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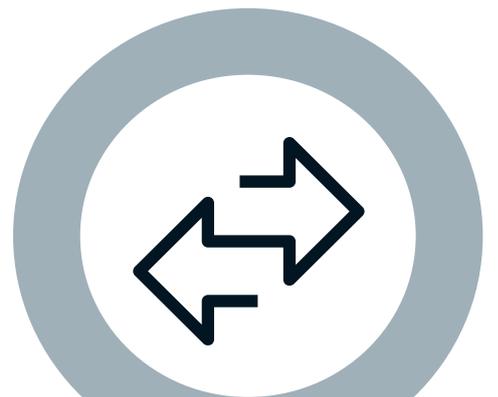
Planning a successful library or archive move

in collaboration with

www.designinglibraries.org.uk



**Designing
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Essential Design Guidelines provide expert introductions to a specific library planning and design topic, focusing on essential facts and principles

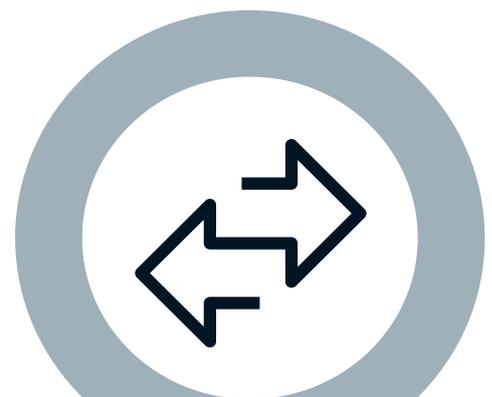
This guide is designed to guide you through the key steps of a small or large library or archive move. It has been drawn up using the experience and knowledge of Restore Harrow Green, experts in library and archive moves, and storage and retrieval services.

Changing user needs and the advance of technology are changing the way libraries are used and the way services are presented. New buildings, state of the art technology and more emphasis on user services contribute to creating more engaging meeting spaces with attractive decor and speedy access to information. Some libraries and learning centres are now becoming multi-function sites as they work in co-operation with other agencies to provide a wider range of community services. As a result libraries and learning centres are increasingly moving stocks of books, media and other materials into offsite storage to make more flexible use of their spaces.



“A major library or archive move can be very disruptive and stressful. That is why it is vital to appoint a relocation company which has library experts who can help you plan and prepare for every eventuality. Nothing can replace experience and knowledge when it comes to completing successful library and archive moves. ”

Nigel Dews, Managing Director
Restore Harrow Green



Step 1: Planning

Creating an effective planning team is necessary; you need to ensure key library/archive staff, architects, designers, removal experts, site managers are involved to create a solid overview of the whole project. Your understanding of your stock, services and users is critical and it is important that all service providers are familiar with your requirements and vision. It is essential that communication and reporting lines are distinct and responsibilities are clearly laid out.

Managers, staff and library users need to be informed of the plan and how they will be affected so you will need to have communication strategies such as emails, newsletters and website updates in place.

Relocating can be a great opportunity to de-clutter and get rid of unwanted materials, furniture and equipment. A good relocation partner should be able to help dispose of unwanted assets through environmentally friendly schemes such as donations to worthwhile causes. It is also a chance to consider filing and data. Is this a good opportunity to move your data onto the cloud or to invest in new IT?





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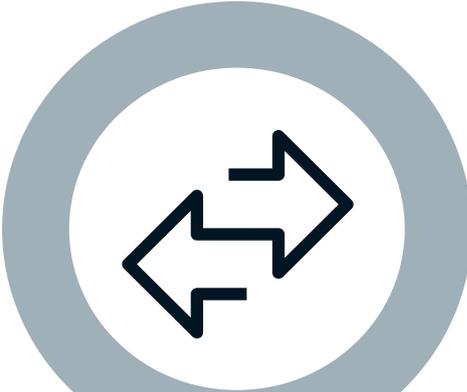
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Tip: This is a good time to de-clutter and get rid of unwanted materials, furniture and equipment that are taking up valuable space.



Find a specialist library relocation partner

It is important to get advice from library relocation experts in the first instance. Library relocation service providers have excellent project management skills as they are used to dealing with logistical challenges. It is critical to get the right people and processes in place at the beginning of the project to plan the move. Experienced removal companies can help to advise you on forward planning, risk assessment, critical path analysis, handling, packing, tracking and transportation of every item in your stock that needs to move. They will also be able to help you with planning in advance how space, storage, racking and sequential moving will be impacted upon. This can help you with working with contractors, architects and furniture suppliers. You should work in close partnership with your chosen relocation partner to ensure that a well thought out project plan is in place that meets your key milestones. This is vital if your relocation project is going to take several weeks or months and be executed in different stages.

