

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

Thursday, April 26

Present: Lora Lennertz, Deb Kulczak, Molly Boyd, Kathleen Lehman, and Katrina Windon.

### **Updates**

Lora Lennertz reported that Mike Smith will be on vacation until May 2 and is unavailable to answer questions. She and other library personnel had a meeting with the Music Department about which collections would stay in Mullins Library and which were okay to move.

Lora divided the VHS collection into three groups: first group was checked out recently, second group has been checked out but not recently, and the third group has never been checked out since 1993. The last group will be boxed up and sent to storage.

Katrina Windon reported that by compressing collections, Special Collections personnel were able to empty some cabinets completely. Six Special Collections cabinets will stay in Mullins Library.

43% of materials in LISA have been barcoded; 84% are adequately housed and labeled.

Staff are working on moving finding aids from EAD to Archives Space.

Heath created University Archives accession records to "attach" containers to records.

Kathleen Lehman reported that Stephanie and Kareen are working to separate the microforms into those that stay in Mullins and those that go to Storage, and are shifting collections in cabinets. The next project will be the consolidation of the microform collections in the cabinets.

23,611 item records have been cleaned up, including NASA documents. Staff are pink dotting the last bits of the Selectors' lists. 115,000 items have been pink dotted, the 12th Subject selector's list has been finished. 8 Subject Selectors' lists have been updated with icode. Next is the LRC collection, and the recent purchases updated list.

Stephanie and Kareen are pink dotting serials. They ran into a problem with the pull list from CaiaSoft, because date volumes are not pulled out in the list if the dates are not included. They will scan to create a mobile worklist for rapid update.

Norma Johnson is working through the Reference collection.

Kathleen will send the colored bin order information to Lora (will be used to transport materials to and from Storage—color coded for location).

Matthew Kelly learned a Jason query to find items with less than the standard digits at IUG.

Microcards are barcoded on the box. Staff will likely create brief bib records on which to hang the barcodes.

Deb Kulczak reported that the Government Reference census materials will not be barcoded. Instead they will be interfiled with SUDoc order in the other government document collections. Everything else

is barcoded in Government Docs reference, which means there is no need to retain the call number order.

The IRC will discuss loan rules next Tuesday.

Deb recommended new locations: Reg, government reference, government documents, cabinets, Arkansas Collection, BART, and Special Collections. She and others are working to sort out the physical space requirements from the "location" requirements for CaiaSoft and Sierra.

Going forward, any item in SuDoc range will have to be individually barcoded? Will confirm with Bridget Penrose. We can't shift items in Storage to accommodate interfiling. This is a collection management issue for some other group to decide.

18,000 shelves to pink dot. There is a slight change to the data flow. Bridget will create list, and Deb will update the records.

Some Government Document titles are split between MAIN and storage. How many titles and how many linear feet? The preference is to leave them together either here or storage, based on the linear feet. Do not store in compact shelving in Mullins Library.

How much assistance will PMI need from staff? We expect someone to be on site to answer any questions if they arise. Our goal is to make the move as simple for movers as possible, because faster is cheaper.

Currently received microfiche will be housed in existing cabinets in MAIN. If cabinets are not going to storage, spaces for interfiling will remain.

Will Government Documents staff ever be expected to work in the new storage facility? Although they would not be prohibited from doing their work, storage staff will be expected to pull items for them to work on, just like any other request.

Lora and Kathleen are planning a pink dot party and some pink dot awards for later in May.

Lora submitted a proposal to ArLA about our storage facility. The meeting will be held in September in Rogers, and we may arrange tours of the facility.

PMI is scheduled to start work on June 5.