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Archival Products NEWS

A Novel Use of CoLibri: Boxing the Blue Devil

By Beth Doyle

DUKE UNIVERSITY LIBRARIES, like most academic libraries, has more than books and paper-based materials in its collections. Last summer our University Archives sent us a blue devil doll for a custom enclosure. For those of you who are not ACC basketball fans, the blue devil is Duke's mascot and is highly respected on campus. The doll was purchased on campus in 1938. The donor gave it to the University Archives in honor of the retirement of a well-loved and long-time University Archives staff member.

The doll is made of straw, felt and wax and is very fragile. It needed a box that would not only keep it safe from further damage but one that would also demonstrate our commitment to its long-term preservation.

I knew the final enclosure would be a drop-spine box but the trick was to figure out how to construct the interior to keep the non-square doll from rolling around inside the box. I started by making a drop-spine inner tray from buffered, corrugated board that would accommodate the doll and some sort of cushioning. I found a small piece of polyester quilt batting left over from another project and added it to the tray floor to cushion the doll as it laid flat.

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What to do next? How could I make a cushioned interior that was both soft and sturdy with the supplies on hand? All the years of my mother's sewing lessons finally paid off. What I needed to make were bolsters for the four sides of the tray. We do not have a sewing machine in

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the lab, but we do have a CoLibri machine and plenty of pockets. Eureka!

I made the bolsters by first creating narrow tubes from CoLibri covers. I made two tubes the width of the corrugated tray, and two for the length of the corrugated tray between the other two bolsters. I made the tubes so that the openings were on the narrow end. I trimmed and rolled some more batting and inserted them into the tubes. I gently breathed into each tube to slightly inflate it and quickly clamped it under the CoLibri to create the seal. The batting gave the tubes some cushioning, while the air provided further structure. The tubes ended up being soft yet held their shape very well.

I covered the tray and bolsters with a soft cotton fabric. I added a gusset in the cotton to allow the drop-front to work correctly. Once the inner tray was finished, I constructed a standard drop-spine box to fit the inner tray.

I created a soft, batting-filled insert for the inner box lid that would help hold the doll in place. I made a "fragile" label for the inner lid to alert patrons of the doll's condition. The final box keeps the doll from rolling around yet provides a sturdy and square outer enclosure that can easily be placed on the shelf and served to patrons.

For more on this project see our blog post on Preservation Underground: blogs.library.duke.edu/preservation/2010/08/01/boxing-the-devil/

More images of this project are available on our Flicker site: www.flickr.com/photos/dukeunivlibraries/sets/72157624356516235/

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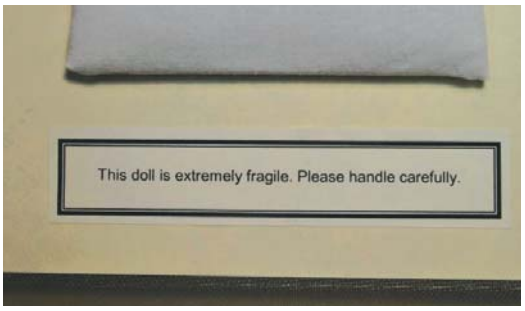

Vanderbilt University Library Renovation Project Triggers Large Technical Services Staff Relocation: How We Divided and Conquered

By Sue Davis

Overview of Library Building Renovation Project

THE PAST YEAR HAS BEEN QUITE an exciting year for the Vanderbilt University Library. The main library building (figure 1) underwent major renovation for the first time in many decades with the primary goal of improving student study space. The project also included major upgrades to the building's infrastructure. Accomplishing this ambitious goal required moving a significant portion of the print collections on two floors and relocating approximately 65 staff both internally as well as to and from another building two blocks away. Staff relocation will be permanent, with a few temporary exceptions based upon localized construction needs. The library itself remained open to students and staff during the entire project while following a very compressed timeline.

Because of the project's size and complexity, a library director was assigned the role of project manager. He worked with the main contractor and more than 30 subcontractors coordinating demolition, asbestos abatement, carpentry work, electrical work, plumbing work, IT cabling, sprinkler system and smoke alarm upgrades, new elevator installation, new ADA compliance upgrades, major HVAC upgrades (including road closures during helicopter deliveries of multiple roof units), external building cleaning, designing new exhibit space and the addition of a café. Add in the goal of LEED certification and it is easy to see how ambitious a 15-month timeline was for the library.

