

# A professional partner for preparing, handling, and relocating collections

## Iron Mountain library and archival services

Iron Mountain has developed our Library and Archival Services business to focus on the unique needs of libraries and archives. Understanding the importance of preserving and protecting collections, providing a deep knowledge of classification and organization methods, and preserving the scholarly record are hallmarks of our focus. Securely moving, shifting, and relocating materials and collections is an intrinsic part of our offerings whether we are providing moving, offsite storage, temporary storage, or digitization services. It is the common denominator of all of our capabilities.

Iron Mountain has moved many library and archival collections, including books, rare books, manuscripts, flat files, oversized materials, artifacts, and other unique collection materials that are often present in collections built over time. Our solutions leverage Iron Mountain's longstanding capabilities in securing materials and collections for thousands of customers worldwide. In short, we listen carefully to our client's requirements and tailor solutions to meet the unique needs of each organization. We have cultivated the experience to manage unique special collection and archival assets, and have collaborated with many organizations and private clients to move valuable historic general collection volumes, artifacts, and rare books.

## Librarian and archivist subject matter experts

In order to provide tailored and trusted solutions, Iron Mountain employs Library and Archival Services Solutions Architects (Subject Matter Experts or SMEs) who hold degrees in library science and archival administration from ALA-accredited graduate programs, and are actively engaged in the professional

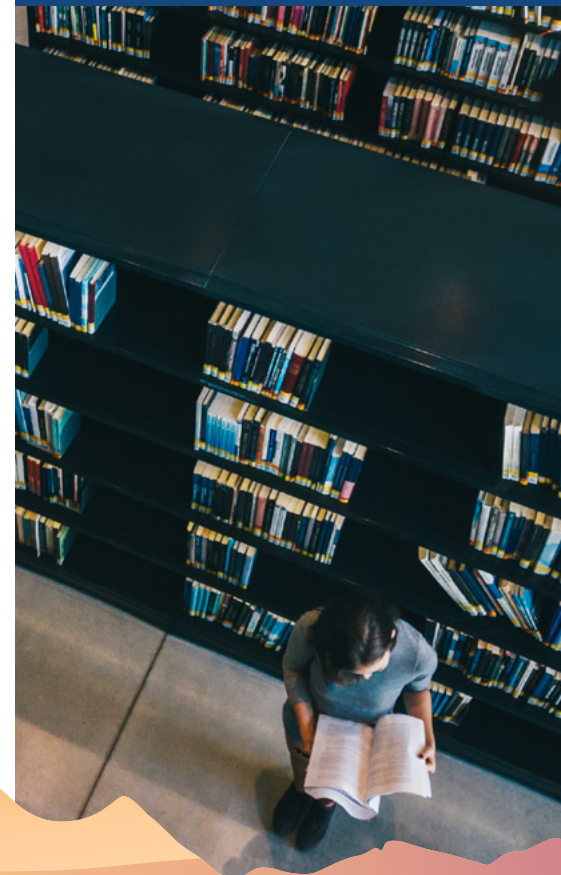
community. Our Solutions Architects bring years of experience working in and with libraries and archives developing, managing, preserving, and providing access to general and special collections. Their understanding of preservation needs and proper handling practices of rare and fragile collections, combined with their knowledge of information classification and organization methods,



Library and archival services



Iron Mountain's logistics, workforce, transportation network, and capability in delivering on projects of all sizes are the backbone of our solution.



ensures that our relocation, storage, and digitization services follow the highest professional standards and best practices.

Our SMEs work with libraries and archives across the country to develop solutions and best practices for safely stabilizing and moving materials. Libraries and archives can have confidence that the SMEs will work in partnership with collection owners at every step of the planning process in order to ensure the solution and approach that is developed is appropriate.

### Planning and consulting

Collection moves can be complex. Evaluating and planning both how to safely remove materials and optimize where they will go is something that requires planning and expertise. Iron Mountain Project Services in conjunction with our Library and Archival Services SMEs can work with your teams to provide a plan that is customized to the exact needs of your collections to optimize care, safety, chain of custody, and space optimization. Thinking through all aspects of collection movement and storage in advance creates assurance in a successful outcome.

### Trained project staff

Prior to any library or archives project start, Iron Mountain project teams go through specific and thorough internal Iron Mountain Library and Archival Services training for collections awareness and materials handling. Our team is trained in the protocols of working with archival and special collections and in the appropriate handling of rare books, archival document boxes, and historical materials.

