Final Project Report

During an on-site visit to the Intermountain Region library at the Paisano Building in Santa Fe, an archives team consisting of Smith, Matthaei, and Ausfresser worked in conjunction with the NPS archivist to complete weeding an additional 20 linear feet of duplicate and out-dated library materials, including the library’s periodical and videotape collection. The rare book and map collections were appropriately boxed and prepared for relocation. Recently returned materials were returned to the library shelving. Materials that were deemed more appropriately belonging at a park or other office were inventoried and mailed to the park or office, including 20 boxes of archives that were sent to the Midwest and Southeast Regional offices. Thus, the library was reduced to only essential items in preparation for the move.

After the on-site visit, Smith and Matthaei began identifying appropriate locations for approximately 55 boxes of duplicate library materials. All transfer of library materials were made in the NPS Voyager library catalog system in conjunction with the Voyager System Administrator.

Additionally, approximately 5 linear feet of reports and other materials removed from park boxes were scanned to provide digital access to these documents which were transferred to the archives.

This project was completed in May 2009.