Relocation companies will take responsibility for all the logistical planning, storage, movement, sequential packing, transportation, unpacking and dismantling and reassembling of shelving if required. In essence they will organize the move by working backwards bearing in mind how the stock would be situated in new locations. They should be able to take your existing racking and shelving and dismantle and re-assemble it in the new location. While doing so they will also be able to help you with holding areas for stock while shelves move around. Measuring library spaces and shelving and correct sequential moving of books and materials are critical skills for a library relocation company.

They should visit you well in advance of the move and make notes on your requirements, stock and identify items that may require special handling or wrapping or bespoke boxes or crates. This should lead them to create a detailed, individual plan for your move that tells you what will happen when, where and how. Finding a company that has experience in library and archive moves, or comes recommended by other libraries or archives is a key early step. It will reassure you that the people handling your stock have the necessary skills and experience to be trusted with your holdings. Use the Designing Libraries database to identify libraries that have successfully relocated and ask their advice.



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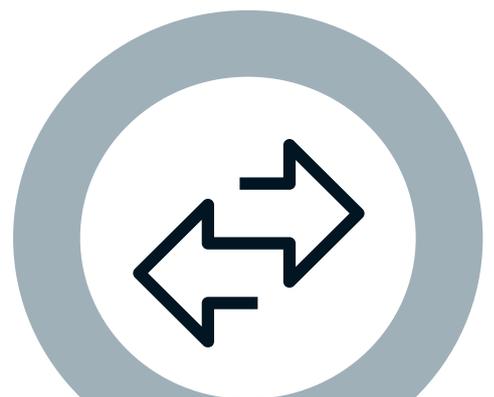
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Tip: Relocation companies will take responsibility for all the logistical planning, storage, movement, sequential packing, transportation, unpacking and dismantling and reassembling of shelving if required.



Step 2: The Move

This is the most daunting phase in the whole project and understandably makes librarians and archivists nervous. The main concern is that books and items could become damaged or lost during the move. That is another reason why it is important to choose a company with relevant experience and knowledge.

Handling

Experienced library relocation companies understand that all types of books especially paperbacks need careful handling to prevent the spines from being damaged and pages becoming loose. Precious, antique and rare books, documents, pamphlets, plans, drawings, maps, artefacts, paintings and other archival materials require specialist handling skills as some items can be irreplaceable.

Do ensure that your removals partner understands and uses the right handling materials and methods where appropriate.

For instance, wearing suitable gloves and using inert packing materials such as anti-acid tissue paper to protect against acid migration.

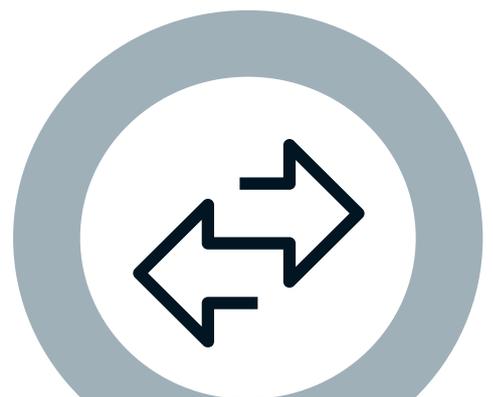
Packing and moving

You may decide that you want to pack your own stock, however, a lack of resources may not make this possible. The right relocation partner will be expert at sequential packing and barcode identification right down to individual volumes. They should also be able



to effectively merge and separate book collections. Good relocation partners will also provide boxes and pallets with identification markings, including barcodes and colour coding for sequences in the new location and be called off as required. This will also enable easy retrieval of items for library users and staff. The removal company must have operatives and supervisors who understand library classification systems such as Dewey, Binary and Congress, indexing and tagging.

Deciding on whether to use crates or boxes is an important consideration and your Move Project Manager will recommend the best methods to use and why. How books and items are packed into crates or boxes is also critical. They should be tightly packed to stop them from moving around and getting damaged in transit and care should be taken with the spines of books. Rolled up items such as drawings and plans, should be placed in cardboard tubing to keep them safe. Specialist archival material may even require temperature controlled transportation.



Storage and access

It is vital that storage facilities are environmentally controlled so that books, papers, documents, photographs, maps, drawings and other archival material can be stored without damage to their condition. Before appointing any removal company ask them about their storage facilities and how they control the environment, their costs and flexibility of contract terms as well as access systems to stock. Find out if their storage facilities meet PD5454:2012 storage requirements or are approved by the National Conservation Service so you can be sure the storage conditions are of a high standard. While in storage your users and conservation staff may need to access books and materials quickly, especially if they have deadlines to meet. Storage providers must be able to offer you easy access to all your items and provide reading rooms or display areas.

