

University of Arkansas Libraries Library Storage Chairs Meeting

Thursday, April 19

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

Updates

Lora Lennertz reported that she is working on identifying sustainable methods for discarding VHS video tapes. One option is to box up the VHS taps in PAM and deal with them after the move. This does not include the Global Campus materials in compact shelving.

Lora is preparing a proposal to the Arkansas Libraries meeting regarding an update on the library storage and renovation project.

Matthew Kelly is working on record clean up for the NASA documents in LISA.

Deb Kulczak reported that 22,981 problem records in Sierra have been resolved, including items located in LISA.

Deb Kulczak proposed codes to the Processing Committee for Special Collections and Government documents. The proposed bib-location for Special Collections will be STORS; for Government Documents will be STORU. Gov docs and U. S. docs bib locations are being combined into one STOR bib location (meaning SUDoc and LC call numbers will be in the same bib location). Or we can separate them into two locations: STORU for U. S. docs, and STORG for government documents in LC call number order. In order to make this work, we must communicate clearly with the movers. STORC will be the bib-location for media and map cabinets; the main collection will be STOR.

Deb will talk to Bridget Penrose to find out how many Gov Ref titles are not barcoded. She will ask Bridget if they need to be circulating or requestable.

Marco de Prosperis, Katrina Windon, and Lora met with Mark about the file cabinets to be relocated. Gift cabinets in LISA have not been accounted for. The case location map in storage has been altered so that the maps will be located adjacent to the plumbing wall and the flat files from Special Collections will be adjacent to the outer wall, as a precaution against the possibility of a line break and subsequent water damage.

Lora is working to compress collections to fewer cases. Started with microfilm, shifting from back and moving forward. ReadEx boxes will be barcoded.

Data Flows

Beth Juhl proposed the following data flow for create lists and updating records weekly for the movers.

Monographs / MAIN

365 is set

Weekly

- 1) Items gathered in Sierra based on call # range, NOT 365
- 2) Field exported to weekly range with title mmddyy
 - a. Retain item status
 - b. Retain item location

- 3) Rapid update item status to "T" for "in transit"
- 4) Empty list

Daily

- 1) CaiaSoft exports report of barcodes accessed
- 2) Barcode = meta + merge with file above

Weekly

- 1) Upload IAT to CaiaSoft form
- 2) Use daily report to create lists in Sierra
- 3) Update status and requestable location = STORAGE

Serials / MAIN

365 is NOT set

Weekly

- 1) File created in monograph flow
NOTE: some items will get put into "T" status that should not be

Daily

- 1) Same as monographs—CaiaSoft exports
- 2) Same as monographs: update in Sierra, change status to requestable

Weekly

- 1) Same as monographs
Match barcode file to saved export file weekly
Update CaiaSoft with updated IAT (retains original status and location)

US Docs with Item Regs

769 is set

- 1) Items are moved direct to sheet d no + scanned (only tray)
- 2) Records in Sierra gather (how?)
- 3) Items that exist are updated

Media materials in Call # order in cabinets

No metadata to CaiaSoft, but Sierra records updated

Mark items in maps with location 365 / 769

Notes:

Filename = weeklyrangemmddy

Filemanipulation = sort and rename

Items with multiple barcodes (see the problems)

Filename = weeklyrangeeditedmmddy

End of Project

Items attached to multiple bib records

Items still marked "T"

Search CaiaSoft for "naked" barcode records

Questions:

What new item locations are needed?