Moving UW Libraries’ collections rapidly and accurately: The art and science of Carney–McNicholas

By Sandy Barstow, Assistant Dean and David Kruger, Special Projects Librarian

During the library construction project, the library’s collections needed to be moved, sometimes more than once, before renovation work could occur in the vacated space. Often, construction deadlines for clearing books out of an existing area and relocating them to a new area are very tight. When you consider that UW Libraries has a collection of more than 1.5 million volumes, just the thought of relocating these materials during construction—while maintaining call number order—is exhausting. And that doesn’t even account for the physical effort needed to carry out the operation.

Due to the complexity of Coe Library’s concurrent renovation and new construction, with its demands for repeatedly shifting parts of the collection until the project is completed, we decided to hire an experienced library mover, Carney–McNicholas, to handle all collection moves. Whenever large portions of the collection need to be moved, Carney–McNicholas brings a crew to UW for approximately two weeks to complete the move. Over the course of this project, Carney–McNicholas will handle at least five different moves.

Carney–McNicholas describes itself as a professional library mover, even though the firm also engages in the typical activities of any moving company, from shifting corporate offices across the street to moving families across the world.

What is remarkable about Carney–McNicholas as a library mover, though, is the sheer speed at which its teams can transfer library collections. Carney–McNicholas has moved Coe Library collections at

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Dear Friends,

On behalf of University Libraries I am pleased to share the 2007–2008 Donor Honor Roll in this issue of The Library Associate. It can’t be said enough how much we appreciate the support and commitment to University Libraries from these individuals, faculty and staff members, businesses and parents. Their support helps to provide a level of excellence in library services to the University of Wyoming. My thanks to those listed for their dedication to University Libraries.

Summer is fast approaching, and with it will come some new changes to William Robertson Coe Library. The construction of the new addition to Coe Library is in the final phase and we are now in the last stages of renovation work. The opening of the new addition has meant the closing of the former entrance to Coe Library. Until now, Coe Library’s entrance has remained intact and almost unchanged for fifty years. But with this change there are good things to come. Coe Library’s old entrance will be transformed into The Alma Doke McMurry Reading Room. The reading room will house a collection of popular reading materials and is sure to be a success with students.

Occupying a building under renovation and maintaining library services has been a challenging endeavor. One of those challenges includes moving collections while keeping them accessible to students. Hiring expert movers Carney–McNicholas helped ensure we were successful in meeting this challenge. On average, each book in Coe Library will have moved three times before the completion of the construction project. You can read more about the art of collection movement on page one.

Next fall semester will bring about the conclusion of the construction project of Coe Library. This new facility is an important step toward meeting national research library standards to support the instructional, research, and outreach needs of UW students, faculty, and staff members. This remarkable transformation of Coe Library will leave a lasting impact with UW students for years to come.

Our success is in part due to dedicated friends of the libraries—thank you.

Sincerely,

Maggie Farrell, Dean
University Libraries
Donor Honor Roll

Donors are listed alphabetically and have made a contribution or pledge to University Libraries between July 1, 2007 thru June 30, 2008. Every effort is made to list the correct information. If we have listed your name and you wish not to be publicly recognized, or if your name is listed incorrectly, please contact Director of Development Staci Johnson at (307) 766-2430. Names are provided courtesy of the University of Wyoming Foundation.
Have you ever wondered how the library gets all those great books to the shelves? From purchasing to cataloging and finally to circulation, the concept is pretty straightforward but the process itself is involved and can be complicated.

Many of the new books acquired by University Libraries are pre–selected by our primary book vendor, Yankee Book Peddler (YBP), through an approval program. UW librarians set up highly detailed profiles for materials the university is interested in acquiring. Newly published books are automatically checked against the profiles for matches. If a book matches a profile, the book is automatically sent to UW. These pre–selected books are dubbed “approval books.”

Approval books come to UW pre–processed for the shelves with cataloging records. Pre–processed means that the call number label, date due slip, property stamps, and security strip have already been applied to the book by the vendor before the books arrive at the library. Once the books arrive staff members load the books’ records into the catalog, physically check the materials for damage and make sure the titles match the shipping list and invoice. Each title is marked as received and paid for in the accounting section of the catalog and sent to circulation. Pre–processing expedites the process of getting materials to the shelves and available for patron use. What once took two to three weeks from when the books first arrived, now takes about one week of processing.

