

***The Society of Ohio
Archivists Annual Meeting:
Keeping History Alive***



How to Merge with
Sustainability
Jacky Johnson &
William Modrow

SOA Annual Conference

- Miami University: Archives & Special Collections - 200 years of separation; a little background
- Sustainability
- Collaborating
- Opportunities, Opportunities, Opportunities

University Archives

- Miami University Archives served as a stand alone facility until its merger with Special Collections.
- It had been in three different locations.
- Materials suffered from locations that did not have proper environmental conditions and preservation.

University Archives

- Preservation Requirements.
- 65-68 F - degrees temperature.
- Windowless Space.
- Stand alone space for Media Storage.

University Archives

- Negatives and Film had suffered damage due to insufficient facilities.
- Prior to merger Archivist met with Preservation Librarian to formulate plan.
- Requested HVAC in newly merged facility.
- Requested proper storage of Negatives and Film to prevent off site storage.

University Archives

- 4,586 square feet
- 3,700 boxes and ephemera
- > 20,000 photographs
- > 30,000 negatives
- Film

Special Collections and University Archives

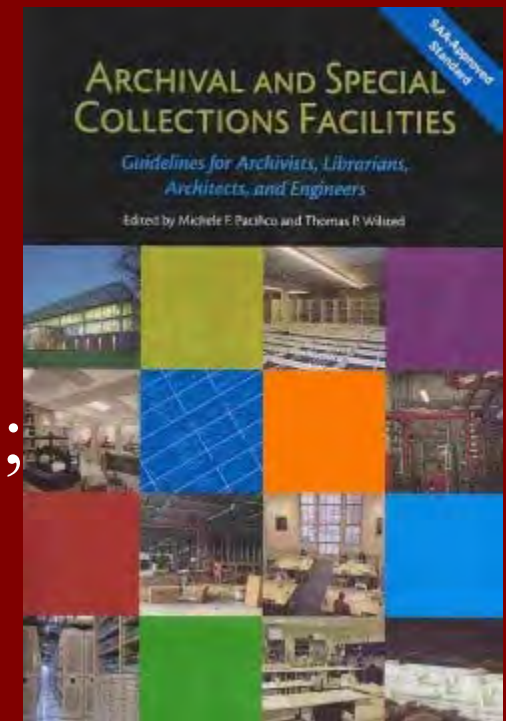
- Serving over 16,000 undergraduate students and 2500 graduate students. Over 1200 faculty.
- Over 180,000 rare volumes, manuscripts, archival collections, > 500,000 postcards and other unique items.
- 8600 sq. ft. no room for growth – now increased to 12,000 sq. ft. (not counting new Archives space).
- Large unprocessed materials area.
- Materials in a general area (unsecured).

Sustainability & Collaborations

- What is your definition?
- Cross Training;
- Weeding, Shifting;
- Space Alignment/Design – work spaces;
- Cold Storage - was it possible;
- Archive collections in SpC – different processing methods – one system Archives Space;
- One “big” department/staff.

