

University of Arkansas Libraries
Library Storage Chairs Meeting

Thursday, March 15

Present: Lori Birrell, Deb Kulczak, Molly Boyd, Michele Reilly, Kathleen Lehman, Kelvin Summerville,

Kathleen Lehman gave a brief report of the day-long visit with PMI, the library movers. Lora Lennertz will provide a more detailed report, as well as submit a list of decisions to be made to the Admin Group.

The Montel shelves will be delivered to the storage facility on April 9. It will take approximately 7 weeks to install them. Con-Real representative Michael Smith provided a plan for the shelving layout, which is essential to mapping out locations in CaiaSoft.

CaiaSoft won't do hands on training until the storage facility is completed. Persons from PMI will attend the training, along with User Services and storage facility staff. Lori will consider which of Special Collections' personnel also need to attend.

PMI set the priority order for moving: monographs in MAIN, Special Collections materials, microfilm cabinets and maps, then lastly LISA. They will start in the Zs (level 4 southeast), so that we can shelve the pink dotted items. In the vacated areas (the southeast stacks will not be removed for renovation).

Deb Kulczak, Beth Juhl, Mary Gilbertson, and Kathleen will work on the process /procedures for loading pull lists into Sierra. PMI estimates they will move 20,000 volumes per day, so the tentative plan from the Libraries' side is to set a batch load per day of IN TRANSIT for the LC call ranges on which they will be working. Loads will be increased on Friday to cover the weekend.

The average time an individual item will be in the IN TRANSIT status is two working days. PMI personnel will work 8-6 pm seven days per week. They will have a 40-person crew to cover all those hours.

PMI will bring their own cherry pickers to work in the storage facility.

The government documents final "stay" list is still being worked on.

The processes for binding of serials are still being worked out.

There will be different "groups" in CaiaSoft: government documents, Special Collections, regular collections, problem items (not the actual names that will be used, just descriptors).

Kathleen estimates that 14,000-15,000 of the non-barcoded or catalog record problem items have been resolved.

The pink dot lists from 3 selectors have been completed.