



## Collections Move Webinar 3

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Utah State History  
March 17, 2022  
11 am- 1 pm



NATIONAL  
ENDOWMENT  
FOR THE  
HUMANITIES



# Goals

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Gain a better  
understanding of Key  
Themes...



## Key Themes

1. Steps to Moving a Collection
2. The Roles of Risk  
Management and Disaster  
Mitigation in a Move
3. The Costs and Personnel  
Challenges Involved

# INTRODUCTIONS

Please share the following:

1. Your name
2. Where you work: institution, location, your role, and how long you have worked there

**In the past month...**

1. What are you hoping to learn at today's webinar



# KEY STEPS IN MOVING A COLLECTION

1. **Preparation** - as with most projects this can be the most time consuming
2. **Rehousing, Packing and Crating** - part of the preparation process but stands alone as a key step
3. **Shipping/ Transport**
4. **Unpacking and Shelving**



# POLL

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# #1 Preparation

- Funding
- Timeline/ Schedule
- Train staff
- Set up digital flow and photography
- Registration - inventory & condition survey
- Purchase Supplies
- Estimate storage requirements
- Contract with shelving Co
- Assess new space
- Contract with Movers
- Hire interns / recruit volunteers



# #1 Preparation: Funding

## Create a Budget

- \*supplies
- \*paid interns
- \*movers/craters/hazardous materials
- \*shelving
- \*freezers
- \*digital needs
- \*temporary storage

## Apply for Grants

## Get buy in from Board/Director/CEO



Visible storage costs how much??

# #1 Preparation: Timeline/Schedule

Some things to consider

- Hard date for vacating current facility
- Other people, or organizations whom you must interface with and their schedules
- Dates for new storage facility- construction? Leases? Shelving install
- Grant timeline
- Set up digital systems - do you need to purchase systems: CMS, cloud based subscriptions?
- Do you have time to run an Inventory/Evaluation - assess for deaccessions & process them, run condition reports, handle FICs, reconcile records, specific collection projects (ex: conservation, boxing hanging textiles)
- Any major incoming or outgoing loans
- Photography - do you have the bandwidth for this?
- Contracting - shelving, movers, suppliers
- Boxing and palletizing - how long will it take? Make a move project list



# #1 Preparation: Staff Training

## **Designate Duties**

\*Move Project Manager \* Volunteer Manager \* Purchasing Agent

\*Admin Coordinator

**Communications:** meetings- who and how often; Comms flow chart?

**New job duties outside of normal workday**

**Create training documents/binders:**

- Your inventory procedures: numbering and location conventions
- Object handling
- Boxing and basic preservation techniques- how to prepare items for transport; soft packing, cavity mounts
- Collection storage room maps

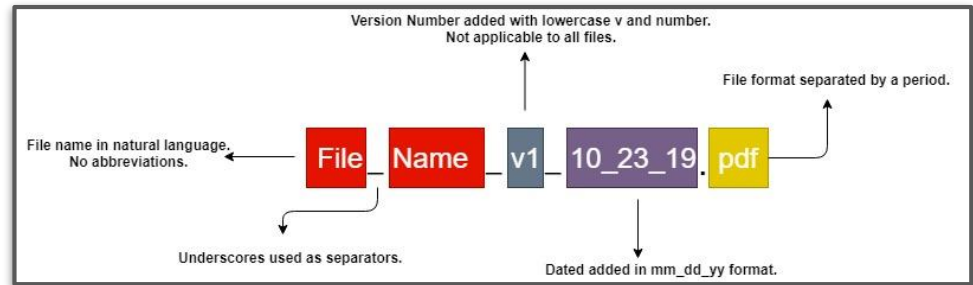
# #1 Preparation: Digital Flow

## How will you store information?

- a database (CMS); an excel spreadsheet; cloud based; paper (good penmanship!)
- hierarchy of information; will the move be its own file with condition reports, location tracking, and inventory?
- Inventory tracking: barcodes, spreadsheets, paper

