

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

Thursday, June 21, 2018

Present: Lora Lennertz, Deb Cheval, Beth Juhl, and Kathleen Lehman.

Guest: Kelvin Summerville

**Updates**

Lennertz indicated that signs were placed on levels one and three and at the elevators on level two. Unfortunately, the template for signs was not available and will be used when they are changed next week.

Cabinets (PAM, PER, documents, REF and LISA) will be moving on July 3 and July 4.

The Incident Report Form (found under Report a Problem) has been amended to include issues that are related to moving. This will inform Lora and the Administration of problems in mover conduct as well as patron use issues.

Juhl reported that she had noticed that theses and dissertations (item types 28 and 29) were not included in the subject selectors' lists and therefore automatically were going into storage. The group discussed potential solutions and determined that as it was too late to deal with those in call numbers A-N, that we would consider these items as those that could potentially return after renovation. Juhl suggested that there may be a way to consider showcasing them at that time.

Lehman reported that owners training for the new storage facility is penciled in for July 9, 2018.

Strips have been purchased for barcoding use with the documents collections.

Cabinets are on the move! All the microformat materials in periodicals were shifted leaving 5 cabinets from the FILM collection and three cabinets from the microfiche empty. Microfiche/film in documents is currently being shifted with the result of 2 ½ empty cabinets. We will need to shift and condense PAM collections.

Training on the "Raymond" lift was completed. The Training-the-Trainer certification is good for three years.

It was reported to the movers that some clamshell preservation boxes were removed when items were being packed in trays. The process of Mary and Diane reviewing materials that are damaged seems to be working.

The movers also have a procedure when identifying items that were pink dotted but were pulled accidentally. Circulation folks are returning them to the stacks when identified.

The group discussed whether we should continue to place all materials in transit or just the ones that are being moved to the new storage facility. We agreed to continue putting all materials in transit.

There were some difficulties with files holding record information of materials being moved being able to be sent to and from Caiasoft and Innovative. Those issues have been addressed and Juhl is working to catch up with files.

Cheval reported that wall bumpers are being installed at the entry and exit for the Raymond forklift.

As we speak with the movers, we will identify whether we need to pick up the front of LISA to facilitate the move.

### **Actions**

Consider returning theses and dissertations after the renovation with a possible unique collection location.

Film of the life of the book regarding moving materials to and from storage