General Specifications for Moving and Cleaning Library Materials

Moving Library Materials

The general responsibility of the Mover is to complete the move of the designated collections and associated items as specified by the library. Specific responsibilities and guidelines include but are not limited to the following:

- The Mover shall designate a Project Manager to coordinate communication between the Mover and the Library. He or she shall represent the Mover to the Library during all phases of the work being performed. At any time when materials are being prepared or moved, a Project Supervisor, working under the direction of the Project Manager, shall be available and responsible for Harvard property, workers, and work underway.

- The Mover shall furnish all rolling book cases, carts, flatbed hand trucks, lockable bins, dollies, ramps, padding, plastic wrapping, cartons, tape, tags, and other equipment and supplies to be used to carry out the move.

- The Mover shall transport Harvard property in such a way that the property is secure and protected from damage from handling, vibrations, moisture, weather hazards, and all other causes. Strategies such as padding and plastic wrapping shall be employed to provide optimum protection for Harvard property from the time it is removed from its current location to the time it is placed in its new location, as verified by a library staff member. At no time shall the Mover leave University property unattended or in unsecured areas.

- The Mover shall provide adequate protection for the floors, carpeting, wall surfaces and corners, doors, door frames, windows, elevators, stack end panels and shelving, and other features of the library building(s). Effective use shall be made of protective materials such as plywood, corrugated board, and Styrofoam corner protectors. The Library shall review the precautions taken prior to the beginning of the move to assess their adequacy. Maximum weight limitations posted in elevators shall not be exceeded.

- The Mover shall be responsible for all aspects of moving including packing, transportation between locations, adjusting of shelves as necessary, and placement of collections according to the mapping scheme provided by the Library. The Mover shall ensure that exact order is maintained within volume and box sequences during the course of all phases of the project described herein.

- The Mover shall ensure that his or her employees comply with library regulations while at work sites. Employees of the Mover shall refrain from eating, drinking (including water), or smoking except in designated areas and at all times when
**Handling Library Collections.** Work sites, including outdoor areas, shall be kept free from food wrappers, drink containers, and the remains of cigarettes. Library materials shall be handled with clean hands.

- Employees of the Mover shall wear name badges and a form of identification that is clearly discernible (T-shirts bearing the company name, for example) at all times during the move. Library staff involved in moving operations shall also wear name badges.

- The Mover's Project Manager and Supervisors shall be at work sites during all working hours to ensure that work is done in accordance with the terms of the contract and shall supervise the work constantly. The Library shall designate staff who are thoroughly familiar with plans, layouts, schedules, and procedures, to work closely with the Mover and his or her staff. Library staff shall be available during all work hours.

- The Mover shall dispose of all debris on a daily basis, in receptacles provided by the Mover. Upon completion of the work, the Mover shall remove from all work sites all equipment and other property belonging to the Mover.

- The Mover shall be responsible for any and all loss or damage to buildings, building sites, and library property by theft, accident, or other means during the performance of the project described herein. Sites include all structures and utilities; as well as adjacent portions of streets, sidewalks, landscaping, and other property. Library collections shall be considered to be in the Mover's custody from the time they are released to the mover, until they are placed in their new location and the move is accepted by Library staff. The Mover shall restore to useable condition, replace, or reimburse the Library in full for repair of buildings, building sites, and other Harvard property that is damaged or lost during the performance of the project described herein. Where items from library collections are damaged, the Library shall arrange for repair or replacement and costs shall be reimbursed by the Mover. Where items from the library's collections are damaged beyond repair or are lost and irreplaceable, the Mover shall reimburse the Library for the full market value of those items.

**Cleaning Library Materials**

The goal throughout the project is to ensure that as little dust and grit as possible are transferred to newly renovated stack areas. The general responsibility of the Mover is to vacuum and/or wipe dust and other particulate matter from the books, boxes, and other items that will be moved, in accordance with instructions provided by the Weissman Preservation Center, Harvard University Library. A Harvard conservator shall conduct a training session for staff who will perform the cleaning, and shall advise regarding cleaning issues throughout the course of the project. Specific responsibilities and guidelines include but are not limited to the following:
• The Mover shall furnish all cleaning supplies, dust masks, cleaning cloths, gloves, vacuum cleaners, extension cords, and other equipment required to complete the work described herein.

