

University of Arkansas Libraries Library Storage Chairs Meeting

Thursday, August 9, 2018

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

The Storage Committee Chairs reviewed the updated version of the wall maps for wayfinding, which Ariel Romero, the graphic designer, has been updating to reflect the changes in location of materials and services following the move.

Performing Arts & Media will now be called Multimedia Services. It has still yet to be determined who manages 104 and 372B. Also, what training and/or cross training will need to be conducted to keep services seamless at the service desks?

The Learning Resources Collection for Children (LRC) will now be called the Children's Collection, which needs to be updated on the web, in the catalog, and in Stack Map.

The building directory was also reviewed by the group.

The group discussed the need for a change log for services and locations, including a Staff Guide and the 365 blog. Beth Juhl proposed the following solution:

1. Make Lora Lennertz an author on the blog, 365 McIlroy
2. Have a helper copy over Lora's wonderful Moving Minutes as posts to the blog, in the category Mullins Renovation. BUT do not tag those posts with "news," so those blog posts will not pull into the main library webpage as headlines. The blog posts will be visible to anyone who visits <https://librariesblog.uark.edu/category/mullins-renovation/>.
3. Create a StaffGuide for Mullins Renovation.
4. On the main page of that StaffGuide we pull in an RSS feed from <https://librariesblog.uark.edu/category/mullins-renovation/> - most recent 5 or 10 items. There is your news update for everyone.
5. On the rest of the Mullins Renovation StaffGuide, we can post policy / planning documents as needed BUT we assume that these are also (eventually) associated to the correct departmental StaffGuide. This StaffGuide would be a launching pad for changes and updates, which are then "codified" into the appropriate documentation for the appropriate department as the dust settles.
6. We could probably also add things like a Google Calendar (or Basecamp calendar?) plugin for important dates.

Lora Lennertz will ask the Admin Group about the possibility of conducting tours of the library annex next week before classes begin.

PMI estimates the move will be concluded on Tuesday, August 14. Some personnel will stay for a while to make sure there are no lingering issues.

Deb Kulczak introduced the question of how to update the catalog entries for materials that were moved to compact storage, suggesting the change of adding a tag for "ask at desk" for non-circulating items, and a "request" button for circulating items. Beth Juhl suggested using the Ref compact location,

since it is no longer used for reference material. The Serials Set will be change to gov ref. Also, all "ask at . . ." field codes will be consolidated to "ask at desk," anticipating the shift of PAM and Gov Docs.

Loan rules will be set at four weeks, but the loan rule will be determined by item type.

Matthew Kelly reported that shifting of materials continues in PAM; the shelves are being taken down. The phone access will be installed in the annex today, and will be 479-879-9557. The email is libstor@uark.edu.

Matthew conducted a training session for Special Collections personnel on how to request items from the annex via CaiaSoft.

Tess Gibson reported that miscommunications with OCLC have hindered the assigned of the annex as a separate location. She believes it will be resolved soon.

Kasey Kelm is reviewing the kits and audio books. Laura Cameron is reviewing materials formerly housed in PAM for the Children's Collection. Supplements will stay with materials as they are shifted to the general stacks.

Most of the materials moved from LISA has not been updated in the catalog. Matthew will set up a CaiaSoft account for ILL.

Kathleen Lehman is keeping a spreadsheet of requests from faculty to move materials permanently back to Mullins Library. These will be dealt with before the 365 clean up project, which are materials that should have stayed in Mullins but were mistakenly moved to the annex.

Beth is keeping a list of all of the many webpages that need updating as a result of the move or impending renovation. First on the list are the PAM and Government Documents websites.

Marco de Prosperis has asked for an update on the numbers of government documents.

The CaiaSoft request streams have been tweaked, due to errors in the pick up location.