

Cataloging & Metadata Center
Update on Kinross Move
Feb. 1, 2007

[notes developed from Kinross Steering Cte meeting, Jan 29 & meeting with Tom & Germaine Jan 31]

The week of **March 5** Acquisitions is slated to move; Cataloging the week following. The move for each department might take two days (Mon & Tues) and need to be phased.

Construction work in Kinross South actually began last Friday. By this Friday, we will know if the expected 2 weeks' work is progressing fast enough.

All the **furniture** has been ordered. Won't require the 8 weeks we had anticipated.

The CPM company will be responsible for putting up the **shelving**. As much shelving as possible will be made ready by the time of the move. Tom says there is plenty of 1- and 2-sided shelving, such that nobody will have to pull material off shelving at YRL for that shelving to move to Kinross.

Tom Rosholt will be **in charge of the move**. John & Germaine are to be the move coordinators that he communicates with.

Large SRLF-style book trucks can be obtained from CPM before the actual move date.

Boxes for moving: CPM can supply us with those "at any time." CPM estimates 15 needed per person; Tom thinks that is high. Except for those on maternity leave, it's best not to pack things up too soon. Advice on how best to label boxes is forthcoming (probably just need to reference the work space or room it's going to).

We will all end up with **new computers**. [Clarification: the 3rd to last digit in a person's machine ID, e.g. YRL-S-CAT402, reflects the vintage of the machine. A "4" means the machine is from 2004. All 2006 machines are considered new and will be moving with us. All the 2003 and 2004 machines will be replaced with 2006 machines, and we will leave the old ones behind. Any computers needed in a satellite work area will likely be taken from our old 2004 machines.] Any computer-related equipment that needs to be moved, including the printers, will be handled by CPM. Very soon, prior to the move, both LIT and a couple of people in our department will be asked to "remote" to a couple of machines in Kinross South to test the functionality of the network and some applications we typically use. This will help us be sure our computers will work once we are moved. Cindy Kimmick says our machine IDs will likely begin with 'KIN' to reflect the new location. The computers we take with us may be getting their IDs changed from 'YRL' after the move, if not before.

Campus Telecommunications (CTS) is supposed to appoint a project manager for getting our **telephones** set up. I gave to Tom this week a list of phone numbers we have and instruments we need. He meets with CTS early next week. VOIP (Voice over Internet) instruments are expensive, though using them is cheaper. I am trying to expand the

number of instruments on individual desks from what we have now to cover all those staff responsible for database maintenance, where it is really critical to have a phone by a computer screen to see what the caller is talking about.

Faxes: one in Joan's office, two in Acquisitions areas, and one in Tom's office.

Regarding **satellite space**, Susan, Sarah Watstein, Don Sloane met with Germaine both about tech services work that needs to take place outside Kinross and work that Access Services needs to take over. The same people are expected to meet with me Feb 14, so that those planning "satellite" space will know what all the issues are. The overall amount of satellite work space we are going to have may not be in place by the time Acq begins to move.

The **Conservation Lab** is likely to be moving after Acq and Cat have completed their moves.

The only definite space the Library can permanently claim in **Kinross North** is the Conservation Lab's space. We might have access to other space in Kinross North, but on a permanent basis.

The 336 sq foot room near the loading zone of Kinross South will probably be the place where we have **dept meetings** in the foreseeable future. Perhaps stackable chairs and folding tables will give us the flexibility we need.

Staff room equipment: 2 microwaves, 1 toaster oven, 1 toaster, 2 coffee pots, 2 refrigerators (1 from Acq and one from LAO). Waiting until we move there before determining the need for a 3rd fridge. These are likely to move the first day of the Acquisitions move.

Cabinet has seen all of the **reports from the Kinross task forces** Susan and Cindy appointed last year. They agree with all of the recommendations that have been made. I have put all of them on the public website:

<http://libteams.library.ucla.edu/kinrossmove/acqandcat>

Look for the new folders: "Task Force reports" and "Floor plans"

Leftover issues that the Kinross Workflows TF will be dealing with (JR chair):

(1) Key Contacts develop a list of key contacts for the Library and vendors to use "Managers in Cataloging, Acquisitions, and DCS should identify workflow contacts for matters related to those three units. This information should be continually updated and distributed to all sectors of the library community. Similarly information on selectors' disciplinary, organization, and committee responsibilities should be kept up-to-date and easily accessible. This will clarify responsibility for such things as publication blurbs, publisher catalogs, electronic resource notices, and SRLF deposits and returns, among many others"

By time of the move

(2) Statistics

“Past practice has determined which units keep which statistics, rather than where the statistics can most logically be captured. Statistics gathering practices should be reexamined to determine which statistics can be gathered electronically, and which should be gathered by Cataloging or by Acquisitions at which point in the process.”

By July 1, 2007

The matter of **serial sample issues** is not yet resolved. Selectors have not completed assessment of what they have in their offices: Toss/Subscribe/Catalog what’s on hand/Hold for now.

Steering Committee will continue to meet biweekly, even after the move for awhile. Will meet at Kinross after the move.

How to **name the building**, other than Kinross South? Under consideration:

UCLA Library Technical Services (Center)

UCLA Library Technical Processing

(We could end up a center within a center.)

It’s too soon to order new **business cards**. We know the street address, but should wait to be sure of the phone number and to decide if we need to include the room numbers. Mail will be sorted by LibEx staff, and the mailboxes will be right outside their office.

Hours of operation: So far, it is 6:00 am – 7:30 pm, Monday – Friday.

Cabinet’s feeling is that it is best to make a conscious decision about exceptions granted, rather than “drop in whenever you feel like it.”

It is likely that requests to get into the building outside those hours would be handled by Tom R receiving specific requests from supervisors and (his keying them in via a website?).

Key card readers would be posted at all 3 entrances to Kinross South.

(A 4th one would govern after-hours access to the cage by selectors coming to review their books.)

A **campus phone** will be placed at the **loading zone**, so that authorized visitors can call to have people let them in, in person (no buzzing people in).

The loading zone has been demolished; it will be rebuilt with an awning.

Latest on **parking:** We are likely to be issued temporary parking permits that overlap for 2 weeks, giving us permission to park in either Lot 3/5 OR Lot 32/36. We will turn in our old permit to receive our new one. One blue permit for each department has been requested from Parking Services.

Latest on the possibility of a **tour**: After the construction is completed. It is acknowledged that it would be best to let people see the building at some point *before* moving day.

<<Remarks by Melissa?>>

<<Thanks to the Space Planning Team reps>>

<<Questions?>>