

---

# Re-integrating Your Collection Post-Renovation

Tips and Tricks for Surviving a Large-Scale Renovation  
Project with Your Collection Intact

---

# The Notre Dame Story



- In 2007, the Notre Dame Law School began a major expansion and renovation project which nearly doubled the Law School's physical space.
- Phase 1 was the construction of the new Eck Hall of Law, completed in 2009.
- Phase 2 was the complete renovation of the old Law School (now Biolchini Hall of Law.)
- The Kresge Library occupies most of Biolchini Hall.

# The Notre Dame Story

- During construction, librarians evaluated the collection to determine what needed to be on-site, what could be remotely available, and what could go into “deep storage.”



# A Collection Divided

- After Eck Hall was finished, we occupied temporary quarters during the renovation of Biolchini Hall.
- A small percentage of our collection was retained in our limited available space.
- A portion of our collection was stored in compact shelving at the main campus library.
- The bulk of our collection ended up on pallets in a warehouse, utterly inaccessible.

# A Collection Divided

- We tried to make distribution decisions based on range rather than individual title: if we wanted half a range on-site, the whole range stayed.
- Decisions on ranges were made without regard to what was in the previous or subsequent range.
- When the time came to move, we hired book movers to handle the actual boxing, labeling and moving.

# Dividing the Collection

- Once we knew what was going where, we began identifying ranges for the movers.
- Books were boxed in ranges, with the first book's barcode per box being scanned into a spreadsheet along with a box color and number.
- Boxes were largely sequential, but not always.
- Materials remaining on-site were moved to their temporary locations

About 3 months before the new shelving was scheduled to be put in, we began the process of planning our re-integration.



# Mixed Blessings

## Opportunities

- Our physical layout is very different
- We have a great deal more shelf space
- We had the unique opportunity to rearrange our physical collection to meet today's needs

## Challenges

- Our physical layout is very different
- Local shelving decisions and policies outside of call number order
- Inaccuracies and human error in the collection
- Human error in packing and moving



# Reuniting the Collection

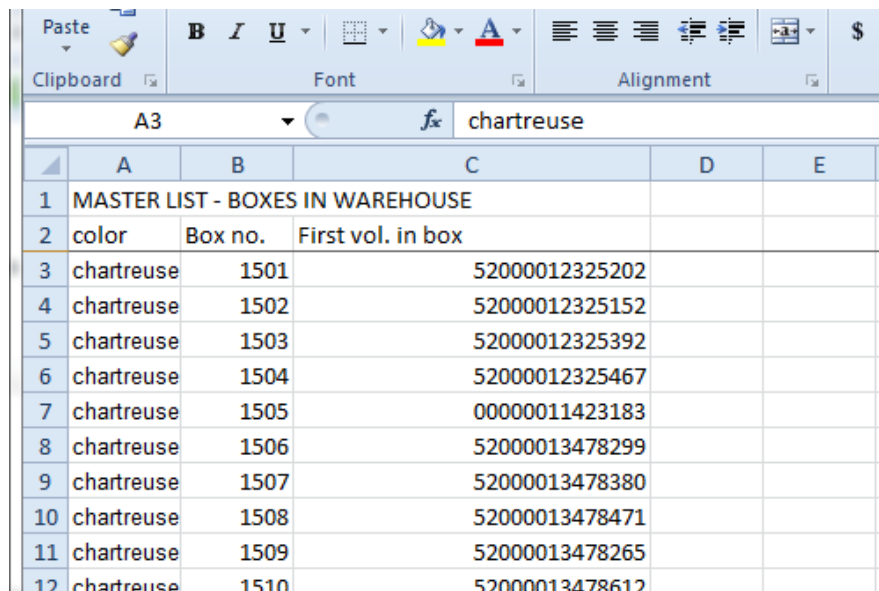
Before the books were scheduled to return, we had a couple very large tasks to complete:

1. We had to figure out how we wanted the collection arranged in the new space.
2. We had to identify what was in all the boxes, in all the ranges at the main campus library and in our own library and put them all back in order.

