



# Caia Colleague Virtual Conference

25 FEBRUARY 2022

[www.caia-solutions.com](http://www.caia-solutions.com)

# Agenda (Session to be recorded)

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## Introductions

- What's happening at your facility these days?

## Review of new CaiaSoft® development

- Circulation Type by Month dashboard graph
- User entry point
- Move Carts
- API News
- Audit Addresses
- Progressive Audit Monitoring
- Backfill Container/Backfill Accession

## Inventory Management Projects

- Space Reclamation: University of South Carolina presenting
- Backfill Accession: University of Illinois Urbana-Champaign presenting

# Introducing your Caia Colleagues

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University of Alabama

University of Albany

University of Arkansas

Bangor University

Binghamton University

Boston Public Library

Bowdoin College

University at Buffalo

University of California

Clemson University

Cornell University

Duke University

Emory-Georgia Tech

University of Florida

University of Illinois Urbana-Champaign

University of Kansas

Kansas State University

University of Maryland

University of New Mexico

Oklahoma State University

University of Pittsburgh

University of Pennsylvania/LIBRA

Rochester Institute of Technology

University of South Carolina

Texas State University

Tri-State Depository

West Virginia University

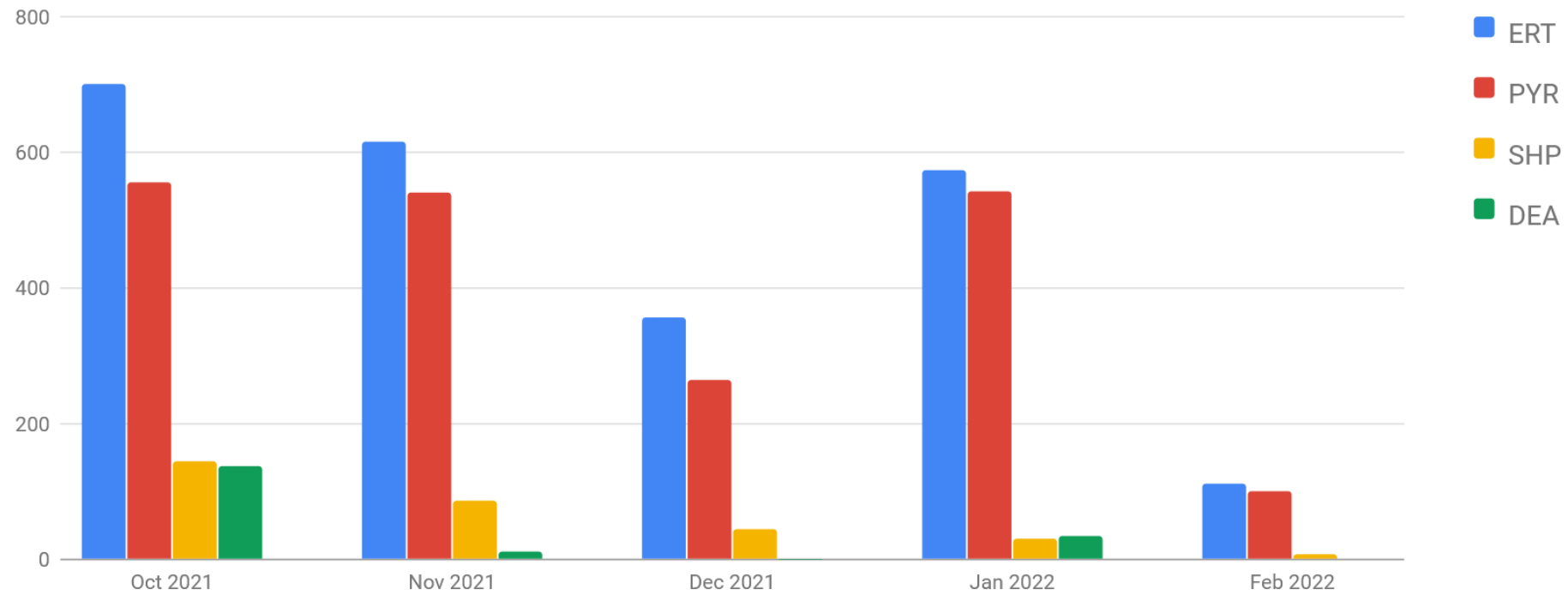
University of Virginia

University of Washington

# Circulation Type by Month Graph

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Circulation Type by Month



# User Entry Point

Edit User

Credentials

Email

admin@caiasoft.com

Name

CAIASOFT Admin

Access Level

Admin

Error Sound On

Yes

Login/Entry Module

Main Console

Status

Main Console

Accession

Circulation

Inventory Management

Storage Management

Reports

Union Holdings

Under Administration → Users, you can now set a custom entry point for your staff when they access the system.

