

University of Arkansas Libraries
Library Storage Chairs Meeting

Thursday, September 13, 2018

Staff a LINX are waiting on printer for labels to be able to create new trays of materials for LINX stacks. The printer has arrived, but has not yet been integrated into the system so that it is "online." There is a backlog of "In Transit" materials in Mullins waiting to be moved to LINX.

The Iliad satellite site is ready to go and staff are testing the stream. ILL has been processing requests in Mullins; if the printer gets online, as early as today, LINX staff will process requests.

Beth Juhl reported that on November 26, we will move over to LibCal for library room bookings. This system will replace DIBS!

Working on a cabinets location map in CaiaSoft. Separating out STOR-D (documents) from STOR-C. The goal is to create a drawer by drawer list of contents.

The "To Do" list on Basecamp will be opened up to other users so that tasks can be assigned. We will prioritize the top 5 at the next meeting; everyone should create their own top 5 list of priorities from the to do list, and we will rank collectively.

We need an update for monthly staff meetings, based on what staff need to know about LINX operations and our clean up projects. Catalog update for field codes such as "holdings" that were not global updates.

"Sticky Status" is still not operational in Sierra. Kathleen is creating an Excel file of barcodes.

Circulation staff are keeping all materials returned to the desk in MAIN, unless marked for LINX in the catalog.

Due to the space constraints in Mullins Library, we need to set an annual timeline for Selectors to review materials in MAIN for a shift to LINX. We will revisit this topic in January, after re-evaluating how much has been accomplished and assess our current projects in process.

Deb Kulczak reported that the 113,000 US docs listed as "in transit" has now been reduced to 37,000. Bridget Penrose is making lists, and Deb is updating them in the catalog.

We need to establish procedures for how to deal with supplements and stand alone CDs. Also looking at binding procedures, repair of microfiche.