

University of Arkansas Libraries
Library Storage Chairs Meeting

Thursday, July 12, 2018

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

PMI is working on the LPs.

Molly and Lora asked the dean about transitioning this group to the new roles related to renovation after the move and the various interim stages. The dean gave this committee full authority to reform the charge for that purpose, and to form subgroups as needed to deal with specific issues that arise, either in the interim stage or renovation stage. The dean will not form formal committees for the renovation.

Beth Juhl noted that we need to determine how best to review and revise LibGuides, FAQs, web pages, and instruction regarding finding and using library materials after the move. It is a large scale question of collection access.

Lori Birrell presented a first draft of a document of instructions to the movers regarding the handling of Special Collections materials. It includes instructions that did not necessarily apply to the book move of the MAIN collection, including: No food or drink, wash hands after handling food or drink, move materials and boxes gently and keep upright, stack no more than three boxes high, heavier boxes on the bottom, keep rolled materials horizontal, keep flat boxes flat, no move of material in the rain, labels that fall off boxes should be reattached or inserted in the item on an index card, stack no more than two high in the storage facility. Lori will review these instructions with her personnel and finalize.

Lora Lennertz prepared an Excel file of linear feet available on shelves in all areas by call number. There is no room for growth. One possibility is to add an extra range in REF, displacing the individual study carrels that were moved there during finals.

Hallett will arrive on Wednesday to measure and plan the shift of materials. PMI personnel will shift the materials.

As we measure for materials to remain in Mullins Library, we need to allow for a minimum of two years' growth. However, there will not be enough shelving remaining for now, much less two years' growth. Given the large linear footprint of the remaining government documents compared to the rest of the collection, government documents represent 7066 linear feet plus 742 linear feet of gov reference of the 24,000 or so linear feet available during renovation, this committee recommends that the collection be reviewed again for moving more materials to storage. In addition, the gov docs in compact shelving will not be moved due to an overage of materials from the moving estimate.

There are extra, previously unaccounted for cabinets in LISA that must be planned for. The plan now is to store unused cabinets in the space were ERIC used to be.

Kathleen Lehman, Robin Roggio, Matthew Kelly, and Tess Gibson met to discuss post move workflows for materials requests and scanning. Physical materials will be updated in the storage facility by staff there and sent from there to shipping, without going through ILL. All scanning of storage materials will take place in the storage facility.

Beth Juhl reported that she has been busy with metadata updates. Level 4 P-call number range were set to "in transit" on Monday; everything on level 3 has been changed to out of transit except the OVs. There will be extensive item record cleanup for a while after the move.

This committee recommends that all media be given the four-week loan rule. Lora will submit in the form of a request to the Admin Group. This committee also recommends that the "recall" function be eliminated in circulation.

Deb Kulczak reported that Mary Leverance was nearly done with the backlog of damaged books. After processing, those books will go directly to storage. The movers deliver approximately two book trucks of damaged materials to her per week.

Lora Lennertz reported that the number of materials being pulled by the movers is exceeding our estimates, upon which the pricing of the move was based. We may not move the gov docs in compact shelving or items in LISA to make up the difference.

Kathleen Lehman reported that 800,000 items have been moved to storage and 4000 oversized items. PMI is moving approximately 30,000 items per day.

36,000+ item records have been cleaned up in the catalog to date.