

InFIRE 2004  
Perth, Australia

Friday, October 15  
Daily Minutes

Panel Discussion: Moving experiences – Libraries on the move  
Janet Green, Nina McPherson, Judy Ballantyne. Martha Gunnarson was unable to attend the conference.

Janet Green (FM Global): Listed challenges she faced in the recent move and establishment of a branch library: preparation time, staff/support from management, space and moving time. Her plan included determining what is being moved, items and shelves, what can be discarded and how to arrange what's left. Her advice is to insist that people you are working with, staff or outside resources, work with you. She advocates setting up a spreadsheet with old locations and new locations defined, people on both ends having maps, cell phones, a supply of tape and markers, computers and phone and other desk items available. Her last advice is if it's critical or delicate, move it yourself.

Nina McPherson (Metropolitan Fire Brigades): Her move was unplanned. At 4:00 on a Wednesday she was told to go home as asbestos had been found in her facility. She was not allowed to return and was sent to their Technology Center with nothing but a computer and a phone. Luckily, she did have a Disaster Recovery Plan that was adapted. She lists the following as useful for identifying priorities for removal: fire museum items, photo sets, slide sets, newspaper clippings and journals. For the actual move, she suggests the you check out the new facility beforehand, tag the rooms and storage areas, document the responsibilities of all involved, budget for extra help. She was able to keep services going by using electronic resources. Lessons learned: have a business recovery plan, need access to electronic information services, use the move as a time to weed, be involved in all processes and use facility services assistance. She'll be moving again at the end of 2006 to a new training complex.

Judy Ballantyne (Parliament of Western Australia): She discussed the challenges in moving from one library facility to another and the reorganization of new spaces. She used the opportunity to weed and to update furniture and shelving when possible. Also changed to full automation. She used the move as an opportunity to reduce occupational hazards to staff and clients and provide easy access to information and services. She suggests you should be reactive to a proactive service, communicate to management, staff and clients and provide a team environment. Her lessons learned are: plan, set a timeframe, decide on players, set a budget, determine who your supporters are, communicate plans to staff, weed and don't take what you don't want, be flexible, have a sense of humor, stay open minded, compromise when necessary, and don't take anything for granted.

After that panel discussion, there was a Roundtable and business discussion. See separate minutes.

In the afternoon we toured the FESA Museum, housed in the old fire building. The displays of early firefighting in Perth were really interesting and the museum is used for fire prevention demonstrations for school children.

This brought to a close a great conference, meeting new people, renewing acquaintances, and a lovely time in Perth. No worries.