Iron Mountain employees that are identified to work on the project will undergo Iron Mountain Library and Archival Services' internal training in standard archival practices and basic handling requirements, including:

- Protocols for working in an archive or special collections space (no food or water, pencils only, clean hands, no lotion, etc.)
- Box handling and box palletization
- Book handling and best practices processes for book loading on carts and box packing
- Specialized material handling and packing methodologies
- Classification basics

Our team often works closely with the library and archives staff to provide augmented training that focuses on local practice and requirements. If this were desired, all employees would be required to complete both training sessions before working onsite with actual materials.

### Specialized equipment and methods

Iron Mountain has developed approaches and equipment that are designed for protecting and securing fragile library and archives materials. Many of these approaches are proprietary to Iron Mountain and provide new options for securing and protecting materials in transit not previously available to the library and archives world.

Equipment used for moving high value collections by our teams is designed for protection and appropriate methodologies for relocation. For instance, our archives carts are designed to eliminate overhang of materials and to provide the appropriate environment for moving fragile and rare materials. Carts are also made at a customized width to handle oversized materials. All carts have handles for navigating safely, heavy duty locking castors, along with adjustable and removable shelves to accommodate various sized boxes and materials. Interior cart surfaces are lined with Coroplast for material protection and vibration control, and each cart has a secure weatherproof cover that fully attaches to all edge surfaces of the cart.



*Custom carts used to transport special collections and archival materials. Carts are wide and able to be readily adjusted to adapt for handling unique materials for secure movement. Cart cover provides further insulation and protection.*

## Iron mountain capabilities and resources

Iron Mountain's logistics, workforce, transportation network, and capability in delivering on projects of all sizes are the backbone of our solution. Our library, museum, and archives clients have benefited greatly by having access to a vast network of resources that commercial clients have relied upon for their information and records needs for over sixty years. These teams are trained to deliver projects on time and on budget. They have significant experience in innovative and efficient ways to handle challenging physical environments, such as limited access and egress of older buildings. Finally, our project teams are located in the communities we serve and are available before, during, and after the project to assist. Differentiators include:

### Expertise in managing complex projects

This project involves multiple moving pieces, and it will require careful planning. Each Library and Archival Services project has an assigned implementation project manager that provides a clear communication channel, tracks momentum, and provides reporting on project productivity.

### Expertise in moving similar content

Over the course of our history, Iron Mountain has done thousands of inventory moves for customers around the world. Whether it be library content, special collections or rare items, media transfers, data center relocations, federal government compliant records, or the many other types of information and content that Iron Mountain touches every day—each move

requires the coordination of security, staffing, transportation, and inventory verification. A partner like Iron Mountain has experience in these moves and a secure, proven workflow to ensure an organized and cost-effective transport.

### A trusted partner

As a trusted provider for many universities and hundreds of thousands of other companies around the globe, Iron Mountain is uniquely qualified to provide services to your organization. Our experience puts us in a unique position to capitalize on the experiences of being the industry leader for nearly 70 years. Iron Mountain is unmatched when it comes to stability, financial strength, and security. You will work with a global vendor with resources who have local roots within the community.

### Security

Organizations must increasingly focus on security, chain of custody, and timely access to their information assets. Having the ability to collaborate with one organization that can provide comprehensive solutions mitigates the risks of utilizing multiple vendors and ensures consistent outcomes.

### Stability

The size and financial strength of Iron Mountain ensures we will be able to effectively support this project. Our clients can be assured that the resources, vehicles, supplies, labor, and systems will be available when you need them. Given the nature of such unique collections, it is vital to choose a company with a proven record of accomplishment.



## CONCLUSION

Iron Mountain's methodology focuses on tailoring Library and Archival collection solutions to specific customer objectives. Secure and safe handling, understanding unique customer needs, and continuous partnership are the key focus areas that differentiate Iron Mountain in this important space. To learn more, visit: [www.ironmountain.com/industries/library](http://www.ironmountain.com/industries/library)

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### About Iron Mountain

Iron Mountain Incorporated (NYSE: IRM), founded in 1951, is the global leader for storage and information management services. Trusted by more than 220,000 organizations around the world, and with a real estate network of more than 85 million square feet across more than 1,400 facilities in over 50 countries, Iron Mountain stores and protects billions of information assets, including critical business information, highly sensitive data, and cultural and historical artifacts. Providing solutions that include secure storage, information management, digital transformation, secure destruction, as well as data centers, art storage and logistics, and cloud services, Iron Mountain helps organizations to lower cost and risk, comply with regulations, recover from disaster, and enable a more digital way of working. Visit [www.ironmountain.com](http://www.ironmountain.com) for more information.

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