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Journals, Journals Everywhere and Not a Shelf to Spare

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Journals, Journals Everywhere -- Not a Shelf to Spare

University of Massachusetts Medical School

Lamar Soutter Library

Problem: After 2004 there will be no space for shelving additional bound volumes in the main library.

Method: A space study team was assembled in 2003 to identify viable storage solutions. Three options were presented:

- 1) **Add** shelving within the library
 - * undoing a recent remodel
- 2) **Store** offsite
 - * it was a mess and 5 miles away
- 3) **Maximize** and improve shelving configuration in the 8th floor remote storage facility
 - * requires merging two collections

Management decided on option 3: improve the 8th floor storage location. An implementation team was formed and started working in October 2004.

Result

As journals were transported to the 8th floor, movers were able to shift the bound journals in the main library, leaving room in each title range for four years' growth.

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Planning

- **Secure funding**
- **Order compact shelving**
- **Confirm data estimates: Inventory**
- **Decide year cut off (1977)**
- **Develop & test procedures**
- **Create pull slips with title & holdings information**
- **Create master alpha list**
- **Pull/transport to 8th floor**
- **Pull 8th floor material**
- **Merge the two**



Spotlight

We had to test our procedures before we attempted the large scale move. Because of the layout and position of the new shelving, we had to work in reverse alphabetical order. There was enough test space to move x, y and z. Our first titles to move were old psychiatry journals in German. However, since we don't read German, this presented a double problem: reversing the alphabet—in German. The "older" 8th floor materials presented some unique challenges: they were dirty & out of order. Workspace was limited. We needed to define workers' roles & establish a vocabulary (checker/mover, new/old). We made mistakes—but usually caught them the next day. We further refined the procedures, and then tested them again on other project workers.

How to get to the 8th Floor

With key and book truck, exit library. Go to elevator, Wait 4 minutes. Decend to A level, make a u-turn and call next elevator. Wait 4 more minutes next to irradiator. Use elevator key and ride to the 8th floor. Exit elevator and duck under steam pipes. Walk past radiation waste storage cage to find the 8th floor library remote storage location. Total trip time pushing 2 book trucks: 13 minutes

Process

- **Clean: remove misc. furniture, dust & sweep**
- **Paint walls and floors: collapse 196 shelves**
- **Add outlets & lights**
- **Install compact shelving**
- **Hire temp staff for move/merge/shift**



Timeline

- | | | | |
|---------------|----------------------------|---------------|------------------------------|
| Oct 04 | Cleanup | Jan 05 | Shelving Installation |
| Nov 04 | Testing | Feb 05 | Hiring Temps |
| Dec 04 | Prep & Painting | Mar 05 | Move & Merge |

Move/Merge/Shift

- **Train movers/checkers**
- **Develop work schedule: 32 hrs/wk movers 12 hrs/wk checkers**
- **Process uncataloged titles**
- **Verify holdings statements**
- **Pull 6 new trucks daily**
- **Transport to 8th floor for merge**
- **Shift journals in main library**



Spotlight

The question was: Where do we begin? The 8th floor had been the "catch-all" for anything that didn't have a permanent home in the library - holiday decorations, old financial files, old furniture, extra shelving parts, and some things we couldn't quite identify! Slowly but surely we reviewed everything and either tossed, gave away, or warehoused anything that wasn't a journal. After a much needed sweeping, we were ready to paint. We thought the painting would be a no-brainer, until we realized that we had to unload and collapse all the shelves that abutted the walls before the painter could paint them. And where would we temporarily store those journals? Aaaaahhhh! After that unexpected project, the painter did his magic, and we were ready to install the compact shelving.

