

## **University of Arkansas Libraries**

### **Library Storage Chairs Meeting**

Thursday, July 26, 2018

Present: Lora Lennertz, Lori Birrell, Tess, Gibson, Beth Juhl, Matthew Kelly, Deb Kulczak, Molly Boyd, Joel Thornton.

The movers have completed the shift of Reference material on level 2 and the relocation of LRC material from level 3 to level 2.

We are stacking 7 shelves high on the stacks; the plan is to leave approximately 1 linear foot per shelf for growth and interfiling.

Matthew Kelly and his crew have rebuilt the shelving on level 1.

Level 1 call number ranges will be A-PZ.

Level 3 call number ranges will be Q-Z, US docs, and oversized materials.

The existing middle range on level 3 will be removed (see construction documents).

Library annex staff have moved to their offices in the new facility. We plan a "soft opening" for August 1, so they can get familiar with their duties and processes before fall semester begins; however, a number of issues are still not resolved in the new facility.

- They do not have tablets or barcode scanners for the lift << the movers are leaving them 2 but have others been ordered for them?
- They do not have printers
- Their VOIP phones are not yet installed <<do we have an ETA?
- Scanners for document delivery / ILL are not set up
- Microform scanners are not yet set up
- We don't know about the status of a barcode printer for trays...

All requested materials will be brought back to MAIN from the library annex for scanning until the equipment there is operational.

The ArLA tour of the library annex has been approved. We would like to do tours for library personnel in August before classes begin.

Deb Kulczak brought up the issue of materials being cataloged that have already been moved. This issue, including microfilm subscriptions review and how to handle new acquisitions, has been referred to the Selectors for review.

Deb also questions whether gift collections should be accepted if the materials are going to the library annex. We need policies for the interim and long term. This issue has been referred to Selectors and Rachel Krest for review.

Tess Gibson reported that after extensive testing, Interlibrary Loan request a new Illiad site license for the library annex. Hopefully, the site will be granted in 3-5 days. This allows the software to

automatically send requests to the library annex, instead of staff reviewing the entire list to located requests. They also need to reconfigure CaiaSoft to look at "site" not "queue."

[libstor@uark.edu](mailto:libstor@uark.edu) is the email address. ILL staff will print, scan, and email pull requests until library annex new systems go online.

ILL staff will conduct training with the library annex staff next week. Special Collections personnel will train with the library annex staff on how to request materials through CaiaSoft on Tuesday, August 7 at the Special Collections departmental meeting.

The FDLP site plan has been approved and distributed to all area government repositories.

Size D and E trays have been ordered from Arrow, because they have 4-day delivery, as opposed to Demco, which is a 4-6 week special order.

Lori Birrell reported that Special Collections staff are linking barcodes with boxes in LISA, which is a very detail-oriented task.

The library annex naming committee meets tomorrow; they will send out a call for suggestions for naming the building next week. The poll and voting will be the next week after that.

Beth Juhl added "to do" lists to BaseCamp. They include metadata, website updates, policies, and procedures that need to be reviewed and updated due to the shift in materials and changes in lending policies.

All materials in the MAIN circulating collection have been removed from "in transit" status in the catalog, except for microfilms, AV, and maps.

We are updating CaiaSoft for "attributes" of boxes of Special Collections materials.

Due to the work done with materials before the move by library personnel, the library annex has a lower number of "problem" materials than we anticipated, including those with no barcodes (approximately 7 book trucks) and other cataloging abnormalities.

The graphic designers are updating the floor plans to indicate the call number ranges in their new locations. We need to update the signs for the browsing collection. Personnel are working to update StackMap with the new locations. For now, we will take down the black call number range signs.

Deb Kulczak reported that the government documents lists had all been updated to 769. They will be updated to remove "in transit" from their location after we sort what was selected to go but movers didn't move when they reached the contracted total amount. Approximately 400 shelves of US docs were not moved.