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UA51/1/3 Moving Library Books, Materials & Furniture

Sara Tyler

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Moving

Western Kentucky State College

Bowling Green, Kentucky

July, 1965

THE LIBRARY

MEMORANDUM TO: Library Staff

FROM: Sara Tyler

PROJECT: Moving library books, materials, and furniture

Mr. Boyce Tate of the Maintenance Plant has been assigned the responsibility of working with the Library Staff in planning the moving of the library. You will find him competent, efficient, and pleasant. Every effort is being made to streamline the procedure; each person will be assigned specific duty, and it is important that general instructions are followed.

For your information the following are attached:

1. List of room names and numbers in new library. Familiarize yourself with these.
2. A tentative outline of crews of students to be working and the number.
3. Teams of librarians and areas they are responsible for.
4. Some general instructions.
5. A flow chart or schedule of moving. (This will have to be adapted as we proceed from day to day.)

ROOM NUMBERS AND NAMES

Ground Level

Room Number Room Name

Unnumbered Lounge

1 Library Science Workroom

2 Classroom - Grinstead

3 Office - Simpson

4 Office - Grinstead

5 Library Science Study

6 Gift Storage

7 Custodian

8 Classroom - Simpson

9 Library Science Reading Room

10 Government Documents Stacks

11 Government Documents Office

Unnumbered

A Stacks

B Stacks

ROOM NUMBERS AND NAMES (continued)

First Floor

<u>Room Number</u>	<u>Room Name</u>
Unnumbered	Lounge
"	Circulation
"	Xerox
"	Office
"	Browsing Area
"	Fiction
"	Card Catalogs
"	Catalog Office and Acquisitions
"	Gift Storage
101	Director of Library Services
102	Associate Director
103	Secretary's Office
104	Conference Room
105	Reference Office
106	Reference Office
107	Government Documents Reference
108	Rare Books

ROOM NUMBERS AND NAMES (continued)

Second Floor

<u>Room Number</u>	<u>Room Name</u>
Unnumbered	Lounge
"	Reserve Area
"	Periodical Area
"	Staff Lounge
201	Faculty Carrels
202	Microfilm Room
203	Office - Periodical Room
204	Office and Workroom - Reserve
205	Art Room
206	Listening Room

STAFF TEAMS

<u>Team</u>	<u>Assignment</u>
1. Martha Jean Clark Brenda Ray Charles (assist)	Periodical Room, Annex and Periodical Room Stacks
2. Lenore Alden Betty Elmore Nada Durham (assist)	Reserve
3. Louise Hutcheson Nelda Hills Nada Durham	Cataloging and Acquisitions
4. Vera Grinstead Gene Simpson	Library Science
5. { Joy Terhune } Sara Tyler } Charles Mahan } Sadie Stinson } Dennis }	Government Documents Stacks Reference Reserve
6. Janice Mayhew Frances Lester	Take care of Intersession classes

GENERAL INSTRUCTIONS

The staff will work in teams with student help in supervising removal of books from old building and locating in the new. Each team of two persons will be responsible for an area. Miss Tyler and Mrs. Terhune will be responsible for overall supervision and for consultation. Please do not make a change in procedure without first clearing it with Mr. Tate, Mrs. Terhune or me.

A diagram of arrangement in your area should be completed by Monday, July 26, and a copy made to be posted in your area.

The contents of your individual desks will have to be packed personally by you in boxes. Each box should be labeled with your name and the office or room number it is to be delivered to.

All old furniture will be tagged or labeled to designate area to which it is assigned. Certain pieces go first to Maintenance to be refinished or repaired and will be delivered later. I hope to get this done with the help of Mary Joe and Pat.

Some furniture will be moved by a separate crew, perhaps at the same time as crews will be moving books.

Put all pictures busts and plaques in Room 102.

