

Design Considerations for Archival Facilities

February 28, 2006

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Vice President - SmithGroup

agenda

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Full building

Multiple

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Phase

completion

% of fee

Schematic Design

15%

10%

Design Development

35%

20%

Construction Documents

100%

40%

Bid / Negotiation

5%

Construction Administration

25%

100%

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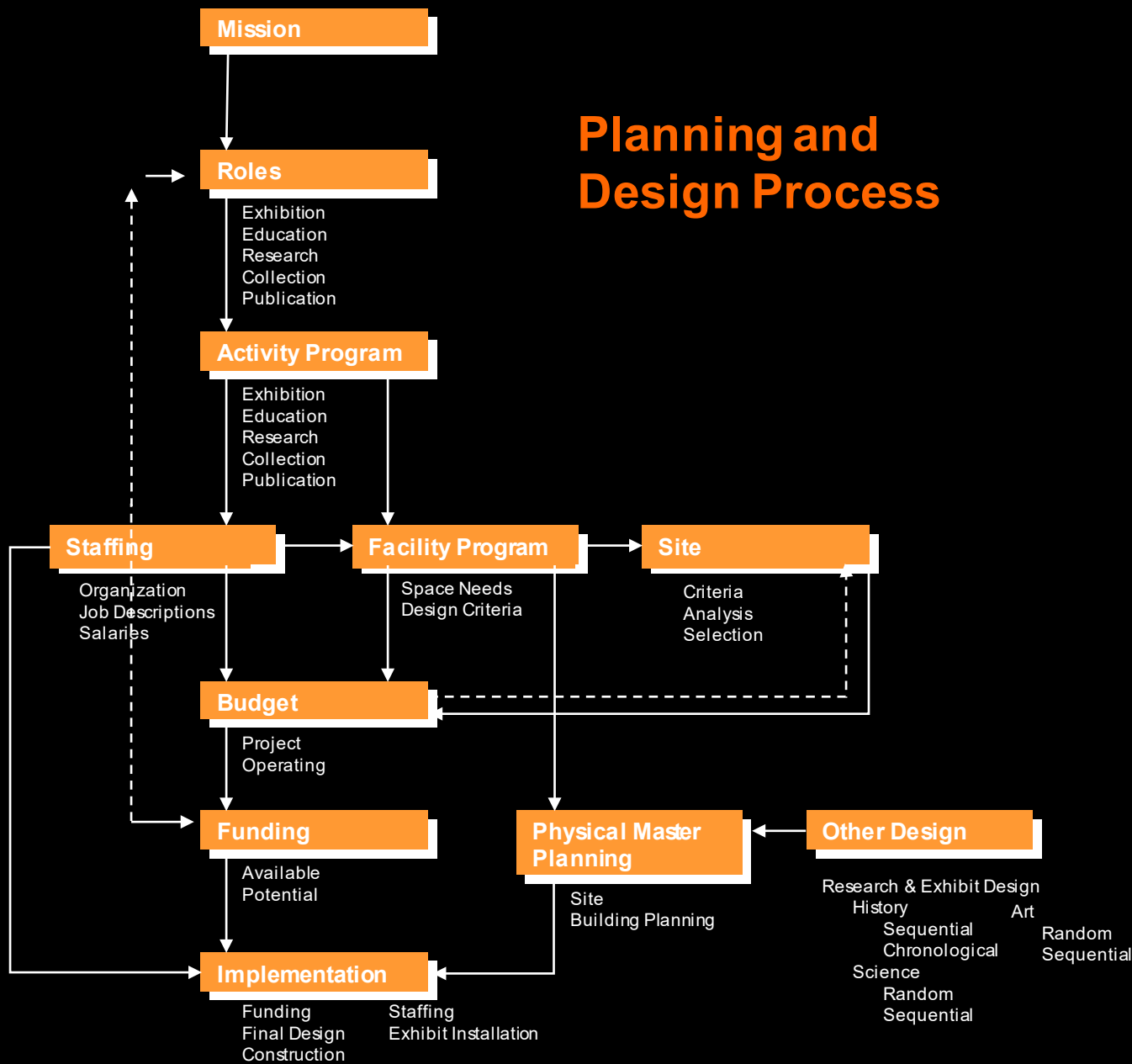
Multiple

