



Triennial Report

Covering fiscal years 2014 - 2017

Introduction

The three fiscal years that make up 2014-2017 were **watershed** years in the life of the Southern Regional Library Facility (SRLF) and the people who work there. During this time, a one year moratorium on new deposits was implemented due to the delayed relocation of the Film and Television Archives (FATA) collection. FATA eventually was able to move into their new facility in Santa Clarita at the Packard Humanities Institute in August of 2015. During this same time, shared print and collaborative projects within the UC system were changing. In the spring of 2016, the **JSTOR** page level validation project officially concluded and the Journal Archiving Campaigns (JACS) project began. The University of California made the decision in 2016-2017 to discontinue acquiring the paper version of Shared Print for Licensed Content journals. Also during this time, the relationship with the Northern Regional Library Facility (**NRLF**), our sister facility, solidified and the possibilities of a joint catalog were explored. The Preservation Imaging Unit became Imaging Services, increasing equipment, expanding skills, and transitioning to a full service digitization lab. New SRLF public and staff websites were launched with user experience in mind and adapted for mobile technology. Three long time staff members retired and only the third Director in the existence of the SRLF started in late 2015. Through all this, the SRLF circulated 90,186+ items over 3 years, accepted new deposits totaling 262,378, and captured 301,919 images digitally and on microfilm. The SRLF continues to **grow** and **prosper** and we could not be prouder.

Significant Events and Accomplishments

2014-2017 Summary

✚ Processing Unit updates including Shared Print Program Activities

- Total number of items received for deposit between July 2014 and June 2017: 424,732
- The total number of new items added between July 2014 and June 2017: 262,378

Deposits	FY 14/15	FY 15/16	FY 16/17
UCB Library (Microfilm)	0	533	0
UCI Libraries	3,366	6,939	8,564

UCLA Libraries	20,760	62,791	61,036
UCR Libraries	1,794	1,052	15,157
UCSD Libraries	1,416	9,355	5,303
UCSB Libraries	6,102	1,871	3,542
UCL Shared Print Collection	20,645	14,698	5,749
UC JSTOR Archive	5,710	7,129	4,466
WEST Shared Print Archive	10,765	9,634	4,911
JACS	0	1,868	1,708
Reprocessing	8,873	14,647	15,460

- SRLF continued to participate in **WEST** Archive Building, completing Cycle 4 in June of 2015, Cycle 5 in June of 2016, and Cycle 6 in June of 2017. In total, 125,156 volumes of Bronze, Silver and Gold titles were committed. Beginning in FY 2016/17, WEST changed to a two year cycle model with each institution committing to doing half the required work by the end of each fiscal year. For the 2016/17 fiscal year, the WEST coordinator, Tin Tran, focused on disclosure. This involved adding \$561 and \$583 fields to holdings records and validating items already at the SRLF.
- Fiscal year 2015/16 saw the beginning of the **Journal Archiving Campaign Services (JACS)**. The JACS project offers an approach to selecting and consolidating print journal back files for storage at the RLF's in support of the "UC's goals to preserve the scholarly record, accelerate the development of shared print archives of journal back files, integrate UC's shared print collections with broader regional and national shared collections, and create substantial opportunities to reallocate library space."
- After seven cycles of intense effort that began in 2004, the **JSTOR** page level validation project to build complete runs of 2,028 titles wrapped up active work in October 2015. John Doing, the final JSTOR project manager, retired in March of 2016 with a project total of 83,950 page level validated volumes stored. Gap filling efforts continued into 2017 with 8,082 more volume level validated items arriving for storage.

- After a 2003 inception, the **Shared Print for Licensed Content** project wound down in December of 2016. Also called UCL by SRLF staff, the project attempted to retain 1 paper copy of certain periodical issues that were also available electronically. Consisting of 5,330 titles, over 301,061 issues are held at the SRLF and will be disclosed to OCLC in late 2017.