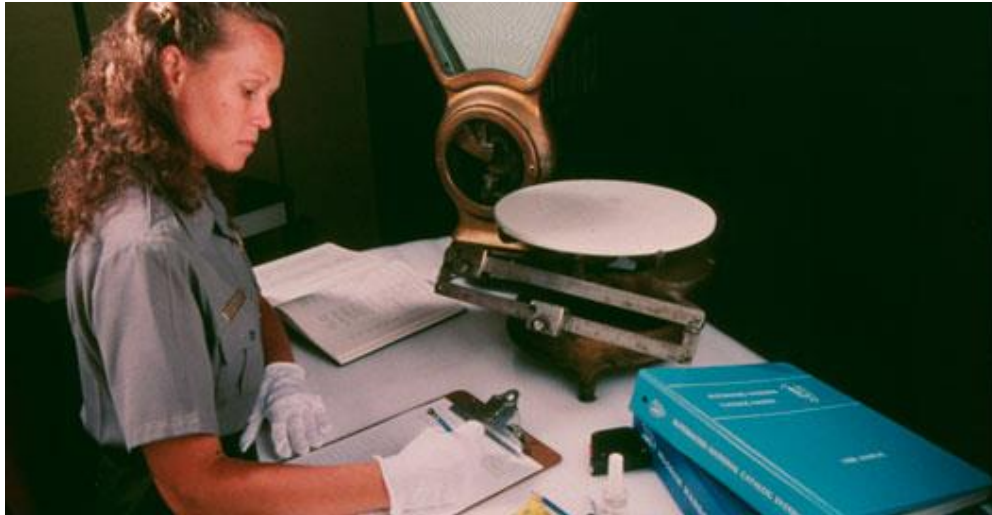
## Photography

- Excellent opportunity
- file storage and naming convention
- Designate and train



# #1 Preparation: Registration

- Create the forms and procedures
- Arrange the information flow



# #1 Preparation: Purchase Supplies

- Use the budget
- Set up the purchasing path- order forms, best vendors (Purchasing Agent)
- Space to store supplies



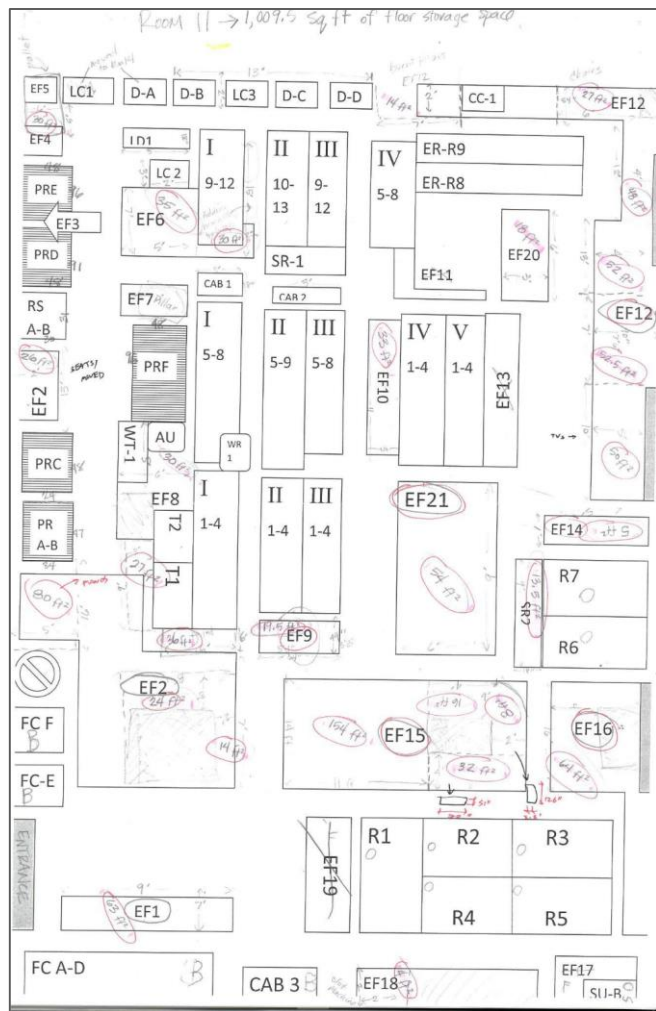
# #1 Preparation: Storage Requirements

How much space does the collections storage currently use?

