

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

Thursday, June 28, 2018

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

The Committee met with Kent of PMI to review the procedures for moving cabinets and toured the various sites where cabinets will be moved.

Lora Lennertz reported that the moving process was going according to schedule, with the movers scheduled to complete the third floor and move to the fourth floor at the end of this week or the beginning of next week. It will take approximately three weeks to move the collections from the fourth floor. PMI will begin moving materials in Special Collections on July 16. Hallett will start July 18 in Special Collections.

Kasey Kelm is reviewing the VHS for withdrawal.

The Innovative Users Group recommended we adopt a 16-week check out period for all items in storage, but that means that collections that are split, such as DVDS or government documents items, will have two different set of loan rules depending on if they are located in storage or in Mullins. It is more important to be consistent and have fewer exceptions to the 16-week general rule. The topic will be discussed at the Circulation meeting on Monday.

Kathleen Lehman reported that she is collecting keys for any cabinets that lock. PAM, Periodicals, and Government Documents cabinets are ready to go. Government documents personnel freed up 11 cabinets by shifting.

30 cabinets will remain in Mullins Library for microforms, plus half of the Gemtrack.

CaiaSoft has been re-coded so that a footprint can contain multiple items, used for oversized books.

The builders are installing rubber corners around the tight path the lift must travel to charging station on the dock.

The movers are collecting books on level one that are damaged, pink dotted, or non-barcoded. User Services staff are collecting them and taking the damaged items to Mary or Diane for review, reshelving the pink dotted items, and working through the non-barcoded issues where possible. This will save space in the "Bart" section of storage where "problem" books are stored for future processing.

Matthew Kelly reported that the desks have been moved to the office areas of the storage facility, but locks have to be placed on door before computers can be installed. It will be at least July 9 before staff move in. The builders want all the heavy work, including landscaping, to be completed before anyone moves into the building.

The movers had stored pallets of flattened boxes in LISA in a location where they interfered with the compact shelving, and moved them at Lora's request.

When will we stop taking requests for items in LISA? This will be determined at a later date.

Lori Birrell reported that Special Collections personnel are linking barcodes from Archives Space to CaiaSoft. They are also clearing stuff off of the cabinet tops in LISA in preparation for the move.

Beth Juhl noted that we need to determine how to request items that do not circulate, such as the historic census documents from the 1800s. If we create a form for Circulation to create a request, staff will need to be trained to recognize the requests and refer to the form.

How to shelve, request, and note location for items in the microform cabinets will be a sticky issue.

Deb Kulczak reported that she was working with Bridget to update seven lists of government documents to code 769.