

University of Arkansas Libraries
Library Storage Chairs Meeting

Thursday, July 5, 2018

Present: Lori Birrell, Beth Juhl, Matthew Kelly, Kathleen Lehman, Lora Lennertz

Updates

Cabinets were moved from the areas of PAM, Compact Shelving, Periodicals, maps, documents, and LISA. Unfortunately, the method of moving the flat files from Special Collections did not meet all our expectations, and members of Special Collections moved quickly to re-orient materials in their flat files. Some carpet squares came unglued in the Periodicals Room and should be fixed before we try to move again.

Lehman reported that strips have been purchased and barcodes adhered for use with the Documents collection move.

We discussed the disposition of some of the materials that were considered supplementary materials in PAM and had been sitting on the tops of the cabinets. These include a slide collection of supplements to theses and dissertations. Lennertz offered to go through the materials and suggest specific action as she is already familiar with the titles.

Several titles need to be reviewed that were held in PAM reserves collections and include Japanese titles that had not been cataloged. It was recommended that these be added to the collection and that Martha Anderson be consulted for these and some uncatalogued Chinese titles that are in Periodicals.

The committee is not quite sure about the content of the Maptx collection location. Lehman will talk to Renee Tobin to see if there is any further information.

Training for the storage building is cancelled for July 9th. Occupation of the building is currently scheduled for July 16th.

Members of the Hallett moving team will be arriving on July 18th to assist Kent's team with planning the move of materials within the building with the chairs group.

Birrell reported that Special Collections is currently in the process of linking "top containers" to ArchiveSpace records.

The Special Collections Department will be trained in CAIASOFT sometime in mid/late July. Further discussion is needed on retrieval of their materials for the interim period.

Allen and Windon are creating guidelines for the movers in handling of non-standardized boxes. Birrell pointed out the necessity of creating a "mental shift" in the contractors and the library staff on the value of the library collections, emphasizing that even the boxes housing materials have value. Lennertz suggested that we work with the movers to have example boxes, miscs, etc. available for hands-on discussions with Special Collections and other library staff.

It was noted that there is now a track problem in LISA due to the removal of the shelving and cabinets. The vendor has been contacted to assist. A workaround has been rigged for the time being.

Juhl reported that Lennertz joined the circulation group for a discussion of loan rules for non-book formats remaining in Mullins – in particular, those that are split between storage collections (16weeks) and Mullins. It was agreed to standardize checkout periods for all materials in Mullins to 4 weeks.

Actions

Fix carpet tiles in Periodicals room.

Schedule document and Special Collection training/discussion with Kent Holle

Determine how to move the remaining cabinets in LISA