• All cleaning shall be done before collections are moved onto carts or into boxes.

• All vacuum cleaners shall be fitted with HEPA filtration systems. Nozzles shall be soft horsehair brushes. They shall be marked so that brushes used to clean library materials can be segregated from brushes used to clean shelving and floors.

• When vacuuming fragile library materials, the vacuum wand shall be covered with cheesecloth before a brush is applied, to prevent paper and loose parts of bindings from being picked up by the vacuum cleaner. When vacuuming library materials that are in good condition, as well as boxes and other enclosures, the vacuum wand and brush shall be used without cheesecloth.

• Books and journals that are in good condition shall be vacuumed in the following manner: volumes shall be removed from shelves one by one and held tightly closed with the top edge pointing down, to prevent dust and dirt from being forced between pages. The vacuum brush shall be run along all edges of each volume. Begin at the top (at the spine) and work forward along the top and the front edge. Then begin at the bottom edge (at the spine), and work forward.

• Where volumes have been shelved flat and their covers are dusty or dirty, these surfaces shall be vacuumed or wiped as appropriate.

• Volumes that have weak or crumbling bindings shall be wiped rather than vacuumed, using cloths approved by a Harvard conservator.

Handling Library Materials

• Where library collections must be boxed by the Mover, they shall be packed such that they do not rub or shift when they are moved, but not packed so tightly that force is required to remove them from boxes. Padding shall be used where necessary to protect collections from abrasion.

• Wherever possible, library collections shall be moved using rolling carts. All boxes containing library collections shall be handled such that they remain in an upright position (as they sat on the shelves) when they are picked up, moved, and reshelved.

• Where volumes must be boxed for moving, they shall be placed in boxes either on their bottom edges (i.e., upright, as if they sat on shelves), laid flat, or positioned spine down. In absolutely no case shall books be placed in boxes spine up.
• Where boxes must be packed by the Mover, they shall be stacked no more than four tiers high for transport, and each tier shall be padded and staggered to prevent boxes from being crushed.

• Volumes that sit upright on shelves shall be removed by grasping them at midspine with one hand, while supporting those that remain on the shelf with the other. In absolutely no case shall a volume be removed from the shelf by pulling from the top of the spine.

• Volumes that were shelved upright in their original locations shall be shelved upright in their new locations unless flagged by library staff. Volumes that were shelved flat in their original locations shall be shelved flat in their new locations unless flagged by library staff. When volumes are placed upright on shelving in their new locations, they shall be positioned so that their spines are aligned uniformly and set back very slightly from the shelf edge.

• No adhesive labels of any kind, including Post-It®-like labels, shall be applied to library materials. In cases where volumes must be individually tagged, this shall be done by inserting paper flags into text blocks.

Responsibilities of the Library

The general responsibility of the Library is to assist the Mover in facilitating the work described herein. Specific responsibilities include but are not limited to the following:

• The Library shall designate a Project Manager to coordinate communication between the Library and the Mover. The Manager shall represent the Library to the Mover during all phases of the work being performed. The Library's Project Manager shall make periodic inspections and shall bring problems to the attention of the Mover's Project Manager as soon as they are noted.

• The Library shall prepare maps detailing the existing and proposed locations for all collections, to facilitate the movement of materials.

• The Library shall be responsible for documenting the sequence in which the collections shall be moved.

• The Library shall furnish appropriate staff at work sites to advise the Mover.

• The Library shall provide the necessary access to its facility each day from Monday through Friday, 8:00 a.m. to 6:00 p.m.
• The Library shall ensure that all elevators are in good working condition prior to the startup of the project described herein; and shall arrange for repairs to be made promptly during the course of the project, should repairs be required.

• The Library shall provide electric power outlets at the work site for operating vacuum cleaners.

• The Library shall provide the Mover with guidelines concerning shelf-fill percentage, shelf configurations, and other matters having to do with the placement of materials in their new locations.

• Library staff shall assist the Mover in planning and oversight only. The Mover shall not require that any Library employee participate in physical activities involving the project described herein.

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