- Need some hard numbers for planning the new storage space
- Add room for growth

***Know what you have - to know what you need***





A collections room map- the measurements for oversized items on pallets were done to calculate square footage

	shelving unit dim's	how many	number of shelves	Cubic Feet	Sq Feet per unit	sq ft for units on floor	total sq ft with shelves	Notes
<b>Room 10</b>						1127	1895	
oversize shelving	96 W x 48 D x 84 H	8	4	224 per unit	32	256	1024	32 each rack / 32 per shelf x 4 shelves per rack= 128 sq
floor space	871 sq ft					871	871	
flat file woodcase	96 W x 37 D x 43 H	1				0		need flat file
textiles	96 W x 30 D x 88.5 H	1				0		
						0		
manuscript shelving- reuse	36 W x 30 D x 88.5 H	76	5	52.09 per unit			7.5	12 are 3 units together/ 8
<b>Room 11</b>						589.26	3871.74	
oversize shelving	96 W x 48 D x 84 H	9	4		32	288	1152	use of top shelf
open shelving- 4 post	42 W x 15 D x 111.5 H	2	9		4.38	8.76	78.84	ERI
open shelving- 4 post	36 W x 15 D x 111.5 H	1	9		3.75	3.75	33.75	ERI
open shelving- 4 post	36 W x 15 D x 111.5 H	1	8		3.75	3.75	30	ERI
open shelving- 4 post	42 W x 30 D x 99.5 H	1	5		8.75	8.75	43.75	ERII
open shelving- 4 post	42 W x 30 D x 99.5 H	2	7		8.75	17.5	122.5	ERII
open shelving- 4 post	42 W x 30 D x 99.5 H	1	6		8.75	8.75	52.5	ERII
open shelving- 4 post	42 W x 18 D x 99 H	8	6		5.25	42	252	ERIV / ERV
open shelving- 4 post	48 W x 24 D x 87 H	1	8		8	8	64	ERIV
open shelving- 4 post	48 W x 24 D x 87 H	19	5		8	152	760	ERI / ERII / ERIII / ERIV
open shelving- 4 post	36 W x 24 D x 87 H	8	5		6	48	240	ERII / ERIII
floor space	1,010	1	1			1,010	1,010	
vertical case ER-SR-1	52 W x 30 D x 66 H	1	3		10.8	10.8	32.4	Olympic posters and framed- need flat file??
<b>Room 14</b>						336.49	1099.54	
catalog records	15 W x 28.5 D x 52.5 H	8	1		2.97	23.76	23.76	15 W x 28.5 D x 52.5 H each
oversize shelving	96 W x 48 D x 84 H	5	4		32	160	640	
open shelving	36 W x 13 D x 88 H	1	5		3.25	3.25	16.25	NB-SU-H
open shelving	42 W x 15 D x 101 H	3	8		4.38	13.14	105.12	NB-SU-A, NB-SU-B, NB-SU-C
open shelving	42 W x 15 D x 75 H	2	6		4.38	8.76	52.56	NB-SU-L, NB-SU-K
open shelving	42 W x 15 D x 75 H	4	5		4.38	17.52	87.6	NB-SU-D, NB-SU-G, NB-SU-F, NB-SU-E
open shelving	48 W x 24 D x 87 H	1	2		8	8	16	NB-SU-P
hanging textile rolling racks	60 W x 24 D x 73 H	2			10	20	20	NB-CR3, NB-CR5
hanging textile rolling racks	61 W x 40 D x 73 H	1			16.67	16.67	16.67	NB-CR8
reused file cab with drawers	42 W x 20 D x 50 H	1	4		5.83	5.83	23.32	NB-D1
large boxes on table	84 W x 42 D x 15 H	1			24.5	24.5	24.5	
2-stacked flat files	54 W x 44 D x 36 H	4				0	0	
cabinet- accessioned and holds an MSS B collection	50 W x 13.5 D x 41 H	1			4.69	4.69	4.69	architectural drawing cabinet
glass door cabinets- accessioned and holds magazines given T numbers	56 W x 14 D x 47 H	2	1		12.45	12.45	24.9	

