

**State University Library
Committee, Subcommittee & Task Force
Quarterly Reports
Submitted to the
Council of State University Libraries
March 2010**

**State University Library Interest Group
Thursday, April 8, 2010
11am - noon
Florida Library Association Conference**

Table of Contents

Collections Planning Committee	1
Electronic Resources Subcommittee	3
Public Services Planning Committee	5
Technical Services Planning Committee	7
TSPC Authorities Subcommittee	9
Technology Advisory Group	10
Digital Initiatives Subcommittee	11
Statewide Storage Task Force	15

**Collections Planning Committee
Quarterly Report
March 2010**

This report includes discussions and activities from committee meetings conducted via conference call on December 15, January 12, and February 9, during a face-to-face meeting on February 4-5, and via e-mail.

Action Items

1. The CPC recommends that Claire Dygert be authorized to establish an immediate trial of the Cambridge Psychology e-books and to start negotiations with Cambridge to purchase the collection or individual titles with the dedicated FCLA funds.
2. ERS and CPC request permission to hold a face-to-face meeting at a central location in July or August, 2010. The intent of the meeting is to review FCLA funded databases and make renewal recommendations for consideration at CSUL's September meeting. Updating 2010 Action Plans will also take place.

Information Items

1. *Book Related*

- Blackwell merger with Yankee. In early December 2009, Baker and Taylor announced their purchase of the North American division of Blackwell and that they would be consolidating Blackwell accounts and services with Yankee Book Peddler within the year.
- *New monograph selection models report.* At the December CSUL meeting, CPC and the Acquisitions Subcommittee of TSPC were asked to prepare a report on new monograph selection models. This report will be presented at the March CSUL meeting.
- *Ongoing work with WCA Collection Analysis and Aleph.* The WCA information gathered in 2009 was used to identify the most popular publishers of psychology books for the SULs. This data has informed the Psychology e-book project. Data for other subject areas have been downloaded and similar analysis will be conducted. There is a possibility of extracting data from Aleph but this is a preliminary investigation and Cecelia Botero has offered to work with FCLA to determine feasibility. There are no current plans for renewing the consortial WCA subscription.
- *The E-book Usability Survey.* The E-book Usability Task Force has developed a survey to assess patron use and preference for e-books. The survey is ready for distribution and will run for the balance of the spring semester. The survey can be found at <http://www.surveymonkey.com/s/ebookfinal>

2. *Electronic Journal Related*

- Wiley-Blackwell. The three-year Wiley contract has been approved. ICUF schools are also participating in the contract.
- Collaborative Ventures Steering Committee. FCLA and CCLA have been cooperating on joint contracts. ICUF schools are also involved with discussions to license a product this year.
- Sage. Sage offers consortial pricing on their all-access package but because so many new titles are included, the pricing is prohibitive for most of us. Currently this is not a centrally-brokered package but Claire Dygert will be working to negotiate the SUS contract.
- Distribution models for shared journal packages. A discussion related to new distribution funding models took place at our February meeting. A more extensive discussion will take place at the CSUL meeting.

3. Technology and Other Related Topics

- *Special Collections Subcommittee working more closely with DISC. Several items on the CPC Action Plan relate to better cooperation. There seems to be a break in communication and an approach to bring areas of subject expertise together is increasingly needed.*
- *Eliminate training for use with March CPC conference call. Nancy Spaid will be our moderator.*

4. *Other*

Respectfully submitted,
Roy Ziegler
Chair, Collections Planning Committee

**Electronic Resources Subcommittee
Quarterly Report
March 2010**

Action Items: No action items.

Information items:

FCLA Database Renewals and Budget

1. FLCA processed the 2010 renewals recommended in the September 2009 ERS Quarterly Report for a total spend of \$3,152,922.
 - a. ProQuest African American Biographical Database was purchased with perpetual rights. It was previously a subscription database. Because the purchase cost the same as a subscription there was no impact on the 2010 budget. There will be nominal annual access fee from 2011 forward.
 - b. Gale Newsletters and Gale PROMT were canceled..
 - c. OCLC Research Package databases ports were reduced to 1 port per database, with the exception of Anthropology Plus, which remains at 10 ports.
 - d. Approximately \$55,000 was left after renewals, which CPC and CSUL plan to apply to support the CPC Pilot E-book Project.