# What's In Box Number One?

- We were provided with spreadsheets containing box information, the barcode of the first volume in each box, and occasionally other information.
- Not every box had a “good” barcode scan. A few had no barcodes, others had invalid barcodes.
- Not all volumes were shelved in their proper order

# What's in Box Number One?



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E
1	MASTER LIST - BOXES IN WAREHOUSE				
2	color	Box no.	First vol. in box		
3	chartreuse	1501	52000012325202		
4	chartreuse	1502	52000012325152		
5	chartreuse	1503	52000012325392		
6	chartreuse	1504	52000012325467		
7	chartreuse	1505	00000011423183		
8	chartreuse	1506	52000013478299		
9	chartreuse	1507	52000013478380		
10	chartreuse	1508	52000013478471		
11	chartreuse	1509	52000013478265		
12	chartreuse	1510	52000013478612		

- What is in each box?
- Where does each box need to be shelved?
- How do we handle problems?

# Tools

- A spreadsheet program (Excel or Calc)
- Macro Express
- Millennium



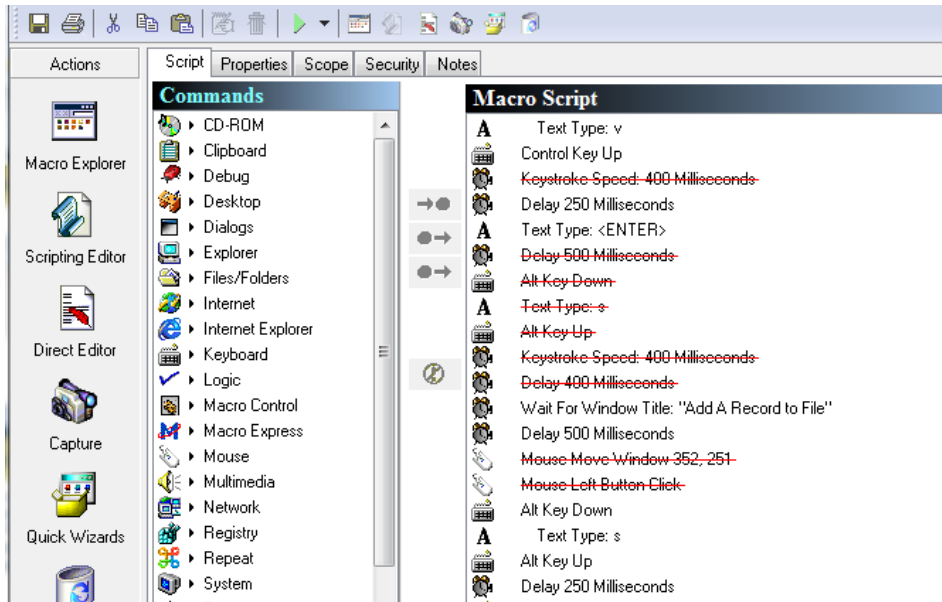
# Step 1: The First Pass

- We started by creating a small excerpt of the spreadsheet for testing purposes.
  - Open the testing spreadsheet and Millennium to “Create Lists”
  - Within Millennium, generate a 1-record review file consisting of the first barcode.
  - Keeping track of every keystroke and action, switch to the spreadsheet, copy the barcode, switch to Millennium and add the new barcode to the existing review file

# Step 1: The First Pass

- This process involved a lot of trial and error.
- Error-checking was a significant challenge. We ended up delaying that for a later step.
- We found we had far fewer technical issues if we ran the script against the spreadsheet in smaller blocks of barcodes.
- Once we were satisfied the script was functional, we ran the script against the master database.

# Step 1: The First Pass



- Once we knew the precise steps, we replicated them in Macro Express.
- One challenge was slowing the macro down so Millennium could keep up.