Spreadsheet was created to calculate how much storage space the artifacts required

# #1 Preparation: Contract a Shelving Company

## Huge resource:

- calculations of shelving needs based on your current amount of space
- help create shelving floor plans
- move existing shelving: disassembling-reassembling







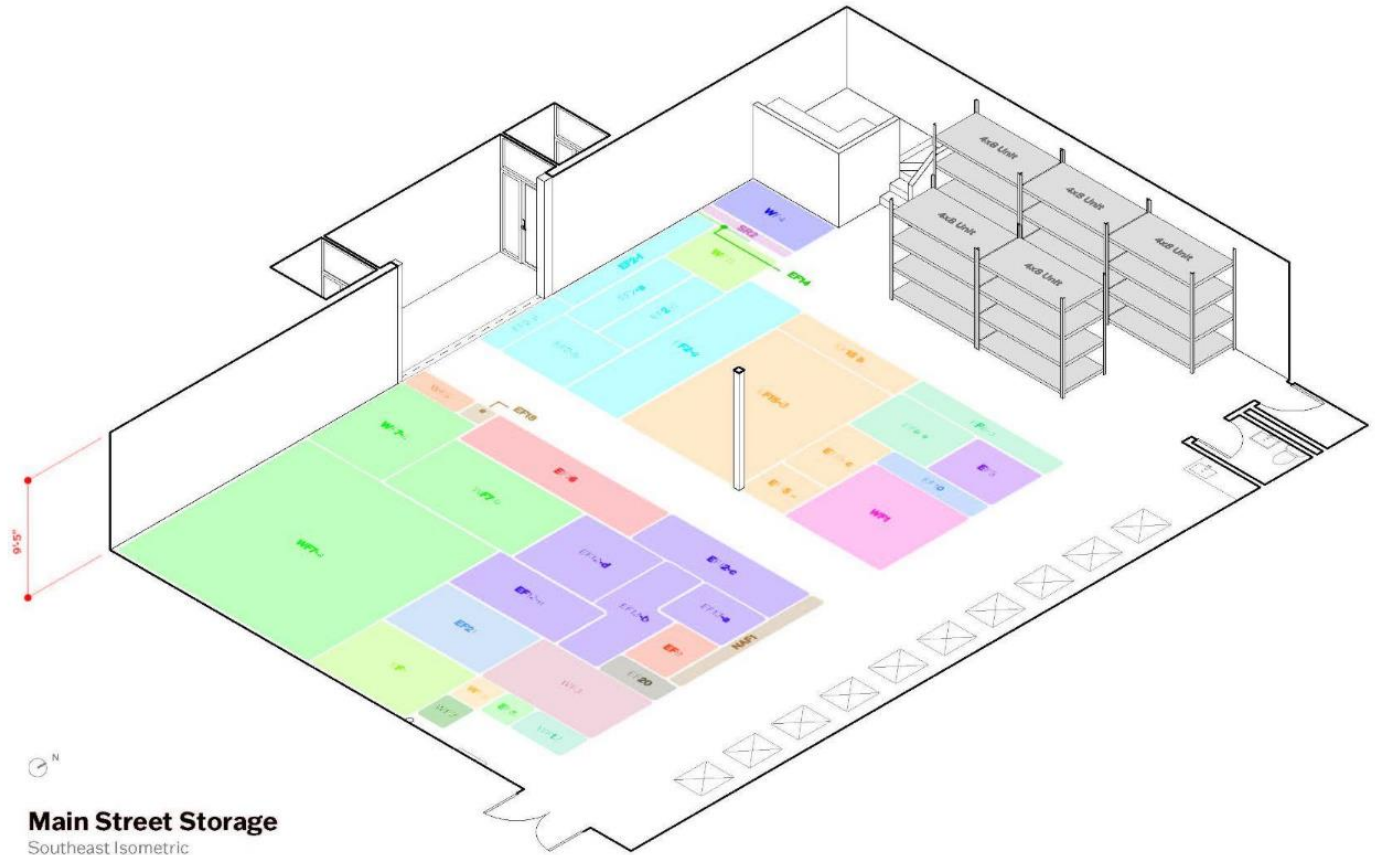


# #1 Preparation: Assess New Space

- Environmental concerns- light, temp, Rh (place a monitoring device)
- Fire suppression
- Security
- Architectural limitations of the building (weight bearing load capacity of each floor, doorway size, where water is piped, where food is allowed); consult a structural engineer?
- Shelving and storage layouts=Location naming conventions



