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>> Good afternoon everybody and welcome back to this afternoon session . I'm a library technician at the department of injury at library . I want to welcome you to our panel discussion . We are built to keep our libraries accessible during renovation and modernization projects . The two library speaking today will be from the [Indiscernible] from the California State University and three speakers from the Department of Interior library . [Low Volume] . Without further ado I will hand it over to Megan . Can you keep your questions until the end of the session . We are more than happy to answer your questions at the end .

>> Thank you . Good afternoon everybody . [Microphone Muffled] I am currently the only one working in [Indiscernible] . [Microphone Muffled] . [Microphone Muffled] . The [Indiscernible] collection and self, [Microphone Muffled] . It's not a huge footprint is the primary [Indiscernible] . I know this is a scary photo for some of you . A disaster struck in 2013 . We had an earthquake . That goes all the way from [Indiscernible] due to orange County suburbs . [Microphone Muffled] . The south side was primarily the bulk of the damage . The mental luncheon -- ventilation system and [Microphone Muffled] . Due to that earthquake, we had a massive relocation, we have the administrative offices that had to be moved and [Microphone Muffled] . This was our weather directory . [Microphone Muffled] . If you see on the directory, there has been quite a bit of services . [Microphone Muffled] . As you saw on the first slide we have about 900,000 [Indiscernible] in our collection . [Microphone Muffled] . We had to lock a few of those doors . [Microphone Muffled] . Basically there was an ongoing question, [Microphone Muffled] . The real question was, [Microphone Muffled] . [Microphone Muffled] . Right now we have about 800,000 of the 890,000 on the north side of the building . [Microphone Muffled] . Some students are there for the time that they are there to take their classes and they don't have time to browse like they would want to . [Microphone Muffled] . [Indiscernible] is completed hourly . Typically they can come back in the hour and that will be available for them . For the most part, most students complete the [Indiscernible] . This also helped me quite a bit . [Microphone Muffled] we also had a [Indiscernible] system migration . As much as it is somewhat of an entitlement, this touch point has been helpful . This gave me an opportunity for other librarians . [Microphone Muffled] . Is causing quite a bit of delay in the process that causes major delays in the process. I am trying to be positive as much as I can. Let me give you an idea, [Microphone Muffled] . In the event that these are up for grabs, of course the next statement will be you are leading it . [Microphone Muffled] . Most of those in my mind have become trade-off . It has to go through it and process it at have to go through [Microphone Muffled] . I am also one person and the only one in my department at the moment . [Microphone Muffled] . It tends to go back to that we need to look at our timeline . [Microphone Muffled] . I don't know if you guys have a relationship with your history department, my history department [Microphone Muffled] . With that being said, there is opportunity cost with this . [Microphone Muffled] . We have students doing projects [Microphone Muffled] . There is a trade-off between maintaining [Indiscernible] and taking away their student space .

>> We moved to a new system . In the same way that they can page something from us they can also get it from any university . That being said there is opportunities for us to given access to [Indiscernible] . [Microphone Muffled] . Is the easy way to make those connections and make sure that there is no gaps between what they need and what they are getting . There is also instruction that can be utilized . [Microphone Muffled] . There's a lot of opportunities to integrate that but also to let them know that we can still get them access to what they need regardless of where it's coming from . I think analytics had to do with [Microphone Muffled] . It made us take a look at what's being used and not used . We are going back and forth on this currently . We do not have a [Indiscernible] storage option at the beginning of this . We were considering moving to more [Indiscernible] which is another investment . At this point I think that would be the way that we go . [Microphone Muffled] . Okay, here are some photos . The first photo we have a soft offputting -- opening . [Microphone Muffled] . [Microphone

Muffled] . The second phase which would be [Indiscernible] is estimated completion in 2021 . I want to throw out a thank you to my supervisor, [Microphone Muffled] only because just in a few years we have been expressing this [Indiscernible] has not been working alone . Majority places that I see the undergo renovations -- that undergo renovations [Microphone Muffled] . That's all I have for you today and I will pass it off to George .

>> [Applause] .

