Report of Task Agreement #J8100080240

Park: Intermountain Regional Office

Project: Move Santa Fe and WACC Libraries and Archives

Investigator: Rich Lange

Project Number: UAZCP - 162

Cooperator: Matthew Smith, Leslie Matthaei

Final Project Report

Protocols were created and followed to coordinate both temporary relocation of library materials at WACC for compact storage installation and the subsequent relocation of library materials from the NPS Santa Fe Support Office. Rare books, lateral files, and oversized items were packed appropriately, and movers were instructed how to properly handle and re-shelve all library items maintaining the original shelf order. Following the relocation, both library holdings were inventoried, and the NPS Voyager library database was updated to reflect current holdings, including the identification of missing items. Any uncataloged or incorrectly cataloged items were either added or replaced in NPS Voyager.

Additionally, 30 LF of archival collections that were found in the library at Santa Fe were inventoried and relocated to the WACC Archives Repository. Furthermore, metadata was created and added to over 5,000 digitized slides from the IMR Interpretive Division and saved with the digital images on the NPS Archives shared drive.

This project was completed in April 2010.