

CLIS/UMLIB COLLECTION MOVE

Mary Dalto & Kamal Chopra

November 17th, 2005 UPDATE: Here's the latest from the CLIS /UM Lib Stacks Shift and Move Subcommittee. Kathy Pickard and Babu Thakore of Stacks Management will be the point persons for the move. Kamal and Mary will be working closely with them throughout the process. The following is a result of the meeting with Susanna and Tanner, Kamal, Kathy Babu and Mary.

FYI: JUVENILE COLLECTION MOVE: COMPLETED!!!!

GENERAL COLLECTION MOVE PREPARATIONS:

Floors 3, 6 (High priority, to start immediately. This can be done in a short period of time):

- From a list generated by the Collection Subcommittee, Stacks Management will begin pulling JSTOR journal items that can be found online. These items will be sent to TSD to be transferred to dark storage.
- Signs will be posted in McKeldin stacks should a patron be searching for the piece. Staff will be notified incase there are inquiries.
- Susanna and Carlen will decide on and send instructions on the process for the materials pulled and relay it to Stacks Management staff.
 - Per their meeting: TSD will box materials and notify Facilities to pick up to ship to Hornbake.

Floor H call numbers are very crowded.

- Stacks Management will begin reviewing all items in the regular stacks (not the folios) to pull for transfer to MOSS. The criteria for pulling: if an item was published 1985 or before and has not circulated in 20 years. (Similar to the "lilac slipping" process years ago) Individual volumes of a collection or set, etc. are not to be included in this process.
- Pull all items that meet the criteria above. Send to TSD for processing.
- Instructions on process for handling transfers to be determined by TSD staff.

Call numbers L and P are also crowded and will follow same process when the list of titles to be transferred to McKeldin is completed.

Floor 7 Most of the CLIS journals will be located in these Periodical stacks, there is room however major shifting is required.

- The Collections Subcommittee will provide a completed list of items to be transferred around/by November 18th.
- Stacks Management will indicate where the space is needed in the McKeldin collection using the list of Journal items to be transferred to McKeldin.
- The moving company will do the shift in January and leave room or interfile CLIS items as needed during that time.

The move is tentatively planned for the second week of January. The dates are not confirmed.