Square foot layout  
of collections in  
new storage space



# #1 Preparation: Contract Movers

## Research local moving companies

- Experience with museum collections
- Do they rent moving carts, bins, racks, pallets etc
- Carry Insurance on transport?
- Separate office move from collections move
  - Tour them through the collections
  - Wealth of support in planning - project managers, which items need special crating, how many trucks and days it will take



# #1 Preparation: Hire Interns and Recruit Volunteers



## **Create avenues for hiring interns and volunteers**

- local outlets: universities, museum associations, historical societies
- where and when
- Prepare them

# DISCUSSION

- Are you planning a collections move at your organization?
- Where are you in the process of planning your move?
- Have you worked through any pieces of preparation that we haven't discussed?
- **REMINDER:** manage the process in steps to avoid burnout, one foot in front of the other - plan for the mental work of managing a project like this. It's a BIG deal.



## #2 Rehousing, Packing & Crating

- Consider access
- Plan the stages
- Separate rehousing from packing
- Environmental and pest concerns
- Tracking while Packing
- Shelving & cabinets



## #2 Rehousing, Packing & Crating: Access

- Exhibits
- Loans
- A moratorium? no loans, exhibiting, or research, etc
- Social media



## #2 Rehousing, Packing & Crating: Plan the Stages

- Scheduling- What moves 1st?
- Disassemble shelving as you go?
- Rehousing/reboxing project
  - photography
- Crating, palletizing, packing
- Storage space





## #2 Rehousing, Packing & Crating: Plan the Stages



We emptied the room of shelving to set up a rehousing project



Photograph the collection  
during rehousing project





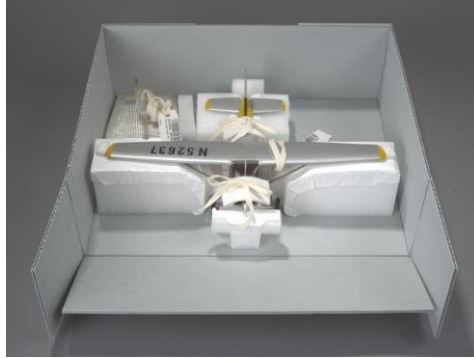
Packing the library into rented totes-  
then staging them in a space measured  
out for the size of a moving truck



## #2 Rehousing, Packing & Crating: Rehousing vs. Packing



**Rehousing:** archival materials, mounts and supports, filling voids within boxes, separating out overcrowded storage



**Packing:** pallets, machine carts, totes, bins, crating

## #2 Rehousing, Packing & Crating: Environment & Pest Management

- Temporary Storage space environment
- Inspection while rehousing & packing
- Freezing- rent a truck, make a schedule



