## 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

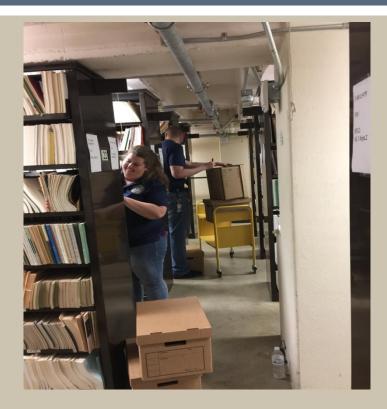
- 1938 building → 2009 building
- 25,000 linear feet of stacks
- 3 collections Fed Docs, State Docs, and Law
  - State Docs
    - 125,000+ print items
    - 50+% cataloged
    - All in one room on one floor (basement)
    - Moved on book carts to bookshelves
  - Fed Docs (Regional FDLP collection)
    - 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**

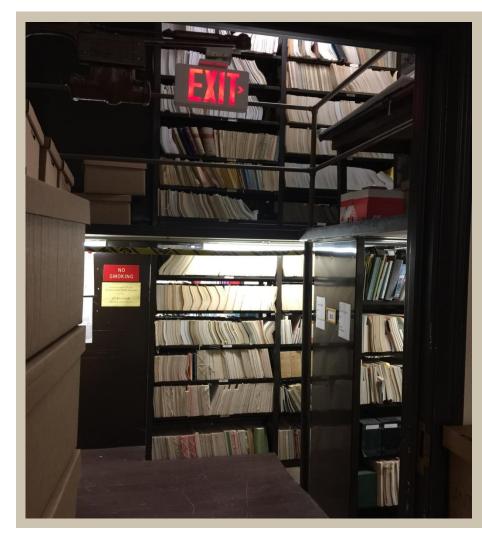
- **1938**
- 9 floors!
- Limited elevator access
  - **5** floors full elevator
  - Booklift
- 6' ceilings and lots of stairs
- Limited space for packed materials
- Poor climate control

