

Statewide Storage Task Force Agenda
Minutes
Monday, June 9, 2008
10a-11:30a
Conference Call

Members Attending: Frank Allen (UCF), Lisandra Carmichael (UWF), Rita Cauce (FIU), Phyllis Ruscella (USF), Ben Walker (UF), Robb Waltner (UNF)

Ex-Officio/Deans Attending: Michelle Foss (ILL-UF), Jennifer Kuntz (FCLA), Jean Phillips (FCLA)

- I. Review of minutes
 - Draft minutes for the May 19 meeting are posted to the website. Please submit any revisions to Ben via email.

- II. Updates
 - Ben met with Dean Judith Russell regarding the meeting with the Board of Governors (BOG). Dean Russell is drafting a letter to be sent to the UF Provost for signature, which will then be forwarded to the BOG. It is unclear whether a decision on the proposed change will be made during this fiscal year.
 - Dean Russell will be attending the CSUL meeting this week. Ben is forwarding a summary of the SSF Task Force Purpose Statement and Facility Recommendations to Dean Russell for presentation. CSUL members may provide some feedback.
 - The July 7th meeting will be cancelled. The TF will still meet on June 23 and July 21 as planned.

- III. Discussion of ILL and the facility
 - Michelle Foss, Chair of the ILL Subcommittee, is sitting in on the meeting as a guest.
 - Current recommendations are as follows:
 - Periodical use is allowed, with the following limitations: a) bound journal will be loaned only if document delivery is not available; b) document delivery will be utilized following ALA ILL guidelines; and c) limited onsite use for most materials.
 - Items are loaned to the individual library and that library has responsibility for the item, notices, fines, etc. Monographs will be loaned for two months and journals will be loaned for two weeks. Items not picked up by patrons within one week after arrival at the borrowing library will be returned to the storage facility.
 - Survey Responses regarding ILL
 - Standard Retrieval request received and sends item to Home institution where they process: 38%
 - Process ILL request and sends to requestor: 12%
 - Processes and Receives requests as a fully functional ILL Unit: 38%
 - Processes and Receives and Loans all materials to any requestor: 25%
 - Discussion

- One of the FCLA proposed scenarios is to add a separate storage library and use Aleph's ILL module for item loans between the facility and institutions.
 - A benefit to using the Aleph ILL system is that everyone has Aleph, while a challenge is that it is unknown whether it will integrate with other ILL systems.
 - Requests will be sent to the Storage Unit ILL, which releases items to the institution, who releases the item to the patron.
 - Separate ILL systems may need to be retained for ILL loans outside contributing institutions. Two options are available for loans outside the SUL: a full ILL unit with its own OCLC symbol, or loans by UF ILL.
- Pros/Cons to this proposed scenario will be submitted to the ILL Subcommittee for feedback.
- ILL Billing and Fees are still issues which will need further research and decisions.
- Jennifer, Jean, Robb, and Michelle will work together on the problems with this scenario. This may take a few months.
- Michelle will run a report on the average number of non-consortia ILL requests.
- Minnesota, North and South Dakota, and Ex Libris will be contacted with specific questions about their SSF ILL systems.

IV. Government Documents Update

- Jan Swanbeck, Coordinator of Government Documents at UF, sent an email to other SUL Government Documents Coordinators to gain feedback on what the SSF can do for them.
- There will be a Government Documents meeting on August 11, 2008. The SSF is on the agenda and Ben will attend to answer questions.
- A Government Documents representative can sit in on a future meeting, if necessary.

V. Revisions to Facility Recommendations

- Ben made revisions to item #8 based on the last meeting. Members agreed text should read "Ownership is transferred to the storage facility but libraries which discard their copy b/c a shared copy is in the storage facility may continue to count ownership of material duplicated in the shared collection. There is no guarantee of continuation, therefore decisions regarding the maintenance of current local subscriptions will remain the decision of those institutions. However, material that is donated to the facility is expected to remain in the facility."
- Further revisions:
 - Item #3 – change "capacity" to "initial capacity."
 - Item #14 – change to "See draft purpose statement."
 - Item #10 – change text to differentiate between item #8
- Any further revisions to this document should be sent to Ben. Ben will make suggested amendments to the document for review at the next meeting.

VI. Electronic Survey – ILL Fees Survey

- Ben circulated a draft of the ILL Fees Survey and asked for feedback.
- Questions to add:
 - What percentage of requests are from outside of member institutions?
 - What system do you use to manage ILL requests?
 - Break #2 into two questions: Can you describe the process of how you allow members of your consortium to make requests for materials from the remote storage unit? Do you allow and can you describe how you allow members outside of your consortium to request materials inside your facility?
- This survey will be sent to Harvard, WRLC, ReCAP, PASCAL, Ohio (3), Missouri, UMin, ReCAP, Orbis-Cascade, Five College, and Yale.

VII. Wrap-up, scheduling

- The next meeting is scheduled for Monday, June 23, 10a-11:30a