## #2 Rehousing, Packing & Crating: Tracking While Packing

Inventory location tracking



Artifact Move Sheet						
File Edit View Insert Format Data Tools Extensions Help Last edit was made seconds ago by Lisa Barr						
100% 123 Default (Art... 12 B I A						
A1	Catalog					
	Catalog	Rio Location	Box #	Pallet	New Location	Notes
1318	2020-006-030a.b	ER-CAB-1	Box 1	A2		
1319	2006-008-019b-f	ER-CAB-1	Box 1	A2		letters are separate items
1320	2006-008-019a	ER-CAB-1	Box 1	A2		
1321	2000-007-026a-c	ER-CAB-1	Box 1	A2		
1322	2000-007-027	ER-CAB-1	Box 1	A2		
1323	2000-007-028a.b	ER-CAB-1	Box 1	A2		
1324	1995-068-005	ER-CAB-1	Box 1	A2		
1325	2000-007-014	ER-CAB-1	Box 2	A2		
1326	2006-008-004	ER-CAB-1	Box 2	A2		
1327	2000-007-002a.b	ER-CAB-1	Box 2	A2		
1328	1995-068-003	ER-CAB-1	Box 2	A2		
1329	2000-008-006	ER-CAB-1	Box 2	A2		Number is likely 2006-008-006
1330	1995-068-035	ER-CAB-1	Box 2	A2		
1331	2000-007-026a-c	ER-CAB-1	Box 3	A2		
1332	2006-008-016a	ER-CAB-1	Box 3	A2		
1333	1995-068-002	ER-CAB-1	Box 3	A2		
1334	1995-068-009	ER-CAB-1	Box 3	A2		
1335	1995-068-001	ER-CAB-1	Box 3	A2		
1336	2002-010-001	ER-CAB-1	Box 3	A2		
1337	1996-044-776	ER-CAB-1	Box 3	A2		
1338	1996-044-781	ER-CAB-1	Box 3	A2		
1339	1996-044-780	ER-CAB-1	Box 3	A2		
1340	1996-044-779	ER-CAB-1	Box 3	A2		
1341	T0736	ER-CAB-1	Box 3	A2		
1342	2006-008-017a	ER-CAB-1	Box 4	A2		
1343	2001-018-002b	ER-CAB-1	Box 4	A2		
1344	2001-018-002	ER-CAB-1	Box 4	A2		
1345	1995-068-004	ER-CAB-1	Box 4	A2		
1346	1995-068-31	ER-CAB-1	Box 4	A2		
1347	1995-068-32	ER-CAB-1	Box 4	A2		
1348	1995-068-33	ER-CAB-1	Box 4	A2		
1349	1995-068-34	ER-CAB-1	Box 4	A2		
1350	1995-068-036	ER-CAB-1	Box 4	A2		
1351	1999-025-413	ER-CAB-1	Box 4	A2		
1352	1999-025-415	ER-CAB-1	Box 4	A2		
1353	T0726	ER-CAB-1	Box 4	A2		
1354	1995-068-008	ER-CAB-1	Box 4	A2		
1355	1999-024-411	ER-CAB-1	Box 4	A2		
1356	1995-080-003	ER-CAB-1	Box 4	A2		
1357	1995-080-002	ER-CAB-1	Box 4	A2		
1358	1999-025-414	ER-CAB-1	Box 4	A2		
1359	2001-018-008	ER-CAB-1	Box 5	A2		
1360	2000-007-002a.b	ER-CAB-1	Box 5	A2		
1361	2000-007-015a-c	ER-CAB-1	Box 5	A2		
1362	2000-007-005	ER-CAB-1	Box 5	A2		

## #2 Rehousing, Packing & Crating: Shelving & Cabinetry

- Reuse existing - schedule the disassembly
- Buying new / new to you



BREAK (10 Minutes)





