

University of Arkansas Libraries

Library Storage Chairs Meeting

Thursday, March 29

Present: Lora Lennertz, Beth Juhl, Lori Birrell, Deb Kulczak, Molly Boyd, Michele Reilly, Kathleen Lehman, Matthew Kelly, Mandi Smith, and Bridget Penrose.

Lora Lennertz compiled a list of questions needing answers for the meeting. These are:

1. Serials, serials, serials (unbound issues – STOR/365, marking, lists for loading, Lib Has info, and much much more)

Definition of 6 years – for serials

Do we need to move unbound issues now – if so what housings should be used if any?, where will unbounds for Maggie titles be held? See numbers of serials below:



Retained
collections by c...

Moving from the bib list to selection for Maggie – adding 365? , how they are marked and pulled

2. Data Flows – definition of collections contents of lists, etc.
3. Collections not yet reviewed – review of locations table and methodologies

See retained collections for numbers in some smaller collection numbers



Branches 0218.xlsx

4. Status of Government Documents 50% -- marking, etc.



Decs for Storage...

Caia updating / sierra updating

Will selector's need to review

15% more to be selected

Marking collections

5. Questions from Collections Processing group

6. Incorporating Facilities into committee structures
7. Minutes and information to non-committee members of the library

SERIALS

The selection list sent to Selectors included ONLY paid, active, print only serials. Print + online subscriptions had already been determined would move to storage. Because ILL and User Services staff will scan articles at both locations, access is not an issue. The issue will be how to collect, house, and transfer individual issues as they arrive, and how to establish binding processes.

To streamline the intake and processing of current periodicals, the last FIVE years for ALL serials will be retained in Mullins Library, with the bound volumes kept in MAIN in the stacks, and unbound issues kept in Periodicals when possible. After the move, these will be consolidated into boxes and integrated into the stacks in MAIN. Mary Leverance will make recommendation on what type of boxes should be used to house unbound periodicals. Individual issues will not have barcodes; bound periodical volumes will be barcoded. Those periodicals that are "never bound," or that will never be sent to binding, will be individually barcoded.

DATA FLOWS

Beth Juhl has created a template for documenting the data flow for individual pieces of the collection—for instance, Special Collections manuscript boxes, maps, or monographs in MAIN. The dataflow template records the processes that are required to ensure the data flow of information from Sierra to Caiasoft and back to Sierra. Beth's template is a draft, and will be refined for each piece of the collection that requires a different process. The template is posted in the Basecamp campfire.

The current proposal is to load so-called "naked barcode" files to CaiaSoft. This will enable the movers to scan and load monographs quickly and without interruption due to bibliographic record errors. Later, after the move, staff on our end will pair [barcodes in Caiasoft with more complete bibliographic fields imported from Sierra](#), change the location of the record to "storage," and update the status from "In Transit." Staff at this point can run lists to locate record errors. This scenario will be discussed with CaiaSoft personnel next week, and is estimated to leave individual items in "In Transit" status for two weeks or less. [Items expected to be moved by the movers will be set to "in transit" in call number groups slight ahead of the movers and be reconciled and taken out of "in transit" after the move.](#)

OTHER COLLECTIONS

Lora Lennertz created a list of smaller collections that need to be reviewed before the move, such as map collection, audio, and branch library materials. This list is posted in Basecamp. All of these smaller collections that will move will be updated to the same location (STOR), which will mean several specialty locations will be removed from Sierra, and the same loan rules will apply to all collections; for instance, DVDs.

GOVERNMENT DOCUMENTS

The current strategy is to designate all materials from defunct agencies to move. This includes paper only, as maps, microfiche and any other specialty formats are included in the general Mullins Library count and move.

Government documents will go in boxes in SUDoc order, government reference materials will be scanned via barcodes and placed in trays. The entire collection, documents and reference materials, will be housed together and located separately from the MAIN collections in storage. Kathleen will create separate collections names for these materials in Caiasoft.

REMAINING QUESTIONS

When will asbestos abatement begin (when is the last date we can schedule classes for the rooms on the west side?) and the faculty carrels be closed?

Who will take down the shelves and when?

What is the process for damaged items? [Mary Leverance will be asked to create a best practices or procedural that will be reviewed by this committee]

Determine if our original intention of completing an annual transfer project is still the plan (policy decision). [This committee recommends an annual review of criteria for moving materials; since Mullins Library will be in renovation upheaval next June, focus on moving materials from the branches first]

UPDATES

Kathleen Lehman reported that staff have completed clean up of 18,456 item records, those that had no barcode or were improperly matched with their catalog records.

Five Selectors list are pink dotted; another 6 are nearing completion, for 11/23 Selectors completed totaling 50,000 dots.

Matthew Kelly reported that 1200 NASA documents still need records updated; 110 of those need item records in the catalog.

He updated 4709 lost and found records.

He updated and reviewed the items with "in process" status.

He compiled a list of missing items in LISA, and found 79 of them with no barcodes.

Lori Birrell reported that 85% of the Special Collections materials in LISA are ready to be barcoded. The remaining 15% are waiting on a backorder of Gaylord supplies and will be ready for barcoding soon. Special Collections personnel are working there three hours each day in teams.