Electronic Journal Package News and Issues

1. **Wiley/Blackwell** – As of February 12th, Claire and Wiley/Blackwell are on the threshold of agreeing on terms. Wiley is to distribute title lists to each SUL.
2. **Sage** – SULs will renew Sage individually for 2010. Claire will attempt to negotiate an SUL-wide contract for 2011. As of February 12th, Sage was in the process of sending license addendum to the SULs to cover 2010 subscriptions.

Database News and Issues

1. **SciFinder Scholar** - Five additional seats will be added during a 45 day transition from the client-based to web-based versions. The Science Working Group has been asked to recommend timing for turning on the additional 5 seats. The seats are most likely to be turned on in March.

E-resource Issues & Initiatives

1. **IEICE Journals** - FCLA loaded IEICE Journals onto a local server. Several SULs have perpetual rights to the content, and it was no longer accessible on IEICE or any other accessible online site.
2. **EBSCOnet Access for FCLA** - SULs were asked to provide a read-only user account to FCLA so Claire can see our package subscription titles. Ready access to our title lists will help with renewals and other SUL-wide e-journal decisions and processes.

ERS News and Announcements

1. **ERS Chair and Vice Chair** - Athena Hoepfner (UCF) and Anjana Bhatt (FGCU) started their 1 year terms as Chair and Vice Chair, respectively.

Respectfully submitted,

Athena Hoepfner, Chair, Electronic Resources Subcommittee

Medical/Health Libraries Task Force
Quarterly Report
March 2010

Members: Rita Pellen (FAU-Miami); Jennifer Boxen (FAU-Miami), David Boilard (FIU); Barbara Shearer and Martin Wood (FSU); Nadine Dexter (UCF); Beverly Shattuck (USF); Mary Moore and Suzy Burrows (UM); Kaye Robertson (NSU); Cecilia Botero, Chair (UF-HSCL)

In response to a request from the Florida State Board of Governors Medical Efficiencies Project, a Medical/Health Libraries Task Force, under the direction of the Council of State University Libraries (CSUL) Collection Planning Committee (CPC), was formed in December 2007. The Task Force has now expanded to include members outside CSUL specifically the University of Miami and Nova Southeastern.

Over the course of 2009 the task force had been trying to establish a shared patron initiated e-book purchasing program with MyLibrary (Coutts). It became clear at the end of 2009 that this possibility was not going to move forward because of some technical difficulties by the vendor who was unable to establish a separate account for the Medical libraries separate from an existing main library account. They are able to establish a shared e-book approval plan under the same financial arrangement as the patron initiated plan. Over the coming year we will be working on creating a shared approval plan and initiating a pilot project.

As part of the work of the Task Force a subset of members have established a *Florida State University System Colleges of Medicine Open Educational Resources Taskforce*. The need for the Taskforce is driven by the inability of Florida Colleges of Medicine libraries to license at a reasonable rate, and often at any rate, the electronic textbooks for required courses or clerkships within the curriculum. At the same time that textbook costs have increased placing an undue burden on students, the intellectual property of Florida's faculty is often sold back to libraries by publishers at rates libraries cannot afford. The charge to the group is as follows: Investigate the feasibility of the Florida Colleges of Medicine to collaborate in producing open access textbooks and other open educational resources to support courses and clerkships taught at Florida Colleges of Medicine. The taskforce members are Beverly Shattuck (USF), Cecilia Botero (UF), David Boilard, (FIU), Kaye Robertson (NSU), Mary Moore (UM), Nadine Dexter (UCF) and Barbara Shearer (Chair-FSU).

A number of the Florida medical library directors attended the recent NN/LM SE/A (National Network of Libraries of Medicine/ Southeastern/Atlantic Region) planning meeting in Baltimore. At that meeting the Florida group decided that we should start planning to cooperate and coordinate our efforts in various areas beyond just collections. Over the next quarter we will be submitting a proposal for funding to the NN/NL SE/A for a face to face meeting of the Florida medical library directors. The purpose of the meeting is to further identify areas or coordination and cooperation and begin developing a plan.

Respectfully submitted by

Cecilia Botero (Chair)

**Public Services Planning Committee (PSPC)
Quarterly Report
March 2010**

Action Items

1. Approval of PSPC's 2010 Action Plan. The plan has been amended and placed at the end of this report. As requested, activities related to government documents were removed and is resubmitted for CSUL approval.