Figure 1

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A library committee composed of staff representatives from different departments planned various aspects of preparing and moving the print collection, communicating with users and staff, coordinating staff relocations and keeping the intra-library deliveries on track for the two libraries and Special Collections within the main building, five branch libraries in other campus buildings, plus two off-site storage facilities. Many staff volunteers from all parts of the library participated in a crash barcoding project to prepare print periodical volumes for their move to an off-site storage facility.

Planning Technical Services Move

This article will concentrate on workflow changes resulting from Technical Services staff relocation in late April and early May 2010. While many other staff relocated into new office spaces within the main library building, all but

Figure 2

Figure 3

six of 35 Technical Services staff moved to the Baker Building two blocks north of the library (figure 2). Prior to the staff moves, Technical Services had already been split for many years between these two buildings. Acquisition and Electronic Resources/Serials staff worked in the Baker Building, and Cataloging and Preservation staff worked in the main library. Print materials were shipped back and forth between the two buildings at least twice daily. Rush requests made by library users were often hand delivered by staff from the Baker Building.

As part of the 2010 staff relocation plan, all but three catalogers moved to Baker. These three remained in the main library for reasons specific to each situation as well as part of the new goal to blend staff across different library functions. The relocation plans split the Preservation Department in half with the binding and book labeling unit moving to Baker and the preservation librarian and two book repair lab staff remaining behind in the library. After the move, binding and labeling staff began reporting to the head of the acquisitions department. There continues to be subsequent staff re-aligning within the Baker Building environment as priorities are reworked, but this article will mainly discuss the new distance relationship evolving between repair lab staff and cataloging, binding and labeling staff.

Due to the move's logistical complexity and compressed timeline, planning the move itself took priority over planning potential workflow changes. Workflow changes were tackled after the move was completed. Eighteen Technical Services staff moved either to the Baker Building or to the top floor of the main library. Planners had to calculate how to reuse as many components of cubicle workstation furniture as possible while leaving enough behind for temporarily relocating staff from other departments.

Technical Services supervisors spent many hours measuring and counting shelves, printers, keyboard trays, book trucks, chairs and available square feet of space. Simultaneously, Technical Services staff slated to move to Baker processed as much cataloging, binding and labeling backlogged print material as possible. Various deadlines for accepting different types of materials helped to reduce the amount of volumes that had to be moved along with staff to the Baker Building.

The Technical Services staff relocation schedule was staggered over a period of a couple of weeks, utilized professional movers, and went amazingly well. Most people were unpacked and settled in within hours. There was only one major snag due to a delayed shipment of cubicle wall components which required cubicle-less staff to find a temporary work spot for about a week. A few minor snags like delayed keyboard trays and skipped carpet cleaning were soon remedied. One lone cataloger was still without a permanent desk seven months after the move but managed just fine with a temporary desk until the real one arrived. Creative planning utilized every square inch in the Baker Building space to allow colleagues to stay grouped together

and maximize workflow efficiencies as much as possible.

Workflow Changes

Technical Services staff started conversations about workflow procedural changes within days of the last person relocating. Not surprisingly, it became evident that life would become simpler for the acquisition to cataloging workflow but more complicated for questions needing referral to preservation staff. Many informal changes evolved during daily workflow and didn't require any formal decisions. As of November 2010, a task force is reviewing the new routing needs from acquisitions to different levels of cataloging to formalize any major changes.

Binding

The existing Baker mailroom formerly used to ship new materials in and out of acquisitions now shares its space with binding shipments (figure 3). Binding deliveries are still made to the main library where there is a protected loading dock and secure space to store the whole shipment. Library messenger staff deliver selected portions of the binding shipment to the Baker Building staff for processing. In turn, materials going out to the bindery are brought to the main library for bindery pickup as they are completed.

Call Number Labeling for Special Collections and Fragile Items

For fragile items that bibliographers want to keep in the collection or that need special protective enclosures, preservation staff either construct portfolios and pamphlets with pockets in-house or send measurements to a vendor for clamshell boxes. Because the items themselves are fragile, special or rare, preservation staff are uncomfortable with shipping the items to another building just for a spine label. After experimenting with 1) requesting labels via the item's barcode, and 2) shipping the empty enclosures for labeling and then rematching them with their items upon return, the preservation staff decided that requesting labels by barcode was the more efficient of the two approaches. However, this choice meant adding a new step to the preservation staff processing sequence. It also meant that Special Collections items would all now need an identifying barcode, something that had not been done before. With the blessings of Special Collections and the catalogers (one of whom had remained in the main library) who handle the special materials, Special Collections items are now "barcoded." But, do not fear, no barcode touches any of the items themselves. They do get attached to the protective enclosures, but never the items. Most of the initial kinks have now been worked out. For example, email requests originally lingered in someone's email inbox or the library messengers didn't notice the small package needing hand delivery. Today labeling staff usually respond within a day or two and the library messengers deliver the labels promptly. The repair staff also request spine labels for rush request items from the book repair backlog following the same procedures.

