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MBLS 2022

The Business of Moving a Library

Library & Knowledge Services Center



- 01 **Background**
- 02 **Why Library was Moved**
- 03 **Requirements**
- 04 **Preparing for the Move**
- 05 **The Move**
- 06 **New Layout**



01

Background

History of Library

- Allison Engine/GM
- Holding company
- RR purchase in 1996

Type of Library

- Global serving engineers/fellows/researchers

I am a SOLO



02

Why Library was Moved

Hybrid & Remote Work

Embraced after Covid

Real estate footprint reduced in downtown Indy

Lease conveniently expired in 2021

First moved from mfg. facility in 2011 to MC

Current move completed May 2022

03

Requirements

I was asked what I needed in the new location:

- **Hardcopy & reference books**
- **RRHTC**
- **AIAA, ASME, SAE & conference papers**
- **Parts Petting Zoo**
- **Library supplies**
- **Printer/scanner**
- **Secure storage for export control/ITAR materials**

04

Preparing for the Move

What was to be moved

- **Hardcopy books**
- **RRHTC**
- **Parts Petting Zoo (PPZ)**
- **Reference books/EDSUs**
- **Restricted standards**
- **Conference papers/CDs**
- **AIAA, ASME, AGMA & SAE papers**
- **Library supplies**

04

Preparing for the Move

Weeding

- **Cost/benefit analysis of all titles incl jnls**
- **Removed dups; replacement cost < \$20; all paper jnls; large duplicate engine parts from PPZ**
- **Offered all discards to RR employees (no engine parts)**
- **Recycled what was not taken**
- **Measured linear footage of what was left**

04

Preparing for the Move

Packing

- Each shelf was shrink wrapped (no boxes)
- Marked numerically 1-45
- Completed by facility management team
- Engine parts – cubic yard totes
- Took all personal items home
- I packed library supplies
- New location not completed by time we had to vacate the space, so everything went into storage for 2 weeks.

05

The Move

- **Once books, papers and PPZ packed, shelving removed and reused in new space**
- **Once shelves installed everything moved to new location**
- **New layout all linear-needed to determine how everything should be allocated on shelves**
- **Spent 1 week unpacking and shelving all by myself**
- **Shrink wrapped books on skids were NOT in numerical order *SIGH***

06




North Building
First Floor

 Customer Conference

 Welcome Lobby

 Innovation Hub

 Badging and Security

 Mailroom

 Library

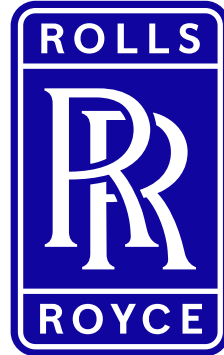




**I can't
believe
I got
it
done!**

Gabriele (Gabi) Hysong, MLS (she/her)

If you can't find the information you need in 10 minutes, contact the Librarian!



Information Operative

Library & Knowledge Services Center– Indianapolis

Rolls-Royce Corp. 450 S. Meridian St., Indianapolis, IN 46225

+ 1 317-373-7047

gabriele.hysong@rolls-royce.com