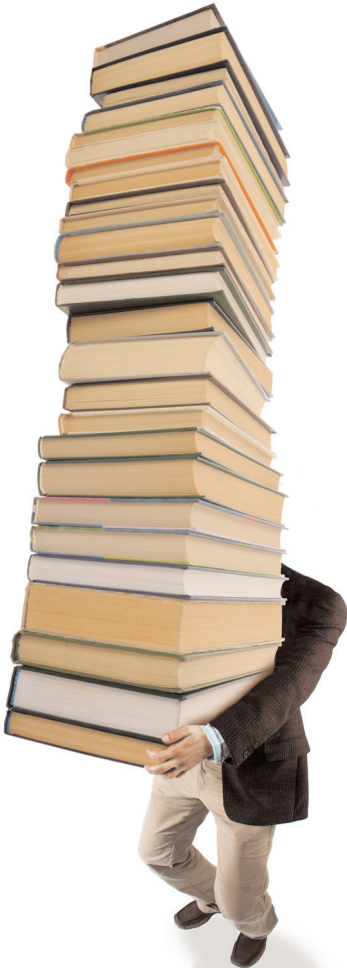




Are You Ready For The Big Move?



This article is the first of a three-part INFOcus feature focusing on the crucial steps to planning a successful library move. Keep an eye out for part 2 coming soon.

Moving a Library is a serious responsibility. Every book inventoried, packed and re-shelved represents much more than mere pages, covers and spines. Each book represents the Author's commitment to keeping the written word alive in a world of 5 second audio sound bytes. Each book holds answers and aspiration for potential readers of all ages. In the case of a rare book, the stakes are even higher. Once lost, the enjoyment, inspiration and history are gone forever.

At William B. Meyer, Inc, we recognize the importance of each and every book we touch. We love books. We respect books. Maybe that's why we enjoy our work so much. Each of our Library Relocation Specialists get personally and emotionally involved with every library move we have the privilege of handling.

Relocating a library is not for the faint of heart. The job can be both overwhelming and frustrating if you're not prepared and organized.

William B. Meyer, Inc. Library Relocation Services has been moving libraries, large and small, famous and not-so-famous for over 25 years. We've learned a few things along the way and we're happy to share our knowledge in an effort to help make your move flawless.

How much do you think you know about library moving? Try to answer the 7 questions below (the answers are at the bottom) to test your knowledge:

1. It is best to start the library moving process how far in advance?

- a) 24 months before the move
- b) 12 months before the move
- c) 6 months before the move

2. The core committee you assemble to get the job done should be comprised of:

- a) Local library moving consultants with at least 10 years of experience.
- b) Temporary labor resources to handle the logistics.
- c) Experts in the area of collections, administration, technology and communications.



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3. The best time to clean the library book collection is:

- a) Before the move during the inventory.
- b) During the handling and packing of the collection.
- c) During the re-shelving of the collection.

4. You can use your existing staff to help get the job done and control costs.

- a) True
- b) False

5. Sending out and RFP which requires mandatory attendance at a bidders conference is the best way to:

- a) Prequalify the commitment level of the bidders.
- b) Make sure everyone bidding understands the assignment.
- c) Assess the assignment approach and management style of each bidder.

6. You should select your mover at least:

- a) 1 year prior to the move.
- b) 4-5 months before the move.
- c) 6 weeks before the move.

7. Right before packing for the move is the best time to:

- a) Invite the media in for a press conference.
- b) Ask your boss for a raise.
- c) Purge unnecessary supplies, furniture and equipment.

Answers: 1:a, 2:c, 3:c, 4:a, 5:all are correct, 6:b, 7:c

We'll be back next month to talk about moving rare book collections.



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