

Department of the Interior Library Move



U.S. Department of the Interior Library

Library Statistics

- Reading Room and six levels of stacks – about 28,000 square feet of space
- About 200,000 titles and 900,000 items in the Library collection
- Library collection consisting of 27,000 linear feet of materials and 47 microform cabinets
- Library Staff of five librarians and two library technicians



U.S. Department of the Interior Library

Renovation of Department of the Interior Building



U.S. Department of the Interior Library

Renovation of Department of the Interior Building

- Building renovation began in 2001
- One wing renovated at a time – about 1 ½ to 2 years per wing starting with wing 6 at north end of the building
- Work on each wing was to be funded by appropriation from Congress to the GSA for the fiscal year in which the work was to start
- Work on wing 1, projected to start in FY 2012, stalled by lack of appropriated funding



U.S. Department of the Interior Library

Renovation of Department of the Interior Building

- Congress agreed to and passed full budget for FY 2014 in January 2014, which included appropriation for work on wing 1



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Preparations for Move

- Library preparations began in FY 2010, in anticipation that work would begin in FY 2012
- Major weeding and shifting project
 - Removal of duplicate and outdated materials
 - Removal of materials available electronically
 - Microfilm and microfiche
 - Periodicals
 - Legal treatises and reporters
 - Congressional documents
 - Reduced the size of the collection by 10%



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Preparations for Move

- Full FY 2014 budget passed in January 2014
- GSA told Interior Department that they wanted occupants out of wing 1 by the end of May 2014
- Library preparations kicked into high gear
 - Completion of weeding and shifting
 - Selection of materials to be retained in temporary Library
 - Preparing for Library staff office moves
 - Completing and putting out a RFP for a moving and storage contractor



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Finding a Moving/Storage Contractor

- Spoke with other libraries that had recently completed moves for recommendations and requirements
- Worked with the Interior Department's Contracting Office on completing RFP (with Statement of Work)
 - Packing collection in individually labeled boxes outlining where collection materials in the box were from and the contents of the box
 - Creating spreadsheet/database listing all boxes and their contents



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Finding a Moving/Storage Contractor

- Worked with the Interior Department's Contracting Office on completing RFP (with Statement of Work) (*contd.*)
 - Moving packed boxes to contractor operated offsite storage warehouse in Washington area
 - Climate controlled
 - Needed to contain racked shelving space to hold 27,000 liner feet of boxes and 47 microform cabinets
 - Delivery service between warehouse and temporary Library (twice per week)



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Finding a Moving/Storage Contractor

- Worked with the Interior Department's Contracting Office on completing RFP (with Statement of Work) (*contd.*)
 - Housing Library materials in the offsite warehouse for 2–3 year period of time
 - Moving materials back into renovated Library and reshelving those materials upon completion of the Department of the Interior Building Wing 1 renovation



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Finding a Moving/Storage Contractor

- Contracting Office determined that RFP should be advertised on GSA Schedule 48 – Transportation, Delivery and Relocation Solutions, Category 653–8 – Office Relocation
 - Streamlined ordering
 - Established labor rates
 - Pre-negotiated terms and conditions
 - Short acquisition cycle (good for deadlines)
 - Limited protestability
- GSA Schedule did contain recommended library moving and storage contractors



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Finding a Moving/Storage Contractor

- The Contracting Office received four bids for the work. Bids were evaluated by our Technical Evaluation Committee based on:
 - Experience with library moves
 - Overall strength of submitted proposal
 - References
 - Proposed costs
- Technical Evaluation Committee selected contractor that could best complete the requirements



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Library Move

- The contract was awarded to the selected contractor during the last week of May
- Move deadline had been moved back to middle of July due to the Secretary wanting to host a 4th of July party in her office
- Contractor began moving collection during the first week of June. Move was completed by July 11th. Temporary Library opened on July 15th. Delivery service began in August.



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Lessons Learned

- Begin planning well in advance
- Weed and organize your collection
 - Get recommendations from your library staff and patrons on what to retain
- Get advice on moving and moving contractors from other libraries
- Work with your contracting office to find the right type of contract and contracting procedure for your move



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Lessons Learned

- Meet and establish a timetable for the work to be done with the selected moving contractor
- Develop a procedure with the contractor for boxing up materials, labeling boxes and recording box contents
- Make sure facilities and building management staff at your building knows about the library move
- Communicate all aspects of the move with your library staff



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Photos

- Boxes of regular-sized and oversized materials awaiting shipment in Library's Reading Room