Other books are acquired through a time–honored, but highly modernized, workflow process known as firm orders. Firm orders are for materials specifically requested by library bibliographers. Most of the firm orders go through the book vendor Yankee Book Peddler (YBP) and are ordered electronically through their online system. Once the books are ordered, a staff member pre–loads records into the libraries’ online catalog. Like approval books, firm ordered books come pre–processed with cataloging records and go through an expedited process to the shelves.

Books that arrive at UW Libraries without pre–processing must go through a more traditional workflow process. After they are checked for damage, title verification and payment, materials that are not pre–processed are sent to copy cataloging—for further handling—and then to circulation.

Cataloging is the process of creating a book description that includes title, author, edition, publication information, physical details such as pagination, and other identifying information. Cataloging also involves the assigning of subject headings and call numbers to books. When a cataloger uses an existing record for a book—created by another library—the process is termed “copy cataloging.” Copy cataloging saves time, decreases errors, and helps standardize catalog entries for identical materials.

UW Libraries participates in the Online Computer Library Center’s (OCLC’s) WorldCat, which is a global online database that facilitates cooperative cataloging among libraries. UW catalogers search the OCLC database to identify an appropriate book record. Once the record is identified and edited for local use, catalogers code the record so that WorldCat shows that UW Libraries owns a copy of the title. Information from the record is added to UW Libraries’ online catalog and assigned the correct library branch location based on the record’s call number. As a final step, a barcode is added to the record to allow for library circulation. At this point, books are sent to processing where staff members stamp the book with a
UW property stamp, add security, adhere a call number label to the book, and send it to Access Services to be shelved for circulation.

At any point during the process, problems may occur that will alter the book’s route to circulation. Although most problems are easily fixed, a few are complex and require additional time to resolve. A frequent issue is that the OCLC database’s records don’t match up with the item UW Libraries has in-hand, or that the record is missing a call number. Books that encounter these problems are sent for original cataloging.

“Original cataloging” means that a new catalog record has to be created because one doesn’t already exist for a book. This occurs most often because UW Libraries is the first library to acquire a book. However, original catalogers don’t always write a new record from scratch. After careful research, a cataloger may copy information from similar records in existence or use existing templates to apply commonly used information. This reduces the typing time and limits human errors in creating a record. Original catalogers also handle complex copy cataloging when a matching record exists but lacks critical information such as subject headings or call numbers.

When applying subject headings and classifying books, UW catalogers use established rules set forth by the Library of Congress. Assigning subject headings is perhaps the most time-consuming cataloging task. However, by standardizing subject headings, multiple titles on the same subject are placed under one heading in the catalog, which saves valuable research time for library patrons. This means that regardless of the terminology used by the author, patrons can conduct a catalog inquiry with confidence that similar materials on a topic are under the same subject heading. UW catalogers also cross-reference nonstandard terminology to standard subject headings. Cross-referencing points to narrower terms or related terms to help library patrons focus a search and explore similar topics.

National cataloging standards and guidelines can be detailed and complex, but there are still unique decisions that UW catalogers make to accommodate the needs of the university. For example, catalogers may decide to gather books in a particular series at the same classification number to help patrons find that series together on the shelves. Alternately, catalogers may add additional subject headings or insert notes with regional significance to the book’s catalog record.

Each step a book takes before becoming available for public consumption is purposeful and given careful consideration by UW catalogers. Some of these steps help track the availability of a book within the collection, while others help students search the catalog. In the end, the highest priority of the cataloging process is to provide the best information necessary for library patrons to find, identify and access the resources they need.

Q: I am about to retire. How can I help UW’s students while still receiving income?

A: You can set up a charitable gift annuity. Under the terms of a gift annuity, you transfer cash or property to the UW Foundation and receive generous fixed payments for life—how much is determined based upon your age the year the gift is funded. A charitable gift annuity can create a fixed lifetime income for the joint lives of both husband and wife, or it may even benefit a third party such as an aging parent.

The benefits to you are peace of mind that your income is secure for your lifetime; generous fixed payments based upon American Council on Gift Annuities current published rates; tax benefits, including a charitable income tax deduction in the year of funding, reduced capital gain tax liability, reduced estate taxes, and reduced income taxes on annuity payments; and an opportunity to leave a lasting educational legacy.

For More Information Contact:
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a speed of 8,400 books per hour, and accurately stocked bookshelves at a rate of 720 linear feet per hour. For UW Libraries’ collection move in November 2008, Carney–McNicholas relocated over 32,500 linear feet of books, a combined weight more than 800,000 pounds, in about a week. That’s nearly 400 tons of books on six miles of shelving!

