SRLF Annual Report

Covering fiscal year – 2017/18

Introduction - CM

2017/18 was a very busy year for the SRLF. In addition to the regular tasks of processing new incoming materials, providing access to materials shelved here and producing digital images, we planned for and hosted a celebration of the 30th anniversary of the facility, participated in plans for a systemwide ILS, planned for two exceptional deposits and began the paperwork to purchase an inventory management system with staff at the NRLF. Please see below for a fuller accounting of the various work undertaken by SRLF staff in 2017/2018.

Significant Events and Accomplishments

2017/2018 Summary

➕ Processing Unit updates including Shared Print Program Activities

➢ Total number of items received for deposit between July 2017 and June 2018: 143,322.
➢ The total number of new items added between July 2017 and June 2018: 124,037.

Processing summary covering July 1, 2017 to June 30, 2018					
Campus	Added	Problems	Duplicates	Total	% Rejected
UCLA	73095	684	5661	78068	8.13%
UCR	5145	100	394	5639	8.76%
UCSB	6229	218	1510	7957	21.72%
UCSD	10438	154	621	11213	6.91%
UCI	5119	23	572	5714	10.41%
WEST	14801	4	3491	18296	19.10%
UCL	10	0	0	10	0.00%
JSTOR	575	0	921	1496	61.56%

JAC	1976	0	234	2210	10.59%
Reprocessing	6649	100	5970	12719	47.72%
Shared Print subtotal	15386	4	4412	19802	22.30%
UC Allocations subtotal	108651	1279	14962	123520	13.15%
Total	124,037	1,283	19,374	143,322	14.41%

➢ SRLF continued to participate in the Western Regional Storage Trust (**WEST**) archive building program and the UC-wide Journal Archiving Campaign Services (**JACS**). SRLF completed WEST Cycle 6-7 in June of 2018. In total 144,853 volumes of WEST Bronze, Silver and Gold titles were committed. The JACS program is currently in its third cycle, and to date SRLF has archived 293 titles, committing a total of 7623 items overall while adding 1976 new items. For the 2017/18 fiscal year, the WEST manager, Tin Tran, also focused on disclosure work for **JSTOR** Legacy and UCL titles. This involved adding $561 and $583 fields to holdings records and validating items already at the SRLF.   In total 7,241 holdings were disclosed.

🞧 Access Services updates

Total requests received	75,424
Loans	53,636
Desk Requests	5,433
Article requests filled	4,030
Total Requests Not Filled because materials were: not owned, lost, not found as cited, non-circulating, lacking, already charged out, or other.	8,743

➢ **Paging and ILL** requests totaled 75,424 for FY 2017/18 and **document delivery** supplied 4,030 articles directly to patrons via the Web this past year. These

numbers represent a decrease in the amount of 1.55% and 5.2% respectively over requests received the previous year.

➢ In July of 2017, the SRLF received training on ST Imaging's ViewScan microfilm scanner. The **ViewScan** was deployed for public use in July 2017 and has also been used by library staff to fulfill ILL article requests for microfilm and microfiche images. Use of the scanner is free to our patrons.

🔸 Imaging Services Unit updates
  ➢ **Staffing:**
    ▪ Marissa Kings, the Imaging services Unit manager, was hired and started in May of 2018.
    ▪ Phil Chang provided training for multiple staff from various international libraries and museums associated with the International Digital Ephemera project (IDEP), managed by UCLA DIIT. Advised on Palestinian museum equipment purchases.
    ▪ Staff updated the IS Unit brochure.
    ▪ Staff in the Unit participated in multiple tours, including but not limited to:
      • South Asian Open Archives (a CRL project)
      • California Revealed
      • 30th anniversary
      • UC Riverside
  ➢ **Training:**
    ▪ Cathy, Marissa, Phil, Edwin and Andy attended the June Digital Transitions Forum in Burbank.
    ▪ Marissa and Edwin received training from Phil in camera functions including camera basics, lighting, and peripheral equipment. Phil also provided an introduction to Phase One equipment including the RCAM, 645F, DT Atom, as well as the software Capture One.

