SSHEL Implementation Team
Collections and Facilities Task Group
Meeting Summary
November 1, 2011

Present: Mary Beth Allen, Lynne Rudasill, Nancy O’Brien

Discussion of inventory of collections

Each team member suggested additions to the Excel spreadsheet categories for collections to be included. These suggestions included a special World War I and II pamphlet collection, and material currently located in Education Storage (a restricted basement location).

It was also recommended that consistent criteria be developed for collections and their retention in the new space. One example is the number of years a print journal should be retained in the unit. This led to a discussion of the types of journals still only available in print, and the likelihood or ability to subscribe to an electronic format. Some important print indexes that are currently housed in AHS will be considered for potential relocation to Stacks Reference.

It was agreed that Mary Beth will work on getting linear feet for collections in AHS; Nancy will gather linear feet for ESSL and its basement storage area; and Lynne will focus on the special pamphlet collection. Data is already being gathered for oversize test material (kits) in ESSL. Both linear feet of shelving and number of cabinets need to be included in the data compiled for materials currently housed in the libraries.

As part of the discussion, equipment that should be in the new space was identified. This included a scanner capable of handling microfiche and color printers.

The next meeting of the group is scheduled for November 9 at 11am.

(Summary compiled by Nancy O’Brien)