U.S. Department of the Interior Library

Photos

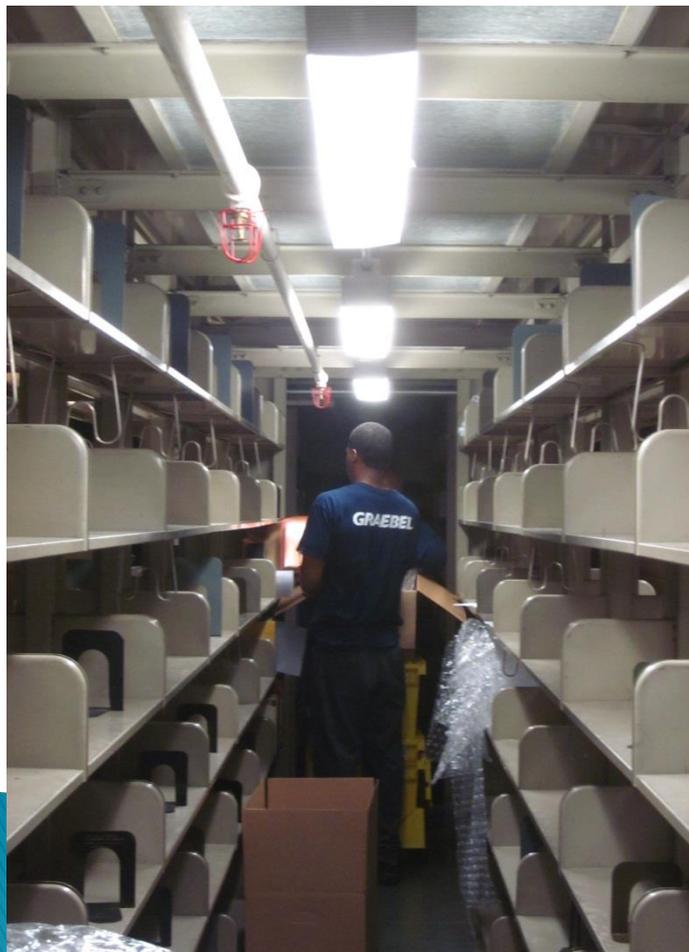
- Boxes of packed materials filling Library's Reading Room (almost 13,000 boxes packed in total)



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Photos

- Contractors packing Library materials in stacks



U.S. Department of the Interior Library

Photos

- Contractors loading truck for shipment



U.S. Department of the Interior Library

Photos

- Empty Library stacks



U.S. Department of the Interior Library

Photos

- Offsite Warehouse



U.S. Department of the Interior Library

Point of Contact

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 - URL: <http://www.doi.gov/library>



U.S. Department of the Interior Library

Preparing the General Collections for the Move: Shifting and Weeding a Million Items or More

Judy Din
Head of Technical Services
U.S. Department of the Interior Library



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The Problems

- ▶ A partially integrated Departmental Collection ... we wanted to integrate all items into one sequence while shifting everything
- ▶ Overcrowding in all areas of the General Collections ... we wanted to relieve overcrowding. How much needed to go?
- ▶ Little weeding had been done prior to the project ... we needed to identify items to be discarded



The Problems, continued

- ▶ An older collection with many titles no longer relevant to the needs of the Department of the Interior ... we needed to identify what was relevant
- ▶ Some fragile materials ... we needed to consider how much could we do for them, or whether we should let them go
- ▶ Mold infestation and water-damaged items ... we needed to be able to recognize mold and water damage



The Problems, continued

- ▶ Odd shelf lengths, damaged shelves, and limited availability of needed shelves ... we needed to move shelves to where they were needed
- ▶ We needed the remaining materials to fit evenly into the available space prior to the move, since there was still some time left before they would be taken to the warehouse ... we created spreadsheets to record space needed for segments, measured stacks space, and determined destinations by segment



Problems, continued

- ▶ We wanted the online catalog to remain accurate ... we deleted 27,000 bibliographic records from the catalog that corresponded to 83,000 items
- ▶ We recorded statistics daily, weekly, and monthly, from May 2010 through November 2012
- ▶ Remaining materials were moved to the warehouse in summer 2014



Items were candidates for weeding when they were ...

- ▶ Not produced by the Department of the Interior
- ▶ Not in the English language
- ▶ Incomplete; something was missing
- ▶ Outside of the current scope of collecting
- ▶ Older books, but not classics in their fields; older editions when the library held newer editions



Items were candidates for weeding when they were ... (continued)

- ▶ Short or incomplete runs of serials and periodicals
- ▶ Unneeded data; out-of-date information, especially older reference-type materials, such as directories
- ▶ Damaged or fragile
- ▶ Where there was excessive coverage of a subject, it was pruned.