  ➢ **Scanning projects:**
    ▪ Two large collaborative projects where the SRLF acted as the contracted scanning vendor for an agency:
      • In conjunction with California Revealed, IS scanned multiple titles from the Los Angeles Public Library
      • In conjunction with CRL and the South Asian open archives (SAOA), IS scanned many titles relating to South Asian history from libraries across the United States.
    ▪ Macau Maps

- Metro Project, Phase 2
- Soviet Scores
- Hebraica
- Lawrence Clark Powell baby books
- Golden State Mutual
- For the 30th Anniversary, captured, retouched and printed new poster of SRLF in the 1980s

➢ **Equipment news:**
- Copibook head sent to France for repairs.
- Height adjustable tables arrived and put into use
- Due to lowering demand, and lack of equipment, supplies and repair technicians, this is the last year that certain microfilming services will be offered. The few remaining customers who still purchase microfilm have been notified of the upcoming cessation of these services. Starting in 2018/19, the SRLF will no longer create original microfilm or produce duplicate microfilm. 35mm microfilm will still be digitized on the Mekel. The final three microfilming jobs were:
  - Completion of UCLA theses
  - National diet library of Japan
  - Small job for Library of Congress

🔸 Network & System Administration updates

➢ **Windows 10 deployment**: Dave Scholl began testing Windows 10 in June 2017, researching deployment options and configurations. The ViewScan Microfilm Reader Project initiated the migration to Windows 10 with a new machine that required Windows 10 for its newer hardware.

➢ The new development workstations, purchased in 2016, were finally deployed for SRLF IT Programmers with Windows 10 and updated development software applications in September 2017. SRLF IT staff, Dave Scholl and Matt Smith were also using these machines to test applications from the staff standard suite of applications for compatibility to prepare for Windows 10 deployment to staff.

➢ Using an image from the Developer's Windows 10 machines, SRLF IT staff upgraded the memory and hard drive to support the developer applications and deployed to an existing standard staff machine in December 2017 for the SRLF student programmer.

➢ **Content Management System upgrade**: Started this project in Fall Quarter 2017 but discovered a problem with the login screen module. This was completed on a server upgrade weekend in March 2017. Both SRLF Intranet & Public Web sites that run on Sitefinity Content Management System were upgraded from version 9.6 to version 10.2 which fixed the login screen module.

- **Server upgrade**: As part of a server upgrade weekend in March 2018, 7 SQL Server instances were upgraded from version 2014 to version 2016, the new Team Foundation Server was installed with version 2017 to meet the TFS software requirements. Unfortunately SQL Server 2017 is not supported with our Backup Exec Tape Backup software current version. A new version of Backup Exec has been released and should be installed in the spring of 2018 to support backing up SQL Server 2017 databases. SRLF Development machines were upgraded to version 2017 Express.
- **SRLF workstations**: Because of the Intel Meltdown/Spectre vulnerability, the SRLF has decided to postpone purchasing new workstations until Intel releases new CPUs with a fix for the vulnerabilities. The current plan is to purchase new high speed Solid State hard drives, install a custom configuration of Windows 10 for staff on the existing machines and then move the new hard drives to new workstations next year.

Web Development updates

- **Visual Studio 2017 upgrade** has been installed on the Developer workstations with the deployment of Windows 10 on those machines during Fall Quarter. TFS Server was upgraded to version 2018 in March 2018 and the source control for SRLF custom applications were successfully migrated to the new server. All SRLF Developers continue learning Entity Framework to allow for transition of current SRLF applications using Open Data Access ORM. Matt Smith and our student developer, Michelle Lam are the people primarily assigned to this project.
- The **Lockers App** has been completed and awaits deployment.
- **Powershell and Voyager scripts**: Assisted DIIT Staff with Voyager client upgrades. Updated Voyager VBScript installation script for the UCLA Library wide Voyager upgrade deployment scheduled during Holiday Winter Break. Rewrote VBScript to PowerShell script for better installation support and logging. Voyager client upgrades were installed on SRLF machines on New Year's Day using these scripts.
- **SRLF Serial Review Tool**: This web application was easy and simple to do and has provided great value to depositing campuses searching for items already held at SRLF. The web application can easily accommodate report data supplied by NRLF. There is some minor manual work needed on a regular basis to update the data since the data is not dynamic or live current data in the web application. This application was published in April 2018 to the SRLF Public website.
- **SRLF 30th Anniversary website**: Designed and managed project programming for 30th anniversary website which was completed and published in December 2017.