#### **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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|----|-----|---|---------|------------|------------|----------|----------|----------|----------|----------|----------|----------|--|----------|----------|---------|--|----------|----------|----------|---------|-----------|-----------|-----------|-----------------------|--------|
| 54 | 053 | Contents Pro  | oc      | es         | se         | d        | <u></u>  | 2(       | )1       | 90       | )9       | 09       | )  |          |          |         | 1111   |          |          | 1.,.1111 | 1.44 M  |           | 1-1-11-11 | 1-1-11111 |                       | 1-3-10 |
| 55 | 054 | Contents Pro  | oc      | es         | se         | d        |          | 2(       | )1       | 90       | )9       | 09       | 1.4.11   | 1        | 111      | 1       | 1.9-1.11   | 1.,.1111 | 1.4.1.11 | 1        | 1-1-1 H | 1-1-1 III | tajajį 10 | 1-1-11-11 | 1.4.1P.11             | 1.4410 |
| 56 | 055 | $\operatorname{COR}^{{\scriptscriptstyle{age}}{\scriptscriptstyle{556}}}$ | 1-1-1 H | 1-1-1111   | 1-9-1-11   | 1.,.1111 | 1-4-1-11 | 1-1-1111 | 1.,.111  | 1-9-1111 | 1-9-1-11 | 1-1-111  | 1-1-1  | 1        | 1-1-11   | 1       | 1-9-1-11   | 1.,.1111 |          | 1        | 1-1-1 H | 1-1-1 M   | 6-1-11 D  | 1-1-11111 | 1-1-11-11             | 1-1-10 |
| 57 | 056 | $\operatorname{COR}^{{\scriptscriptstyle{age}}}$ 557                      | 1-1-1 H | 1.,        | 1.9.111    | 1.,      | 1.4.1.11 | 1.,.1111 | 1111     | 1        | 1.9.111  | 1.,      | 1.9.111  | 1        | 1        | 1.,     | 1.9.111  | 1.,      | 1        | 1.,      | 1-1-1 H |           | 1-1-11 D  | 1-1-II-II | 1.4.19.11             | 1.410  |
| 58 | 057 | $\operatorname{COR}^{{\operatorname{age}}{\scriptscriptstyle{558}}}$      | 1-1-1 H | 1.,        | 1-9-1-11   | 1.,.1111 | 64010    | 1.,.1111 | 1111     | 1        | 1.9.111  | 1-4-1111 | 1-1-1  | 1        | 1        | 1.,     | 1-9-1-11   | 1.,.1111 | 1        | 1        | 1-1-1 H | 1-1-1 H   | 1-1-11 II |           | 1.4.19.11             | 1.110  |
| 53 | 058 | COR, COS,   | C       | R          | , (        | 27       | •        | Ð        | С        | 1-1-111  | 1-1-1    | 1-4-1111 | 1-1-1  | 1.,      |          |         | 1-1-1  |          |          | 1-,-1111 | 1-1-1-1 | 1-1-1 111 | 1-1-11 II |           | 1.4.91.11             | 1.4.10 |
|    | 059 | DCR., DE, I   | )E      | V          | topet t    | 1.4.111  | tapet t  |          | 1.441    | 1-1-11   | topet t  |          | topet t  | 1-1-11   | 1.4.1    | 1.,.111 | 1-1-1  | 1.4.111  | 1        |          | tope 1  | 1444      | ta di t   | 6,610     | 1                     | top (  |
| 61 | 060 | DEC <sup>age</sup> DJC,   | Ð       | R,         | - <b>F</b> | ۶Y       | Ŧ        | 1        | 1.4.1.1  | 1.,.111] | 1-1-1    | 1-4-111  | 64010  | 1.,.111  | 1.1.1.1  | 1.,.111 | 1-1-11   | 1        | 1.4.1.1  | 1-1-111  | 544 U   | 144111    | 54-11-11  |           | 144910                | 1.4.10 |
| 62 | 061 | EBS, ECO,   | E       | Ð,         | -F         | Ð        | В        | 1-1-1111 | 1111     | 1-9-1111 | 1-9-1-11 | 1-1-1111 | topel 11   | 1        | 1        |         | 1-9-111  | 1        | 1-1-1-1  | 1-1-1111 | 1-1-1-1 | 1-1-1 111 | topoll 10 | 1-1-11111 | 1-1-11                | 144410 |
| 63 | 062 | $\operatorname{EDB}^{age\ 563}$   | 64410   | 1.,        | 1-9-110    | 1.,      | 640.0    | 1.,.1111 | 1.4.1.11 | 1.9.1111 | 1.9-1.0  | 1-4-1111 | 1.9-1.11   | 1        | 1-4-1 11 | 1.,     | 1.9-1.11   | 1.,      | 1.4.1.11 | 1.,.1111 | 1-1-1 H | 1-1-1 H   | taril 0   | 1-1-II-II | 1. <sub>1</sub> 11.11 | 1-1-10 |
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| 65 | 064 | EDD <sup>#ge 565</sup>  | 64410   | 1. popular | 1-9-110    | 1.,.1111 | tajat ti | 1-1-1111 | 1.411    | 1.4.1111 | 1.9.111  | 1-4-1111 | taget 11   | 1        | 1-4-11   | 1       | 1.9-1.11   | 1.,.1111 | 1.4.1.11 | 1        | 1-1-1 H | 1-1-1 III | taril 0   | 1-1-11-11 | 1.4.4P.11             | 1-1-10 |
| == | 065 | EDD <sup>age 566</sup>  | 644.0   |            | 1-9-1-11   | 1        | topet th | 1-1-1111 | 1.411    | 1.4.1111 | 1.901.03 | 1-4-1111 | topel II   | 1        | 1-4-11   | 1.,     | topel II   | 1        | 1.4.1.11 | 1.4.1111 | 1-1-1 H | 1-1-1 III | top [] 0  | 1-1-11-11 | tapp 0                | 14410  |
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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

