

Moving a Library FM Global's Technical Information Center

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Challenge

- *Preparation time*
- *Staff*
- *Space*
- *Moving time*



Three Steps

- 1. Determine what you have.*
- 2. Determine what you can discard.*
- 3. Determine how you want to arrange what's left.*

1. Determine what you have:

- *Traditional measures*
- *Collections*
- *Shelves*

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2. Determine what you can discard:

WEED, WEED, WEED

- *Duplicates*
- *Material easily obtained or no longer used*
- *Old supplies & Equipment*
- *Storage Options*

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3. Determine how you want to arrange what's left:

- *An opportunity to rearrange material for ease of use*
- *What impression do you want to create?*
- *How are the collections used and accessed?*

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3. Determine how you want to arrange what's left...and work to make it happen.

- *Attend meetings*
- *Learn who the players are*
- *Provide input*
- *Work with facilities personnel*
- *Visit the site often*
- *Involve staff*
- *Involve customers*

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Diversion

- *In the meantime, ...*

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4. Do it! Mechanics of the move:

Shelf mapping:

- ***Alphabetic designation for each facility:***
 - TIC designated T
 - New designated N
- ***Alphabetical for collection type – TF (TIC Files)***
- ***Numbers for rows***
- ***Letters for shelving units in a row***
- ***Numbers for shelves***
- ***NF3-A-4***

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	A	B	C	D
1	Old Location	New Location	Contents	Notes
2	TP1-A-1	NB6-A-1	Periodicals	AICHe J, Admin Adv, ANSI Rep, ANSI Stds
3	B135	NB6-A-1	Periodicals	Approval
4	TP1-A-2	NB6-A-2	Periodicals	Bulletin of the Am Meteor (currently out of order)
5	B135	NB6-A-3	Periodicals	Bulletin Seismological
6	TP1-A-1 & 2	NB6-A-4	Periodicals	Bulletin Seismological
7	TP1-A-3	NB6-A-5	Periodicals	BRE Ann., Business Ins., Chem Eng
8	TP1-A-4	NB6-A-6	Periodicals	CEP, Chemical Process
9	B137	NB6-B-1	Periodicals	Combustion & Flame v. 5-33
10	B138	NB6-B-2	Periodicals	Combustion & Flame v. 34-69
11	B139 & TP1-A-4	NB6-B-3	Periodicals	Combustion & Flame v. 70-76 & v. 76-85
12	TP1-A-5	NB6-B-4	Periodicals	Combustion & Flame v. 86-113
13	TP1-A-6	NB6-B-5	Periodicals	Combustion & Flame v. 114-135
14		NB6-B-6		EMPTY
15	TP1-A-7	NB6-C-1	Periodicals	Combus. Sci. & Tech. 1-46
16	TP1-B-1	NB6-C-2	Periodicals	Combus. Sci. & Tech. 46-92

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4. Do it! Mechanics of the move:

Labeling

- *Each row*
- *Each shelving unit in TIC – 2 per row in New Facility*
- *Each shelf in TIC – removable labels attached to red folders during the move*
- *Empty shelves*
- *A word about colors*
- *Room numbers*

4. Do it! Mechanics of the move:

Moving

- *Have someone at both ends with maps*
- *Have cell phones or similar*
- *Keep a ready supply of tape, markers, labels*
- *Computers, phones, desk items*
- *Critical or delicate? Move it yourself!*

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4 Steps to moving a library:

- 1. Determine what you have.*
- 2. Determine what you can discard.*
- 3. Determine how you want to arrange what's left.*
- 4. Do it!*

Web Resources

- <http://www.mame.gen.mi.us/resourc/moving.html>
- **Michigan Association for Media in Education (M.A.M.E.) - includes many links to information on moving/renovating a library**
- http://libweb.uoregon.edu/acs_svc/shift/
- **University of Oregon Libraries – Moving Library Collections**