Report

PSPC (Chair: Barbara J. Stites, FGCU) held their monthly teleconference meeting on January 25th and will meet again using Elluminate on February 22nd and March 29th. The status of all PSPC activities is included in the *Action Plan* at the end of this report and covers UBorrow, Alias, RAPID, single sign-on, research support services, online tutorials, OPAC development, statewide storage facility, assessment of public services, and improving PSPCs efficiency and communication.

Access Services Subcommittee (Chair: Douglas Hasty, FIU) met at FCLA on February 4-5 and covered an aggressive agenda covering:

- hold requests, reading room functionality, advanced booking and maintaining client settings and customizations
- articles in Mango, beta version of course reserves, PRISM and the ExLibris URM
- shared storage update
- identity management (single sign, patron loads, security) including information about patron record scrubbing and patron loading from Aleph into ILLIAD
- RAPID ILL consortium
- UBorrow pilot project <http://fclaweb.fcla.edu/content/uborrow-pilot-project> focusing on functionality features of Aleph UBorrow and ILLIAD UBorrow, solutions for delivery turnaround time concerns introduced by borrowing from libraries further away, discussion regarding planning for staffing impact of the program
- current ground delivery issues
- textbooks via ILL – open discussion SULs policies and procedures
- services in the M-environment – the group brainstormed ideas for innovation
- Chair, Doug Hasty led a SWOT exercise and roundtable discussion which identified top issues for attendee's and their libraries

Upcoming Access Services activities include 1) providing input re: UBorrow; 2) testing and assessing Alias (OCLC's new ILL product due out Summer 2010); 3) assessing RAPID and providing brief report to PSPC before May 2010; 4) improving subcommittee communication and efficiency.

OPAC Subcommittee (Chair: George Pearson, FIU) meets monthly and is in the final stages of prioritizing the 41 proposed OPAC enhancements via online voting and discussions. Examples of some suggested enhancements include:

- Making the OPAC accessible to mobile phones

- Adding book reviews
- Recommender service, “Would you like to see related items?”
- Library Thing tagging
- Embedded chat widget for help with a librarian
- LibraryElf – notifies patron when book are due
- Linking to IMDB.com for movie info

Information Literacy Subcommittee (Chair: Kristy Padron, FAU) The subcommittee met in December and discussed final committee edits to a draft for the tutorial, “Scholarly vs. Popular Journals.” Production will be complete by the end of February 2010. A draft is being worked on for a second tutorial, “The Peer Review Process”, due out this summer. Members of the subcommittee are also completing a survey on the state of information literacy and instruction activities.

Information gathered during the Access Services Subcommittee meeting

	Do you have security personnel in the library	Who is 24/5 or 24/7	Hours open during Spring 2010
FAMU	Sunday - Thursday, 9PM - 2 AM		114
FAU	police substation in main library only		108
FGCU	No		92.5
FIU	main campus only		111.5
FSU	Yes, in Strozier and Dirac	FSU Strozier 24/5	134
NCF	Sunday - Thursday, 9PM - 1 AM		109
UCF	No		105
UF	4PM - close; select libraries		104
UF HSC	No		97.5
USF	USF Tampa Sunday - Friday 11PM - 7AM	USF Tampa 24/7	134
UNF	Student Safety Ranger, late at night only		111.5
UWF	No		81

Submitted by: [Barbara J. Stites](#), PSPC Chair 2010
February 17, 2010

**Technical Services Planning Committee (TSPC)
Quarterly Report
March 2010**

The Technical Services Planning Committee met in conference calls/Illuminate sessions on December 10, January 21, and February 11. During this period, the TSPC was principally concerned with the Single Bibliographic Record Pilot Project and organizational issues related to establishing more collaborative Technical Services standards and practices.

Single Bib Pilot Project (SBPP)

A group consisting of Susan Heron (USF), Betsy Simpson (UF), Amy Weiss (FSU) and Jean Phillips (FCLA) began the planning process after the Cataloger's Summit in October. After initial discussions of what needed to be done first, the group focused in on issues related to creating the merge algorithm of the three bibliographic databases. It was agreed that the primary merge specification would be the OCLC number. Particular record sets (e.g. CIS) may require an alternative merge specification.