This setting bypasses the Main Console and allows users to go directly to their assigned/preferred module at point of login.

## Select Move Containers On/Off Carts

✕ Move Containers

🚚 Move Containers On/Off Carts

📄 Move From/To In Process Status

🕒 Retire Container

Status /					
Job#	Identifier	Containers	Items	Date	Job By
813	In Queue	0	0	02/20/22	Demo Account
<div></div>					

🗑 Delete Job

Cart Identifier

CART1234

🚚 Add Containers

Scan the Cart ID and then the Container IDs being scheduled to it.

## Move Carts

Move Containers Jobs now support moving Containers on or off of Carts to help make large relocation projects more manageable.

Cart	CART1234	CL126909	CL126910	CL126911
Containers on Cart				
CL127084				
CL127085				
CL127086				
Items Scanned	3			

🚚 Add Containers

# Move Carts

Commit Carts assigns the Container locations to the cart, freeing up their prior addresses.

Containers retain the Cart as their location until they are linked to a new shelf address.

## Commit the Cart


Committing Cart CART1234


This action will remove the current Linked Address from all Containers on Cart. Continue?

✓ Yes

✗ No

Use the Move Containers off of Carts button to link containers to addresses from the cart.

 Move Containers on to Carts


 Move Containers off of Carts

Move to Address via Direct Write

Address


Footprint

Container

 Link to Address

Interactive Address Link

Address

 Interactive Address Link

*NOTE: Once committed to the cart, a container can only be returned to its prior address through Link to Address.*

# API FYI

## FOLIO at Cornell

- Two-tiered approach: Launched July 2021 with a set of CaiaSoft-initiated APIs supporting Accession and Circulation and which used the base FOLIO API set.
- FOLIO & Caia developed an “edge” API to streamline the connection between the two products. Currently in testing phase for FOLIO release upcoming later this year.

## ALMA

- Create a CaiaSoft® user in ALMA to facilitate requests from/circulation to external systems (ex. Borrow Direct at FLARE). Items are placed on loan to that user to take them out of circulation for others.

## ArchivesSpace

- Expanding work to update locations of items as ‘storage’ upon accession (Cornell).

## AEON

- In addition to Circulation functions, UARK utilising AEON queues to drive lists for Accession and Deaccession in CaiaSoft®.
- When an item is queued for Accession via AEON, CaiaSoft® reaches out to ArchivesSpace to gather info on the item not available via the AEON transaction

## SIRSI

- Update to real time APIs underway at UVA

## ATLAS

- Scan-sending development pending; will provide further updates when we have more information.
- Caia will be a participant at Atlas’ integration roundtable at next month’s ILLiad anniversary event.



# Audit Addresses

With this Audit Job option, audit containers concurrently with address and footprint audits.

This new option allows for two types of audits at once, and a comprehensive entire address scan in one job.

Tick the boxes to include Footprint and Item Audits with the Address Audit.

☒ Audit Footprint:

☒ Audit Items in Container Concurrently: *(where applicable)*

Address:

Next

Address033456

Aisle & Side32 L

Ladder & Step9 - 21

Container TypeBH

Containers

Expected in Audit26

Audit FootprintYes

Items in Containers

Audit Complete Cnt0

Footprint Audit - Scan in Footprint Order

Container:

Audit Container

Address033456

Aisle & Side32 L

Ladder & Step9 - 21

Container TypeBH

Container at AddressBH65488

Container Footprint

Items in Container15

Items Out0

Items Expected in Audit15

Scan Items in Container

Scan the container to prompt an input screen for its expected items.

