To: Wanda Jazayeri (UCI), Robin Gustafson (UCD), and Yi-Yen Hayford (UCSC)
From: Next Generation Technical Services POT 2.1
Subject: Request for Assistance: Lightning Team 2.1.2 on UC Physical Processing
Specifications
Date: November 2, 2011

As you know, Next-Generation Technical Services (NGTS) is an initiative developed by the University Librarians and SOPAG to redesign technical services workflows across the full range of library formats in order to take advantage of new system-wide capabilities and tools, minimize redundant activities, improve efficiency, and foster innovation in collection development and management to the benefit of UC library users.

The Power of Three (POT) groups have been empowered to form short-term or targeted groups charged with conducting pilot projects or other specific, well-defined tasks that will assist the POT in completing the deliverables outlined in its charge. Composition of the Lightning Teams will depend on the scope of the task. The POT can tap any appropriate experts from within the UC system with consideration of UC location/geography, campus size and decision-making authority.

As recognized experts in the field, you have been selected to serve on the POT 2.1.2 Lightning Team to obtain physical processing specs from each campus, and to compare and evaluate them. Wanda Jazayeri (UCI) will be the lead and Linda Barnhart (UCSD) will be your POT2 liaison to facilitate communication and filter questions and concerns. The lead will be responsible for convening the Lightning Team and setting up the email and conference call communications. The details of the tasks and the charges may change, and new tasks may arise that need to be addressed.

For this team, the tasks we've identified are listed below, in chronological order.

Charge:

Definition: Physical processing procedures/specifications are the instructions that students, staff, and vendors follow when marking tangible materials for shelving. These procedures may go by other names, such as Labeling and Marking Guidelines, Spine Labeling, Book Handling, etc. These procedures encompass such activities as call number spine labeling, gluing, penciling call numbers, barcoding, property stamps, tattle tape, and other physical marking or labeling activities. It is likely that campuses have written procedures for books, but we are also interested in procedures for other formats. Of particular interest are the instructions provided to shelfready vendors. On large or uncentralized campuses, you may find multiple sets of instructions related to branches or collections on that campus. As far as we know, this information has never been collected or shared across the UC system, and we expect it will be both interesting and idiosyncratic. The goal of this Lightning Team is to gather information from each campus and to compare and evaluate it, thinking ahead to systemwide shelfready contracts. What would it take to get agreement on the physical processing of materials so that they could be centrally processed but housed in different libraries? Must a systemwide shelfready contract be complicated by

physical processing specs unique to each campus, or can parts of that processing be standardized across the ten campuses?

(1) Working through each campus's HOTS representative (or subsequently someone they delegate to), collect copies of each campus's physical processing procedures/specifications. (At this time, we are excluding physical processing at the RLFs.) This collecting does not need to be exhaustive, but should be representative. If campuses have verbal or very out-of-date written procedures, please ask them for something current, simple, and in writing. We do not want to create onerous work for the campuses, but we do need to get an answer from each campus so the LT can see the full spectrum of campus practices. Please look particularly for instructions sent to shelfready vendors; these might hold a clue to how the UC system could standardize in the future. Ask campuses for their thoughts on the usefulness or need for more standardization in this area. As we move toward one UC collective collection, is this necessary, or possible?

(2) Identify a place (such as the CAMCIG or HOTS web site) and create a page where these procedures can be stored (or linked to) and shared.

(3) Please read the campus documents and analyze the information that you have gathered. Be particularly attentive to the specifications provided to shelfready vendors, and the similarities and differences among those sets of instructions.

(4) Prepare a report to POT2, to include:

- A summary of the current state of physical processing across UC. What are the areas of the strongest similarity and the areas of biggest divergence?
- What are the barriers to more standardized physical processing? Is more standardization desirable?
- Could UC design systemwide contracts with shelfready vendors with one UC-wide specification for physical processing that would be acceptable to all? If so, please provide an outline of a model specification that could be used when UC negotiates with a vendor, for example, for a shared collection.
- Links to the information that you gathered
- Recommendations for next steps

Target Completion Dates: February 1, 2012

Decision/Recommendations: Recommendations from the Lightning Teams on services to be implemented, staffing models, system-wide policies and standards will be reviewed and approved by NGTS Management Team. These approved recommendations are then sent to SOPAG for decision and approval. As broad policy issues or issues that are determined to be outside the scope of the Lightning Team charge surface, the POT will review and determine course of action.

Please acknowledge your willingness to participate by replying to Linda Barnhart (lbarnhart@ucsd.edu) by November 9, 2011.

Thank you very much.