A swiki was created for the Project group, and the login information shared with TSPC so that others could monitor the progress made by the group. The swiki contains a list of large purchased record sets which may require alternative merge specifications, a draft merge specification, and meeting minutes from the group's weekly conference calls.

There was considerable discussion both by TSPC as a whole and the Project group about preserving local data. It was agreed that local fields could be marked with a \$5 and the MARC organization code if it was considered necessary to preserve them in a merge, however, further investigation suggested that much of the local information it was desirable to preserve was in local fields 590, 690 and 79x fields and could be retained automatically during the merge. A report created by Donna Alsbury revealed that the three Special Collections had an overlap of about 15.2% of their materials and the rest of the records were overwhelmingly unique records. The Pilot Project group and others will work to attempt to minimize the loss of local data on these records.

At this time, a number of FCLA personnel are attending the weekly phone call of the Project Group and are very close to producing a first rough merge for testing purposes.

Organizational Issues

In order to explore cataloging issues in a shared bibliographic environment, the Statewide Standards for MARC Records Advisory Group was formed. It consists of five catalogers and Daniel Cromwell from FCLA. The Advisory Group's charge has been submitted as Appendix I.

The Metadata Subcommittee has been quiet lately. It has not been able to decide on projects to work on and many of the members have seemingly dropped out. After Subcommittee Chair Kimberly Montgomery discussed the Subcommittee's future with past, present and future TSPC Chairs (Sue Wartzok, Amy Weiss, and Betsy Simpson), the remaining Subcommittee members

met via conference call and decided to rework their charge so it would encompass metadata for all types of materials. Ms. Montgomery is also on the MARC Records Advisory Group so the work of the two groups will be complementary.

The Acquisitions Subcommittee recently met face-to-face alone and together with the CPC. They have been requested to complete an action plan and submit it to TSPC for review.

The Authority Control Subcommittee will submit a separate report.

Action Plan

A task force consisting of Amy Weiss, Sue Wartzok and Susan Heron drafted the 2010 TSPC Action Plan. It is included as Appendix II.

Action Item: We request that CSUL approve the 2010 Action Plan

Report Respectfully Submitted by:
Amy K. Weiss, TSPC Chair

Appendix I

Statewide Standards for MARC Records Advisory Group
Charge

The Statewide Standards for MARC Records Advisory Group has been appointed by the Technical Services Planning Committee (TSPC). It has been formed in response to CSUL's call for more collaborative cataloging practices between the State University Libraries in anticipation of a possible move toward use of a single bibliographic record as the basis for the SUL's library catalogs and in recognition of the value of shared standards by the SUL catalogers.

The Statewide Standards for MARC Records Advisory Group will:

- Solicit input from the SUL community
- Work with other committees, task groups, and subcommittees as needed
- Review examples of other consortia's cataloging guidelines for background information
- Recommend best practices for recording bibliographic, holdings and item data
- Develop standards for cataloging which meets the needs of library users in a shared bibliographic environment
- Create a resource which can be referred to online
- Recommend a mechanism for answering MARC record questions in a shared bibliographic environment

The SSMRAG will produce a preliminary document for discussion during the June 10th TSPC call. At that time the timeline will be set for producing a final document, along with discussion of how documentation assembled by the group will be maintained.

**TSPC Authorities Subcommittee
Quarterly Report
March 2010**

The Authorities Subcommittee's survey on the status of authority control in the SUL was distributed in Survey Monkey in late December. Co-chairs Elaine Winske and Priscilla Williams will report on the results of the survey at the March 11 meeting of the TSPC. We had plans for analyzing and sharing the results at the February TSPC meeting but many of us are very busy with database clean-up now that name authority updates have been added to the weekly update loads.

In addition to working on the survey, we're working with Mary Ann O'Daniel to come up with a date and time for an Elluminate session that will illustrate the setup and use of the ALEPH scancode.dat table. This session will help the Subcommittee in making a recommendation for a revised configuration of the tables in Aleph.

FCLA and the Authorities Subcommittee are continually working to refine or add new authority reports at the subcommittee's request and often through polling for the use or non-use of a specific authority report. Knowing if or how a report is being used gives FCLA the opportunity to shift resources to attribute more time to developing the reports that we use. Currently, FCLA is soliciting feedback on an ARROW report for library-specific 008 changes.

