*From Point A*

**Case 1 - New Life Theological Seminary**

In early February of 2014, we had to move our library collection, shelves, tables and chairs in order to prepare for a structural renovation. Once the renovation project was complete, we had to move everything back to "Point A".

What we learned from this ordeal:

* Make detailed plans first and put them in writing. Be sequential about every step.
* Use your own staff or recruit volunteers to perform preliminary tasks (motivate them with pizza).
* If you need to hire a moving company, look for one that is equipped to move libraries and books.
* If the moving company claims that their staff knows about the importance of keeping books in order, don't believe it. In reality, movers are wage laborers who know nothing about LC call numbers or Dewey Decimals.
* If anything needs to be dis-assembled during the move, be sure to observe that happening so that you will know how to re-assemble things later. Make sure you have all the necessary tools.
* Program the mover's cell phone number in your cell phone and vice-versa.
* When moving back to Point A, make sure the moving company brings back the same staff as before.

*To Point B:*

**Case 2 - Charlotte School of Law Library**

In its brief history, the CSL has already moved twice: once from its original location in Dilworth to Charlotte's west-side in 2008, and a second time in 2012 to the Charlotte Plaza building in uptown Charlotte.

The CSL administration consulted with the library personnel in advance of its most recent move in order to determine the library's needs and how best to provide for them--especially in fulfilling the needs of both students and faculty.

The current CSL library includes:

* More study rooms (from 21 to 39).
* Designated the whole 4th floor as a quiet zone.
* Created a reference hallway/offices in a short distance from the reference desk.
* Added 2 distinct Research Zones in the reference area, equipped with com-puter hook-ups and large monitors in order to enhance collaborative study.
* Included an internal staircase connecting the 4th & 5th floors.
* Situated the circulation, reference and information help desks directly off the internal staircase.
* Transitioned all of our treatises, state materials, journals and regional reporters from compact shelving to static shelving.

*How to Move a Library*

**Case 3 – CAI Library**

**Planning the Move:**

* How many linear feet of books do you have to move?
* Overestimate the number of carts you will need to move your collections.
* Also consider what else besides books you need to move.
* Plan for temporary library space.
* What technology will you need
* What resources must you have at hand?
* Do you know how many books in each call range?

**Working with Movers:**

* Movers claim that they have book carts, but in reality, what they have are boxes on wheels.
* Take the time at the beginning to explain the need to keep books in sequential order, and watch the movers closely as they work.
* Also, attach labels on the end of each cart.

**Putting it Together:**

* Diagram the destination and determine specifically where everything will go.
* Determine the starting point of each library collection so that multiple movers can work at the same time.
* Plan to keep some of your shelves empty to allow for expansion.
* Be prepared to do a shelf-reading once the move is complete.

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"Change"



Poster Session

*From Point A to Point B: How to Move a Library*