

## Project Statements 2017/18

**Project Name:** Downsview Shared Preservation Facility

**Project Lead:** Wade Wyckoff

**Project Team:** J. Adlington, K. Foster, W. Zhang, A. Colgoni, L. Serviss, A. Pearce

**Project Goals:**

Work with four other universities (Toronto, Western, Queens and Ottawa) to build a shared preservation facility for low-use print monographs and serials at the UTL Downsview location. The Downsview project will allow the participants to ensure that low-demand print materials remain readily available to their users for research and study and to build a larger shared collection while releasing space in campus buildings for new uses.

During 2017/18 the project will focus on operationalizing the processes in Sierra and identifying priorities for transferring materials to Downsview. For 2018/19, we anticipate a focus on actively assessing selected areas of the University Library's print collections.

**Linked to the following Strategic Directions:**

#5 Community Engagement: Build strong relationships with the community – both on campus and off.

**Scope (work the project will include and will not include; end results):**

1. Create the necessary codes and locations in Sierra and revise existing procedures as necessary.
2. Identify a discrete set of journal volumes for consideration
3. Develop a plan for approaching work on the existing Dundas storage collection
4. Continue barcoding and creating item records for serials volumes as available student hours allow. Complete remaining bound volumes in Mills and continue work in Thode as possible.
5. Involve serials staff in holdings comparison of the selected volumes, as time allows
6. In conjunction with the SAF-funded monograph project, assess and begin processing monographs currently in Dundas storage for Downsview or return to campus, as appropriate
7. Communications to the McMaster community developed

**Time Frame (estimated):**

Items 1-3 above are the near-term projects to lay groundwork for later work. Item 4 is ongoing, focused on Mills in a modest way during the term and more intensively at both Thode and Mills during the summer months. The bulk of items 5-7 would begin in Summer 2018 and be covered in a future update.

**Risks (circumstances or events outside of the project team's control that will have a high adverse impact on the project if they occur):**

- Reduction in the number of students slows work on serials volumes.

- Any procedure changes requested by UTL that require local process changes.

**Obstacles/Constraints:**

- Time that existing Collections librarians and staff can devote to the Downsview program.

**Critical Milestones:**

For the 2017/18 cycle:

- Sierra changes identified and implemented
- Procedure documents updated
- Journal volumes for consideration identified
- Plan for assessing Dundas storage volumes in place

**Assessment plan (how will the project and its outcomes be evaluated?):**

Are the critical milestones complete?

**Update #1 (Feb 2018):**

What have you accomplished to date?

- Significant work on Mills and Thode journal barcoding was completed in Summer 2017
- Downsview retrieval requesting re-implemented in the new catalogue after go-live.
- Changes for Sierra have been identified, specifically the creation of new item status codes to flag items into the three Downsview streams.
- Informal conversations have taken place on potential Summer work for journals and Dundas storage, but remain to be finalized.

What do you hope to accomplish in the next 2 months?

- Sierra codes created
- Procedure documents updated as necessary
- Section of the journal collection identified for consideration
- Plan for approaching work on Dundas written

What obstacles/constraints have you encountered (not noted above)?

The migration from Symphony to Sierra in 2017 slowed progress on Downsview. Barcoding and creation of item records for serials volumes continued apace, but holdings comparison and transfer of additional items was deferred until after the migration project.

**Update #2 (April 2018):**