Audits

Display: 

ALL

Address

Aisle

Side

Lad

Step

Audit FP / Cntrs

Cntr Type

Cnt at Addr

Out/ Skip

Expected in Audit

Cnt Result

Error Cnt

Capacity Val

33456

32

L

9

21

FP & IIC

IIC

26

0

26

Resume Audit

Concurrent Container Audit

Address

Container

FP

Result

33456

BH65488

1

SUCCESS

The details portion of the job has a list of containers in the address. Use the Resume Audit button to jump back to your place in the audit if unfinished.

*Did you know? You can assign flags to items during the Audit process!*

# You audit know...

## Progressive Audit Monitor: tracks/targets collection audit status

Select a Start Date in System & Module Settings

 Audit Tracking Start Date:	00/00/0000
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Use the Progressive Audit Monitor – located on the Inventory Management dashboard - to display Audit completion details for selected aisles/ranges.

Progressive Audit Monitor

IIC : 0.02% Complete

50 Containers of 236359

DTA : 0.00% Complete

0 Addresses of 3662

by Percent Complete

Aisles :  – 

% View

Progressive Audit Monitor						
	1-L	1-R	2-L	2-R	3-L	3-R
1	5.3%	0.0%	0.0%	0.0%	0.0%	0.0%
2	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3	0.0%	0.0%	0.0%	0.9%	0.0%	0.0%
4	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
5	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
6	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
7	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
8	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
9	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
10	0.0%	0.0%	0.0%	1.3%	0.0%	0.0%

# Inventory Management Project

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## Space Reclamation & Audits

Nelson Rivera

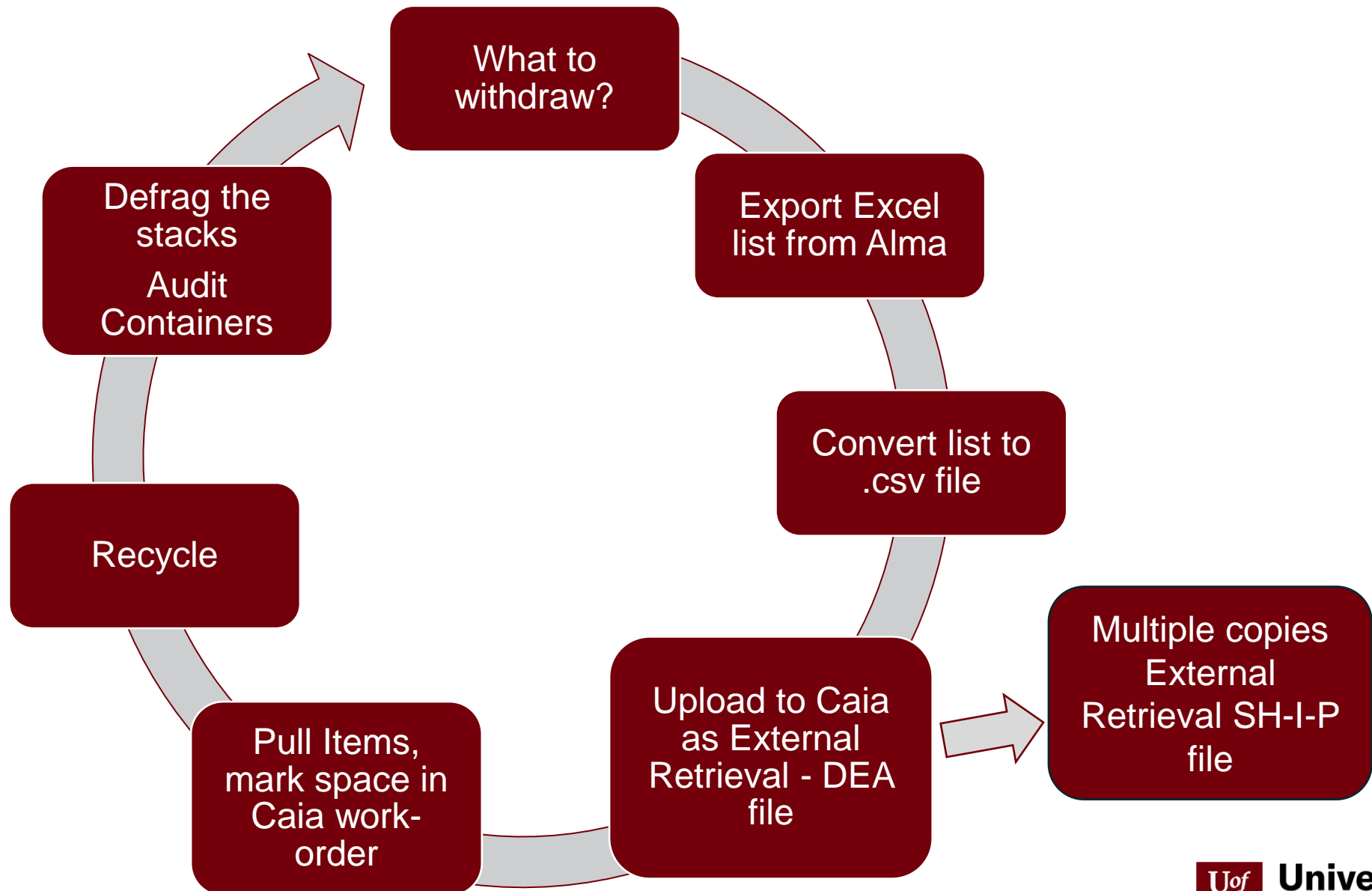
University of South Carolina Library Annex