Planning, Planning, & More Planning

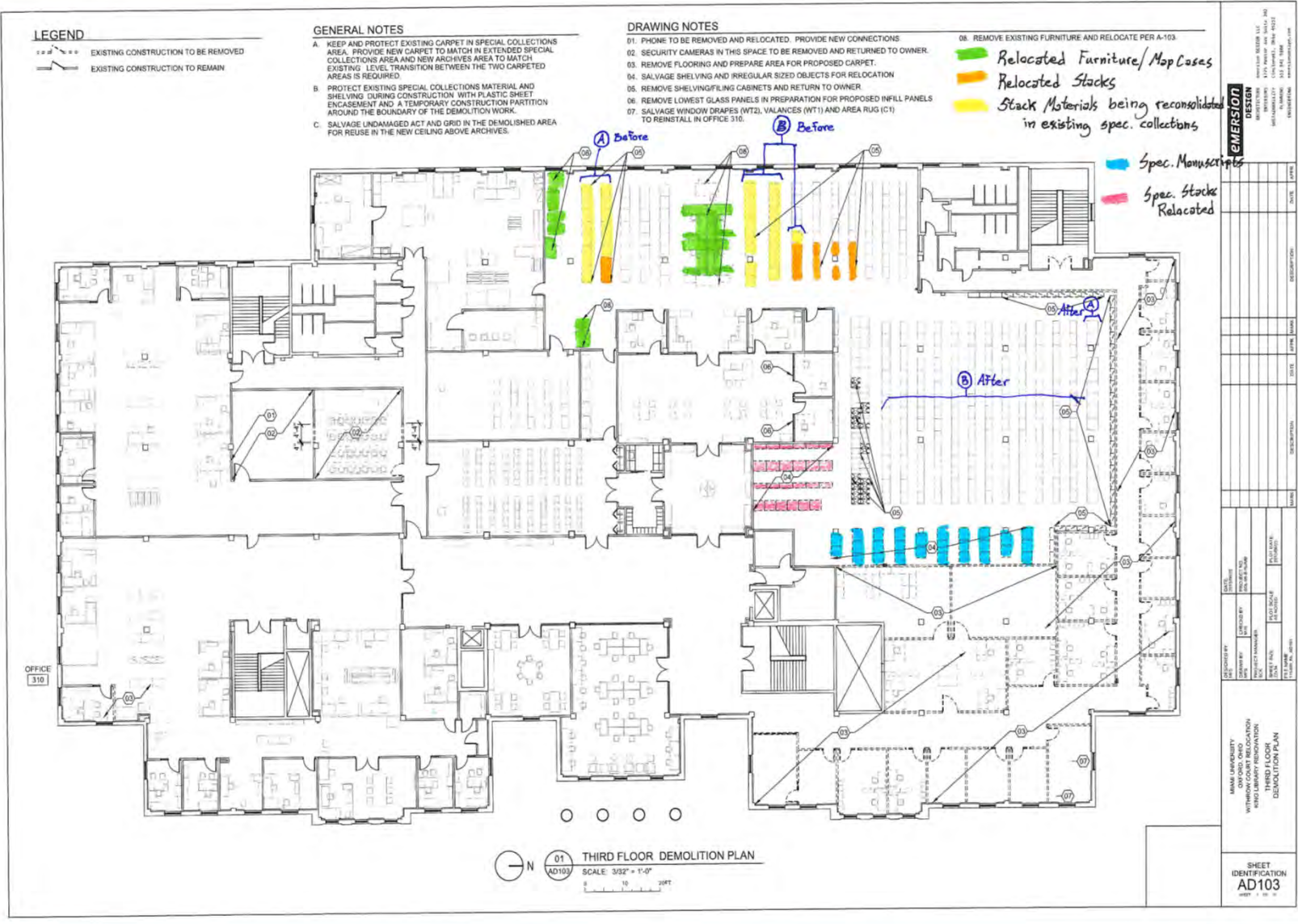
- POR, Environment;
- Wish List;
- Moving, Packing;
- Communication/Public Relations;
- Security, Safety, Protection;
- Preservation needs;
- Future Sustainability.



Moving the Materials



Existing Space



New Space

GENERAL NOTES

- A. KEEP AND PROTECT EXISTING CARPET IN SPECIAL COLLECTIONS AREA. PROVIDE NEW CARPET TO MATCH IN EXTENDED SPECIAL COLLECTIONS AREA AND NEW ARCHIVES AREA TO MATCH EXISTING LEVEL. TRANSITION BETWEEN THE TWO CARPETED AREAS IS REQUIRED.
- B. PROVIDE INSULATION AROUND ROOF DRAINS/PIPES ABOVE CEILINGS IN THE HUMIDITY CONTROLLED AREAS WITHIN THE BOUNDARY OF THE VAPOR BARRIER.
- C. ALL PENETRATIONS THROUGH THE VAPOR BARRIER, INCLUDING THOSE FOR DUCTS, RECEPTACLES, AND CONDUIT ARE TO BE SEALED ON ALL SIDES WITH CLOSED-CELL BACKER ROD AND NEUTRAL CURING ACID-FREE SILICONE SEALANT.

