

University of Arkansas Libraries

Library Storage Chairs Meeting

Thursday, July 19, 2018

Present: Lora Lennertz, Lori Birrell, Kelvin Summerville, Deb Kulczak, Kathleen Lehman, Molly Boyd, Bridget Penrose, Joel Thornton.

Lora Lennertz reported that Beth Juhl is out on vacation and Lora is doing the metadata updates for the moving material. Q and R are being reset to indicate their new location in the library annex.

Key cards for the library annex have been distributed. An extra key will be located in the dean's office.

David Boddie is installing the computers and getting the other equipment online. After they are functional, then staff will move in to the new facility.

Lora sent the contingency plan for government documents to the FDLP and the Arkansas State Library. Materials in the Law Library are not affected by the move of materials from Mullins Library.

The group to name the library annex has been convened. Lori Birrell will be the chair. Other members include Michelle Gibeault (Faculty Concerns Committee representative), Charles Sabo (Staff Concerns Committee representative) and Kelvin Summerville (library annex representative).

More library materials have been moved than the movers contracted to move. The movers have just started moving Government Documents today. Hallett is here measuring.

The Admin Group approved the reinstallation of a range of shelving to the reference collection area on northwest level 2. The shelving on level 1 is being reassembled, as the area has been emptied of movers boxes and trays.

PMI has completed the removal of monographs from the stacks.

There are approximately 690 titles of unbound periodicals on the shelves in Periodicals that will be placed in Princeton files and relocated to call number ranges in the regular collection. This must be done quickly, as the shift of materials to the remaining stacks will be undertaken soon. We may need to have a small party for labeling Princeton boxes.

Lora Lennertz proposed using the shelves behind the consultation space to house the Razorback yearbooks, university histories and budgets, and other university related publications as a highly visible and browsable collection.

The printers that currently sit in those shelves will be moved to small printer stands in the consultation area.

For some unfathomable reason, as pink-dotted items were separated from the reference collection, they were jumbled in call number order. Kelvin will spend the day sorting them back into proper call number order.

Lora will send a memo to the Admin Group about the recommended changes in circulation policy.

Kathleen Lehman, who was not in attendance due to a scheduling conflict, sent updates via email:

- The location "maptx" no longer has any items in it. All those items were moved to MAIN, then relocated to the library annex.
- Library annex staff (except Matt who is on vacation) attended training for the motion detection alarms this morning and picked up keys to the building.
- Stacks staff are reinstalling shelving on level 1.
- Some of the fragile books in blue preservation boxes were mistakenly taken from their boxes to be put in trays; staff will reunite each book with its box once we have access to collections in the library annex.

Lori Birrell reported that Hallett has tagged 1900 boxes in 186 so far. Small crews of movers will begin in 186 tomorrow moving collections. They will work through the weekend, and begin at 8 am on Saturday.

Special Collections personnel are still barcoding items and updating records in Archives Space.

Lori requests an overhang over the loading dock to protect Special Collections materials being moved.

Kelvin Summerville reported that PMI staff are building trays in LISA, preparing for the move.

Bridge Penrose reported that PMI staff started moving government documents this morning. There were some field codes that are too long for CaiaSoft, but the entire code does not have to be entered for library staff to use CaiaSoft to find them in the library annex.

There is apparently some disagreement or confusion about how many documents per shelf we estimated for government documents. There are approximately 100 documents per shelf, if the shelf were full, but most have growth space and are not full. The PMI contract specifies linear feet of documents, not linear feet of shelves. Lora will confirm with movers.

There are 1160 shelves of documents, with approximately 2 bins per shelf.

Kathleen Lehman and Lora are preparing a presentation for Arkansas Libraries in the fall.

Auburn University provost and other administrators will tour the library annex next Wednesday. The dean has requested that all work in the building stop during their tour.

Lora is planning a decompression party for August 5, in celebration of the first book moved to library annex (LISA). More details later.

Lora has already fielded requests to return items from the annex to MAIN; we need to set up procedures for such requests, similar to requests to purchase books, and for review of the requests.