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Planning and Design Process

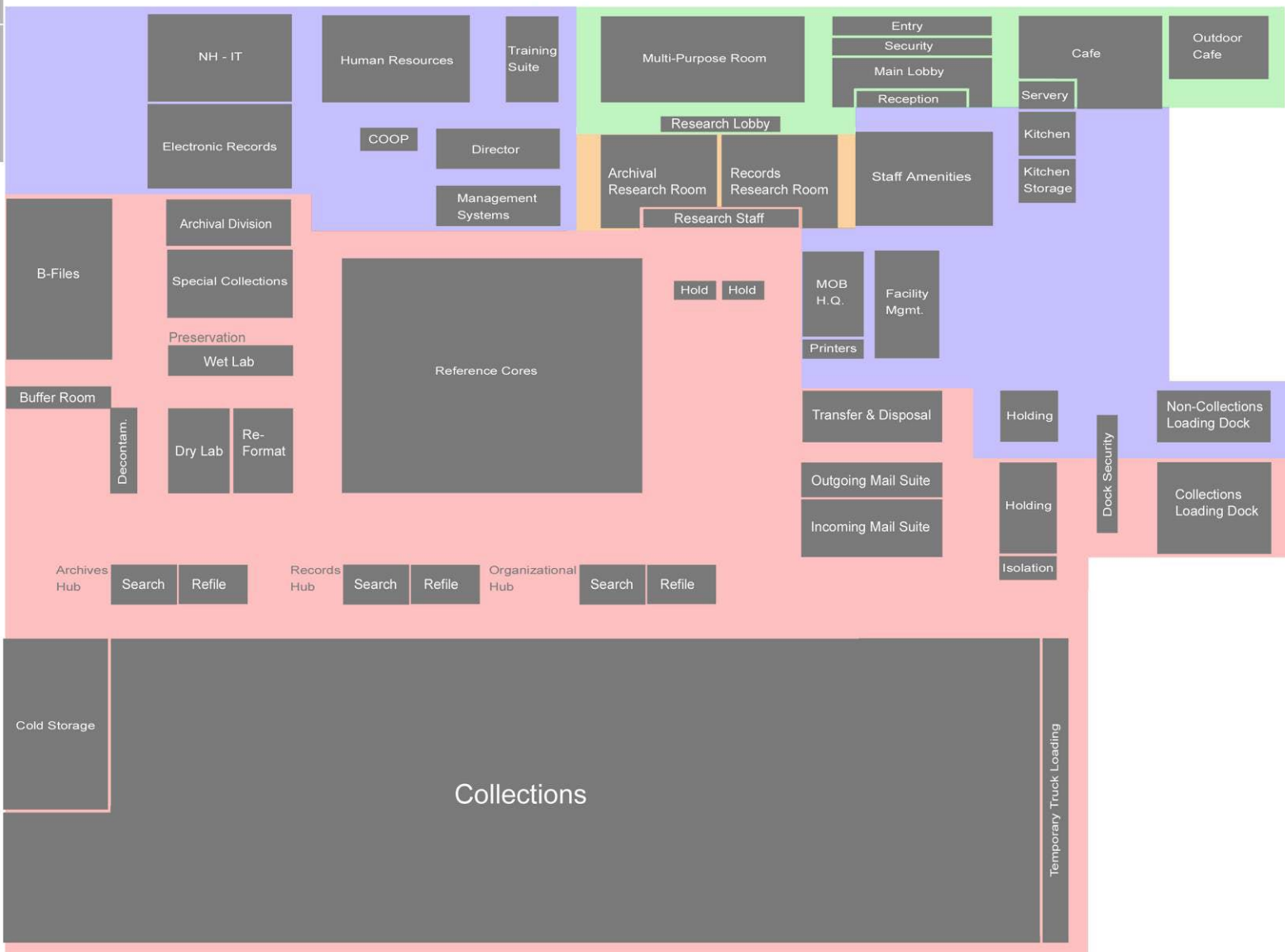


Building Zones

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architecture engineering interiors planning