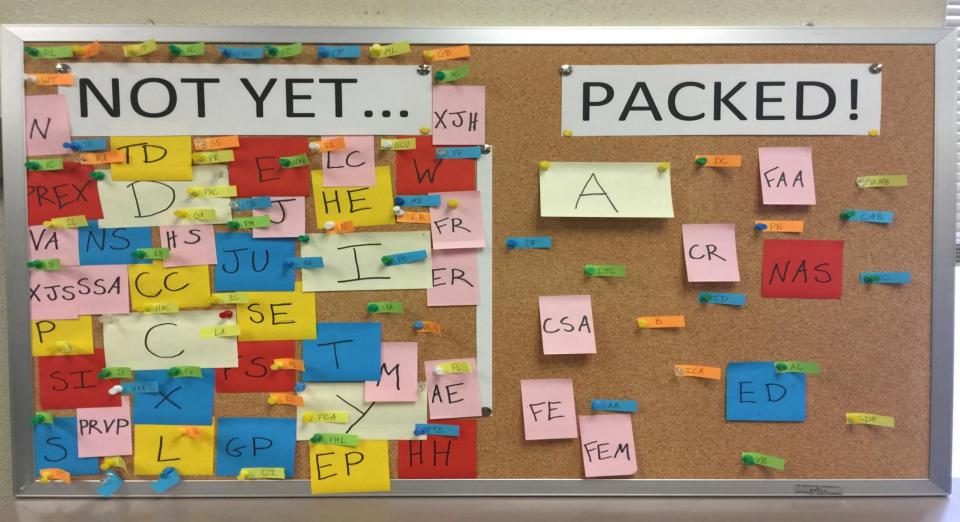
- We're not trained movers
- Everything except:
  - Building boxes
  - Final physical relocation
- Also doing our regular jobs
  - Staffing Reading Room 90 person-hours/week

#### **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

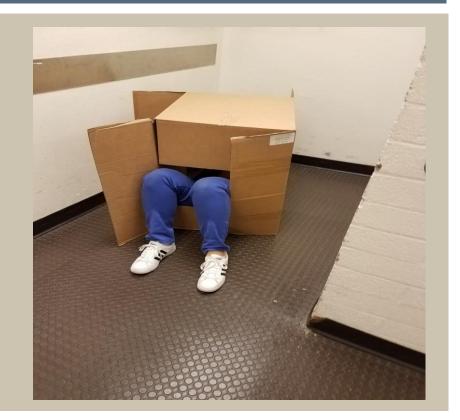
## **KEYS TO SUCCESS**

- 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

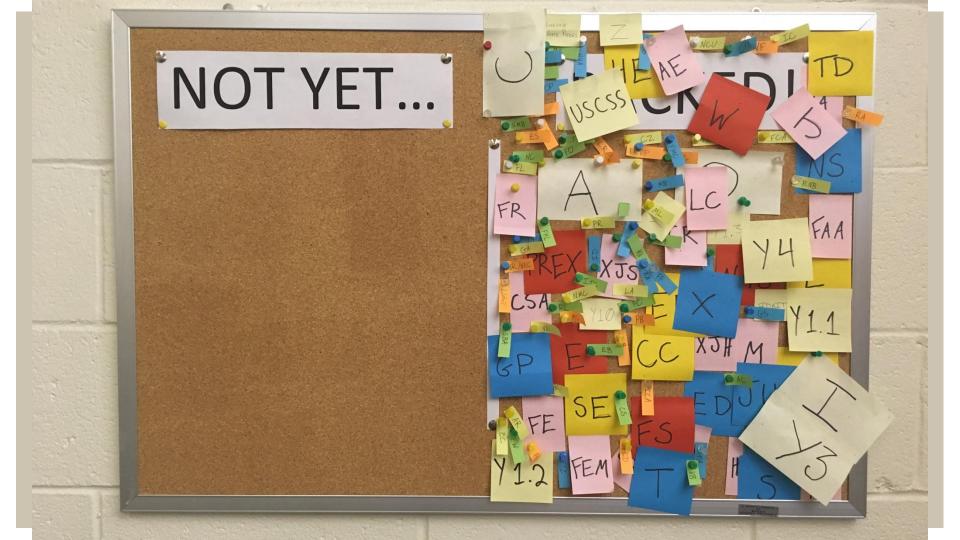


#### YOU CAN DO THIS! ACCOMPLISHMENTS

- 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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