

## **University of Arkansas Libraries**

### **Library Storage Chairs Meeting**

Friday, June 7, 2018

Present: Lora Lennertz, Lori Birrell, Marco de Prosperis, Beth Juhl, Matthew Kelly, Deb Kulczak, Kelsey Lovewell Lippard, Molly Boyd, Kathleen Lehman, Joel Thornton.

#### **Updates**

Lora Lennertz reported that the movers will start on Monday with H on Level 3 east and with the M and N on Level 1. They will be working 8 am to 6 pm seven days a week, with 30 additional people starting Monday for boxing and scanning.

Lora is working with Acquisitions to determine an estimate of how many linear feet of shelving will be needed to accommodate new purchases and gifts each year.

"In transit" on the catalog means moving, shifting, sorting. Every book within that call number range, even those that are pink dotted or coded 365 will be marked as "in transit" in the catalog.

The committee discussed the possibility of creating a short "how to" video to show what to do if the item in the catalog has a status of "in transit."

The committee recommended that the Storage Facility Communications Committee develop scripts about the renovation, looking past the storage facility and move.

The committee recommended sending a memo to the Admin Group requesting a process for naming the Storage Facility.

The committee recommended discarding damaged microforms that have undamaged duplicates.

We don't know yet when the close down date for the study rooms and carrels on levels 3 and 4 will be. The tentative close down date is after Thanksgiving, but we will have to wait and see.

We need to create FAQs dealing with room disruption.

Kathleen Lehman reported that address validation was loaded into CaiaSoft. Cat Williams shifted the microforms and is updating the labels. She emptied 3 cabinets. Staff are making progress on the microfilm.

Matthew Kelly reported that he has been working on catalog clean up of records that were "in process" for longer than 2 weeks.

Matt worked on a plan for government documents to retain Sudoc order. He is finishing record cleanup of the NASA documents next week, and will begin work on records listed as Storage B. There are 47,000 items with bib records but no bar codes in LISA.

Wifi is working in the storage facility.

Lori Birrell reported that Special Collections personnel have identified everything in LISA, and are working on barcoding now. She prefers to have representatives from her staff monitor the movers in LISA and is working on staffing schedules.

Lori will be traveling the next two weeks. Katrina Windon will be the Special Collections representative next week.

Kathleen Lehman will be out next week.

Beth Juhl will be meeting with Katrina about SQL.