



Moving Library Collections: A Management Handbook (Greenwood Library Management Collection)

Elizabeth Chamberlain Habich

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Moving a library is a mammoth task that requires precise, long-range planning. This book is a comprehensive guide to making that move a smooth one. Filled with practical advice culled from reports on more than a hundred moves, it addresses the needs of libraries planning to use a moving company or moving themselves. Habich gives the library move planner the analytical tools and knowledge of procedures necessary for carrying out the move effectively and efficiently.

In five informative sections Habich discusses:

- how to assess the size of your library's current collections, project the space needed for collection growth, and develop a collection layout plan.
- the pros and cons of using a moving company, staff, and volunteer resources, and concerns common to all moves.
- how to select and work effectively with a moving company.
- planning and managing operations for libraries moving without a moving company and covers move logistics, using classical operations management techniques, the planning calendar, and practical move management issues: recruiting workers, the pros and cons of various move methods, facilities issues, service, health and safety, and public relations issues.
- special problems in contributed chapters on pest management and control and on cleaning collections, and a chapter on moving from disorganized conditions.



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