Legend

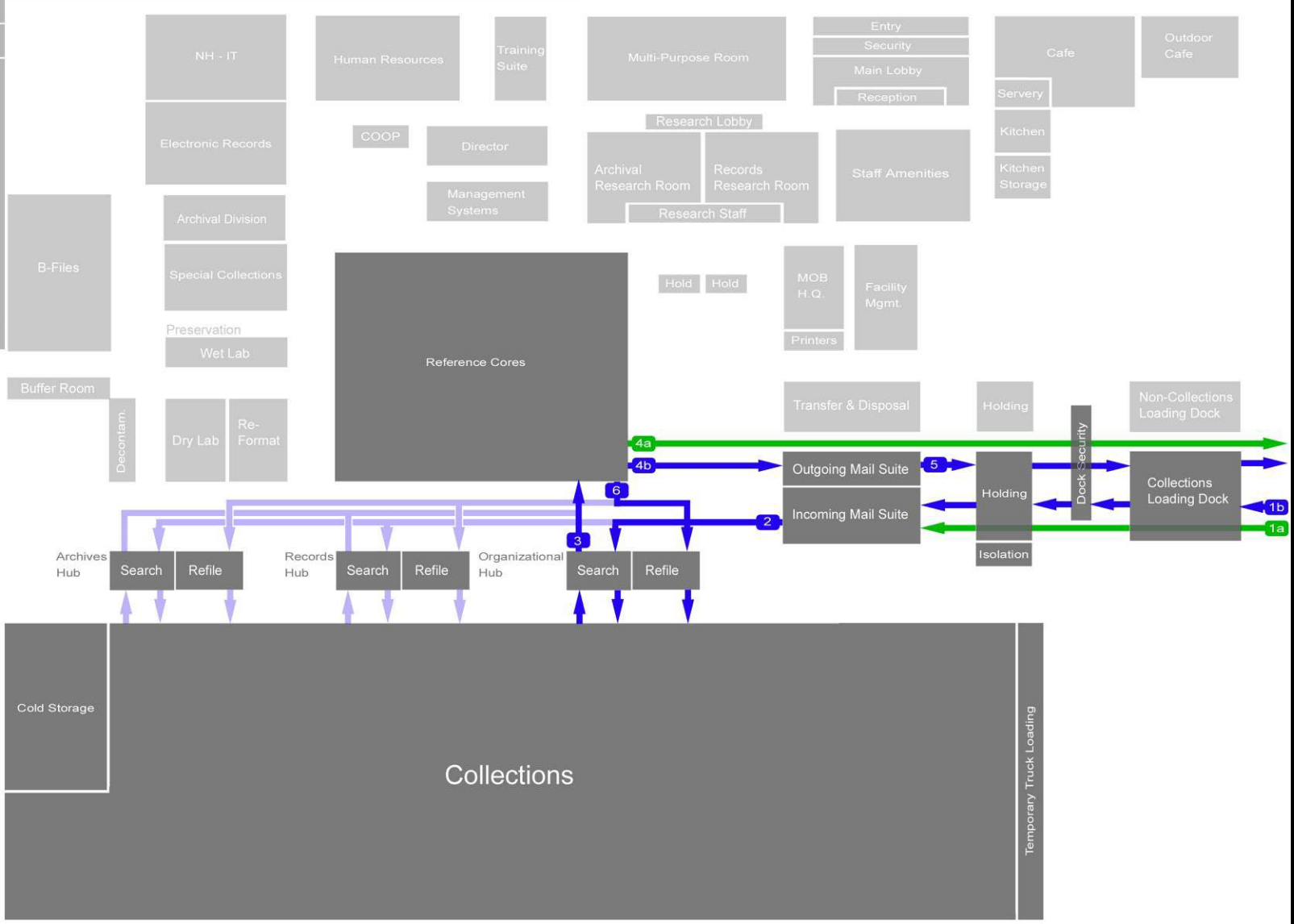
- Non-Public, Collections Handling Spaces
- Public Collections Handling Spaces
- Non-Public, Non-Collections Spaces
- Shared Non-Collections Spaces