# DEACCESSION AND RECLAMATION

- Implemented Caia July 2018
- 2019 items on hand = 1,221,309
  - 88.4% capacity based on BH/DL models.
- Multiple copies withdrawn from 1/1/2019 - 2/1/2022 = 8,777
- Collection items withdrawn from 1/1/2019 - 2/1/2022 = 62,681
- 2022 items on hand = 1,112,520
  - 76.7% capacity based on BH/DL models.
- Total of all withdrawn items = 71,458 items.
  - Total of 11,695 linear ft.

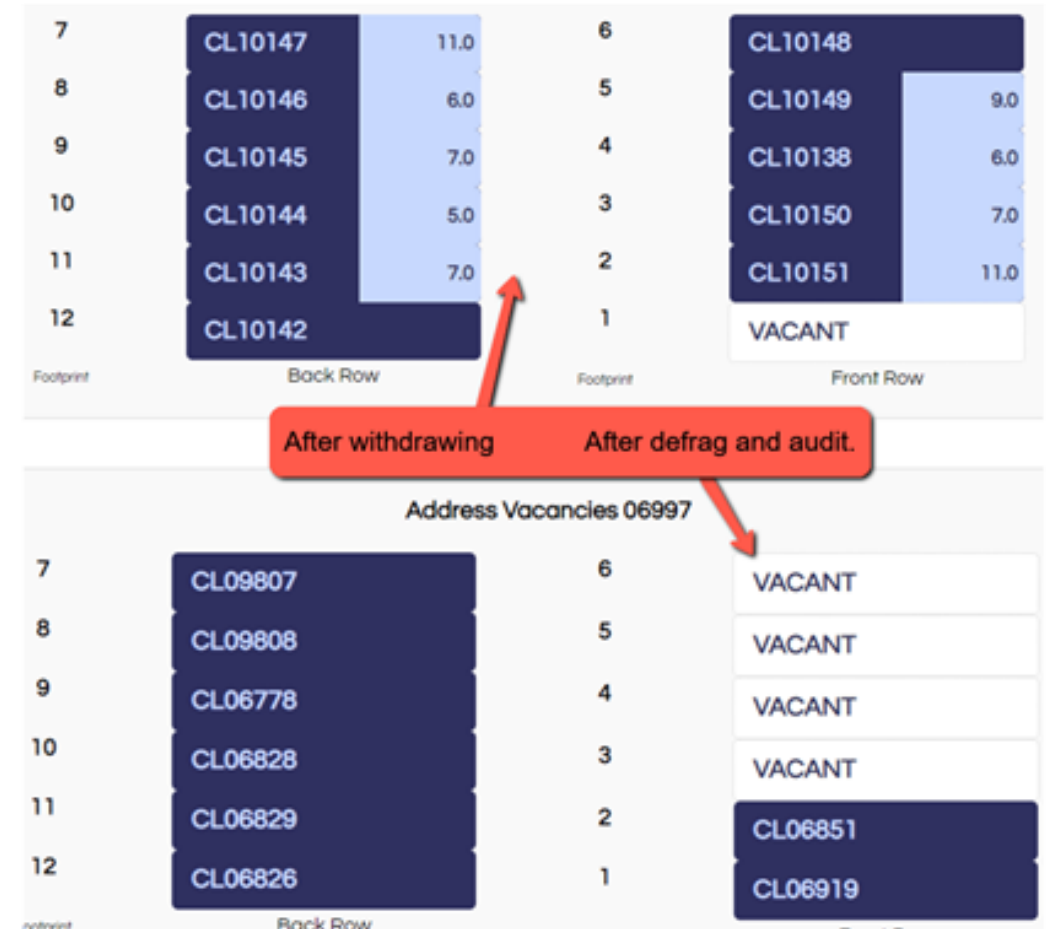
# COLLECTION DEVELOPMENT METHODS

- Multiple copies (1 copy policy unless high use).
- Outdated formats
  - Reel to Reel films
  - VHS cassette tapes and audio cassette tapes
- Journals with secure/perpetual digital holdings (unless committed to ASERL Scholars Trust).
  - JSTOR, Elsevier, Sage



# DEFRAGGING THE STACKS

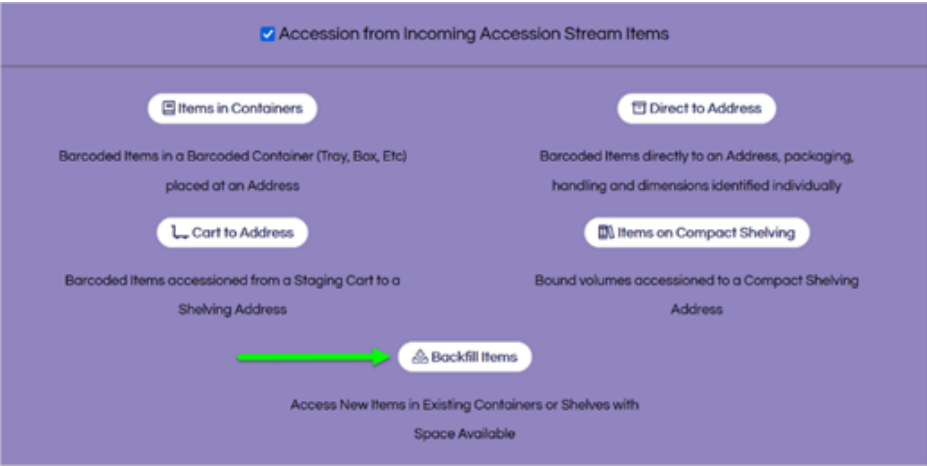
- Mass withdrawals can create multiple partial containers on a shelf.
- Defrag the shelf by moving items from partial containers to create full containers and opening footprints.
- **\*\*Audit full containers\*\***
- Empty containers can be reused for new accessions (requires new label), or they can be "Retired"



# Backfill Accession

Applying the Cart model to accessions, CaiaSoft® allows accessioning directly to a partially-filled container at the shelf/in the stacks. Because Backfill Accession is designed to be conducted at the shelf, the operation assumes that jobs will be item/container size-specific.

Select Create A New Accession Job from the Accession dashboard, then select Backfill Items to open a new Backfill Accession.