A schedule for moving books depends in part on installation of new shelving and furniture. A tentative schedule for areas is:

1. Government Documents, State Documents, Misc. Documents
2. Stacks (main, duplicates, books removed from Reserve, Business University books recataloged)
3. Periodical Stacks (unbound and bound)

GENERAL INSTRUCTIONS (continued)

4. Reference and 800's, Kentucky Literature, and Microprints (from third floor)
5. Reserve Collection, 370's, 930's -
6. Library Science 308 (perhaps earlier)
7. Fiction
8. Art
9. Rare Books
10. Government Documents Reading Room (first)
11. Storage Rooms (new library)
12. Storage - Stacks - old library
13. Offices - perhaps worked in between or at same time as other areas

Mooring

1. Remove books in order from shelf and put in the box;
36" long boxes for average size books.
For Q₂ and other large books the boxes are shorter
and deeper so it will take 2 boxes per shelf.
2. Use inventory numbered tape and tag boxes in numerical
sequence. Carry to conveyor.
3. Conveyor to truck.
4. Truck to building.
5. Remove to elevator
6. Take to designated floor.
7. Keep boxes in sequence.
8. Remove books from boxes and place on shelves - filling
half full.
9. The shelves are labeled to show where each unit goes
according to Dewey Decimal Classification, i.e.
000
010
020
030 etc.
10. All books from main floor of stacks to go first -
then books from duplicate - then books from Reserve
Room that go back into the general stacks.

(Over)

11. Arrange thus: Example

Shelf 150-159
1 Main Floor

Shelf 150-159
2 Main Floor

Shelf 150-159
3 Duplicate

Shelf 150-159
4 Reserve

160-169
Main Floor

After movers have filled a section, designated students will arrange all the 150's in correct order. The movers will work faster than we will.

LOCATION OF MATERIALS IN HELM LIBRARY

MATERIALS	ROOM	FLOOR
800-829 from stacks & dup & Reserve	Reference Room	1
930-999 stacks dup & Reserve	Reserve Room	1
020-029 stacks dup & Reserve	Library Science Study	GL

Except for books on Reference and Reserve, all other classification numbers will be in the stacks.

Talisman	Reference Room	1
Other old year books	need we keep?	
Paperback plays	Reference	1
Q's) MA's) M's)	At end of Reg. Stacks	GL
Kn	stacks - far corner	GL
Q2	Room 205	2
Billings Collection	Storage Room 6	GL
S Collection	Rare Book Room 108	1
T Collection	Rare Book Room 108 Separate shelving	1
Miniature S items	Rare Book Room 108 In old locked case	1
Microprint	Reference Room	1

LOCATION OF MATERIALS IN HELM LIBRARY - continued

Cataloged Storage Items	Remain in old library	stacks
Kentucky Bulletins)	Documents Stacks	GL
Misc. Bulletins)		
Gov't Documents)		
Uncataloged Items	Storage Room 6	GL
Business University books not recataloged	Storage Room 6	GL
Business University dup magazines	Remain in old library	stacks cage area

CREWS OF STUDENTS

	<u>No. Maintenance</u>	<u>No. Library</u>
1. Clean books		as many as we have
2. Remove books from shelves and put in boxes	2	S
3. Carry books to conveyor	2	
4. Carry boxes to trucks	4 + S	
5. Drive trucks to Margie Helm Library	1 per truck	
6. Remove boxes to loading dock	5	
7. Carry boxes to elevator	5	
8. Elevator operator	1	
9. Remove from elevator	2-4	
10. Carry to designated area	4	S
11. Remove from boxes and put on shelves	2	S
12. Straighten and read		2-4 or as needed

S = Supervisor

July 19, 1965

MEMORANDUM TO: Mr. Boyce Tate, Physical Plant Building

FROM: Sara Tyler, Director of Library Services

Could we ask the Buckstaff Company to install wood shelving as follows, or will they have enough men to work in several areas at once?

SCHEDULE FOR INSTALLATION OF WOOD SHELVING
BY BUCKSTAFF -

1. Reference Room
2. Fiction
3. Art Room
4. Reserve Room
5. Library Science Reading Room
Library Science Study
6. Periodical Room display
7. Listening Room
8. Offices
9. Furniture other than shelving