It has been utterly phenomenal for librarians to see an entire floor of books vanish off one floor and reappear on another in a matter of hours, a feat that would be physically impossible using library personnel. “One of our biggest successes,” says Matt Hagan, Carney–McNicholas’ project supervisor, “is cost/benefit analysis, that people find paying us to move [their] collections is a better option for them.”

How are they able to move so much in so little time? Carney–McNicholas focuses on teamwork and movement flow. According to Dennis Cleland, Carney–McNicholas’ foreman for the moves in UW Libraries, “You want a constant stream of motion, so that the movement is perfectly fluid, whether it is within a building or outside of a building.” Although the team is comprised of just twelve people, more than 80 carts are involved. Carney–McNicholas purposely pairs loaders and unloaders who work at roughly the same speed, keeping the stream of 80 carts in motion like a circular railroad hauling books from one location to another, often on different levels of the building. Once the collection starts to move, the movement never stops until the crew is shut down. “One of our movers figured he was walking about fifteen miles per day,” adds Hagan.

Aside from speed, Carney–McNicholas is extremely conscious of accuracy; having the collection ending up in proper order once their moves are complete. “From a collection relocation perspective,” says Hagan, “error elimination and...
accuracy are two of the most paramount concerns. You don’t want to mess up. Every time you mess up so much as one shelf, you upset your customer and create more work for you. Our job is really ensuring quality assurance—doing it right the first time.”

Carney–McNicholas is also not shy about helping library staff and users during these potentially confusing moves. “We have no problem assisting patrons who need to find where things are in the middle of a move,” says Hagan. “We know where things are in the move, and often are in the best position to help them.”

For the UW Libraries project, Carney–McNicholas’ responsibilities go beyond book movement. Once shelving on a floor is vacated, Carney–McNicholas also ensures that the old shelving is taken down and quickly removed from the building for recycling. As part of clearing Coe Library’s 3rd and 4th level stack areas for construction, Carney–McNicholas removed 50,400 linear feet of old shelving, which amount to about 96 tons of recycled steel. Again, the rapid movement of this material out of the building and into recycling trucks was accomplished by maintaining fluidity and efficiency.

“We do anywhere between 30 and 50 library moves per year,” says Cleland. “We particularly like moving academic libraries, and we take great pride in what we do. We’re looking out for the company, but we both take a great deal of interest in what we’re doing. Matt’s in it for life and so am I. It’s what we do, and it’s what we know.”

Carney–McNicholas’ Statistics for the November 2008 Collection Move

Collection movement pace: 8,400 books per hour

Number of carts used: 80

Number of people involved: 12

Number of volumes moved: 390,000

Linear feet of books moved: 32,500 feet (6 miles)

Weight of shelving recycled: 96 tons

Length of shelving recycled: 50,400 feet (almost 10 miles)

Collection stocking pace: 720 feet per hour

Frequency in which a book will be relocated during the renovation: at least once, but the average is 3 times for every book

ABOVE: Reshelled books sit across from empty shelving. The books located in the background are slated to be shelved.

LEFT: Temporary tags with call numbers poke out of books. These tags help the movers keep the collection in order throughout the move.

(Carney–McNicholas moved approximately 1/5 of Coe Libraries’ Collection in November 2008.)
Bobbalu Hoefer will take the reins of leadership as chairman of the University Libraries Development Board in spring 2009. Bobbalu has been an active member of the board since its inception. A graduate of the Monticello College for Women, Bobbalu earned a master’s degree in political science and continues to find the world of politics and international affairs engaging. Her passion, however, is the world of rare books, particularly those published before 1850. An avid collector, Bobbalu has built an impressive personal library containing more than 9,000 volumes of rare publications. Inspired by her mother, who held a degree in library science, Bobbalu has always been a proponent of libraries, and when she learned that UW was forming a development board to work on behalf of the libraries, she enthusiastically volunteered.

As board members welcome Bobbalu to her new post, they salute outgoing chairman, Darryl Bindschadler, for his tireless service and advocacy on behalf of the libraries. Throughout his two–year term, Darryl provided the leadership and hands–on effort vital to the success of the libraries. Always willing to roll up his sleeves and “get down to work,” Darryl’s contribution cannot be overstated. Although he is stepping down as chair, Darryl has assured us that he will continue to be an active board member.

