These are notes Dr. Anthony wrote about the 8/25 meeting, but they have not been vetted by library staff.

The goal is to figure out how to efficiently (in terms of space and cost) figure out how to store all the items in the Special Collections building (which includes more than Special Collections) when leveling is done to help the building.

Items are expected to have to be stored (off campus, as on campus storage space will be holding items from Mood Bridwell renovation) for approximately 6 months. It would be preferable if all items are stored in climate controlled storage, but costs may preclude that. For example, it is preferable for humidity and other reasons to have bound periodicals and metal shelving in climate controlled storage, but if necessary they could be in non-climate controlled storage. However, special collections items require climate control. As such, the solution tool should allow for indication of which items must be in such storage.

Multiple options are considered for storage: truck containers (like the back of 18 wheelers), large PODS, or indoor climate controlled storage.

Getting quotes from moving companies has been not very informative, often based simply on square footage (e.g. 12000 square feet of library space). Thus, the starting point is a ‘bad’ answer, and the goal of this project is to get as good of answer as possible. It would be better to estimate slightly high than slightly low.

The items include books, archive boxes, bound periodicals, items in special collections, \*and\* the shelving and furniture used for them. Shelving is currently built and supporting items, but will need to be disassembled for storage. Calculations should be made based on how items will actually be stored. Some sizes are standard (e.g. archive boxes have a limited set of sizes, but also have distinctions like legal or letter) while others are not.

The tool should consider not just the total volume of materials, but the limitations of boxing and storage. Data collection will be required to get measurements (dimensions and weight) of items. Some amount of estimation or taking average/median values for similar items is possible. For many categories of items, it is expected they follow something resembling the normal distribution. Be sure that the spreadsheet or other tools developed clearly indicate which items are which as this will be used not just to determine how much storage space to contract for, but also how to then pack/store items, so items need to be easily identifiable.

For volume considerations – things have to fit into boxes in reasonable ways. Weight is relevant both for keeping boxes to no more than 40 pounds, and also because some amount of weight may be allowed to remain in the library during leveling, and choices about what to stay or store will want to be made in cost-effective ways.

See [Portions of the Library to be considered for Storage during Leveling](https://docs.google.com/document/d/1CO7BxKqb5LATSik-k1xQuniBdf3s9sgHQ7_ZRMnx11k/edit?usp=sharing) for details about the portions of the library where the items/shelving/furniture are located.

If the scope of the project feels too large, certain areas could be prioritized as ‘must include’. These would likely be:

* Bound periodicals
* The portions of Main that are in special collections
* Shelving and furniture

Cell phones can be used for non-flash photos (or using Apple’s measure app for measurements) in all locations. Be aware that the use of a flash is limited in many areas in Special Collections. Consult with the staff member with any questions.

The staff member will have tape measures available for measurement when teams are assigned. They also have access to a tool box if needed for figuring out sizes for disassembled furniture. A scale wasn’t available as of the 8/25 meeting, but details of providing that are being figured out.

This project does not expect to have substantial confidentiality concerns. Information about the items in the library and the need for the building leveling is considered public information.