Priscilla Williams and Elaine Winske, TSPC Authorities Subcommittee Co-Chairs

Technology Advisory Group (TAG)

Members: Beverly Caggiano (USF), Bill Covey (UF), Selma Jaskowski (UCF), Michael Kucsak (UNF), Mark Stoffan (FSU)

Informational:

TAG met via Elluminate 7 January at 2:00 pm. Topics included a summary of the December CSUL meeting, plans for the February face-to-face meeting in Gainesville, and the status of the Kualii/OLE project.

The February face-to-face discussion, held on 4 February at FCLA, revolved around recent concerns by some directors over the effectiveness of TAG. The group discussed what TAG could be doing to alleviate those concerns and speculated on the reasons for them. A recap of TAG's discussion is attached.

Action Items:

TAG requests mission clarification from CSUL.

DISC requests permission to proceed with the Digital Open Stacks project (see attached proposal).

Digital Initiatives Subcommittee:

The DISC quarterly report is submitted separately.

Thank you

TAG would like to formally thank FCLA for allowing us to meet at their offices, for coordinating lunch and making us feel welcome.

Respectfully submitted by:
Selma Jaskowski
Coordinator, TAG

**Digital Initiatives Subcommittee
Quarterly Report
March 2010**

Lee Dotson, Chair
ddotson@mail.ucf.edu

Plato Smith, Vice-Chair
psmithii@fsu.edu

Summary

This report reflects DISC activity during December of 2009 and January and February of 2010. The group met 3 times by conference call to discuss various issues related to DigiTool and the Florida Digital Archive, provide updates on digital collections or other news, and coordinate activities with the Metadata Subcommittee. The minutes of the conference calls are posted on the DISC wiki at <http://swiki.fcla.edu:8000/DISC>.

Progress on activities

Electronic Theses and Dissertations - Issues relating to ETDs, including ProQuest's ETD Administrator and a suggestion to collaborate on a state-wide ETD publishing and preservation plan, were discussed. A brief survey was administered to gauge the level of involvement in and interest for ETD related processes and issues. The responses provided a basis for January's call to which Library ETD representatives were invited. The group agreed that using ETD Administrator could have negatives as well as advantages, and that the libraries should share their concerns and experiences with the system. Continuing conversations will include possibilities for a statewide aggregation of ETDs, a central webpage, best practices, and preservation issues.

DigiTool - Suggestions and questions regarding DigiTool included hyperlinking metadata, bookmarkable URLs, and a label for description of files listed in metadata record. FCLA is currently testing a hyperlinking metadata field. Enhancement requests are being solicited for submission to ELUNA.

Migration of PALMM collections to DigiTool discussed. Current status and target dates available at http://spreadsheets.google.com/pub?key=pIJiKFWVqTmjQNXQy_nHsdA

PALMM proposal – A suggestion for a new PALMM collection was reviewed and approved. The *Digital Open Stacks* collection will provide an online home for materials that do not fit in any current or proposed topical PALMM collection. *Digital Open Stacks* will allow institutions to provide access to resources that are digitized outside of standing projects such as Special Collections Interlibrary Loan requests and various rare and fragile materials that are digitized for

purposes of preservation. For instance, if an institution has identified some items for digitization based on the ASERL unique titles list or a review of pre-1900s holdings but the materials do not meet the topical criteria of current PALMM collections, *Digital Open Stacks* will provide a much needed mechanism for hosting these materials that may otherwise remain hidden from users.

The proposal was shared with the Special Collections Subcommittee and Dean DeBolt joined the February DISC call to ask questions and provide input on the proposal. FCLA can create a test *Digital Open Stacks* collection so that contributors can begin experimenting with materials. Additional comments and representative titles are due by February 19th. At that time, the proposal will be sent to TAG for consideration by CSUL.

CAGER - The CAGER revision working group has set up a weekly call schedule. The group has created a document on the swiki in which topics and Dublin Core elements each have individual pages so contents are easily added, deleted, and edited. Members are currently modifying the Dublin Core elements, the General Guidelines such as when to use MARC, DLU01 or Dublin Core, and the Element Description section which provides information about the elements and general information about the attributes.

Additional Activities:

In March, Plato Smith (FSU) will move into the Chair position and Laurie Taylor (UF) will take over the Vice-Chair position.

