

## **University of Arkansas Libraries**

### **Library Storage Chairs Meeting**

Friday, June 1, 2018

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

#### **Updates**

Lora Lennertz reported that updates from the meeting with architects and this morning's meeting with the Dean and Michele Reilly resulted in some changes to the plan for the move. All functions, personnel, and spaces on the fourth floor and the west of the third floor will need to cease or move out by July 31, 2018, including faculty and graduate student carrells. Lora will confirm if that means library booked rooms like 472B.

We will have to move out the music scores from PAM and all government documents from the fourth floor, which we had not planned for. The scores are on 11" slotted shelves, which do not fit in the regular stacks. The shelving will need to move with the collections.

The shelves on level 2 will remain through the renovation, to be used for reference, including PAM and Gov. Docs. Reference materials. Other collections that may move there include the Razorback or the LRC, if space allows.

Lora compiled the linear feet of remaining collections as well as the linear feet of available shelving in areas not affected by the renovation and will refine those numbers. She will also review the shelving spaces in Periodicals along with the spaces needed there to accommodate the other cabinets that are moving.

The Serials Set in compact shelving is included in the linear feet of materials that remain, but will not move from compact.

Asbestos abatement is scheduled to begin in November, 2018. Before that happens, all shelves must be removed, all faculty and staff offices and work spaces relocated, and all furniture and spaces completely emptied out. We don't know when the construction walls will go up.

Kent from PMI will meet with Lora on Monday to talk about the move logistics.

Lora has scheduled a regular Tuesday afternoon meeting with the movers and representatives from ConReal to talk about the move.

One of Lora's goals next week is to get a firm handle on what goes and stays in Government documents, as the report has to be filed with the appropriate oversight agency on June 6, and the move plan must be approved by them.

Lora is working with Mary Leverance on a small collection of maps to get them cleaned and properly stored for the move. She is relocating damaged microforms to a space behind Deb's office. All damaged microforms need to be moved and evaluated.

Marco de Prosperis has scheduled the train the trainer training for the storage facility lift on June 15.

Matthew Kelly reported he has completed the second round of the pink dot "on search" list. Of 3819 "lost" items, he found 1591. He is working on unbarcoded items in LISA.

Kathleen Lehman reported that Matthew Kelly and Kelvin Summerville will hold two User Services training sessions on CaiaSoft on Thursday, June 7; one at 10:30 am and the other at 3:45 pm in 472B.

Beth Juhl reported that she will be working on updating the data flows based on the CaiaSoft training this week. She was able to get a SQL query working for Archives Space and CaiaSoft last Friday, but much has not been barcoded, so issues remain with Special Collections materials. Another issue that they are working on is how to request government documents from the Storage facility. Beth is working on a work flow. Deb and Beth will do dry runs of the data flows after Beth has updated them.

Deb Kulczak reported that Bridget Penrose in Government Documents has completed the pink dotting of those materials. She still needs to pink dot those items in compact shelving that will remain in Mullins. The Cataloging personnel completed the cataloging backlog reduction project today, which frees up more staff time to help with Special Collections and other cataloging requests for the move.