

University of Arkansas Libraries Library Storage Chairs Meeting

Thursday, February 8, 2018

Present: Kathleen Lehman, Joel Thornton, Lori Burrell, Deb Kulczak, Molly Boyd, Tess Gibson

User Services

Kathleen Lehman reported that she investigated two types of stickers, one is larger on sheets, the other smaller on rolls. The smaller costs ~\$2,600, the larger ~\$1,140 for 300,000 quantity. After testing each, the smaller will be better in use, and she has talked to Marco about ordering them. The color is hot pink.

User Services personnel have barcoded approximately 1000 items in the stacks. The difficulty is in finding the unbarcoded items, as various attempts have been made to suss out a list from Sierra have been less than efficient. They most recently are working from a list created by Mandi Smith which has been partially accurate.

User Services personnel have also begun work on unbarcoded items in LISA. They are working on the NASA documents, which are barcoded, but unlinked to a catalog record. Step 1 is scanning the item barcode, step 2 is linking it to the catalog record. User Services personnel have scanned 1500 barcodes; of those, Mary Gilbertson has uploaded and linked approximately 400 to catalog records.

The Government Documents in the JX range, mostly United Nations documents, need to be barcoded and very few records in the catalog. These are house in the MAIN stacks.

The permission to post replacement job positions for Sara, Isaac, Matthew, and Kat have been granted, so once those positions have been filled, User Services will have 100 more people hours per week to dedicate to projects related to the move.

CaiaSoft software training will be held at 2:30 today in MULN 486, an overview of the software.

Instruction Services / Selectors

Joel Thornton reported that the monographs selections lists have been assigned to Selectors to review based on call range for their fields. The reference collection will be a separate review for determination of what moves to storage and what stays. The heads of the branch libraries will also identify items to move to storage, but this is not a part of the "big move," and will likely take place after the hired move is completely using Stacks Management personnel.

Joel requested a timeline or gantt chart to be posted for every aspect of the move somewhere central so that everyone can view it. Molly will investigate whether this can be done on Basecamp.

Special Collections

To date, Special Collection staff have barcoded _____ (didn't get number) of boxes in room 186. At this rate, it would take them 5 weeks to barcode the boxes in 186. There are also 70,000 boxes in LISA to be barcoded. Special Collections needs barcoding help.

We need to know whether LISA will move first or Mullins, so that we can maximize our preparation time.

Technical Services

Deb Kulczak reported that some of the Government Documents are in SuDoc order, which has already been determined will be moved and stored in the storage facility in that order, rather than each barcoded separately. However, some of the documents are in LC order, which ALSO need to be moved and stored in that order, rather than jumbled like the monographs will be (not in LC order). This includes census material, congressional records, etc. Also, Renee Tobin proposes that all of the indices stay in MULN to accommodate reference requests (staff have to identify document in index before they request from storage—will be a two-step request from storage if the indices are moved). Deb will ask Renee to provide number of indices or shelved space needed to house them as well as number of requests made per year, as data to support this request.