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Figure 4

Pres Problem

__Torn/loose cover
__Missing cover
__Spine broken/torn
__Hinge(s) loose/broken
__Page(s) msg./torn
pp._____
__Pages falling out
(loose sewing or failed glue)
__Needs tip in
__Brittle paper
__Mold (Seal in plastic bag)
__Insect damage
(Seal in plastic bag)
__Water damage
(Seal in plastic bag if still wet)
__Bad smell
(Seal in plastic bag)
Other (Please explain)

Route after Repair:_____
Initials_____

Figure 5

Preservation Problem Shelf

Having learned from experience that convenience increases likelihood of use, I committed to walking to the Baker Building at least weekly to answer preservation questions and consult with staff. I either carry a cross-shoulder bag or roll a hand cart (figure 4, previous page). I also created a small flag for Cataloging and other Technical Services staff to use to check off condition problems they've noted (figure 5).

The problem shelf was not a new idea since there had been such a shelf within Cataloging while located in the main library, but the flag was new. So far, the new problem shelf seems to be used less frequently than the previous one.

Shipping Between Two Buildings

With Technical Services staff now mostly grouped together in one place away from the main library, the shipping bottlenecks shifted to a new place in the delivery pipeline. Library messengers needed to adjust their delivery schedules and build in more time for the increased Baker load to the main library. Because of years of intra-library shipping experiences, it was assumed from the beginning that larger shipments of books would be packed on heavy-duty book trucks, which could in turn be secured inside the library's large delivery truck. Simple spacers are used to keep books from shifting if the book truck isn't loaded 100% (figure 6). Smaller shipments would be boxed with paper padding. Traditionally, many items are also shipped from library to library in open plastic tubs. While it is not the preservation-preferred approach, it is the most economical. It is recognized that all the back and forth shipping isn't ideal for books, but it is part of the new environment. So far, no reports of damage from internal shipping have reached the preservation librarian.

Repair Lab as Mail Room for GLB

With the move of most of Technical Services out of the main library leaving only six staff behind, the repair lab began to function as a primary mail delivery and shipping point for these six staff. Besides keeping extra cardboard boxes on hand for shipping print materials, the preservation staff also stocked up on common office supplies for the nearby catalogers. The new arrangements took very little effort except to find space sufficient to park a retired book truck to serve as the mail pick up point and a couple of drawers for office supplies.

Figure 6

Communication is the Key

Communication among Technical Services staff has been a challenge for almost 20 years because the staff has been split between two locations since 1992. The 2010 staff relocation project resolved many of the earlier workflow issues between some of the departments, but created new ones between preservation and the rest of the division. Acceptable, if not perfect, solutions to most of the workflow challenges have already been found. It comes as no surprise that frequent communication is vital between the staff in the Baker Building and staff in the main library. Yes, sometimes it feels like an effort to write yet another email or make one more phone call. But, in general, it has turned out that two city blocks are not really a great divide and staff can work well together even if they don't sit in adjacent cubicles.

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Protecting Our Music Collection — Sewn Spiral Bindings

By Wendy Jones

THE PRESERVATION DEPARTMENT of Shields Library at the University of California, Davis, has used various methods to prepare music for our stacks. Music scores and pieces have the unique requirement of lying flat during a performance. Openability has been compromised by many of the bindings used in the past, making it difficult for musicians to play from the pieces. With shrinking acquisitions and binding budgets, we are anxious to protect the materials while keeping them usable. Different methods are used depending on the original binding method.

Most music comes stapled through the fold, with or without separate parts. These we place into an Archival Products Spine Wrap Pamphlet Binder. We remove the original staples, then loosely tip on a narrow tyvek strip which has been folded in half and placed in the gutter at the center signature, leaving the flanges on each side free of adhesive. We sew through the fold through this guard using a 3 or 5 hole pamphlet stitch and complete the pambind as usual. Pockets are added to the inside of the back cover as needed for parts. This method of adding a loose guard protects the center signature from pulling out of the staples or stitching, a common problem (figure 1).

