The Challenges of Storing Archival Collections in an Automated Storage and Retrieval Facility

Presenters:
Chris Saclolo
Mary Rubin
David Benjamin

University of Central Florida
Special Collections & University Archives

- 5th floor of the John C. Hitt Library, Room 501
- Monday – Friday
- 9 am – 4 pm
- Students, faculty, staff, and public

- Our mission is to provide support for research, teaching, and service.
Special Collections & University Archives

- Primarily responsible for:
  - Acquiring
  - Administering
  - & Preserving non-circulating items

- Rare
- Unique
- Fragile
Special Collections & University Archives

- Over 2,000 linear feet of collections
- Over 28,000 catalogued items

Collecting Areas:

- African Americana
- Artists Papers
- Book Arts & Typography
- Botany
- Caribbean West Indies
- Floridiana
- Literary Papers
- Political Papers
- Space Program
- Travel & Tourism
The ARC!
Automatic Retrieval Center (ARC)
Automatic Retrieval Center (ARC)

• 21st Century Library Project
Automatic Retrieval Center (ARC)

- 21st Century Library Project
- Construction
Automatic Retrieval Center (ARC)

- Construction
- How it works
Automatic Retrieval Center (ARC)

• How it works
Automatic Retrieval Center (ARC)

- How it works
- Impact on SCUA
Automatic Retrieval Center (ARC)

- Impact on SCUA
- Environment
Software Migration and Management

- ARC opened in July 2018
- 1st Circulation item stored: late August 2018
- 1st University Archives box stored: late April 2019

- Weekday Daily Maintenance
- Annual Maintenance (3 days)

- Aleph to Alma migration
Housed in ARC vs. Stacks

- **ARC**
  - University Archives
    - Publications
    - Media
    - Collections
  - Special Collections
    - Collections

- **Stacks**
  - Large Format
    - Flat Boxes
    - Flat Files
  - University Archives
    - Collections
    - High Use
    - Glass objects
  - Special Collections
    - Publications
    - Collections
    - Fragile objects
Housed in ARC
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Housed in ARC
### Housed in ARC

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**Note:** The table represents a layout with specific bin configurations and markings. The numbers and symbols indicate the status or type of each bin.
## Housed in ARC

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| 31         | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2  | 2  | 2  | 2  | 2  | 2  | 2  | 2  | 2  | 2  | 2  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |
| 30         | 2 | 6 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2  | 2  | 2  | 2  | 2  | 2  | 2  | 2  | 2  | 2  | 2  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |
| 29         | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2  | 2  | 2  | 2  | 2  | 2  | 2  | 2  | 2  | 2  | 2  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  |

Note: The grid indicates the allocation of bins across different aisles and sides, with specific sections highlighted for reference.
## Housed in ARC

### Aisle: 1; Side: 1

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<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

### Aisle: 1; Side: 2

| Column/Bay | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 |
|------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Row/Level  | 32| 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
|            | 31| 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
|            | 30| 2 | 6 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 11| 17| 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
|            | 29| 2 | 11| 10| 11| 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 2 | 2 | 13| 8 | 12| 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |

### Aisle: 2; Side: 1

| Column/Bay | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 |
|------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Row/Level  | 33| 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
|            | 32| 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
|            | 31| 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
|            | 30| 2 | 2 | 11| 1 | 0 | 3 | 2 | 8 | 21| 13| 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 8 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
|            | 29| 2 | 2 | 2 | 3 | 2 | 2 | 2 | 2 | 2 | 7 | 2 | 2 | 12| 4 | 2 | 7 | 2 | 2 | 7 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |

**Note:** The bins marked with an 'x' are 15" bins.

**Legend:**
- 235: 68
Housed in ARC

- ARC
  - University Archives
    - Publications
    - Media
Housed in ARC

- ARC
- University Archives
  - Publications
  - Media
Housed in ARC

• ARC
  • University Archives
    • Publications
    • Media
Housed in ARC

- ARC
- University Archives
  - Publications
  - Media
Housed in ARC

- ARC
- University Archives
  - Publications
  - Media
Housed in ARC

- ARC
- University Archives
  - Publications
  - Media
Housed in ARC

- ARC
- University Archives
  - Publications
  - Media
Workflows of Ingesting and Retrieving Materials

• Ingesting
  • Everything needs a barcode and to be added to the catalog
    • Box #, Barcode, Box Size
  • We need to know which bin an item is going to live in
    • Only the first item in a bin needs a manual entry
• Retrieving
  • Need the barcode and which aisle it lives on
  • Need to remember to avoid the noon hour
Materials in ARC

Thesis & Dissertations without Ethafoam

Thesis & Dissertations with Ethafoam supports
Prepping Materials for ARC
University Blueprints

- Over 200 individual blueprints.
- Various sizes & weights
- Graphite and inkjet formats
## University Blueprints Preservation

<table>
<thead>
<tr>
<th>Step ONE</th>
<th>Step TWO</th>
<th>Step THREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Identifying blueprints</td>
<td>• Sort rolled blueprints by weight and size</td>
<td>• Assign blueprints with bin number</td>
</tr>
<tr>
<td>• Wrapping blueprints with tissue and 3mm mylar</td>
<td></td>
<td>• Barcode/box label</td>
</tr>
<tr>
<td>• Attach labels</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
University Blueprints Preservation
University Blueprints Preservation

Completed wrapping blueprints with tissue and mylar
Trial and Error

- Weight distribution in bins
- Arranging blueprints with ethafoam
- Accessibility when retrieving
University Blueprints Preservation

Experimenting with blueprint arrangement in bin
University Blueprints Preservation

Blueprints

Ethafom

Ethafom

Ethafom
University Blueprints Preservation

Ethafom
University Blueprints Preservation

Layer 1 - Bottom

Layer 2 - Top

Coroplast
University Blueprints Preservation

Fabricating custom boxes with archival corrugated board
University Blueprints Preservation

- Custom boxes for light and heavy weight blueprints
- Easy to pull out from bin
- Prevents blueprints from rolling around and potentially falling off the bin when retrieved
University Blueprints Preservation

- Organizing by weight and size
- Determining assigned boxes
University Blueprints Preservation

- Label with Title and assigned box number/letter
- Top = Box "A" or "AA"
- Bottom = Oversize "B"
University Blueprints Preservation

- 11 Bins used for blueprints
- 2 Layers inside bin
  - Top = Custom boxes
  - Bottom = Loose oversize
Loading Blueprints in the ARC Bins

Cleaning Bins before loading

Lining bins with ethafoam
Loading Blueprints in the ARC Bins

Scanning barcode to accept blueprint

Arranging blueprints
Loading Blueprints in the ARC Bins

Adding coroplast board for top layer

Scanning remaining blueprints
Loading Blueprints in the ARC Bins

Loading remaining box onto bin

Ready to return bin
Sending Bin back to Aisle
Acknowledgments and Q&A

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Library exterior panorama and ARC building – Chad Baumer for Steinberg Hart, 2022