Other considerations

If you are planning a total relocation project you will also need to bear in mind moving furniture , equipment and IT. Moving the administrative function of a library or archive is a whole project in itself. You will need to consider how

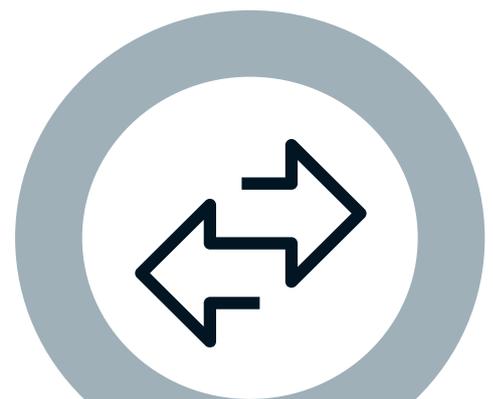


many workers are being moved and measure how much work space and filing storage will be required for the new location. More and more organisations are making flexible use of common areas. This new model is based on a blend of computer technology services, classical library reference, research resources and user/community needs. Furniture, equipment and other items in these common areas also need to be factored into a move plan.

A good relocation partner will help you to plan for the removal and storage of all your assets and create an effective project plan that will incorporate risk management, a sensible timeline and reduce the impact on your staff and users. Relocation firms often work closely with a range of stakeholders, including their customers, builders, health and safety inspectors and suppliers and contractors so do draw on their advice. It might be the first time you have moved your library or archive but they will have managed many projects of varying sizes and types so do not be afraid to take advantage of their skills and experience. Sometimes they can see issues arising that you or another stakeholder may not have even considered.

Step 3: Measurement and evaluation

You can measure the success of the move by checking if your budgets were met and if timescales and key milestones were achieved. Was the service to users interrupted and if so, to what extent and how much of that could have been avoided. How did your chosen removal company deal with last minute changes and how flexible were they in helping you to achieve your objectives? Fundamentally, were any books or materials lost or damaged or items moved out of sequence?

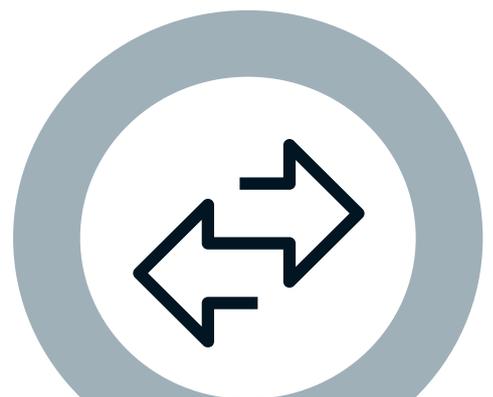
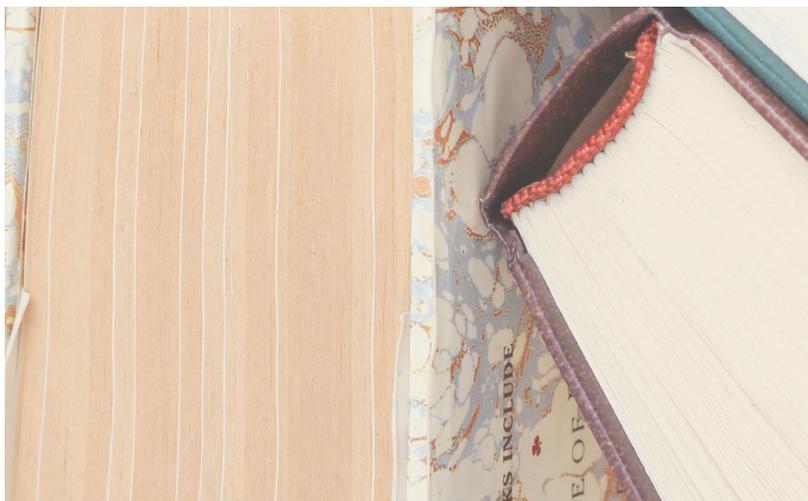




How do you know you're choosing the right removals service provider?

They should have:

- ✓ Solid track record of undertaking library/archive moves of varying sizes
- ✓ Skills in packing and moving books and materials sequentially and merging and separating book collections
- ✓ Experience of undertaking similar projects
- ✓ Recommendations from colleagues
- ✓ A good understand of library shelving and spaces
- ✓ Knowledge of library classification systems
- ✓ Effective planning and project management skills
- ✓ Demonstrable understanding of how libraries/archives work
- ✓ Understanding and respect for your service and users
- ✓ Provision for a secure and environmentally controlled storage space which is accredited
- ✓ Support with insurance and risk assessment and management
- ✓ Flexibility, adaptability and good problem solving skills
- ✓ The ability to work productively with other contractors such as electricians, fit out and FF&E
- ✓ Excellent communication skills
- ✓ The right materials and methods for handling, packing and moving items
- ✓ Strong quality accreditations
- ✓ A wide range of services that meet all your needs
- ✓ Expertise in handling rare, precious and fragile books and items



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