HELP! I'M ACCIDENTALLY IN CHARGE OF MOVING A GOVERNMENT DOCUMENTS COLLECTION

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HELP! I'M AN ACCIDENTAL GOVERNMENT INFORMATION LIBRARIAN WEBINARS

- https://nclaonline.wildapricot.org/event-3366733
- <u>https://www.youtube.com/channel/UC6CfualeU8N77us06pr</u> <u>Y100</u>
- Highly recommended for new and non-new government information librarians



MOVING THE STATE OF ARIZONA RESEARCH LIBRARY GOVERNMENT DOCUMENTS COLLECTIONS







SETTING THE SCENE

- 1938 building → 2009 building
- 25,000 linear feet of stacks
- 3 collections Fed Docs, State Docs, and Law
 - State Docs
 - 125,000+ print items
 - 50+% cataloged
 - All in one room on one floor (basement)
 - Moved on book carts to bookshelves
 - Fed Docs (Regional FDLP collection)
 - 1.5 million print items (?), 54 microfiche cases, 4 poster cases
 - Less than 50% cataloged
 - 10 locations across 9 floors
 - Moved in boxes to box shelves

SETTING THE SCENE

Timeline

- Move (and merger of two library units) was announced in February 2017
- We became collection managers in May 2017
- Started preparation June 2017
 - Started physically packing in June 2017 (state docs) and July 2017 (fed docs)
- Staffing
 - 15 staff
 - 2 went on parental leave during the move
- Budget
 - Got quote for library movers; administration elected to do it ourselves

MOVING FORWARD! LITERALLY!





CHALLENGES AND STRATEGIES

Strategy #1

We're New

- New to collections
- Limited documentation
- Limited institutional knowledge

Confidence

- Rapid assessments
 - Measurements
 - Condition of materials
 - Uncataloged materials
- Get your hands dirty
- Document everything
- Trust yourselves
- Trust your predecessors





DO YOUR DUE DILIGENCE & TRUST IN YOUR DECISIONS

Strategy #2

Old Building

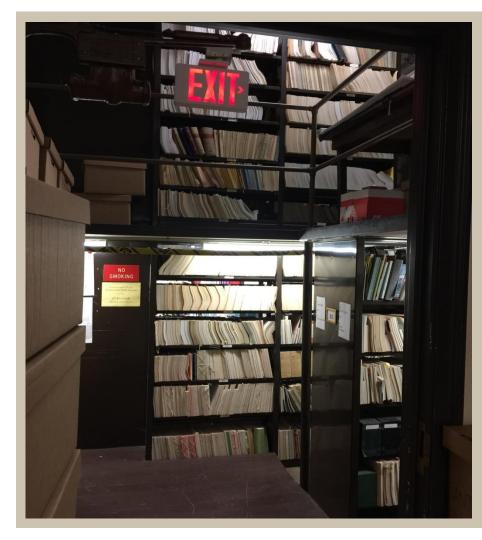
- **1938**
- 9 floors!
- Limited elevator access
 - **5** floors full elevator
 - Booklift
- 6' ceilings and lots of stairs
- Limited space for packed materials
- Poor climate control

Be Practical & Proactive

- Closed building to public
 - Public access provided in new location
- Be safe
 - Safety trainings pre-move
 - 30-lb standard box
 - Practical clothing & shoes
 - Each staff member work within their limits
- Keep good, accurate data
 - Maintain access and control while moving boxes multiple times









BE A REALIST

Strategy #3

Maintaining Public Access

- FDLP requirements
- State Pubs
 - Not a statutory requirement
 - Still a priority and core value

Tracking & Transparency

- Public announcements
- Taking piece-level accounting seriously
 - Packed by agency
 - Boxes packed in call number order
 - Spreadsheet
 - With good data, you can find any item at any time
- Plan for pulling items

