

University of Arkansas Libraries

Library Storage Chairs Meeting

Thursday, February 15

Present: Lora Lennertz, Matthew Kelly, Kathleen Lehman, Joel Thornton, Lori Birrell, Deb Kulczak, Molly Boyd, Beth Juhl

Lora Lennertz talked to Michael Smith at ConReal and will continue a dialog with him about details. The mover contract has not yet been finalized.

Microforms

Lora posted documents in BaseCamp regarding microforms. They include data on ILL lending and document delivery, but do not have accurate information on in house use. It includes a list of microfilm titles that have circulated.

Lora is working on a diagram of microform cabinets here and in storage. The goal is to identify which cabinets will go, and which will stay, and sort the microform collections into the appropriate cabinets, consolidating too.

The documents also include a list of microforms that will stay. We need to educate faculty about using microforms for assignments, and what to expect following the move.

Bookplated Monographs

We will not keep bookplated monographs in MAIN that are do not fall under the categories for retention; i.e., purchase date or number of circulations.

User Services

Kathleen Lehman reported that a trial of placing the pink dots on books resulted in an estimate of 3,000 to 4,500 people hours to pink dot the 300,000 or so items to stay in Mullins (that's one person working full time for 1.5 to 2 years). Obviously this project will require many more people working than those in User Services alone. Special Collections also needs assistance in barcoding manuscript boxes in 186 and LISA. The estimate is 80 hours in 186 and 460 hours barcoding in LISA.

Should we mandate that personnel contribute x number of hours per week to these projects until they are complete? This was successful in the initial barcoding project in 1997. First, we will need a description of tasks, then determine an appropriate number of hours per week. The catalog system will be down on March 19, the Monday of Spring Break. Should we make that a pink dot / barcoding work day for all personnel?

Ashley and her students are working on item record creation and are finding a lot of barcoded items that are not linked to the catalog record.

A mock storage facility (Homer) has been set up with a couple of trays to test and train on procedures and CaiaSoft.

Matthew Kelly and Isaac are cleaning up records and adding Missing 3 as the code that indicates this item is not likely to be found ever. Those will be uploaded to CaiaSoft, however, so that IF they are found, the record is there, but if not, the records can be purged after the move.

The revised monographs lists submitted by Selectors are housed in the BaseCamp/Storage Facility Steering Committee/documents. When a list is printed out and assigned to staff to pink dot, that will be indicated in the files.

Instruction Services / Selectors

Joel Thornton reported the monographs lists have been assigned to Selectors, and next is a review of print serials, approximately 700 titles. The broad rule is to maintain all print serials since 2012 (the last five + years), but Selectors will be asked to review with a target deadline of March 19.

CaiaSoft

The ILLiad stream to Caisoft is not as accurate as the stream from Sierra.

Texas State has Sierra plus CaiaSoft; Beth and Kathleen are talking to them via phone to ask questions. Do we need to visit their facility?

Who needs CaiaSoft user accounts? Kathleen, Beth, and Lora? Will look at.