**Add Items to Stage to Carts**

Job Status /		Uses			Job Date	
Job #	Identifier	Carts	Items	Shelved	Stream	Queued By
187704	In Queue	0	0	0	N	07/06/21 CAIASOFT Admin

**1** Cart Backfilling for Item Size (Container Type) Choose Type

**2** Cart Identifier

**Next**

- Select the size/container type for this job and scan the Cart ID.
- As with Move Carts, scan items to the carts, then Commit. The cart is the location until items are scanned into a proper container.
- Backfill suggests partially-filled containers that the items can be accessioned to, then the container vacancy status/space remaining can be updated.



# Inventory Management Project

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## Backfill Accession

Jimmy Gonzalez

University of Illinois Urbana-Champaign

Oak Street Library

# Backfill Process timeline

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- Started CAIA in mid–August 2020
- Total number of items in our vaults: 4,184,170 or ~84% capacity
  - Getting close to full capacity
- Deaccessions: Previously, our lift operators brought partially empty trays back into the work room, only to be consolidated and taken back out into the vault.
  - Limitations with our previous inventory software
  - Looking for new, more efficient ways to streamline the process.
  - Less physically demanding
- Noted benefit was that during the deaccession process in CAIA, we were able to record vacant space in our trays. So that gave us an idea for a new workflow.
  - Another option was ability to generate a Space in Container Report



