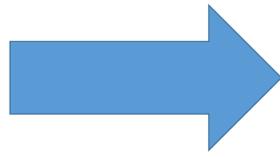


ARE YOU OUT OF ROOM FOR YOUR COLLECTIONS?

Build an ARC



ARCHIVES AND RESEARCH CENTER

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INTRODUCTION:

The Alkek Library needed to move some of its collections to make room for a redesign of its spaces. A feasibility study was conducted in 2012 to determine if offsite storage would be a viable solution. Once study findings determined that it was feasible, the facility was built and opened in September 2017.

KEY AREAS IN THE ARC THAT ADDRESS ARCHIVAL CONCERNS

QUARANTINE ROOM

[Flash freezer, -50°F/-45°C]



ART & ARTIFACT ROOM

[68°F/20°C, 50% relative humidity]



HIGH PILE

[40 feet tall & 160 feet long, 50°F/10°C 30% relative humidity]



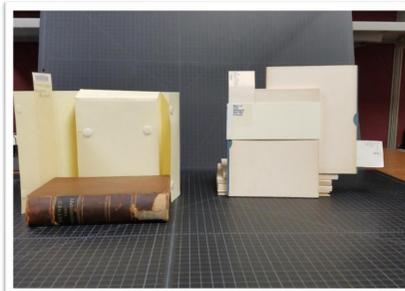
STEPS TAKEN BEFORE SPECIAL COLLECTION ITEMS ARE MOVED TO THE ARC

Review, update and add detail to online Catalog Records

Heads on fire: Two set out on their journey / Galway Kinnell -- Over the pass / Julie M. Convisser -- Sky is blue / David Ignatow -- Geography of lunch / Mary Jo Schimelpfenig -- Sunday / B. Vincent Hernandez -- Paper matches / Paulette Jiles -- Snowmen / Agha Shahid Ali

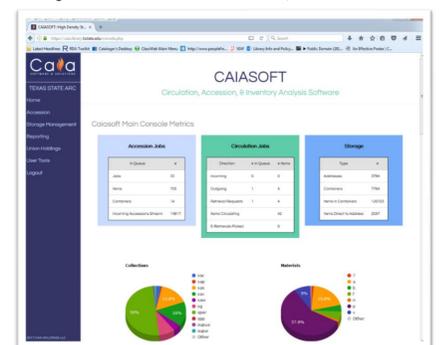
Abbreviated example of additional detail

Some Examples of Additional Preservation



Tuxedo case or Book band

Scan barcode for each item into Library/ARC software, CAIASOFT



Pack material for safe transport



Conclusion: Moving the collections has been a coordinated team effort between Library and ARC staff, and required creating and adapting to new work flows. But preplanning to address archival concerns, compatible software and initial workflows were essential components of the success of this project.