PALMM Project Proposal – Digital Open Stacks

1. COLLECTION NAMES: Various
2. DEPARTMENT OR INSTITUTION: University of Central Florida Libraries, Digital Services
3. CONTACT PERSON: Lee Dotson, UCF, ldotson@mail.ucf.edu, 407-823-1236
4. PROJECT CODE: DOS
5. SCOPE:
 - a. SUBJECT(S): Various
 - b. CHRONOLOGY: 1800's to present
 - c. GEOGRAPHIC REGION(S): Worldwide

The Digital Open Stacks Collection would provide an online home for materials that do not fit in any current or proposed topical PALMM collection. Digital Open Stacks would allow institutions to provide access to resources that are digitized outside of standing projects such as Special Collections Interlibrary Loan requests and various rare and fragile materials that are digitized for purposes of preservation. For instance, at UCF the head of collection management has identified some items for digitization based on the ASERL unique titles list and a review of our pre-1900s holdings. Since these materials do not meet the topical criteria of current PALMM collections, Digital Open Stacks would offer a mechanism for hosting these materials that may otherwise remain hidden from users.

A similar collection is available through UFDC's "Open Stacks Project Resources" at <http://www.uflib.ufl.edu/ufdc/?c=ospre>. According to the webpage, the "*Open Stacks Project* includes general resources digitized from the University of Florida Libraries' holdings. Some of the resources found here were digitized on request for use in distance education or by remote patrons. Others were digitized for need and without being assigned to one or more other digital collections initially. Those items await proper categorization. The majority, however, have been taken from general circulation, identified by their poor condition rather than as belonging to a particular topical collection. All of these resources are in the *public domain* and most are no longer available on the open market in any better condition at a reasonable price. The *Open Stacks Project* saves deteriorating books, journals and other archival and library resources from permanent loss."

6. INTENDED AUDIENCE: scholars and students; University constituencies: faculty, staff, students; researchers
7. ANTICIPATED BENEFIT TO SUS INSTITUTIONS: The collection will aid in research, classroom use, and distance learning by providing electronic access to public domain requested print materials and rare, physically limited, or deteriorating collections.
8. ANTICIPATED USE IN K-12 EDUCATION: Students will have access to previously "hidden" resources for use in research projects and papers pertaining to a variety of subjects.
9. GENRES OF TARGET MATERIALS: Monographs, pamphlets, archival materials, serials
10. DELIVERY FORMATS:
 - a. FORMATS: TIFF (*master*), PDF (*deliverable*)
11. REPRESENTATIVE TITLES:
 - a. *The Electrical World*

- <http://ucf.catalog.fcla.edu/permalink.jsp?29CF000226836> - UCF
- b. *The Electrical world and electrical engineer*
<http://ucf.catalog.fcla.edu/permalink.jsp?29CF000226834> – UCF
 - c. *Young gardener's best companion : for the thorough practical management of the kitchen and fruit garden*
<http://ucf.catalog.fcla.edu/permalink.jsp?29CF000134188> – UCF
 - d. *The itinerant side, or, Pictures of life in the itinerancy*
<http://ucf.catalog.fcla.edu/permalink.jsp?29CF001145563> - UCF
 - e. *Castle Rackrent, : an Hibernian tale. Taken from facts, and from the manners of the Irish squires*
<http://ucf.catalog.fcla.edu/permalink.jsp?29CF000979313> – UCF
 - f. *The elements of Euclid*
<http://ucf.catalog.fcla.edu/permalink.jsp?29CF000380211> – UCF
 - g. *Barnett Collection – Pre-Colombian artifacts from Costa Rica*
Photographs of three dimensional objects. 21 objects. - FAU
 - h. *Nardin Collection – Pre-Colombian artifacts from Colombia*
Photographs of three dimensional objects. 18 objects. – FAU
 - i. *Sheila Thomson Brazil collection*
Photographs of three dimensional objects. Estimate 100 objects. - FAU

**Statewide Storage Task Force (SSTF)
Quarterly Report
March 2010**

This report includes discussions and activities from committee meetings conducted via conference call on December 14th, January 11th, and February 8th and via e-mail.

