

University of Arkansas Libraries

Library Storage Chairs Meeting

Thursday, April 12

Present: Lora Lennertz, Deb Cheval, Beth Juhl, Deb Kulczak, Molly Boyd, Kathleen Lehman, Matthew Kelly, and Joel Thornton.

Logistics Update

Lora Lennertz spoke with Kent of PMI, who suggested that all serials should be pink dotted, instead of first and last volumes in a run.

Lora is still waiting for information on size of barcodes, and order of barcodes. Approximately 16,000 barcodes are needed for the storage project, which need to be six digits each to be compatible with CaiaSoft. CaiaSoft recommends Zebra scanners for creating barcodes for the trays as you go.

We will purchase Zebra printer for barcodes for our own use and work in Storage.

Hallett will NOT be coming before PMI arrives for the move.

Lora posted a map of the Periodicals room in Storage on BaseCamp. It identifies which microformat cabinets will go and how they will be organized. [something] will be labeled with a yellow dot in Mullins Library.

Performing Arts and Media has a number of VHS tapes that are low use. There are 2700 film titles in five cases and 2 cabinets of CDs in Government Documents. Lora will meet next week with the Department Chairs of Music and Theatre to talk about temporary housing of the media collection. Lora recommends the withdrawal of VHS that have not been circulated in the past 25 years. She will ask someone from Special Collections to review those VHS tapes, and find out if there are any VHS recycling opportunities.

Lora will work with Katrina Windon in Special Collections to find out why some file cabinets there are not on the moving list and what we will do with them.

Heath is identifying "mystery boxes" in LISA for Special Collections.

User Services Update

Kathleen Lehman reported that 90,000 items have been pink dotted. She still needs volunteers for rehousing maps, shifting in LISA, compact shelving, and MAIN. Staff are reviewing Arkansas Collection records in Sierra and prepping data for ingestion into CaiaSoft, EAD conversion project. They are also shifting materials in 186.

The shelves have been removed in Bay 2 on Level 1, the individual study carrels from that section have been moved up to other levels.

Each shelf in storage has an "address" in CaiaSoft, which means she and her staff have to ID each shelf in Storage for a corresponding "address" in CaiaSoft.

Sarah Spiegel is cleaning up Subject Selectors spreadsheet lists (thanks, Sarah!).

Personnel from CaiaSoft will be here the first week of June. Kent from PMI and Michael from Con-Real will attend the training.

Matthew Kelley reported that he had removed three ranges in Periodicals to create new study space for students.

More than 8,000 NASA documents have been barcoded or connected to catalog records. 250 new item records were created, and 397 were identified as duplicates.

Isaac Watkins ran a list of serials titles; Kareen Turner will pink dot them.

Beth Juhl is listing items for record clean up in LibInsight.

Software Committee / Data Flows

Beth Juhl is working with Katrina Windon and staff from CaiaSoft to prepare data for migration and developing work flows. Beth is working with CaiaSoft to determine how to create queries to Sierra and what information to pull out of Sierra for call lists, including best practices such as number of query lists per day. Her recommendation is to create a manual button for Storage staff to click to generate a pull list, rather than have the lists automatically running. She will add a field to exclude everything that has already been cleared.

Beth is working with Katrina Windon to identify serials and boxes in LISA. These include items from the newspaper collection project. Beth recommends that these boxes maintain their order in Storage, but this is not the way that PMI works to shelve items, so Lora will check with PMI on this possibility.

Many records in Sierra need clean up.

Collection Selection Committee

Joel Thornton reported that Judy Ganson is working on the materials in compact shelving. All items in Ref Compact will be moved to storage. It is still undecided whether the Isaacs mystery collection will move to storage or stay in compact shelving.

General Updates

21,159 item records have been cleaned up in Sierra to date.

The CEO of Innovative Interfaces will visit on Friday, May 11.

Rose Cody is working through clean up of smart barcodes.

Beth Juhl will be out to IUG April 20-30.

Joel Thornton will be out April 24-27.

Matthew Kelly and Kelvin Summerville will be out April 22-27.