📌 Access Services updates

	FY14/15	FY 15/16	FY 16/17
Total Requests Received	91,770	84,366	76,614
Loans	65,204	56,666	50,768
Article Requests	5,915	5,042	4,249
Total Requests Not Filled (because materials were not owned, lost, not found as cited, non-circulating, lacking, already charged out, and other	10,996	11,784	10,160

- **Paging and ILL** requests totaled 252,750 over the past three fiscal years. Although that sounds like a lot of requests, each year has witnessed a steady decrease in the number of paging requests submitted. Overall, this decrease represents about 23% less requests since FY 2013/14.
- **Document delivery** has provided articles for 15,206 requests directly to the patron via the Web since FY 2013/14. Total document delivery requests of all kinds have gone down 18% from FY 13/14 to 14/15, and then another 16% from FY 14/15 to 15/16, so 34% all together.
- OCLC disclosed their intention to **sunset** VDX, the application UCLA libraries use for sending and receiving interlibrary loan requests. The date for when VDX will officially be taken down has not yet been announced. Currently, there is no suitable replacement for this application.
- The SRLF has purchased an ST ViewScan III **microfilm scanner** for the reading room. The scanner has a 14 megapixel camera that creates high resolution images and is OCR capable. The ViewScan is free to our patrons and will be used by staff to fulfill ILL article requests for microfilm and microfiche images.

- As part of a pilot program, the SRLF has received a BruinPrint/WEPA printer in the reading room for patrons to use. Files can be printed from a USB drive, uploaded to www.bruinprint.com, or there are apps available for download to send files directly from your mobile device or computer to the printer. Prints can be made in black-and-white or color.

✚ Imaging Services Unit updates

- In order to reflect the expanding array of services available, the Unit changed names from Preservation Imaging to **Imaging Services (IS)** in 2016.
- Pete Lacson, head of the Preservation Imaging Unit since 1988 retired in June of 2016. Cathy Martyniak, SRLF Director, took over as Interim Unit head in July of the same year.
- Andy Perrine was promoted from a student worker in the Unit to a full time permanent employee in 2014.
- Anthony Leslie moved over gradually to IS from his previous role in the JSTOR project during the course of 2015.
- Alyssa Loera, the Digitization project coordinator working out of the SRLF, performed many functions both within IS and UCLA. She chaired the Collections Council Digitization team (CCDT), a new group created by AUL Sharon Farb to manage the entire set of work flows around digitization, including copyright, metadata, conservation, digitization and posting in the Digital Library Program. She also provided daily operational support for the Unit after Pete Lacson retired in June of 2016.
- The IS units worked on many projects during this period. They include:
 - Minasian
 - Shin Nichi Bei
 - Golden State Mutual
 - Rainbow Bridge
 - Wahon
 - Miriam Matthews
 - A. Quincy Jone
 - Richard Neutra
- Using skills gained by staff during the Macau Map order, the Unit began to offering **stitching** services (where multiple images captured from oversized objects are 'stitched' together to form one image) in 2017.
- To increase the professional skills of the Unit, three of the four imaging staff attended **training** and achieved certification on the Capture One software used in conjunction with the three RCAM cameras owned by the Unit.
 - Phil Chang (2016)
 - Anthony Leslie (2017)

- Andy Perrine (2017)
- 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.
- **Conservation**
 - A special wooden book cradle was purchased based on input from UCLA Conservator Chela Metzger in 2017. The Peachy cradle allow staff to carefully handle materials that would not open to 180 degrees.
 - The Conservator reviewed both the Lab and the Studio in late 2016 and provided advice on **improving the space** from a preservation perspective. Over 90% of the suggestions were implemented in the next 12 months.
- **Equipment news:**
 - Elke camera computer – The 1994 x486 DOS computer that operates the legacy 1980's Elke Microfilming Camera failed due to a burnt out Quartz crystal that powered the motherboard's clock. Using parts saved from previously stored 1994 computers, the computer was rebuilt with another motherboard and support for the European power requirements of the Elke microfilm camera.
 - Stokes camera computer – The 2009 model custom built computer used to operate the Stokes camera stopped working due to a failed motherboard. This required ordering a new custom computer from John Stokes, upgrading the computer to a SRLF staff Windows 7 image, and working with John Stokes to restore the software and drivers for the camera.
 - The DT Atom is a table top workstation for digitization of books, loose materials, and film. It is designed to function as a modular unit which allows it to adapt to many types of materials. It has a removable table top allows it to capture reflective and transmissive materials. The DT ATOM uses continuous LED lights. Imaging Services obtained a DT Atom in 2017.