General File Request Process

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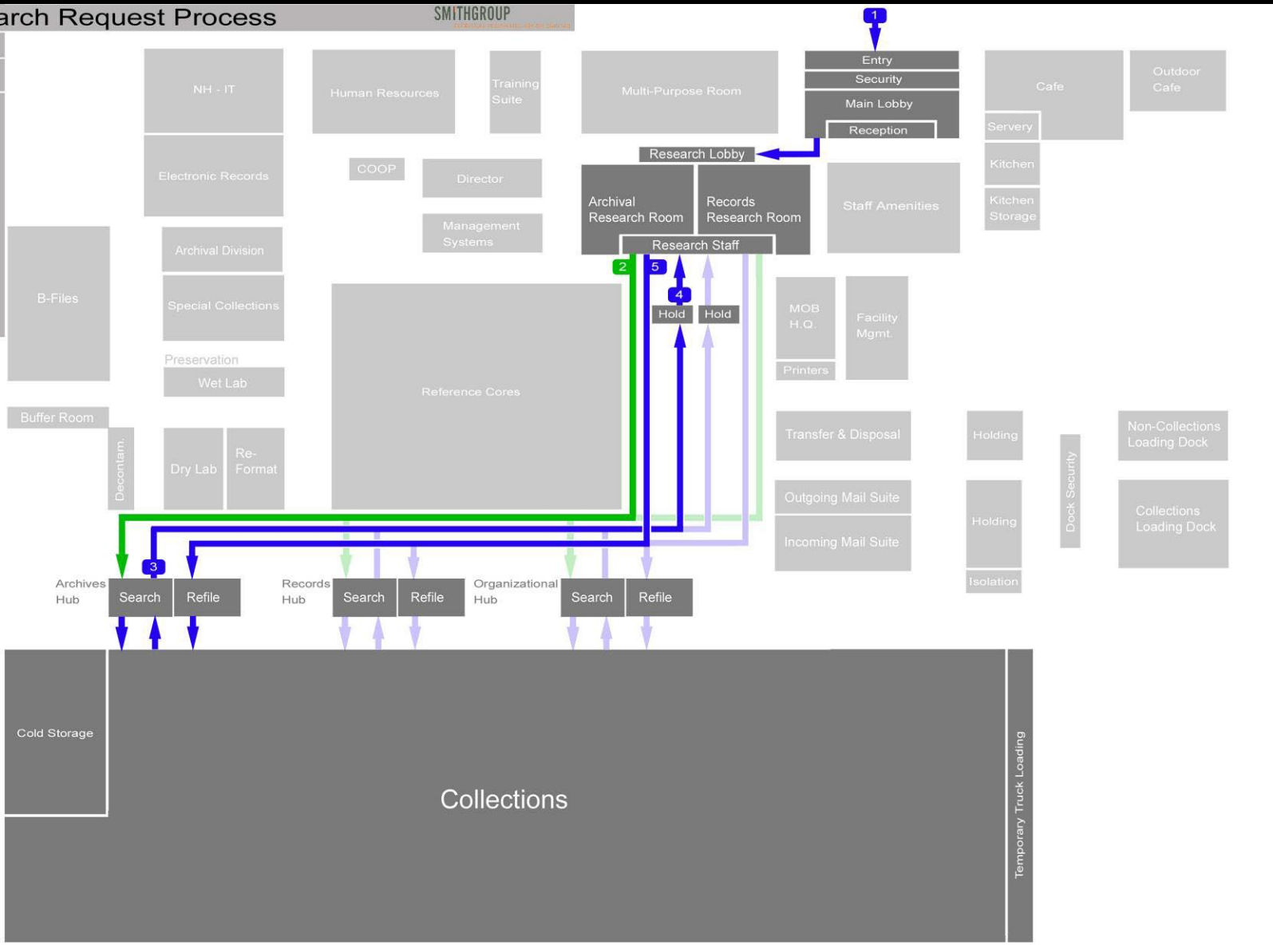
- Legend**
- ← Electronic Process
 - ← Physical Process
- 1a Electronic file request received.
 - 1b Paper Mail file request. Processed through Dock Security, Holding, to Incoming Mail Suite.
 - 2 Request sent to appropriate Search Hub for file extraction.
 - 3 Extracted File delivered to Reference Cores.
 - 4a Electronic response sent.
 - 4b Written response, and/or actual file sent to Outgoing Mail Suite.
 - 5 Processed Response sent out through Collections Loading Dock.
 - 6 If file not sent out with response, file returned to appropriate Refile Hub and back to Collection.