In addition, Katie Brown joins the board as its newest member. Katie hails from Wheatland, where she co–owns and manages C.H. Brown Company. A graduate of UW, she is a strong supporter of the university and the libraries and will be a valuable addition to the development board. Welcome Katie!

Finally, we bid a fond farewell to Dan Baccari and David Coleman both of whom resigned from the UW Libraries’ development board last year. We are grateful for their service and dedication.

Wyoming Public Radio and UW Libraries hosted Susan Stamberg

Wyoming Public Radio and University Libraries joined forces in welcoming nationally renowned broadcast journalist Susan Stamberg to Jackson, Wyoming, last August.

Stamberg, the first woman to anchor a national nightly news program, has won every major award in broadcasting, including the prestigious Edward R. Murrow Award, and has been inducted into the Broadcasting Hall of Fame and the Radio Hall of Fame. She is best known as one of the original co–hosts of National Public Radio’s All Things Considered and now serves as guest host for NPR’s Morning Edition and Weekend Edition Saturday, in addition to reporting on cultural issues for all the NPR programs.

In Jackson, Stamberg told the audience that Wyoming was the only state she had never visited and was “finally and euphorically able to cross it off my to–do list.” Stamberg also said “I heard the words I had wanted to hear for an entire lifetime: ‘Howdy Ma’am.’”

Stamberg went on to talk about the early years at National Public Radio when the network had just been established, the stories she covered, and the importance of news and information sharing.

Following her presentation, she took questions from the audience. Queries covered a variety of subjects, including news coverage of Hurricane Katrina and her interviews with Vice–President Dick Cheney and Pakistan’s former prime minister Benazir Bhutto.

Upon her return to Washington, D.C., the home of National Public Radio, Stamberg reported on her trip to Wyoming in segment on Morning Edition. At the close of her on–air report Stamberg shared with the audience a description of the Grand Tetons—“mountains that slam right into the sky with no foothills”—and about buffalo, which she “had never seen except on a coin.”

Stamberg concluded by saying, “Door to door, it took 19 hours for me to get to Wyoming. Air travel these days makes a 1,500–pound buffalo look swift. En route—stuck on some tarmac in the rain—I had been thinking ‘this is my last state left to see, Wyoming, it had better be worth it.’ Indeed it was.”

This is the first time that UW Libraries has worked with Wyoming Public Radio on such a project. According to Dean Maggie Farrell and WPR General Manager Jon Schwartz, the partnership is one that makes a lot of sense.

Libraries and public broadcasting share a similar mission and both play critical roles in ensuring the free flow of information so vital in today’s world.
URL: http://conference.wyla.org

Dedicate a book in honor of someone special and help make a difference

The Wyoming Library Association’s annual conference will be held in Laramie September 30th through October 3rd at the UW Conference Center. Plan on learning and laughing with keynote speakers George Needham and Joan Frye Williams. George, Vice President for Member Services, OCLC, and Joan, a library and information technology consultant, have been co-presenting—often humorously—about library trends and topics since 2005. Their primary focus is on what library patrons really want, what libraries can do to meet their communities’ changing needs and expectations, and how we can all keep our perspective and principles while moving forward. They will offer practical suggestions that could enhance both our outlook and abilities to meet future challenges.

The last WLA conference held in Laramie was in 1987. Since then, Laramie has gained a new conference center and new shopping and dining at the UW Plaza (within walking distance of the conference). To top it off, the new addition to and renovation of William Robertson Coe Library is scheduled for completion by the end of September. Stop by and see the new building.

For more information about the UW Libraries Bookplate Program, contact Staci Johnson at (307) 766–3279 or by e-mail sjohns95@uwyo.edu.
UW Librarians Kaijsa Calkins and Cass Kvenild presented Embedded Librarians: Moving Beyond One–Shot Library Instruction at the November 2008 Colorado Association of Libraries conference. In attendance were a group of university and community college librarians and a few high school librarians. Calkins and Kvenild presented strategies for embedded projects and described how one can adapt them for both on–campus and distance courses.

The case study approach used was well received by participants and allowed them to vote on which strategy they would use to address a particular problem or issue in embedding. The questions and advice generated afterwards provided for great discussion.

Kaijsa Calkins, Reference and Instruction Librarian at the University of Wyoming, is the 2009 winner of the Mountain Plains Library Association (MPLA) Beginning Professional Award. The award is given for her mature, professional approach to her position and being a proactive and student–centered librarian.