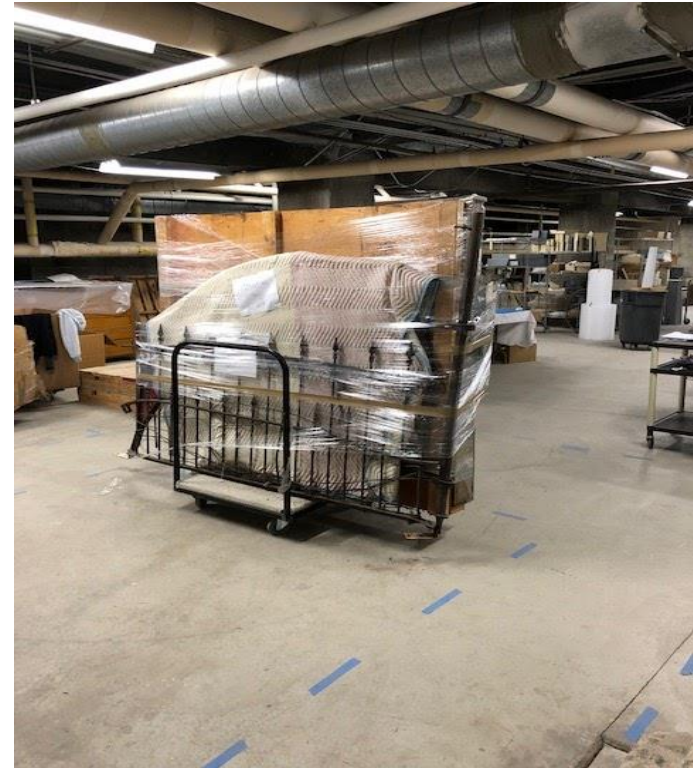
## #3 Shipping & Transport

- Consult with movers
- Schedule movers
- Track movement
- Traffic



## #3 Shipping & Transport: Consult with Movers

- Walk through
- Can you get the same team of movers every time
- How much prep can movers do
- First move day is the pilot - adjustments will be made, build rapport
- Explain the basics of your tracking system
- Staging area for truck loading
- Spread out move days



# #3 Shipping & Transport: Tracking

- Mock move or dress rehearsal
- Designate location points for tracking - where in building are the tracking people, what data is each tracker entering
- Security

Move Tracking

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Item# / Pallet# / Cart#	Item Type	Move Status	Truck Number	Date	Rio Location	Notes
T0019	Pump Organ	At MSS	truck 2	1/27/2022	WF7	
2016-005-001	Chair	At MSS	truck 2	1/27/2022	WF8	
1997-040-001	Organ	At MSS	truck 2	1/27/2022	WF7	
1992-019-001	Dresser	At MSS	truck 2	1/27/2022	WF7	
1982-012-001	Piano	At MSS	truck 2	1/27/2022	WF7	
2000-016-003	Cabinet, Television	At MSS	truck 2	1/27/2022	WF7	
2016-016-002	Cabinet, Music	At MSS	truck 2	1/27/2022	WF7	
1988-047-001 a	Desk, Rolltop	At MSS	truck 2	1/27/2022	WF7	transported in 2 separate pieces
1988-047-001 b...	Desk, Rolltop	At MSS	truck 2	1/27/2022	WF7	transported in 2 separate pieces, desktop piece m...
1999-066-001b-o	Piano, Player (parts)	At MSS	truck 2	1/27/2022	WF7	player piano parts in a cardboard roller
1988-016-001a-c	Saw, Traedie	At MSS	truck 2	1/27/2022	WF7	
1999-066-001a	Piano, Player (base)	At MSS	truck 2	1/27/2022	WF7	
1988-016-001	Saw, Traedie (seat)	At MSS	truck 2	1/27/2022	WF7	separated from base, placed in cardboard roller
2000-016-001-2	Dishwasher	At MSS	truck 2	1/27/2022	WF7	Kenmore 600
T0014 W	Refrigerator	At MSS	truck 2	1/27/2022	WF7	
1981-018-002 c-d	grader pieces	At MSS	truck 2	1/27/2022	WF7	in box with traedie seat, axle
1981-018-002 b	grader pieces	At MSS	Truck 1	1/27/2022	WF7	axle
2003-005-001	grader bucket	At MSS	truck 2	1/27/2022	WF7	
1987-008-001	dresser (Topaz)	At MSS	truck 2	1/27/2022	WF7	
T0088	table	At MSS	truck 2	1/27/2022	WF7	in box with traedie seat and grader pieces
T2864	exam table	At MSS	truck 2	1/27/2022	WF7	
2002-031-001	mangle	At MSS	truck 2	1/27/2022	WF7	two pieces taped within the saran
0000-268-001	shower	At MSS	truck 1	1/27/2022	WF7	
1982-006-001	examination chair	At MSS	truck 2	1/27/2022	WF7	
1988-028-002b	able, sewing (cabinet)	At MSS	truck 2	1/27/2022	WF7	
2000-039-005a-f	sewing machine	At MSS	truck 2	1/27/2022	WF7	
1998-021-184	sewing machine	At MSS	truck 2	1/27/2022	WF7	
1998-066-056	examination chair	At MSS	truck 2	1/27/2022	WF7	
1998-066-057	examination chair	At MSS	truck 2	1/27/2022	WF7	
1982-006-002a.b	medical table, small	At MSS	truck 2	1/27/2022	WF7	
1989-028-040	chair	At MSS	truck 2	1/27/2022	WF7	
1996-041-001	mangle	At MSS	truck 2	1/27/2022	WF7	
T0010	stove/oven	At MSS	truck 2	1/27/2022	WF7	taken off of pallet, to be put back on pallet at Main
1985-017-078a	table top mangle	At MSS	truck 2	1/27/2022	WF7	
1987-034-001a-o	cabinet, medical	At MSS	truck 1	1/27/2022	WF7	