Walk-In Research Request Process

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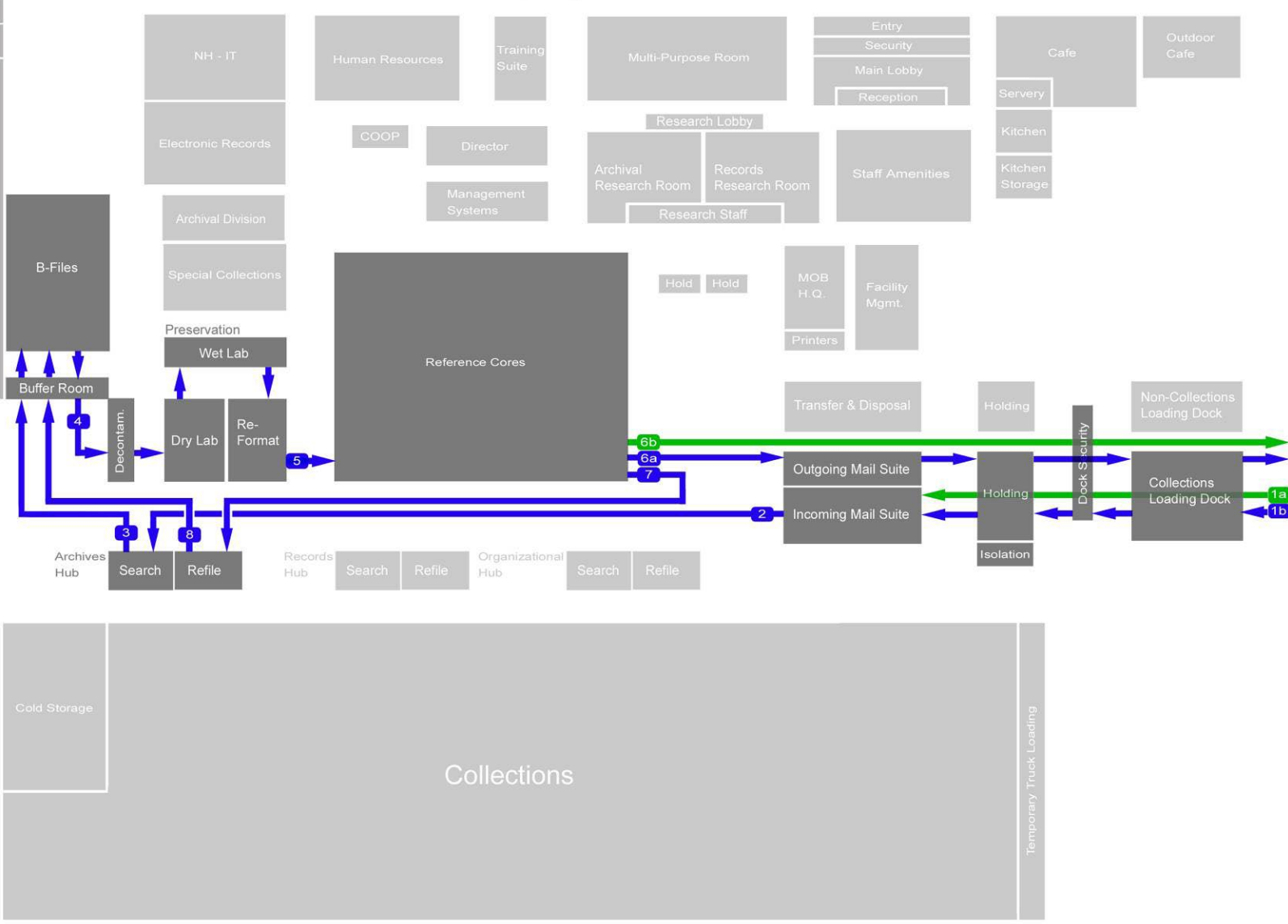
- Legend**
- ← Electronic Process
 - Physical Process
- 1 Walk-In researcher enters through Main Lobby, passes through Security, and enters Archive or Record Research Room through Research Reception.
 - 2 Researcher Request sent to appropriate Search Hub for file extraction.
 - 3 Extracted file is sent to Research Holding Area.
 - 4 Requested file is delivered to researcher by Research Staff.
 - 5 File is returned to appropriate Refile Hub and returned to the Collection.

