

Addendum 2

Shelving Move

Materials will be removed from the current collection shelving, approximately 2,600 shelves (shelves are 36 inches wide). All shelving units in offices or in the main library will be moved, dismantled and re-assembled or disposed of.

Materials will be re-shelved in call number order according to collection area. A map will be provided that indicates where shelving will be moved and where collections will be placed. The layout of the collections in the new building will not be the same as the current layout. The materials must be kept in call number order within each type of collection. The moving company is responsible for keeping the materials in order and providing the boxes or crates to move the materials off the shelves to their new location.

From the bid package, Page 17: *Employ color-coding systems and/or numbering systems that properly identify all items and provide the correct placement of those items in each new facility over the course of the moves for Phase 1 and Phase 2.*

Once in place in the new addition, units may need to have the height of individual shelves adjusted or have units added or removed in the row. Some current wall units will be moved to walls in the new addition. Others may be converted to double faced units. Wall units in the new addition will be on the south walls of the Fiction/NonFiction stack area. There are approximately 9 music units that will be attached to the wall and approximately 11 other units. In addition, six wall units will be installed in the Friends Office, west wall.

New end panels will need to be attached to the ends of the shelving units. Existing end panels will not be used in the new addition with the exception of the audiovisual units on wheels.

The orange double faced audiovisual units are on wheels and can be moved with materials on the shelves. The end panels need to be removed before the units are moved and end panels re-attached when units are in their final location. Some units will need to be separated and re-attached. A final location plan will be provided at the pre-move meetings.

Children's Room

A majority of the shelving in the Children's Library (southeast corner of the building) will be new shelving. Approximately 16 double faced units will need to be moved from the current building to this area. Approximately 10 wall units will be moved from the current building to walls in the Children's Room.

The Children's Room collection will need to be boxed in order by call number and re-shelved based on the plan provided at the pre-move meetings. Boxes or crates for packing the materials will be provided by the moving company. This collection is approximately 570 shelves of the total 2,600 shelves that will be moved.

Office Moves

The library staff will box office contents using library boxes. The moving company will move the boxes to their respective places in the addition.

The only items moved out of the office systems will be the under the desk file cabinets and drawers. These 20 pieces will be separated from their desk units, emptied and ready to move. They will be tagged with locations for the new building.

Additional Items to Move

Three 4-drawer lateral file units and one desk height 5.5 cabinet to be moved to the Tech and Circulation areas.

One large shelving unit (36" x 65") in Volunteer Office will be moved to the Friends Office.

One desk, not part of an office system, to be moved to the Fiction/NonFiction area.

Three local history cabinets on wheels will be moved to the Fiction/NonFiction area.

Two local history 4 drawer filing cabinets will be moved to the Friends Office.

Move computers that have been packed by another company. Computers will be tagged with new location. You are not setting up or taking down the computers.

Shelving in office areas

Tech Services Area: Assemble a 5-unit double sided row of shelves

Circulation Area: Assemble two different shelving units totaling up to 12 units.

Miscellaneous

Breakroom contents will be boxed by staff. The moving company will move the boxes to the new breakroom.