🔧 Network & System Administration updates

- **Computer Refresh Project:** Over the summer of 2014, all computers older than 2010 were replaced with new HP desktop PCs. The upgrade was deployed with Office 2013. The old machines were repurposed to use in the stacks and the JSTOR project. The old 2010 development machines were repurposed as DHCP & Team Foundation Server Windows 2012 R2 servers. Any remaining 2010 machines were E-wasted.
- In the fall of 2014, **Mac Pro and MacBook Pro** were installed for Preservation Imaging, upgrading the operating system to OS X Yosemite. This replaced the 2008 models.

- In the winter of 2015, UCLA migrated to **Office 365**.
- SRLF **replaced aging network printers** with new HP Laserjet printers. When the JSTOR project ended, that printer was repurposed as the Processing printer. All of this was completed over the summer of 2015.
- New servers were installed in 2016. The three aging servers were replaced with HP servers. One of the old servers was repurposed as the new Backup Tape server. All websites, services, file shares, and databases were migrated to the new servers by May of 2016.

✚ Web Development updates

- By October of 2015, the SRLF completely migrated to **Sitefinity** and the new Intranet site became available. This upgrade saw the retirement of the ASP FATA circulation app and the conversion of older classic ASP apps to ASP.Net MVC.
- New SRLF Public Website –The SRLF Public website was given an upgrade using current responsive design practices to support desktop and mobile devices. The SRLF IT staff used **User Experience (UX)** methods and tests to create new design for the website. Migrated the public website from static HTML pages and ASP.Net Webforms to Telerik Sitefinity content management system for easier management and maintenance. The new production site launched during Winter Quarter January 2017. It was very well received.
- UCLA Library announced the end of supporting ColdFusion applications. The SRLF IT team was asked to rewrite the SRLF Owning Unit Viewer app in ASP.Net MVX and host it on SRLF web servers. The deadline was very short, but Dave Scholl and Matt Smith managed to rewrite the app in one week with updated UI elements. The rewrite produced a huge performance gain with search results seeing the greatest improvement.

✚ Other Projects and Important events

- The SRLF continues to partner with **Google Books**. Between July 2014 and June 2017, 86,810 volumes have been scanned and preserved in **HathiTrust**. The SRLF's total contribution is well over 100,000 volumes.
- In January of 2015, the UC Libraries began the implementation of 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**. Phase One of the program ran from

January 2015 – December 2016. Phase Two will run from July 2015 – June 2018. SRLF committed a total of 140,000 items to the project between January of 2015 and June of 2017. Participation in FedDocArc has allowed the SRLF to reclaim the space of 12,000 volumes.

- **Special Collections materials deposited** at the SRLF include items from UCLA, UCI, UCR, UCSB and UCSD. These materials are a mix of rare books, archival boxes, document cases and oversized cartons. These materials generally only circulate back to the Special Collections reading room of the original depositing library.

Non-Circulating materials deposited	FY 14/15	FY 15/16	FY 16/17
UCLA Library Special Collections	4,332	6,832	7,588
All other UCLA Units	6,307	6,814	2,077
UCI, UCR, UCSB, UCSD	3,706	1,804	1,749

Non-Circulating materials requested	FY14/15	FY 15/16	FY 16/17
UCLA Library Special Collections	14,255	13,686	13,755
All other UCLA units	4,019	3,175	2,877
UCI, UCR, UCSB, UCSD	435	558	1,488

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- In 2017, the **SRLF will be celebrating 30 years** of stewarding UC collections. The occasion will be marked with an event in September of 2017.
- Almost 365,000 audiovisual items from the Film and Television Archives (FATA) were deposited at the SRLF between 1996 August of 2015. During that time, SRLF staff fulfilled 107,065 requests for FATA materials.
- The UCLA Library engaged in a **strategic** planning effort in 2015 and 2016. Andy Perrine from Imaging Services was part of Goal team 3: Research during the Planning phase and was a member of Goal team 2: Collections during the Implementation phase. Jon Edmondson participated in Goal team 6, Space Planning.
- The SRLF delivery truck had significant **mechanical** issues during this three year period. Working with UCLA Fleet Services, Deposits Manager Matt Smith began a

serious effort to find a sustainable/green replacement to accommodate the UCLA *Carbon Neutral by 2020* initiative.

