

University of Arkansas Libraries

Library Storage Chairs Meeting

Friday, May 25, 2018

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

Updates

Lora Lennertz reported

- Her proposal for a presentation on the storage facility at ArLa has been approved; they are still working out the possibility of tours of the facility.
- The move is scheduled to begin on June 5.
- The first CaiaSoft training will be held on Tuesday-Thursday, June 5-7. The Admin Group will provide lunch for participants.
- Mike will be putting shelf barcode labels in the Storage Facility.
- Movers have external door keys and security codes.
- There will be a meeting with the movers and their two subcontractors around June 11.
- Movers have filled in the empty stacks frames with boxes and are now filling in everywhere else with assembled boxes. We may need to assist patrons in retrieving items from the back stacks portion.
- In two weeks, there will be a joint meeting between this group, the Admin Group, and the Storage Facility Communications Group to talk about communication and promotion regarding the move.
- Next week's meeting of the Storage Chairs will be shifted to Friday afternoon, due to the conflict with the CaiaSoft training on Thursday.
- We are down to reviewing little pieces of collections that are stashed in various pockets, such as damaged microforms. Please report any bits of collections not already identified in the main sorting.
- We should put a call out for all personnel to return materials they have stashed in their offices.

Matthew Kelly reported

- He had finished up the "short" barcodes, those that were missing numbers. 241/308 are fixed in Sierra. He is now working on "long" barcodes, those that have extra numbers or characters. Those from MAIN, and LRC are done, still working on OV and microforms. 76/79 completed.
- Matthew is also cleaning up the "on search" items not found during the pink dotting. The first floor is done, the fourth floor is almost done, and he is currently working on the third floor.

Kathleen Lehman reported

- All of the pink dot lists are done. Staff are working on microformats; microfiche are 50% done. Staff are sorting into go or stay, shifting materials, and compressing them in the cabinets.
- All serials that will stay in Mullins have been scanned and almost all have been updated to icode 365.
- Drew Beisswenger reviewed the PAM reference collection. Those that will remain in Mullins have been identified and isolated.
- Norma Johnson has reviewed the Reference collection, and Sara Watson is scanning them into lists. All reference materials, from Reference, Government Documents reference, and PAM reference need to be counted and located in one place.

- 26,554 item records have been cleaned up Sierra. 165,704 item records have been updated with the icode 365.
- All items in the overflow section on level 3 have been sorted into what goes and what stays in Mullins.

Beth Juhl reported

- Several locations will no longer exist in Sierra, for example, "micro opaque card." All new locations have been added into Sierra.
- Beth, Dylan Hurd, and Katrina Windon are working on the SQL for Archives Space, needed to create an accession stream for CaiaSoft.
- Mandi Smith and Deb Kulczak are refining the work flow processes. Beth created folders in BaseCamp, where the created lists will be houses and updated on a daily basis. The Create Lists / Update Sierra and CaiaSoft team will be Mary Gilbertson, Mandi Smith, Deb Kulczak, Lora Lennertz, and Beth Juhl.

Deb Kulczak reported

- Bridget Penrose reported that 80% of government documents have been pink dotted. The list of government documents reference materials that will transfer to storage is ready. Deb will update those with icode 769.
- Deb is doing item record clean up, mostly serials and series with odd complications.

Lori Birrell reported

- She is working on item record clean up.
- Katrina Windon is back in the office.

Unexpected Challenges Created by Latest Renovation Plan

Changes revealed yesterday in the layout presented by the architects for the renovation of Mullins Library will affect the move and shifting processes. Some identified snags are:

- 1) PAM will no longer exist; we must create a plan for moving the PAM materials and furniture elsewhere. ALL PAM media will go to Storage. We have to decide what to do with supplemental materials housed in PAM. There is no room for the cabinets in PAM to shift to Storage. All materials that can be treated as books and moved in bins will be. Lora is compiling a list of all things that will stay in Mullins and a plan for shifting.
- 2) There will be no shelves or stacks on Level 2, except for the wall shelves against Reference that currently house the phone books. A plan must be made for shifting out all reference material, except what few can remain on those shelves.
- 3) PAM must be cleared out and construction done before Digital Services Unit can be relocated to the first floor, which must be done before asbestos abatement begins on level 4 (and even better, before shelves start being dismantled on level 4). The asbestos abatement may begin as early as Thanksgiving.
- 4) The only stacks remaining on which we can house materials DURING the renovation process (2 years) are the Level 3 stacks on the east side and the remaining stacks on level 1. Could possibly use compact shelving and a page service. The level 3 stacks will have to be reoriented to north/south from east/west at some point. We need to keep the move of materials to a minimum for efficiencies.
- 5) There will be no shelving on level 4 during the renovation. Lora is working on compiling the linear feet of shelving needed to house the 365 collection and 2 years of growth, but has

estimated 18,000 linear feet is needed for books, including serials but not including government documents or other materials. 68% of linear feet needed is for monographs; 9% for serials. There is approximately 6400 linear feet available in compact shelving.

Questions / Problems to Work Out

- 1) Where should the movers start? Some proposals are: level 1, reference (level 2), level 3 to clear shelves where collections will be housed during the renovation, the N call number range, the M call number range. Kathleen suggested that we map out where call number ranges will be located in the renovated Mullins to better plan where call number ranges will be located in the interim. We should also develop a call number range map of locations in the interim. Government documents or other discrete collections might be good candidates to go into compact. LRC might be a good collection to locate on level 2 in the interim.
- 2) Procedures for housing new materials in the renovation phase.
- 3) What is the permanent plan for Government Documents? If it is that 100% will eventually be shifted to storage, that may affect planning for the interim phase. Use statistics are only partial. They collect use statistics of materials used by patrons that need reshelfed, but not statistics on materials they pull. The FDLP report on the planned move of government documents is due on June 6, as is required by Federal Depository regulations.
- 4) Policy / procedures for vacating faculty carrels, one semester earlier than expected.
- 5) Information on alternative spaces to reserve, such as Student Union rooms.
- 6) Map out a calendar of what spaces and services will be impacted September – December.