



MOVING THE NATIONAL TRUST LIBRARY AT UMD

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S10. Out of Sight but Not Out of Mind: Providing Service During Collection Moves
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Hornbake Library

Home to Special Collections and University Archives since 2001

SCUA occupies space on 5 floors of the building, which includes collections storage, staff offices/workspace, the reading room, an instruction room, an exhibit gallery, and a museum room dedicated to Katherine Anne Porter



Santos, Thiago. *R. Lee Hornbake Library*. November 24, 2006. Digital photograph. <https://flic.kr/p/w9zYz>.

Severn Library

UMD Libraries' high-density shelving facility

Used as offsite shelving for circulating materials and Special Collections and University Archives collections

Can hold 1.25 million volumes and 40,000 Paige boxes

50-55°F and 30-35% relative humidity



National Trust for Historic Preservation Library Collection

Why move this collection off-site?

1. Free up space on 2nd floor of Hornbake Library for additional collection storage and/or for processing archival collections
2. Easier access and quicker turnaround times for interlibrary loan (ILL) scanning requests
3. Better storage climate

A large, multi-story brick building with a central entrance and two chimneys, surrounded by a green lawn and trees. The building has a gabled roof with two dormer windows. The central entrance is framed by a small portico with columns. The building is surrounded by a well-maintained lawn with a central path leading to the entrance. There are several trees and bushes around the building, and the sky is blue with some clouds.

PLANNING THE MOVE

Background image from the NTL Postcard collection: <http://hdl.handle.net/1903.1/16393>

Stakeholders & Staffing

External Stakeholders

- Researchers
- Historic Preservation faculty/students
- The National Trust for Historic Preservation

SCUA Project Team

- SCUA Project Manager
- Off-site Processing Specialist
- 2 Off-site Processing Technicians

Internal Stakeholders

- SCUA
- Off-site staff
- Preservation
- Interlibrary Loan
- Cataloging and continuing resources
- ILS managers

Planning

- Weeding duplicates
- Selection of what would move vs. what would stay onsite
- Rebinding
- Enveloping and barcoding
- Consolidate serial issues by volume and assign barcode





Access while moving

- Estimated 12-18 months to complete the move
- Rolling closures
- ILL fulfilment

Communication

Regular face-to-face communication

- Weekly team meetings
- Updates at monthly SCUA staff meetings
- Regular 1:1 meeting with respective supervisors
- Regular meeting with Severn manager
- SCUA rep. on library-wide transfer committee

Written/oral communication

- “Project plan”
- Shipment reports
- Emails in between regular meetings
- Email/phone for campus partners

External outreach

- Notified Historic Preservation faculty
- Alert on SCUA website
- Alert on Special Collections Account (Aeon)
- Closed items are unavailable in ILS

WHAT WE LEARNED

Expected challenges

- A lot of prep work
- Huge project with lots of moving parts and stakeholders
- Had to find a way to scale up our deliveries to Severn compared to earlier projects

Unexpected challenges

- Communication/scheduling with movers
- Staff departures
- Certain tasks taking longer than anticipated, which lead to supervising an additional student
- Staff unsure of what is on-site/available

Lessons Learned

- Doing a rolling closure worked well for us. So far this hasn't confused researchers and has allowed most of the collection to remain open. Would do again!
- Learning to communicate with diverse stakeholders--whether it's other librarians unacquainted with special collections work or the campus movers. These are skills that can be applied to any project or position in the future.
- Supervising employees with different communication needs
- The planning was the hard part. Now that we're in the midst of the move, we're making adjustments as needed.



THANK YOU!

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