Our space concerns were only temporarily averted

- ▶ The space available for the General Collections after Modernization was slightly less than that available before the move ... the stacks are now more crowded, and we realize that more weeding will be necessary
- ▶ When weeding is taken up again, we plan to use the same criteria, but also may prefer CDROM or DVDROM formats for some larger texts, such as environmental impact statements



Lessons Learned

- ▶ Have clear goals and objectives
- ▶ Measure shelf space and materials accurately
- ▶ Pace yourself and protect yourself
- ▶ Be thorough, be on the lookout for problems, but stay flexible



DOI Library's Day-to-Day Operations During Modernization: A Library Technician's Perspective

Carolyn Frenger, MLIS, MA
Library Technician
U.S. Department of the Interior Library



U.S. Department of the Interior Library

Introduction

During the DOI Library's modernization and renovation, the two Library Technicians', Doriann Dawkins and myself, main goals were:

- ▶ 1. To maintain access to our collection throughout the duration of the modernization, and
- ▶ 2. To keep the library's collection as up-to-date as possible.



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Things to Keep In Mind as Library Technicians to Maintain Collection Accessibility and Currency During Library Modernization/Renovation

- ▶ Patience
- ▶ Creativity
- ▶ Flexibility
- ▶ Consistency

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Interim Library Technical Services Working Environment Topics to Address

- ▶ Adjusting to new protocols and procedures.
- ▶ Performing daily duties in a new office setting.
- ▶ Maintaining our usual high standards for doing our jobs.
- ▶ Endeavoring to make DOI Library patrons' experiences with our library as seamless as possible.



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Duties Involved in Achieving Our Goals

- ▶ Daily mail pickup, sorting and distribution.
- ▶ Checking in and Processing materials received.
- ▶ Sending relevant items to be cataloged.
- ▶ Preparing cataloged materials for addition to library collection.
- ▶ Requesting materials to be sent from the warehouse via email to library director.
- ▶ Filling out the electronic/online Transmittal Form for items to go to the warehouse storing our Collection.
- ▶ Placing materials going to the warehouse in the courier boxes for twice-weekly pickups.



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A closer look at maintaining the GPO Depository collection in the DOI Library during the modernization

- ▶ 1. Receiving the GPO Depository shipments.
- ▶ 2. Unpacking boxes and reconciling shipment lists.
- ▶ 3. Checking in retained GPO materials into library's automated system.
- ▶ 4. Processing checked-in GPO materials for addition to library collection.
- ▶ 5. Shelving relevant materials in Temporary Library, and/or sending materials to warehouse for shelving.
- ▶ 6. Sending items needing cataloging to Head of Technical Services, then processing cataloged items for addition to collection.



Sample Text of Email Requesting DOI Library Items from the Warehouse

Subject: Items I would like sent in Friday's warehouse delivery

May 16

George--

Hi. I would like the following items pulled from the warehouse and sent in Friday's delivery:

1. Title: Code of Federal Regulations (CFR) – 2015 Title 45 – Public Welfare – Part 1200 to End.

Author: Office of the Federal Register.

Call number: REF K 80 .C6

Collection: DH – Law Collection – Newer CFRs

Box number: DH-31A-044 or, if this item isn't in this box, then please check in any new boxes that may have been created to house recent items for this box number. Thanks!

2. Title: Code of Federal Regulations (CFR) – 2015 Title 49 – Transportation – Parts 178 to 199.

Author: Office of the Federal Register.

Call number: REF K 80 .C6

Collection: DH – Law Collection – Newer CFRs

Box number: DH-31A-053 or, if this item isn't in this box, then please check in any new boxes that may have been created to house recent items for this box number. Thanks!

3. Title: Code of Federal Regulations (CFR) – 2016 Title 4 – Accounts.

Author: Office of the Federal Register.

Call number: REF K 80 .C6

Collection: DH – Law Collection – Newer CFRs

Box number: DH-30B-002 or, if this item isn't in this box, then please check in any new boxes that may have been created to house recent items for this box number. Thanks!

*****END OF LIST*** Let me know if you have any questions. Thanks! Carolyn**



DOI Library Warehouse Transmittal Form

Please complete this form for each specific item that is to be added to or reshelved with the DOI Library collection at the offsite warehouse.

* Required

Title of Item *

Item Call Number *

Call number of item. Use PER for Periodicals

Collection Area *

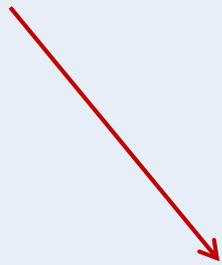
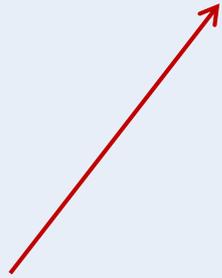
Please identify the collection area in which the item to be added should be housed.