✚ One RLF, Two Locations

- The **RLF Systems and workflows group** was formed in Summer of 2015. Consisting of staff from around the UC system including Jon Edmondson, Tin Tran and Cathy Martyniak, and lead by Caitlin Nelson and Kathryn Stine from CDL, the group issued a [report](#) in April of 2016, calling for further exploration of the possibility of integrating the catalogs of UCLA/SRLF and UCB/NRLF. A six month exploration period group issued a follow up [report](#) in June of 2017, indicating a merger of NRLF materials into Voyager was not feasible and suggesting a statewide Integrated Library System be considered in some way.
- The **Shared Library Facilities Board (SLFB)** reconvened after nearly a decade-long hiatus in October of 2015. SLFB is appointed by, and answerable to, the Provost and Senior Vice President for Academic Affairs. SLFB is accountable for the development of policies, strategies, plans, and general operating procedures of all UC Regional Library Facilities.
- In October of 2016, the directors of the Northern and Southern RLFs started the **RLF Joint Committee** as a monthly forum to dialog about issues uniquely related to the RLFs such as space constraints, shelving models, shared print collections, courier challenges and the Northern Regional Libraries new building addition, **NRLF4**.
- The RLF directors, Cathy Martyniak and Erik Mitchell, share a vision of **increased collaboration** between the two RLFs. This shared vision includes a harmonization of workflows and the possibility of having a shared catalog in the near future. The phrase used to conceptualize this idea is “**One RLF, two locations**”.
- Very early discussions regarding the possibility of **converting** some of the materials shelved using the “California” system currently employed at the SRLF into cardboard trays (The Harvard system) were begun. This **densification** effort included plans for a slab survey and a random sample size (height, width and thickness) survey on A level for Fall of 2017. A high density storage consultant was contacted in summer of 2017 and contracted to visit both the NRLF and SRLF in early December of 2017. The possibility of implementing an inventory management system was also discussed.

✚ Building improvements

In recent years the SRLF has undergone some major structural upgrades to ensure that collections are stored in the best possible environment. Below are the changes that have been made from July 2014 to June 2017:

- Electronics boards were updated in 2014.
- In January of 2015 the **cooling towers** were replaced. The old towers had rusted out.
- New **chillers** were installed in late February of 2017. The old chillers had 139 tons of capability, while the new ones have 160 tons.
- One of our boilers will be replaced with a new, larger model so we can get better dehumidification. This is expected to be completed in the fall of 2017.
- New water pump were installed that allow for variable flow to increase efficiency
- Electronic controls on air handler motors with variable speed are in the process of being installed to increase efficiency.
- New thermostats, VAV boxes, and wiring in stacks were installed to replace the old pneumatic controls with electronic controls.
- New thermostats, control boxes, and water valves to control HVAC have begun to be replaced in the general work area
- The original thirty year old **drinking fountains** were replaced in 2017.
- Chilled and hot water pipes - all the piping was done in 2017 by Precision Plumbing Mechanical (PPM). They put in mainly chilled water pipes but also some hot water. We also had new cooling and heating coils installed in our two large air handlers. The coils are like very large radiators that weigh 3000 pounds, and are stacked.

📌 Staff News

Over the past three fiscal years, the SRLF has experienced a number of staffing changes due to retirements and folks leaving for new opportunities. However, in that time we have also welcomed brand new staff.

- **Retired:** In June of 2015, the SRLF Director, **Colleen Carlton** retired after more than 35 years of service. **John Doing**, who headed up the JSTOR project team retired in March of 2016, and **Peter Lacson**, the head of Imaging Services retired in June of 2016.
- **New Staff:** In November of 2015, the SRLF welcomed **Cathy Martyniak** as the new Director of Southern Regional Library Facility and Collaborative Shared Print programs. Over the course of FY 2016/17 the SRLF welcomed several new people beginning with **Ruben Galimba** as the new Student Supervisor. He was followed by **Rhett Ariston** as the Special Collections Coordinator, and **Tiffany May** as the Interlibrary Loan Assistant. The SRLF will start the hiring process for a new manager for Imaging Services in FY 2017/18.
- **Promotions:** In November of 2016, **Christine Barone** was promoted from Student Supervisor to the position of Collections Project Coordinator at the SRLF.

- **Farewells:** Beginning in late 2016, we had three employees accept new opportunities. In December, **David Burns**, our Special Collections Coordinator, began a new adventure in Colorado. In February of 2017, **Danielle McCullough**, our Interlibrary Loan Assistant, left to pursue graduate school at USC. Finally, in April of 2017, **Alyssa Loera**, our Digital Collections Coordinator, left to oversee digital operations at Cal Poly Pomona. We wish all of our former staff and family the very best of luck in their new endeavors!