Collection Management Group – Meeting
March 08, 2017

Call to Order and Roll Call
Robert Krack  Chair, 2:31 P.M.

Meeting Location:  Alexander Library
                    Pané Conference Room
                    169 College Avenue
                    New Brunswick, NJ 08901

Members Present:  Robert Krack (Alex), Shirley Peck (Alex), Fred Onorato (Alex), Devin Gingery (Douglass & Chang), Irina Radeva (Douglass), Soo Lee (Kilmer), Anthony Timek (LSM), and Jamie Smith (TSB), Elizabeth Ciallella (Smith), Elsa Alves (Institute of Jazz Studies), and Theresa Macklin (Camden).

Guests Present:  None

Members Absent:  Alejandro Arencibia (Dana)

Information Sharing
Please see end of minutes.

I. Updates on CM Website assignments (Rob)
   - Members reviewed and discussed two documents: “Overview of Systems Emails and Reports” and “Stacks Checks: How to Request and Respond to a Stacks Check
   - A ninth point in the “Stacks Check” document will be added regarding the frequency of searches for regular stacks checks and claims returned searches
   - Both documents will be sent to Sam McDonald for uploading to the C.M. staff page

II. News from the NBL Content Team meeting (Rob)
   - Rob summarized the team’s March 7th meeting and how it might affect other NBL units
   - The team discussed different options for selectors to use to weed the collections such as duplicate copies in a singular collection and multi-library weeding
   - The Content team is using each unit’s Collection Management Database to prioritize weeding projects
   - Alexander Library will be the team’s pilot project since it is the NBL unit collection with the least amount of free space, requiring the removal of 40,000 volumes from the main collection to reach working capacity
The new RCM model allows each campus to make individual decisions on weeding rather than across all RUL.

III. **Mark Item Used and Bound/Current Periodicals** (Jamie)
- All units should be scanning used PER items (CURRENT and BOUND) in Workflows as 'Mark Item Used'
- This excludes items sent out for ILL patrons and article scanning
- CSRS has access to those statistics
- Everyone should have a binder with barcodes for each title run, although not all titles might be present. CSRS is working on updating these binders.
- Rita Wells at CSRS is coordinating with us

IV. **Discussion on using Skype for online meetings** (Rob and Elsa)
- Elsa proposed that CMG look into using Skype for our meetings
- It would make it more convenient for non-NBL units to attend. Currently, they must video conference and usually one person takes up an entire conference room. Sometimes there are technical difficulties, such as today when, for a time, we could only hear every fifth word Elsa was speaking
- Skype could potentially replace Sakai chat when we hold online meetings
- Each meeting could be recorded for the purposes of note taking, although we would only retain the recording temporarily
- Rob began looking into the technical possibilities. Headsets are available, but most members lack a camera. One of the major challenges is getting Skype to work over existing video conferencing equipment to New Brunswick for our in person meetings. Rob will follow-up with Joe Abraham and Andrew Ruggiero

V. **Adjournment**
- The meeting ended at 3:30 pm
**Information Sharing**

**Alexander**

- The card pulling project in the Government Documents area is approximately 80% complete. We do not know if the project will be expanded to the Stacks collection. Shelving remains light and C.M. staff and students are concentrating on routine tasks and cleaning/straightening the books in the Stacks collection. We also did a sweep of the Reference collection to remove any books that were hidden by patrons.

- We also recently completed two mini-shifts on floor 2B. There are other areas that need shifting, but there is currently no space available to perform additional mini-shifts. Rob created an assessment of the capacity and remaining space prior to the meeting of the Content team and determined that in order to reach 86% capacity for floor 2B we would need to remove almost 21,000 volumes. To reach 86% capacity for the entire Stacks collection would require the removal of 40,000 volumes. The Content team is exploring de-duplication as a pilot project to ameliorate some of the space issues in our Stacks collection.

**Chang**

- Chang completed several mini-shifts of the Bound PER collection to make space for some current PER titles that were bound.
- Our soft seating went out to be reupholstered and should be returned to us shortly.

**Douglass**

- We finished measuring PQ - Z and are currently doing the calculations for the shift. Unsure when the actual shifting will take place.
- Shifted all of the PLAYSCRIPS.
- In the process of organizing the collection management supplies. Also, need to make a list of all water emergency supplies and supply needs.
- After Spring break, we will start measuring for a big shift on the Ground floor encompassing the SCORES, PAL – REF and M – PN1999. This shift will hopefully start in the summer.

**Jazz Studies**

- Completed the RCA LP project. Reclassified and re-shelved over 2000 LPs.
- Will start an inventory project of the RCA LPs.
LSM

- Completed a mini-shift in PER to make room for new volumes of “Endocrinology” and to shelve overflow items/titles.
- Restarted PER collection shift. This will be a series of shifts on an as-needed basis since most physical titles have been cancelled. The main objective is to accommodate overflow and newly bound CURRENT PER, as well as future transfers.
- Packed 46 CURRENT PER titles, which were sent to a bindery. With at least one exception, these titles are either cancelled or moving to electronic-only.
- Completed a REF mini-shift to distribute space left from a past weeding project to the front of the collection. We also cleaned books and shelving. Cleaning this collection is ongoing.