Other Projects and Important events

- Planning for an exceptional deposit of 60,000 serials from Santa Barbara was initiated in late 2017. Working with staff across both organizations, the official Exceptional deposit request was drafted in early Spring 2018. The request was approved by the Shared Library facility Board in April of 2018. The materials themselves will arrive at the SRLF in 2018/19.
- Planning for an exceptional deposit of 70,000 monographs from Irvine was initiated in Spring 2018. Working with staff across both organizations, the official Exceptional deposit request was drafted summer 2018. The request will be presented to the Shared Library Facility Board in 2018/19.
- Between July 2017 and June 2018, 29,438 volumes were scanned by **Google** and preserved in **HathiTrust**. The SRLF's total contribution since the project began at our facility in 2013 is 143,784 items.
- For FY 2017/18, 112,638 SRLF items were added to the **UC Federal Documents Archive Project (FedDocArc)**, a project developed to create a shared UC archive of US federal documents through increased digitization. FedDocArc is designed as a persistent archive that consists of one print and one digital copy of all US federal government documents owned by UC Libraries. Print copies will be shelved at either one of the UC Regional Library Facilities or a UC campus library. The circulation status of all print copies will become "building use only." Digital copies will be preserved in **HathiTrust**.
- In fall of 2017, the Council of University Librarians (CoUL) charged a working group to investigate how the UC Libraries might license a **systemwide ILS** (SILS) in order to ensure continued and future collaboration involving library collections and collection-based operations and services. The RLFs were well represented on this endeavor. **Cathy Martyniak** is serving as Chair of SILS-M, a subgroup of the main working group, and **Christine Barone** is working with Lena Zentall of CDL as Co-Project Manager for this collaborative enterprise. The project is expected to continue through 2021.
- The SRLF celebrated its **30th anniversary** with a significant event in September of 2017. Almost 70 people were invited to attend from across the UC's. The quarterly Council of University Librarians in person meeting was held at the SRLF to allow for University Librarian attendance. SRLF alumni were invited as well. Please see http://www.srlf.ucla.edu/30th-anniversary-home for more details and phots.
- The **SRLF delivery truck** experienced significant mechanical issues. Matt Smith and UCLA Fleet staff continued to work on specifications for a replacement vehicle.
- In March and April of 2018, the SRLF was used as a location of a movie, **Captain Marvel** from the Marvel Cinematic Universe. Movie crews spent over 8 days rewiring lights in the FATA level, painting the JSTOR room and smoothing out the

walls of the A level hallway. Filming itself took 5 days. Work in the facility was impacted but not greatly. The film will debut in March of 2019.

✚ One RLF, Two Locations –

➢ The Northern Regional Library will commence building an addition to their existing footprint in 2019. This new phase will be modelled after the Harvard style of book storage. It was determined that the RLFs would need an **Inventory Management System (IMS)** to handle this alternate shelving style. In the fall of 2017 the Directors of both RLFs hired a consultant, **Christine Brennan**, to advise them on workflows and operations related to their individual and shared facilities. Ms. Brennan spent time at both facilities between November 27th and December 1, 2017 and reported that both RLFs would benefit from using an IMS. An RFP will be issued in FY18/19.

✚ Building improvements

SRLF staff made some improvements to the building in 2017-2018:

➢ We installed new traffic doors off the dock that are lighter and easier to use than the older, heavier doors that were always being propped open. This helps us achieve better constant temperature, humidity, and air pressure in the main work area and stacks.

➢ We refurbished the locker rooms with new, bigger lockers, new furniture, floors, and paint.

➢ We changed the doors to the Phase 2 Level 1 stacks from the manual door handle model to the automated model that opens with the press of a button, now that those stacks are full of regular material and not FATA material. This has helped staff gain easier entrance and is safer than the manual doors.

✚ Staff News

As in year's past, the SRLF has experienced a number of staffing changes due to retirements and folks leaving for new opportunities. However, we have also welcomed brand new staff.

➢ **New Staff:** This year the SRLF welcomed some new team members. **Marissa Kings** began in May 2018 as the new Manager of the Imaging Services unit. We also welcomed three new members to the Processing team in late May and early June: **Babette Hodis**, **Joanna Hong** and **Cynthia Perez**.

➢ **Farewells:** We had three employees accept new opportunities this year. **Evelyn Rubio** left to finish nursing school, **Valeria Garcia** left us to begin a new adventure in Arizona, and **Rhett Ariston** left to pursue an internship at Stanford. We wish all of our former colleagues the very best in their new endeavors.