Periodical Volume Number (If Applicable)

Periodical Issue Number (If Applicable)

Periodical Date (If Applicable)

Top half of warehouse transmittal form.



Bottom half
of warehouse
transmittal
form.

Box Number *

Please identify the box number in which the item to be added should be placed.

Librarian/Library Technician Completing this Form *

- George Francois
- Jennifer Klang
- Judy Din
- Shannon Lynch
- Shyamalika Ghoshal
- Carolyn Frenger
- Doriann Dawkins

Is the item being added a new item for the collection or an older item being returned to the collection? *

- Newer Item
- Older Item

Additional Notes

Never submit passwords through Google Forms.



DOI Library Warehouse Transmittal Form

Please complete this form for each specific item that is to be added to or reshelved with the DOI Library collection at the offsite warehouse.

* Required

Title of Item *

Item Call Number *

Call number of item. Use PER for Periodicals

Collection Area *

Please identify the collection area in which the item to be added should be housed.

- DA - Law Collection - General Publications
- DA - Law Collection - General Publications**
- DB - Law Collection - Administrative Collection
- DC - Law Collection - Periodicals
- DD - Law Collection - Legislative Histories
- DE - Law Collection - Federal Register
- DF - Law Collection - Congressional Record/Globe
- DG - Law Collection - CCH Congressional Index
- DH - Law Collection - Newer CFR's
- DI - Law Collection - Older CFR's
- DJ - Law Collection - Statutes at Large/Public Laws
- DK - Law Collection - Federal Reporter

A portion of the Collection Area drop-down menu on the warehouse transmittal form.



Please complete this form for each specific item that is to be added to or reshelved with the DOI Library collection at the offsite warehouse.

* Required

Title of Item *

Nomination Hearing of the Honorable Ryan Zinke to be the Secretary of the Interior.

Item Call Number *

Call number of item. Use PER for Periodicals

KF 26 .E55 2017m

Collection Area *

Please identify the collection area in which the item to be added should be housed.

AB - General Collection - Deck 3 (Call Numbers H-QE75.B1) ▼

Periodical Volume Number (If Applicable)

Periodical Issue Number (If Applicable)

Periodical Date (If Applicable)

Box Number *

Please identify the box number in which the item to be added should be placed.

AB-31A-1987

Librarian/Library Technician Completing this Form *

George Francois

Top portion of a filled-in warehouse transmittal form.

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of the
Interior
Library



Periodical Issue Number (If Applicable)

Periodical Date (If Applicable)

Box Number *

Please identify the box number in which the item to be added should be placed.

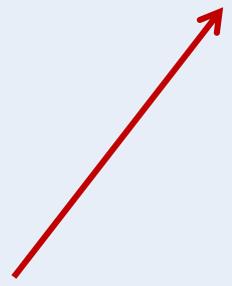
Librarian/Library Technician Completing this Form *

- George Franchois
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- Carolyn Frenger
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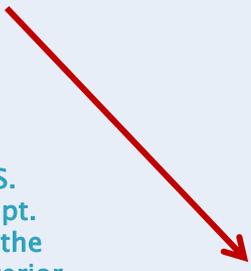
Is the item being added a new item for the collection or an older item being returned to the collection? *

- Newer Item
- Older Item

Additional Notes



Bottom portion of a filled-in warehouse transmittal form.



U.S. Dept. of the Interior Library

Example of Warehouse Inventory Page w/Box no. for previous title.