DRAWING NOTES

01. OWNER TO CONFIRM EXTENT OF FURNITURE IN THIS ROOM.
02. EXISTING SPECIAL COLLECTIONS STACKS TO REMAIN AS IS.
03. EXISTING SPECIAL COLLECTIONS STACKS TO BE RELOCATED.
04. EXISTING ARCHIVES STACKS TO BE RELOCATED.
05. SPACE RESERVED FOR ARCHIVE'S IRREGULAR SIZED OBJECTS.
06. FUTURE EXPANSION OF ARCHIVES OR SPECIAL COLLECTIONS.
07. REFERENCE MATERIAL FOR ARCHIVES PROCESSING.
08. PROVIDE NEW DOOR AND INSTALL CARD ACCESS DOOR HARDWARE.

09. REPLACE LOWEST GLASS PANELS WITH INFILL PANEL TO MATCH EXISTING PANELS IN WEST WALL OF READING ROOM.
10. PROVIDE NEOPRENE OR SILICONE GASKETS AT ALL DOOR OPENINGS.
11. SELF-CONTAINED REFRIGERATED, PREFABRICATED MODULAR INSULATED METAL PANEL COLD STORAGE VAULT WITH DOUBLE WALL INSULATED CEILING AND WALL PANELS AND INSULATED FLOORING WITH AN INTEGRAL RAMP AT THE ENTRANCE.
12. ALIGN CENTER LINE OF DOOR 352 WITH THE CENTERLINE OF DOOR 309A.

13. PROVIDE NEW VERTICALLY STACKED RACKING SYSTEM FOR OVERSIZED ITEMS AND FRAMED MATERIAL.
14. DUE TO LACK OF CLEARANCE ON EITHER SIDE OF DOOR, PROVIDE PUSH BUTTON ENTRY FOR ADA ACCESS.

- Relocated Furniture/Map Cases
- Relocated Stacks
- Furniture/Cabinets from Withrow Court Archives Processing Room
- Tables from Withrow Court Reading Room
- Spec. Manus.
- Spec. Stacks Relocated



01 THIRD FLOOR PLAN
SCALE: 3/32" = 1'-0"
A-103

EMERSON 1175 Market Street, Suite 200 Alameda, CA 94501 (415) 761-1888 emerson@emerson.com	
PROJECT NO.: SHEET NO.: DATE:	DRAWN BY: CHECKED BY: PROJECT MANAGER:
REVISIONS: NO. DATE DESCRIPTION	PROJECT NAME: PROJECT LOCATION: PROJECT NO.:
MAAS UNIVERSITY OXFORD CAMPUS NEW LIBRARY RENOVATION THIRD FLOOR PLAN	
SHEET IDENTIFICATION A-103	

Some Suggested Sources

- Pacifico, Michele F, and Thomas Wilsted. *Archival and special collections facilities : guidelines for archivists, librarians, architects, and engineers*. n.p.: Chicago : Society of American Archivists, c2009.
- Wilsted, Thomas P. 2012. "Renovating Special Collections Facilities." *Journal Of Library Administration* 52, no. 3-4: 321-331
- National Archives and Records Administration: 2016 Strategic Sustainability Performance Plan June 27, 2016 <https://www.archives.gov/about/plans-reports/sustainability>
- Abbey, Heidi N. 2012. "The Green Archivist: A Primer for Adopting Affordable, Environmentally Sustainable, and Socially Responsible Archival Management Practices." *Archival Issues: Journal Of The Midwest Archives Conference* 34, no. 2: 91-115.

THANK YOU!!

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Special Collections & University Archives

<http://spec.lib.miamioh.edu/home/>

**Comments, Suggestions & Questions
are Welcome!**