>> Alright . Hello everybody my name is George and I am the director of the department of the interior library . I'm happy to be joined here today by two of my staff Judy, Carolyn who worked extensively with the collection and our library . Today were going to do is talk a little bit about the department of the interior library's move and the relocation as part of our collection . Here are some statistics about our library at the time of the move . We have a reading room and six level of stack in our library which improved us 20,000 square feet of space . We had over 200,000 titles and about 900,000 items in our collection . Are collection consisted of about 27,000 [Indiscernible] of printed materials . We had a library staff and still do of five librarians and two library technicians . This is a picture of our building . The renovation of our building was a six step process . Whether they renovate one room at a time and renovate all the way down to the other side of the building . Our room will be the last room that will be renovated as part of this project . This project began way back in 2001 . The estimate that we were given by people was that it would take about two years to renovate each of the wings . If you added that together we weren't having our scheduled wing until 2012 . [Microphone Muffled] . Is actually owned by the General service administration and we actually rent space from the GSA in order to operate that facility . Obviously Congress will have to [Indiscernible] but not a project for our building . Preparations began FY 2010, anticipation that the work will begin in 2012 . What we needed to do was reduce the size of our collection a little bit . [Microphone Muffled] . Two years after we were supposed to start our project, Congress finally passed with full budget in FY 2013 . It took two years for Congress to get the budget together . The accident passed in 2014 which included the appropriation . Wants the appropriation was passed, the GSA told of the interior department that they [Microphone Muffled] . The selection of materials that we would put our temporary library and I will get into that a little bit later, you can also find a storage contractor . [Microphone Muffled] . We did was book with members of other libraries I got recommendations and requirements . The requirements that we ended up putting in our statement and contract including things like the contractor having extensive experience moving library materials, [Microphone Muffled], a spreadsheet listing all those boxes and share that with the library staff . The warehouse itself will be climate control of course . [Microphone Muffled] . That is important because we stack boxes through [Indiscernible] . We are here to make sure that we are [Indiscernible] because if you start stacking things 20 times higher I was in the boxes at the bottom are going to get crushed . [Microphone Muffled] . The contractor also [Microphone Muffled] . A contracting officer determines that the RFP should [Indiscernible] . I know a lot of you don't necessarily have to go through the GSA but what some of you might want to do is take a look at the schedule to find out what current federal rates are . What you would need to do a project and it can give you [Indiscernible] but you can work off of for cost estimates and to start negotiations with whatever contractors you decide to use for that service . [Microphone Muffled] . Our GSA was nice to us and gave us a couple of extra months to be able to move out . I wish we had a little bit more time but it is what it is . A temporary library out -- opened in August . [Microphone Muffled] . We decided to use materials that were not available on the Internet . [Microphone Muffled] . We also kept some reference materials . That included the current code, C.F.R, scans . These types of things, some are available electronically but we prefer to use them in print . We would like to honor their request . One of the things we also were dedicating to do was teaching our [Indiscernible] all my resources that were available . [Microphone Muffled] . What this does is allows us to access online subscriptions and materials, federal government materials at their desktops as well . [Microphone Muffled] . Some of the

lessons we have learned our about our library move . In 2010 at that time it has been about two years that we would have to start moving . Since Congress cannot pass a budget and time we had some time to prepare and some time to read and get things ready . It's a good idea to talk to other libraries who have been through this and get advice on what to do and what not to do and what contractors to use or to not use . [Microphone Muffled] . [Microphone Muffled] . Try to get that in writing if all possible to make sure that they stick to the timeline . [Microphone Muffled] . Very important got you get all aspects of the library with the library staff . Make sure they're on the same page that you are on with regards to what needs to be done . With regards to the [Indiscernible] library, you want to identify all your resources available to you and lean towards materials that are not available online . We want to teach [Indiscernible] how to use online resources that we have available . Consult with the patrons to decide which items they prefer to use in print . Prior to us moving we had so many people come to us and say please keep of this and that . We have to listen to that and honor those requests . Communicate with you library staff . Again got communicate with your storage contractor and make sure they know exactly what you want . [Microphone Muffled] . You also have to be ready to make changes to your library corrections . [Microphone Muffled] . That's about all I got . My contact information is up there . You're more than welcome to contact me with any questions that you might have on the temporary library . Thank you .

>> [Applause] .

>> [Low Volume] . Hello everybody, I am truly and I am the ordinator -- coordinator . I have done a lot of different things to support the move in and out . One of the main things that I did was in May 2010 . [Microphone Muffled] . [Microphone Muffled] . We had a collection of materials which have been kept separate from the general collection . Are in the process of [Indiscernible] . [Microphone Muffled] . The materials came from third world countries . [Microphone Muffled] . We have had a large number of materials that supported [Indiscernible] . [Microphone Muffled] . We tried to measure [Microphone Muffled] . [Microphone Muffled] . [Microphone Muffled] . [Microphone Muffled] .

>> [Applause] .

