Due: Nov 13, 2017
- YES: Should (or can?) Documents be designated “collection specific” like Special Collections? Due: Mar 14
- MOOT SINCE 50 PERCENT STAYS: Once in storage, how do we continue to work with the Documents colle... Due: Mar 16
- We will continue to clean up materials as we identify them Due: Mar 16
- DECISION IS 50 PERCENT TO STAY: Will 100 percent of the main documents go, or are we back to 50... Due: Mar 16

User Services Storage and Stacks Personal

Documents added Pink Dots.docx

Post pink dot item record review procedures.docx

Maggie art wall details.pdf

Maggie shelving setting details.pdf

Completed

easy to find Barcoding and creating item records.

cleaning lost and paid item records (Completed 3/20/18. Of the 4709 item on the list, 20 were found on the shelves.)

OV flat shelving removed

shift/consolidate unbound issues in periodicals

cleaning up Ref List of On Search, Missing 1,2, and 4 (Zero items found out of 17 items searched)

Added to Clean up records of various missing statuses

- Faculty Recall/Checked out list
- LISA Missing list

Added to Various Storage-Prep tasks

- Bin proposal and purchasing Assigned to: Kathleen L. and Matthew K.

Op Cit (Operation Caiasoft Implementation Team!)

According to the shelf plan, Maggie will have: • 37 ladders on the south side of the longest aisle; most will have 33 ladders; the side aisle on the west will have 15 ladders; one side of one aisle near the middle only has 29 • 30 steps

Scheduled : Call with Caiasoft Mon, Apr 2, 9:00am - 10:00am CDT

Documents added : Maggie art wall details.pdf

Maggie shelving setting details.pdf

Completed

Test storage location, stor, and "Homer Storage Facility"

Delete test union holdings

Review Texas State examples and procedures

Schedule call with Laura on Error handling on items not in accession file

Schedule meeting to discuss data flow for MAIN collection

Explain to Laura and ask about options on Initial accession: omit expected number of items step?

Results: Yes expected number of items can be turned off (I just did so). We can use the Caiasoft Close Barcode which can be scanned once we reach the end of a tray to alert Caia that we've finished with that tray. The number of items added to the tray will then display.

Develop list of expected delivery points

Determine access levels needed (mapped to staff descriptions)

Separate collections

Results: Kathleen - I think right now we have four Caia collections: Primary collection (really, what do we want to call all the regular/main stuff?)

Government documents Special Collections (Katrina, did you all want two per your note above?) Problem Items (also known as "Bart") Katrina - Katrina It'd be easier on our end for reporting, metadata set-up, and (if needed) bulk-updating if ARK COLL and manuscript materials were different collections--so if it's not going to cause more work for storage staff (and I don't think it should?), I'd prefer two collections for SpeColl materials (alth...

How to get container types in dropdown menu

Added to Union Holdings:

deal with multiple bibs attached to one item record in accession stream

Added to ILLiad Integration

test request stream

document and test workflow for adding item barcodes to requests

Added to Setup: Circulation Stops

Determine actual work flow: van stops vs. desk stops