Calkins earned her BA and MLIS from the University of Washington. At the University of Wyoming she is bibliographer for English, American Studies, African American Studies, and Linguistics. She teaches instruction for freshman through graduate levels. She works with instructional and social technologies and is one of five librarians teaching “Get on the Bus, Wyoming,” a state–wide online learning course about the online social library community.

Lori Philips, Associate Dean of University of Wyoming Libraries, in nominating Calkins, said “Kaijsa exemplifies the type of engagement in student learning that is so vital for the future of academic librarianship.”

Calkins received her award at the joint conference of the Kansas Library Association and Mountain Plains Library Association, April 2, 2009, in Wichita, Kansas.

For information about additional naming opportunities, please contact Staci Johnson @ 766–2430 or sjohns95@uwyo.edu
Michael Nelson receives distinguished librarianship award

By Nancy Marlatt, Marketing Coordinator

Michael Nelson, reference librarian and subject bibliographer in social sciences and French for University Libraries, is the recipient of the 2009 Agnes Milstead Distinguished Librarianship Award.

In 1993, Milstead established the annual award to recognize significant contributions to UW Libraries in scholarship, program development, teaching, fundraising, or improving access to library resources. As a librarian at UW from 1966–1981, Milstead developed the university’s first courses in library science and helped establish the library science graduate program.

Nelson, a UW Librarian since 1984, received a B.A. from Kalamazoo College (1973), an M.L.S. from the University of Washington (1978), and an M.A. in history from Montana State University (1980).

In nominating Nelson for the award, Associate Dean of UW Libraries Lori Phillips noted that he has worked tirelessly “to build and shape a collection that is balanced, cohesive and coherent. His dedication to examining new editions, monitoring book reviews, and working to leverage his extensive knowledge of resources, assures that collections meet the needs of users.” Nelson has served on the Collection Development Committee at UW and is good at balancing the interest of both students and faculty members while providing careful stewardship of the collection budget.

A highlight of Nelson’s nomination was his research projects that have resulted in highly acclaimed work published in the Journal of Academic Librarianship in 1987 and Online in 1995. His research concentrated on database pricing and how publisher practices influenced end-user access to information. In 2005 he co-wrote an article that analyzed federated search tools that was used nationally by libraries to make informed decisions about the new technology.

Nelson’s research is impeccable and “one can trace the cutting edge of librarianship by paying attention to the issues that he chooses to tackle in his work,” commented Phillips.

Nelson received high accolades from UW faculty members who have come to depend on Nelson as an invaluable resource for their students. UW professor Keith Miller “routinely built in a day at the library with Nelson specifically so he could instruct them in using the library resources most effectively.”

Described as well informed and tenacious, Nelson has a reputation with his colleagues as providing extremely strong reference services to UW students and patrons. “Nelson’s expertise, professionalism, and contributions set him apart,” said Phillips, “and he is deserving of this award.”

Colleagues may nominate anyone of their choice and a non–librarian external committee chooses the recipient.
Class of 1958 makes an impact @ UW

By Staci Johnson, Director of Development

Homecoming ’08 was a time to celebrate the Class of 1958’s 50th reunion. Numerous events were held on campus to mark this milestone and attendees had an opportunity to mingle, not only with past friends and former classmates, but with current UW students.

In keeping with tradition, the Class of 1958 mounted a reunion gift campaign early in the year to raise funds for University Libraries. Thanks to the efforts of members of the Reunion Gift Committee, more than thirteen thousand dollars was raised. Reunion Gift Committee members were, Rod Chisum, Jim Slater, Mary Thorson Gullikson, Ron Smith, Vivian Haines, Emma Jo Hatch Spiegelberg, Jeri Kirk, Al Wolfe, and Jim LaFleiche.

During the annual 50th Class Reunion breakfast, Darryl Bindschadler, chairman of the UW Libraries Development Board, accepted a check from Reunion Committee chairman Mary Gullikson and thanked her and fellow committee members for their hard work and dedication. Darryl also expressed gratitude to the many graduates of the Class of 1958 who gave so generously in support of the libraries and the University of Wyoming.

The Fifty-Year Class Reunion Endowment was established to support the purchase of books and other materials for use by UW students. The endowment is a wonderful opportunity for alumni to give back to the university in a way that will impact every UW student and faculty member.

For more information about the Class Book Endowment, contact Staci Johnson at (307) 766–3279 or sjohns95@uwyo.edu