>> Thank you that was great . We are getting close to the time and I wanted to give you guys a different perspective . I invited trainer [Indiscernible] . I was offered a job nine years ago and I never worked for the federal library before . I thought I would take this on because it sounded like an awesome challenge and because of health insurance and paid vacation . I been doing what I been doing there so I figured going to that experience it would be highly educational and I love a challenge . They have given you an idea about the planning and what we went through . Now we're moving back and . I thought I would give you an idea of what it's like to work and have this experience . I'm going to give you an idea of a day-to-day operation in a library technician case . The renovation there are [Microphone Muffled] . If I wanted to [Indiscernible] things myself I would go and shelves it . [Microphone Muffled] . You want to make sure that your coworkers and [Indiscernible] feel that you can hang with that . I think the number one thing is flexibility . [Microphone Muffled] . We don't have a lot of money so we have taken classes on the preservation for every aspect or other ways . [Microphone Muffled] . As of three years went on we got good at her job . We wanted to have rules so we were always constantly talking to library directors, librarians etc . We tried to maintain those kind of situations where we would go and say this is what we used to do do we do it this way now . Then we say what the new way we want to do it . Some things we did on a daily basis that changed and we never looked back . We have services that we offer technical services and we have various working environment topics . [Microphone Muffled] . We established new procedures and ways of doing things . It may change yet again because we are going to pass major changes in the way that the library itself looks . The person who designed our library was a ship maker and we had a portal . We got three floors of the library [Microphone Muffled] . When they have that torn out and they did demolition, George had a picture for us because he was a major contact . You can look straight down three floors, we are talking 30 feet . [Microphone Muffled] . We first were

a total of about -- . We started in 2001 and constantly shifting people and bringing people back into office . [Microphone Muffled] . I didn't have a real desk I had a table . [Microphone Muffled] . When you have your staff, you want to include them and take into account that if you have staff that is moving, how many hours a day do you spend in your office . You want to be able to have a comfortable environment . That is why it is great that we are made to feel like we are part of the team as well . What we always want to do is maintain high standards for our job . Didn't want anyone to think that just because we were in a smaller space that it would be anything less then the high standards . We wanted to make sure whether the patrons who came into the library or through email or phone requests would be dealt with . Now you get to hear about my day . The fact that we are the only two [Microphone Muffled] . Without electronic online transmittal forms which George created for items to go to the warehouse . Basically speaking we split our jobs . She gets the mail and processes materials that we have . We have a temporary lever situation [Indiscernible] and I have offices on the first floor and are temporary library is located on the second floor . [Microphone Muffled] . [Microphone Muffled] . We decided that the thing that people wanted the most, if you get the older conditions online you get to weeks . Both Federal Register and for the confederal [Indiscernible] . [Microphone Muffled] . Temporary and library stuff no problem, walk it upstairs . Is a two-way street that we have things that come from the warehouse and things that go to the warehouse . Basically, the first thing we do is we have a choice for pickup . If traffic was okay 1130 in the morning on Tuesday and Fridays . George has a system for all of us request material [Microphone Muffled] . As you know anybody worse with C.F.R's [Indiscernible] all the time . Basically George wanted a title of materials . [Microphone Muffled] . Basically he would send an email to our warehouse folks and then they would spend the afternoon clearing materials that we needed . Muffled -- [Microphone Muffled] we have a transmittal form that George created . This form you can scroll down on a desktop . This is something that I had to learn . [Microphone Muffled] . This is a drop-down menu and you will see how we broke down our collection by the alphabet . The second part . We wanted to have a paper trail . If it was -- if there was an error or question they can click on whoever was making the request . [Microphone Muffled] . As her adding things to the collection, the warehouse staff would also maintain ongoing boxes of things that would be [Indiscernible] . This was populated in an Excel spreadsheet . This is the spreadsheet that George would provide . It will let the warehouse know what was in the boxes we were sending them . George would put them into [Microphone Muffled] . We would highlight and click on whichever section it could be . This way it was able to be put into all of the boxes that were kept in sections of the warehouse . That way they had a place to go . The next thing that I gave them was the box number . If he looked down at the bottom you can see the example that I am giving you . We have the hearing from his nomination and testimony before Congress . [Microphone Muffled] how does one create a have warehouse -- a warehouse inventory . We had a gentleman determine box numbers, [Microphone Muffled] . We had a colorcode system . The key thing that George always asked us what we are filling out these form was the box number which is in the far left-hand column . That's how we were able to -- . [Microphone Muffled] . This is just a small picture of Indiana Jones . [Microphone Muffled] I think we picked the right person in place to take care of our collection . With that it's 5 o'clock .

>> Any questions ? otherwise I will think you all for coming . I know dinner is important to . Thank you very much . If you think of anything our slides will go up on the website . [Microphone Muffled] . Think you and have a great evening .

>> [Applause] .

>> [Event Concluded]