

## **University of Arkansas Libraries Library Storage Chairs Meeting**

Thursday, March 1

Present: Lora Lennertz, Joel Thornton, Lori Birrell, Deb Kulczak, Molly Boyd, Beth Juhl, Michele Reilly

Lora Lennertz discussed a programming session for O2, understanding library operations.

The usernames on Basecamp may be unfamiliar, because individual users logged in with their g-mail accounts rather than UA accounts, using private usernames.

All questions that need to be determined should be added to a list in Basecamp for everyone to see and respond to.

Lora reported that pink dots in the break room celebrate small victories and achievements, such as the first completed Selector's list.

The movers will visit on March 14-15; we need to map a space for Caiasoft before the movers arrive. We also need to make a list of questions for the movers before they arrive.

### **Special Collections**

Lori Birrell reported that Special Collections personnel have completed 99% of the barcoding in 186. The next step is to transfer data entries from Excel sheets into Archives Space. She estimates approximately 400 people hours are required to barcode the items in LISA.

Lori has a question about serials in LISA. Some are barcoded individually, some are in boxes that are barcoded. How should these be treated? Deb Kulczak noted that individual barcodes would interfere with the way the serials are cataloged in Sierra.

### **Processing Collections Committee**

Deb Kulczak reported that Tech Services personnel are processing group building To Do list. The NASA titles are being barcoded; there is a shelf in Tech Services for items with cataloging issues to be placed, but it is empty, so personnel are keeping up with the pulls to date.

Bridget Penrose submitted a list of Gov doc reference titles to remain in Mullins. These will be sent to Selectors for final review. These need to be added to the pink dot lists.

### **Collection Selection Committee**

Joel Thornton reported that 100% of the Selectors lists had been reviewed and returned. The review of the current serials lists is due in mid March, and the review of Reference materials is due in late March. The reference titles were sent as a list, with the assumption that they would all be moved to storage unless marked to stay by a Selector. This is opposite of the call number range lists sent to Selectors to review, which had items pre-marked to stay based on certain criteria (recent publication and circulation).

The 2017 monographs are not on the lists sent to Selectors; at some point, we will have to run a gap report and pink dot those.

Beth Juhl asked if the OV collection and atlases will be reviewed by Selectors. Joel opined many of these were core to the browsable collection. Many may need to be sent to storage: Selectors should review.

Will the reference materials that stay in Mullins be integrated into the browsable stacks or will they be kept separate?

### **Software Committee**

Beth Juhl reported that she will be traveling to San Marcos next week for a conference and will meet with Texas State library personnel to see firsthand their use of Caiasoft, which they have working with Sierra and ILLiad. Some of their processes require daily list runs and manual manipulation, which we would like to avoid. The ILLiad software does not communicate barcode in its information, which Caiasoft needs to create pull lists from storage.

Two shelves have been set up for testing; trying to work through the logistics of pick lists.

Matthew Kelly has a hand-held scanner with a 100-ft range, USB charge, which seems to work well.

In a quality control effort, Beth asked if all links to books in LibGuides should be deleted, to avoid the instance in which the guide states the book is in Mullins, when it may move to Storage. Molly Boyd reported that when she links books in her LibGuide by using the Add Book from the Catalog function, the location appears below in the call number, so there is no need to delete those and re-add them, since when the catalog record changes, the linked information should also change.

Check with Kathleen on policies and procedures—will books in transit be requested by users or suppressed? The FAQ states they can be requested, but a delay of up to one week may be expected in retrieving the item.