We use plastic covers or phase boxes for non-sewn music. Spiral binds don't fit either category, and we've found two ways to protect them. The spiral coil is either the metal or plastic solid type or the light plastic comb that can be pulled out easily. Before proceeding, make sure the page attachment is strong. If not, place into a pocket.

The more labor intensive method entails creating a pam folder by using leftover gray/white archival board and buckram cloth cut and glued to fit the individual piece. We glue

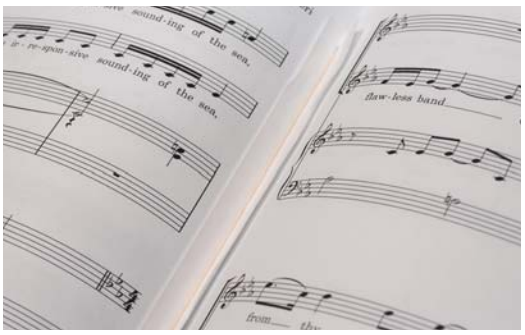

Figure 1

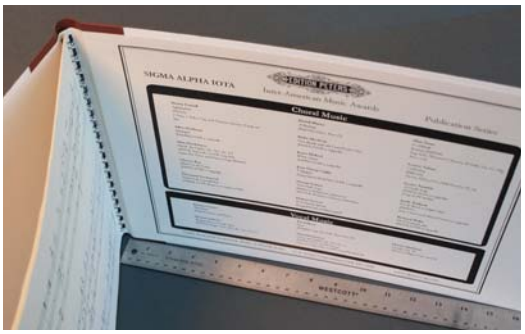

Figure 2

the original covers to the board leaving a "hollow" unglued up to the boards. This allows the spiral room to open and takes the pressure off the cover/spiral attachment. Any information on the cover that is not repeated elsewhere is copied prior to gluing and tipped on to the inside or outside cover. Very large pieces can be accommodated this way (figure 2).

The new method is much easier and entails sewing the solid metal or plastic spiral coil into the center of the spine wrap pamphlet binder. Do not use this method for material with a removable plastic comb.

Place the item in the pamphlet binder and clip into place on the back cover so the spiral fits comfortably into the center of the spine. Use an awl to punch holes alongside the spiral in about five spots—or more for a larger piece. Punch a second hole on the other side of the wire about 1/16th inch

No step was remarkably difficult, but the entire process was quite complex and called on many of the skills that I have developed as a book conservator.

Figure 3

Figure 5

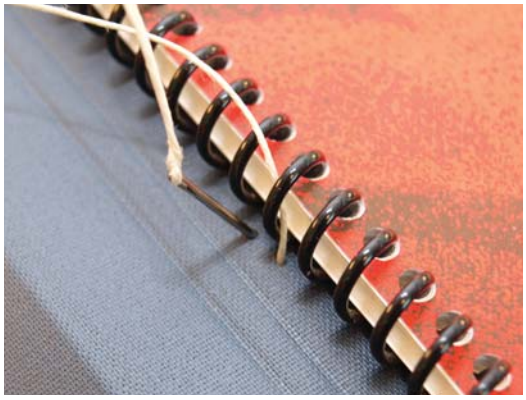

Figure 4

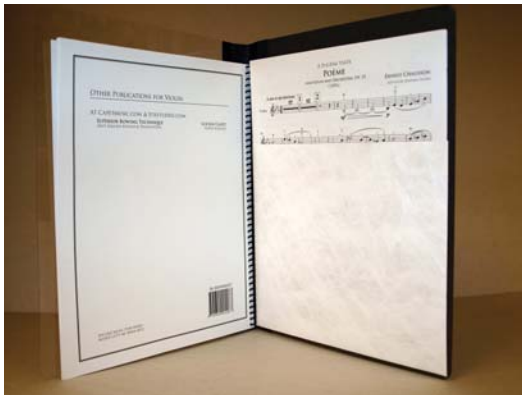

Figure 6

away from the initial holes (figure 3). Using a thick sewing thread, come in through the outside in one hole, wrap around the bottom edge of the spiral and return to the outside through the adjacent hole (figure 4). Tighten, tie a knot, cut the thread, and move on to the next location (figure 5). When completed, the outer glued flap covers all the knots. It is easy to glue in pockets for music parts (figure 6).

Spiral bindings can be challenging in a library. Other than music, field guides and some atlases are often represented with paper that is glossy and stiff with narrow margins. Heavy use demands some type of protection while retaining openability. We have found the sewn spiral binding to be an effective and efficient way to protect our material.

Photos courtesy of Paul Zindel, Systems Department, Shields Library, UC Davis

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