	А	В	С	D
1	BOX NUMBER	SUDOC OF FIRST ITEM IN BOX	BOX LOCATION	PACKER
349	D0348	D 101.11:9-2350-222-34-2-1/990	Pod 121	Susan
350	D0349	D 101.11:9-2350-238-10	Pod 121	Susan
351	D0350	D 101.11:9-2350-247-34P	Pod 121	Susan
352	D0351	D 101.11:9-2350-252-20-2-3/992	Pod 121	Susan
353	D0352	D 101.11:9-2350-255-20-1-2-1/REP.1-8/DRAFT	Pod 121	Susan
354	D0353	D 101.11:9-2350-255-20-2-3-2	Pod 121	Susan
355	D0354	D 101.11:9-2350-256-20P	Pod 121	Peter
356	D0355	D 101.11:9-2350-257-34 P-1	Pod 121	Peter
357	D0356	D 101.11:9-2350-258-34-2	Pod 121	Peter
358	D0357	D 101.11:9-2350-261-10	Pod 121	Peter
359	D0358	D 101.11:9-2350-264-20-1-1/CH. 6	Pod 121	Peter
360	D0359	D 101.11:9-2350-277-20-1/CH. 3	Pod 121	Peter
361	D0360	D 101.11:9-2350-310-20-1/CH. 6	Pod 121	Peter
362	D0361	D 101.11:9-2357-222-20-2-1	Pod 121	Peter
363	D0362	D 101.11:9-2590-209-14-HR	Pod 121	Peter
364	D0363	D 101.11:9-2815-205-34/992	Pod 121	Peter
365	D0364	D 101.11:9-2815-222-34 & P/990	Pod 121	Peter
366	D0365	D 101.11:9-2990-201-40 & P	Pod 121	Peter
367	D0366	D 101.11:9-4910-484-10/992	Pod 121	Peter
368	D0367	D 101.11:9-4931-374-13-HR	Pod 121	Peter
369	D0368	D 101.11:9-4933-215-14 & P	Pod 121	Peter
370	D0369	D 101.11:9-4935-542-12	Pod 121	Peter
371	D0370	D 101.11:9-4940-549-14 & P	Pod 121	Peter
372	D0371	D 101.11:9-6920-448-14/adv.	Pod 121	Peter
373	D0372	D 101.11:9-9036-8	Pod 121	Megan
374	D0373	D 101.11:10-412-5	Pod 121	Megan
375	D0374	D 101.11:10-1670-240-20	Pod 121	Megan
376	D0375	D 101.11:10-3530-203-24	Pod 121	Megan
377	D0376	D 101.11:10-3930-237-24 P/CH.1	Pod 121	Megan
378	D0377	D 101.11:10-3930-407-35 P	Pod 121	Megan
379	D0378	D 101.11:10-3930-618-10	Pod 121	Megan

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WRITE STUFF DOWN

Strategy #4

Short Timeline

 February 2017 (move announced to staff) – September 2018 (all collections and staff in new location)

 20 months beginning to end

Fast Preparation

- Decrease size of collection ahead of time
 - = less to move
 - Pulled superseded FDLP materials
 - Weeded obvious duplicates
- Adjust as needed
- Stop processing & cataloging new materials

KEEP THE BIG PICTURE IN MIND

Strategy #5

Limited Staff

Doing it ourselves

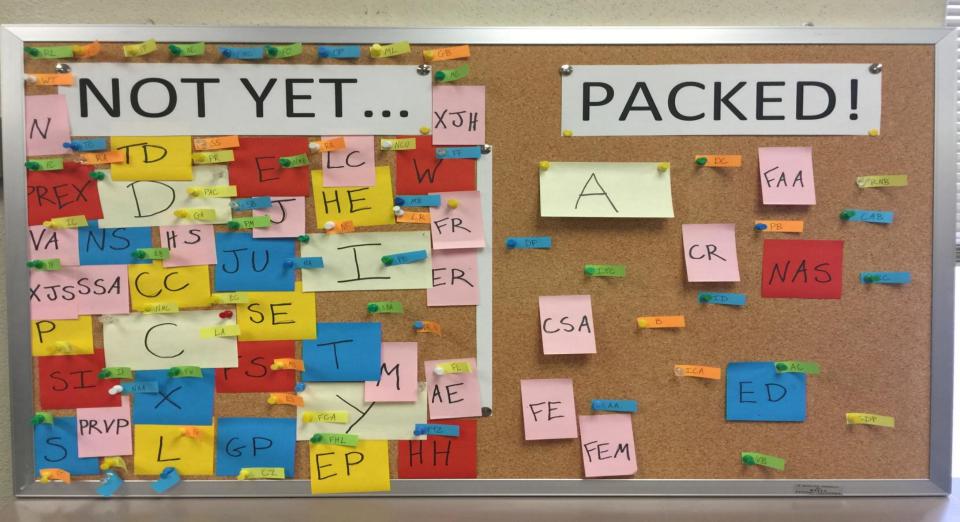
- We're not trained movers
- Everything except:
 - Building boxes
 - Final physical relocation
- Also doing our regular jobs
 - Staffing Reading Room 90 person-hours/week

Management & Motivation

- Volunteers
 - Remember that volunteers take management
- Get all your staff on board
 - Communicate your needs with leadership
 - Beg and bribe
 - Packathons and prizes
 - Everyone can contribute in some way







