

University of Arkansas Libraries
Library Storage Chairs Meeting

Thursday, August 2, 2018

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

Lora Lennertz reported that the new D boxes had arrived and the movers were using them to transfer items from LISA to the new annex. The movers are having trouble with internet connectivity in LISA and are using Mike's phone as a personal hotspot.

All of the remaining government documents (the surplus over the mover's contracted amount) that were marked for removal to the library annex will be shifted to the compact shelving. PMI will shift them down. Beth and Deb will look into the location for that collection in the catalog and make it correspond to the loan rules; i.e., some of those documents are non-circulating.

The Razorback yearbooks have been shifted to level 2. Special Collections will provide photographs and possibly some materials from the F call number range for that area.

PMI is using the east elevator to shift materials from level 4 to level 3. Lora will not close down that elevator for public use; the shifting is not expected to last long.

Tess Gibson reported that the first request was sent to the library annex yesterday. All lending and document delivery requests are being fulfilled in Interlibrary Loan from annex materials until the equipment in the annex is fully operational.

Deb Kulczak is working on sorting out the government documents that remained in Mullins. She is working on multibib cleanup, which involves limiting linked records from Sierra that were pulled into CaiaSoft to only one record, usually the first field listed.

Joel Thornton reported that the Selectors and Reference librarians met and agreed to cancel the microfilm subscription to the Christian Science Monitor, to maintain the subscription to the Times Literary Supplement, which is not available electronically, and to evaluate the remaining subscriptions next year. The totals for these microfilm subscriptions will be approximately 76 rolls per year. Lora will check available space in the microfilm cabinets. We need a plan or policy for how to house the newly arrived microfilm.

Considering the complexity and variables in the gift donations of materials, the Selectors and Reference librarians determined that gift collections will continue to be evaluated on a case by case basis, and the former recommendation that no material be accepted that would be housed in the library annex is no longer the recommendation policy. We need a plan or policy for the acceptance and review of gift materials.

Beth Juhl reported that HS and call number range E-GX were being updated in Sierra to indicate "request" instead of "in transit." There are also various status clean up projects, such as "ask at Reference."

Beth is drafting a proposal to the Admin Group regarding suggested changes in loan rules and circulation policy previously discussed in this group.

Beth is working with Katrina Windon on refining the SQL inquiry to Archives Space, which has to be edited to pull the necessary metadata for CaiaSoft.

Beth also wants a count of all accounts needed for CaiaSoft.

Lori Birrell reported that the naming committee met, sent out a call for nominations to name the new library annex, and will release a poll of the top names at the end of next week.

Special Collections personnel are working to link top containers with barcodes in LISA ahead of the movers, who will start on Special Collections materials Sunday or Monday. The move of Special Collections materials from LISA to the new library annex will take approximately 10 days, during which time Special Collections personnel will staff LISA to be available for assistance or to answer any questions the movers have about materials.

Matthew Kelly reported that there have been no complaints about the new facility from the library personnel who are now staffing it—Kelvin Summerville, Cat Williams and Sara Watson.

Matthew is updating the call number guides and StackMap, and expects to have both completed next week.

The RISE display slides need to be evaluated for accuracy—for instance, the LRC slide has the old location. Molly will talk to Kelsey Lovewell Lippard about the slides on the Rise Display. Beth suggested a publicity campaign for fall focusing on the top five things users need to know about the changes in Mullins Library.

Lora reported that the focus of planning has begun to shift to the needs of the interim period between the move and the renovation. She is planning the move of materials, equipment, and personnel from Performing Arts & Media to level 2 so that construction can begin in that area to prepare it for the Digital Services unit equipment and personnel. Kasey Kelm will move to Lynaire's old office in Periodicals, and the equipment from PAM will be moved to the old copy room at the south end of the Periodicals room.

Lora is also working on the plan for the move of cabinets into Periodicals. She is also measuring space in the stacks there. The current plan is to shift loose periodicals into Princeton files, then interfile into the stacks by call number order at some point in the interim period.

Matthew Kelly reported that deliveries from the library annex will be made to the dock at 10, 12, 2 and 4 daily during the week, with no Sunday deliveries. Mullins Library staff will meet them at the dock to transfer the materials; annex staff will be unable to park and walk the materials up due to time constraints and the need to keep the dock open for other deliveries. Student workers in ILL can assist in this task.

Where will materials be sorted in Mullins Library? There was some discussion of how much space was needed and where sorting shelves would be located, with no resolution at this point.