Review View

Wrap Text

General

Alignment Number Styles

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

AutoSum Fill Clear

Warehouse Collection AB - General Collection - Deck 3 (Call Numbers H-QE75.B1)										U.S. Dept. of the Interior Library	
Box No.	Call Number Start	Call Number End	Source Room	Color Code	Color Code 2						
1130	AB-31A-1980	KF26.C654 1968B	KF26.C6967 2006A	Deck 3	Blue	Purple	68	22	1496	1496	
1131	AB-31A-1981	KF26.C6967 2009	KF26.E55 1981E	Deck 3	Blue	Purple	69	22	1518	1518	
1132	AB-31A-1982	KF26.E55 1981P	KF26.E55 1984F	Deck 3	Blue	Purple	70	22	1540	1540	
1133	AB-31A-1983	KF26.E55 1984I	KF26.E55 1987F	Deck 3	Blue	Purple	71	22	1562	1562	
1134	AB-31A-1984	KF26.E55 1987K PT.1	KF26.E55 1994A	Deck 3	Blue	Purple	72	22	1584	1584	
1135	AB-31A-1985	KF26.E55 1994B	KF26.E55 2001M PT.2	Deck 3	Blue	Purple	73	22	1606	1606	
1136	AB-31A-1986	KF26.E55 2001N	KF26.E55 2007AJ	Deck 3	Blue	Purple	74	22	1628	1628	
1137	AB-31A-1987	KF26.E55 2007AK	KF26.E5525 1981F	Deck 3	Blue	Purple	75	22	1650	1650	
1138	AB-31A-1988	KF26.E5525 1981G	KF26.E554 1979D	Deck 3	Blue	Purple	76	22	1672	1672	
1139	AB-31A-1989	KF26.E554 1979F	KF26.E5544 1997	Deck 3	Blue	Purple	77	22	1694	1694	
1140	AB-31A-1990	KF26.E5544 1997A	KF26.E5557 1995A	Deck 3	Blue	Purple	78	22	1716	1716	
1141	AB-31A-1991	KF26.E5557 1996	KF26.E556 1977F	Deck 3	Blue	Purple	79	22	1738	1738	
1142	AB-31A-1992	KF26.E556 1977G	KF26.E5565 2005	Deck 3	Blue	Purple	80	22	1760	1760	
1143	AB-31A-1993	KF26.E5565 2005A	KF26.E5578 1983F	Deck 3	Blue	Purple	81	22	1782	1782	
1144	AB-31A-1994	KF26.E5578 1983G	KF26.E558 1977H	Deck 3	Blue	Purple	82	22	1804	1804	
1145	AB-31A-1995	KF26.E558 1978	KF26.E5583 1989E	Deck 3	Blue	Purple	83	22	1826	1826	
1146	AB-31A-1996	KF26.E5583 1989F	KF26.E5583 1993B	Deck 3	Blue	Purple	84	22	1848	1848	
1147	AB-31A-1997	KF26.E5583 1993C	KF26.E5584 1986M	Deck 3	Blue	Purple	85	22	1870	1870	
1148	AB-31A-1998	KF26.E5584 1986N	KF26.E559 1995A	Deck 3	Blue	Purple	86	22	1892	1892	
1149	AB-31A-1999	KF26.E559 1998	KF26.E6 1984F	Deck 3	Blue	Purple	87	22	1914	1914	
1150	AB-31A-2000	KF26.E6 1984I	KF26.E6 2008G	Deck 3	Blue	Purple	88	22	1936	1936	
1151	AB-31A-2001	KF26.E6 2008H	KF26.E6295 2007	Deck 3	Blue	Purple	89	22	1958	1958	
1152	AB-31A-2002	KF26.E6295 2007A	KF26.E645 1980B	Deck 3	Blue	Purple	90	22	1980	1980	
1153	AB-31A-2003	KF26.E645 1981C	KF26.E647 1989J PT.5	Deck 3	Blue	Purple	91	22	2002	2002	
1154	AB-31A-2004	KF26.E647 1989J PT.6	KF26.E6777 1993	Deck 3	Blue	Purple	92	22	2024	2024	
1155	AB-31A-2005 (31B)	KF26.E6777 1994	KF26.E683 1979B PT.1	Deck 3	Blue	Purple	93	22	2046	2046	
1156	AB-31B-2006	KF26.E683 1979B PT.2	KF26.F5 2007E	Deck 3	Blue	Purple	94	22	2068	2068	
1157	AB-31B-2007	KF26.F5 2007F	KF26.G67313 1989C	Deck 3	Blue	Purple	95	22	2090	2090	
1158	AB-31B-2008	KF26.G6735 1987F	KF26.I45 1994	Deck 3	Blue	Purple	96	22	2112	2112	
1159	AB-31B-2009	KF26.I45 1994A	KF26.I45 1996	Deck 3	Blue	Purple	97	22	2134	2134	
1160	AB-31B-2010	KF26.I45 1996A	KF26.I45 1998L PT.3	Deck 3	Blue	Purple	98	22	2156	2156	
1161	AB-31B-2011	KF26.I45 1998M	KF26.I45 2000H	Deck 3	Blue	Purple	99	22	2178	2178	
1162	AB-31B-2012	KE26.I45 2000H PT.3	KE26.I45 2002L PT.1	Deck 3	Blue	Purple	100	22	2200	2200	



So...where do the items sent to or back to the warehouse end up?



U.S. Department of the Interior Library

Thank you for your attendance & participation!



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