YOU'RE IN THIS TOGETHER



Strategy #6

Moving Equipment

- Select appropriate equipment for the job
 - State Docs: book trucks
 - Fed Docs: boxes
- Budget limitations
 - State contracts
 - Fiscal years

Mend & Make Do

Book Truck Roundup

- Inventory and quality check
- Central location for storage
- Balance cost vs. benefit to materials
 - Non-archival boxes







THE DEVIL IS IN THE DEVIL IS IN THE

Strategy #7

Hired Help

- =/= professional library movers
- Limited schedule
- Unpredictable
 - Number of staff & availability of truck varied day to day
- Inspection process at new location

Smart Management

- Staff oversight
 - Have enough staff available
 - Train staff in all things they may be asked to do
 - Delineate what staff will NOT do
- Flexibility and adaptability



EXPECT STUMBLING BLOCKS

Strategy #8

Predicting Future Needs

- What type of shelving do you have/need?
 - Oversize
 - Microfilm storage
- How much space do you need to leave for growth?
- How permanent is your new location?

Get Data

- Estimating growth by agency
 - Research agency
 - Track trends in new materials
- Packing for the long term
- Collect environmental data
 - Had to advocate for best location





LEARN AS MUCH AS YOU CAN

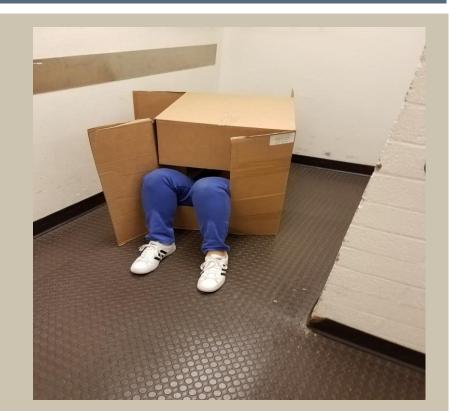
KEYS TO SUCCESS

- Good sports
 - Supported directly (packing) and indirectly (covering reference/other duties)
 - Can-do attitude
- Good communication
 - Regular moving meetings
- New, climate-controlled environment
 - Climate data was essential started tracking as soon as we knew we were moving
 - Advocate!
- Phoenix weather
 - Hot but predictable!

WHAT WE WOULD HAVE DONE DIFFERENTLY

Have more time and money

- Better supplies
 - Acid-free boxes
 - Printed box labels
- More time for preparation
 - Keep the actual moving time short, but spaced out appropriately
 - Weed ahead of move (move less stuff!)
 - Talk to other libraries who have done the same thing; do a literature review
- Professional movers
- Better volunteer management
 - Advance notice; better communication

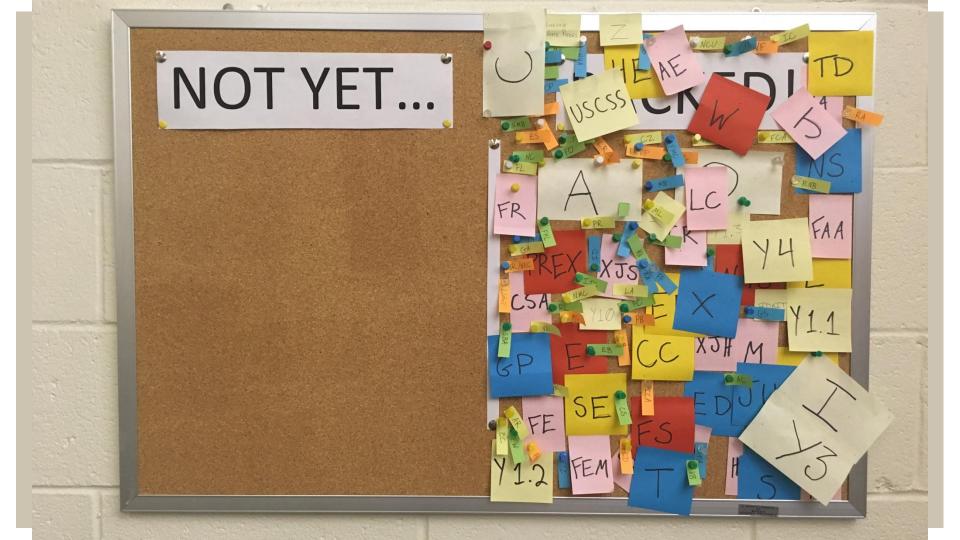


YOU CAN DO THIS! ACCOMPLISHMENTS

- We packed 13,858 Fed Docs boxes by original deadline
- No injuries!
- 5 boxes missing







Do your due diligence and trust in your decisions Be a realist Write stuff down Keep the big picture in mind **You're in this together** The devil is in the details Expect stumbling blocks Learn as much as you can

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