1. Conference call discussion topics

a. JSTOR: Building the statewide JSTOR collection

- i. A list of 300 JSTOR titles that have been inventoried by UF was distributed to the SSTF in February. A list of individual volumes within these 300 titles that are not held by UF was provided to FSU. They are filling in as many gaps as they can. Other CSUL members will be approached to fill any remaining gaps.
- ii. Approximately 1,000 more JSTOR titles are in the process of being inventoried at UF. The same model of asking FSU to fill gaps and then moving to other CSUL libraries if FSU does not have the needed volumes will be employed.
- iii. A list of 145 JSTOR titles held at neither UF nor FSU was sent to USF in February to determine whether it could supply any of those titles.
- iv. Work to set an 'in building use only' status on UF JSTOR materials has begun.

b. Results of statewide space needs assessment:

- i. A statewide space needs assessment survey questionnaire was drafted by a consultant and sent out to the Deans and Directors of all 11 libraries in mid-December. All responses were received by February 9th. The responses have been tabulated.
- ii. CSUL members have approximately 1.5 million volumes in storage as of Spring 2010. Based on survey responses, there will be a need for an additional one million volumes of storage, for a total of approximately 2.5 million volumes, by 2015.

c. High density facility update:

- i. UF is putting forward to the Board of Governors a revised request for a larger facility. The request will be for a ten aisle facility to hold 5.2 million volumes. Cost will be approximately \$16 million.
- ii. The software (AIMS) used to provide the highly accurate inventory control needed to retrieve items from trays in the new facility arrived at UF in January. 40 hours of training for staff at the Auxiliary Library Facility was provided by the vendor. FCLA is working on an interface between AIMS and Aleph to facilitate the updating of Aleph records to indicate when an item has been placed in a tray.

d. Interim storage:

- i. A 6,000 square foot space in Gainesville has been identified as a potential interim storage location, though it has not yet been rented. The rent is \$8,000 per month. Information regarding the monthly cost of utilities is being obtained, but we are estimating an additional \$2,000 per month for planning purposes.
- ii. Based on the space needs assessment survey results this should be adequate to cover CSUL storage needs through 2015.

2. Other

a. Task Force Changes

- i. Ben Walker, Chair of the SSTF in 2008 and 2009, moved to the UF Education Library. Cathy Martyniak, Head of the UF Preservation Department, has taken on the duties of leading the task force as on January 1st.
- ii. A wiki has been established for internal communications and the official web site at <http://csul.net/storage/storage.shtml> has been updated.
- iii. There are new members to the SSTF from Miami and UWF.

b. Future discussion topics for the group:

- i. Physical condition of items, both paper and microfilm, to be accepted into the new facility.
- ii. Policies for Interim Storage
- iii. Development of recommended language for MOUs to document the CSUL members' agreements for interim and permanent storage.

c. Summary of Approved Policies

- i. The list of storage policies approved by CSUL has been updated and should be available on the SSTF web site, <http://csul.net/storage/storage.shtml>.

d. Description of the SUS Shared Storage Facility

- i. A brief description of the storage facility project is available at: http://www.uflib.ufl.edu/pio/shared_storage_facility.html.

e. Guest Speaker

- i. Roger Schonfeld will be speaking with the CSUL group on Thursday morning, March 4th, about the Ithaka report, *What to Withdraw: Print Collections Management in the Wake of Digitization*. He will meet with the SSTF in the afternoon by conference call.

3. Action Items

a. Priorities for Assessment of UF Journal Holdings

- i. UF needs advice from CSUL on the priorities for inventorying its print journal holdings in preparation for the storage facility. The objective is to inventory items that would allow other CSUL members to begin to discard unnecessary materials as soon as possible.
 - 1. Should UF inventory only JSTOR titles held by at least one other CSUL member?
 - 2. How soon do you need the JSTOR inventory of titles for which you have holdings?
 - 3. Are there other print journal titles with higher priority than JSTOR titles held by UF, but not held by other CSUL members, or should UF continue with the JSTOR inventory until it is complete?
 - 4. Should we make an affirmative effort to obtain missing JSTOR print volumes from non-CSUL libraries, once we have determined that CSUL cannot provide them?

b. Interim Storage

- i. UF needs approval to proceed with leasing interim storage space with an estimated cost of \$120,000 per year to be shared by CSUL based on FTE enrollment. Anticipated occupancy would be July 2010.

Respectfully submitted,
Cathy Martyniak
Chair, Statewide Storage Task Force