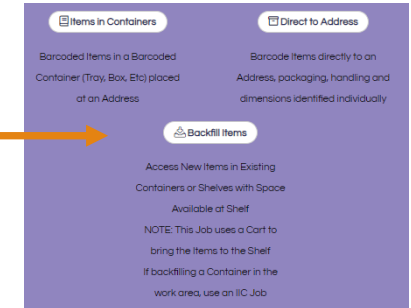
# Backfill Accession

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- April 2021 – Presented our idea to Chris and Laura
  - Can we leave partially empty trays or empty trays on the shelf?
  - Utilize the space with new accessions?
  - Concerns: The risk of losing items once they left the workroom.
  - With traying (items in containers) we have the validation process or potentially up to 3 people involved. Several checks and balances.
  - Concern was put at ease by adding a validation piece to the backfill process
- July 2021 – Pilot Backfill process was rolled out
  - Several tests and tweaks

# Backfill workflow -> Workroom to vault

1. Items ready for accession are sized, sorted and separated into tubs (A – B - C – D)
2. Create an accession job by selecting backfill accession option.
3. The process continues with the staff member scanning items from individual tubs.
  - Scan cards were created by one of our Staff members. Helps from keying in tub/cart information each time.
4. Items are then committed.
5. Locations are selected to backfill into (Find Containers)
6. At the shelf location (vault), items backfilled into the containers
  - Scan depth (cheat sheet)



# Backfill Accession progress

- How do you know what to backfill into?

## Reporting

- Generating Storage & Inventory Reports
- Container Counts & Space Remaining

- YTD stats:

From 07/01/2021 - 02/28/2022

- Completed 464 jobs
- Containers 2733
- Total # items = 9546

Container Type	# Empty	# Full	# w/Space	Total Space Remaining
AH	2	35377	442	1201.28
AL	0	5438	45	83.75
BH	10	64441	3887	17395.25
BL	0	10243	11	50
CH	0	5263	537	2472.25
CL	16	25597	2738	13442.5
DH	0	6694	175	519.3
DL	13	41837	4122	18978.01
EH	0	3631	34	86.5
EL	0	6181	7	9
EX	0	1427	8	21
GG	0	1740	8	8.5
OD	0	532	0	0
OS	0	553	3	7

# Challenges and Benefits

- Challenges: The possibility of inaccurate space remaining information during the migration process.
- Benefits:
  - Ability to edit container space at the shelf
  - More space than indicated
  - Efficiency, minimize the re-handling of the trays
  - Utilizing every inch of space

Containers with Space and 0 Items Circulating				
Shelf Location	Address	Footprint	Container	Space Remaining
11-L-6-5	9889	11	BH41729	7.00
11-L-6-5	9889	14	BH41646	5.00
11-L-11-2	9916	4	BH41455	3.00
11-L-11-5	9919	1	BH41447	4.00
11-L-12-4	9924	2	BH41445	2.50
11-L-15-5	9942	7	BH41752	15.50
11-L-15-5	9942	6	BH41742	6.75
11-L-15-5	9942	5	BH41772	9.00
11-L-15-5	9942	1	BH41807	4.00
11-L-15-5	9942	2	BH41804	3.00
11-L-15-4	9943	13	BH41734	5.00

# More Agenda

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## Discussion Points?

- Mandating Link to Address locations: Pros/Cons
- How is your facility using carts to support operations? (ex. Refile Carts, Backfill Carts)
- Who's attending conferences in person this year?

## Next CCVC

- Drop-in sessions? Interest-specific? ex. APIs, Accession ops, Materials Handling, &c?
- Dates? Concurrent with ALA Annual? Suggestions?
- Who would like to present on their facility projects?
- Lots of colleagues, not nearly enough time!
  - What is your optimal length of time for a meeting like this?

# Upcoming CaiaSoft® Development & Other Projects

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- Main Console 'Check Engine Light'
  - API failures – ex. ILLiad load failure
  - Barcode BOLOs
  - Suggestions?
  - Opt-in
- API Module
- Container ID label printing from CaiaSoft® - still on the To Do list!
- Caia Library/Archives Storage School





[info@caiasoft.com](mailto:info@caiasoft.com)  
[www.caia-solutions.com](http://www.caia-solutions.com)  
**Dover, NH**