7 Steps to Planning a Library Move
William B. Meyer is one of the leading providers of professional library relocation services in the country - moving more than 10,000,000 volumes per year. We offer a wide variety of services that can be customized to your specific requirements. Our background in commercial moving coupled with the unparalleled understanding of library science ensures a smooth library relocation.

William B. Meyer, Inc. welcomes the opportunity to assist you during the planning stages of your project. At any time, if you have questions or just wish to discuss your thoughts or ideas, feel free to give us a call for a no cost, no obligation consultation.
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24 Months Prior
- Set up a move committee of members with diverse backgrounds and expertise in areas such as collections, administration, technology, communications, etc.
- Prepare a budget.
- Research services, products & options available, i.e. consulting services, professional movers, volunteers, rental equipment, etc.
- Discuss issues that may be of concern.
- Delegate responsibilities for developing inventories of furniture, equipment & shelving.
- Meet with movers to develop a complete understanding of services available:
  - Collection mapping
  - Opening day collection services
  - Collection cleaning
  - Handling of fragile or rare material
  - Interfiling
  - Storage options
  - Technology options

18 Months Prior
- Identify special requirements.
- Set goals of move and outline project scope
- Determine the re-use of existing furniture and shelving as well as needs for future growth of new or additional inventory.
- Begin inventory of furniture, equipment & shelving.
- Measure collection material by linear feet / inches.

12 Months Prior
- Decide whether to use a professional library mover, local mover or staff (The book, “Moving Library Collections”, addresses the pros and cons of this subject).
- Establish the scope of work to be done by staff or library mover.
- Establish a preliminary project time-frame.
- If using a professional library mover, develop a request for proposal or invitation to bid.
- Pre-qualify your bidders list to assure competitive bids and quality of services and products.

6 Months Prior
- Send RFP/ITB out to potential bidders two to three weeks prior to the scheduled bidders conference.
- Specify that attendance at bidders conference is mandatory in order for bids to be considered. This will insure that all parties have exactly the same information with which to develop their proposal. Specifications must detail and clearly define responsibilities of all parties.
- Conduct a bidders conference.
- Plan to tour old and new facility.

The following timeline is meant to serve as a guide in developing your library relocation plan. There is an excellent management handbook by Elizabeth C. Habich, Moving Library Collections, that provides useful planning tips. William B. Meyer, Inc. contributed many professional insights to the chapter, Using a Moving Company.
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4-5 Months Prior
☐ Select your mover.
☐ Set schedule for pre-move meetings.
☐ Begin purging all unnecessary supplies, furniture and equipment.
☐ Decide how much time you will need after the move is completed before you re-open.
☐ Fine-tune the project time frame.
☐ Post a timeline for staff.

6-8 Weeks Prior
☐ Finalize project time frame.
☐ Conduct pre-move meetings with mover.
☐ Plan a staff orientation meeting presented by the mover to review the move plan and responsibilities.
☐ Continue purging campaign.
☐ Review collection placement and measurements with the mover.
☐ Send out publicity regarding the move

1 Week Prior
☐ Mover’s project management team verifies shelving installation, collection measurements and begin labeling of shelving and collections.
☐ Boxes are delivered for staff packing and packing begins.
☐ Begin the move

People Are Talking

“The level of professionalism exhibited by William B. Meyer, Inc. was unparalleled. Moving these priceless, historic documents we thought would be an unnerving experience and an arduous task. Instead it turned out to be the most pleasant and smoothest experience we had in creating John Adams Unbound. The level of personal pride that the William B. Meyer, Inc. Library Relocation team exhibited was a tremendous asset. They were just as excited as we were.”
Beth Prindle, Manager of the John Adams Library Project
Boston Public Library

“Terrific and wonderful are the first words that come to mind when anyone asks me what it was like to work with the William B. Meyer, Inc. team. I couldn’t have asked for a more professional, caring partner for this important project.”
Mary Ide, Director
WGBH Archives

“We are so pleased to have William B. Meyer’s team working to move our rare collection of books, archives and artifacts. Their experience ensures that our collections are handled safely through the moving process into the new museum.”
Michael Jehle, Executive Director
Fairfield Museum and History Center
For more information on our services
or to get a project quote, contact us at:
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