# Dealing with Problems

- After the first pass, we discovered that the number of records in the review file did not correspond to the number of boxes.
- We exported the review file to a spreadsheet and ran comparisons to locate “problem” barcodes. Sorting on barcode helped.
  - During this process, we left the “master” spreadsheet alone and did the processing on other copies.
  - We found keeping an unaltered original immensely helpful in undoing temporary re-sorts



# Dealing with Problems

- We first sorted the known good boxes on call number. (Tip: Doing the sort in Millennium and then exporting works best!) We also had an “original order” column.
- Some boxes had no barcodes, but had call numbers or titles.
- Some boxes had mis-copied barcodes or otherwise no useful information.
- If we could use a title or call number to identify where a box belonged, we relied on that.
- If the box was apparently part of a run, we left it in order.

# Dealing with Problems

- If the previous box (e.g. Blue 110) and following box (e.g. Blue 112) fell in the expected range, we would presume Blue 111 was in the correct order.
- If the previous box and following box were not near each other and we had some hint as to what was in the box, we would use our best guess.
- If we had no information about what was in the box, we flagged it to be held until we could verify its contents.



# The Next Steps

- Once we got the number of “unknowns” down to a fairly small number, we had to sort the unboxing order based on call number and location.
- As a law library, we have essentially three major divisions:
  - KFs (not including KFA-KFZ)
  - KFA to KFZ
  - Everything else
- We had to split the shelving master on these lines.

# Sample KF Master



	A	B	C	D	E	F	G
1	Barcode	Call #	Title	Volume	Box Color	Box #	Shelf Order
2	00000011472214	KF1 .L38	Law books	v. 25 1993	purple	12	2916
3	00000011430048	KF1 .L38	Law books	v. 7 1974	purple	11	2917
4	00000006989438	KF1 .L39	Law ... info	1983 v. 1	purple	13	2918
5	00000006989560	KF1 .L39	Bowker's	1988 v. 2	purple	14	2919
6	00000006862668	KF1 .L39	Bowker's	1990 v. 2	purple	16	2920
7	00000011306297	KF1 .L39	Bowker's	1992 v. 1	purple	17	2921
8	52000012238686	KF1 .L39	Bowker's	2000 v. 3	purple	15	2922
9	52000012812555	KF1 .L39	Bowker's	2004 v. 2	purple	18	2923
10	52000014173105	KF1 .S73	Legal loos	1981	white	521	2924
11	52000012044316	KF1 .S73	Legal loos	1999	white	522	2925
12	00000011483278	KF1 .T75 1	Law books	v. 3	purple	19	2926
13	00000010447027	KF1 .T75 1	Law books	v. 4	purple	20	2927
14	00000011299971	KF4 .U55 1	Union list of legislati		white	294	2928
15	52000013480154	KF27 .J82	Hearings	bk.1	chartreuse	1547	2929
16	52000013047110	KF27 .J82	Hearings	bk.11	chartreuse	1548	2930
17	52000014059346	KF35 .A56	The debat	v. 14 1804	orange	621	2931

# The Next Steps

- After sorting out the boxes in deep storage, we turned our attention to materials on-site and at the main campus library.
- Using the master spreadsheet as a guide, we determined where those materials would need to be re-shelved.
- Once the new shelving was in place, we labeled each shelf either with a box or an existing range, and updated the master spreadsheet to reflect that order.

# The End Result

- Our collection ended up back on the shelves.
- We had a number of problems, mostly due to shelving errors prior to the move.
- The biggest problems occurred when the first volume in the box was originally mis-shelved.
- Fixing shelving errors took much less time than originally anticipated.

# What We Learned

- A renovation and relocation project of this scale requires a lot of time and planning. We began the spreadsheet work 4 months prior to the actual move.
- In spite of planning, expect last-second changes.
- Spreadsheets do not sort call numbers well. Let Millennium sort your call numbers, and if you need to sort on something else, be sure to preserve call number order (we used a “shelf order” column.)



# Questions?



Thanks!!

Joe Reimers

Notre Dame Kresge Law Library

[jreimers@nd.edu](mailto:jreimers@nd.edu)