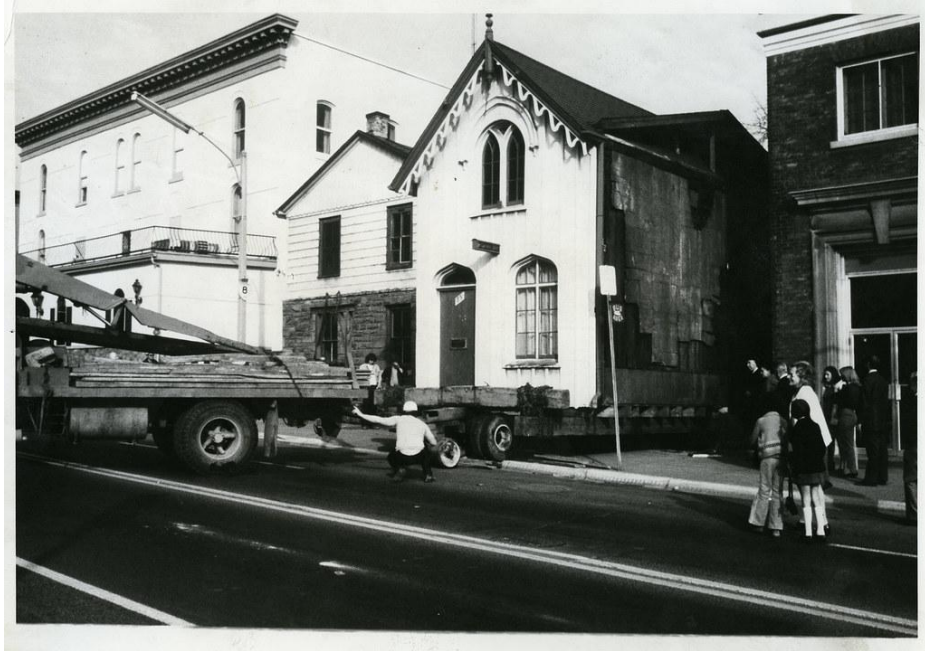
MSS Move 1/27/2022 MSS Move 2/8/2022 MSS Move 2/9/2022 MSS Move 2/11/2022 MSS Move 2/15/2022

Simple  
google  
sheet used  
for move  
day  
tracking

# #3 Shipping & Transport: Traffic

## Outgoing & Receiving

- Loading trucks
- Using loading docks
- Measure doorways
- Clear pathways



## #4 Unpacking & Shelving

- Order of unpacking
- Shelving requirements
- Storage needs- drawers, dividers, shelf heights
- Utilize knowledge- same packers to unpack
- Location tracking
- Save packing materials



## #4 Unpacking & Shelving: Order of Unpacking

- Are some items staying palletized
- Are you waiting for shelving
- Large sized items need to be moved in certain ways
- Traffic flow through shelving units
- Grouping collections



NMAI collections move

# #4 Unpacking & Shelving: Shelving Requirements

## Adjustments

- Installing Drawers
- Shelf heights
- Dividers
- Keeping collections together- plan the space
- Correct number sequence- esp. with library



## #4 Unpacking & Shelving: Utilize Knowledge

*The folks who packed up a collection are the best for unpacking*

- Know the crate construction
- Remember the mounting methods
- Understand the inherent weak points
- Knowledgeable on handling techniques





## #4 Unpacking & Shelving: Location Tracking



*Every item in its place - track its new location*



# Thank You!

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