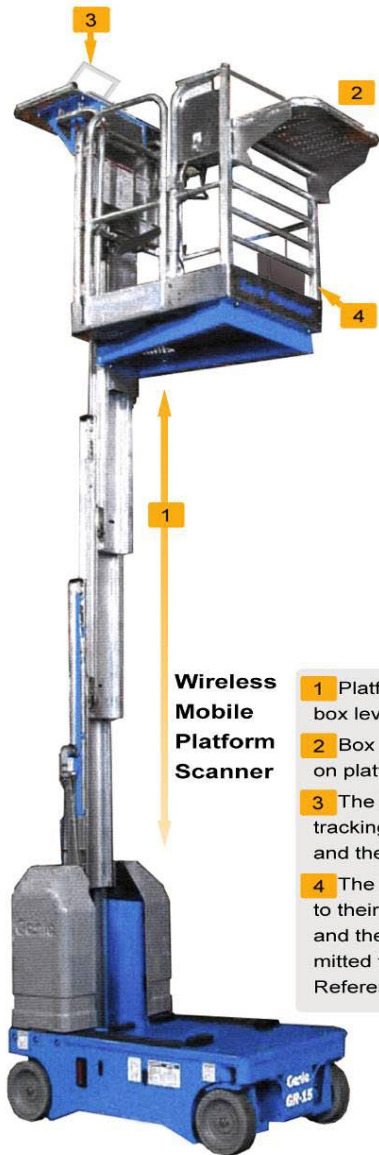


B-File Request Process

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- Legend**
- ← Electronic Process
 - ← Physical Process
- 1a Electronic File Request
 - 1b Paper Mail File Request Through security and holding to Incoming Mail.
 - 2 Request sent to Search
 - 3 Searcher to B-file, through Buffer Room for file extraction.
 - 4 Extracted B-File taken through preservation process and decontam. as necessary.
 - 5 Reformatted B-file taken to Reference Cores.
 - 6a Hard copy of Reference Core response sent out through Outgoing Mail and Collections Dock.
 - 6b Electronic response sent directly from Reference Core.
 - 7 B-File is sent to Refile
 - 8 B-File re-filed in B-file Collection area.





Wireless Mobile Platform Scanner

- 1 Platform is adjusted to box level.
- 2 Box is pulled and placed on platform shelf.
- 3 The file(s) are pulled, tracking number entered, and the file(s) are scanned.
- 4 The file(s) are returned to their box and re-shelved and the scanjob is transmitted to the appropriate Reference Core technician.

Wireless Ladder Scanner

- 1 Scanner is adjusted to box level.
- 2 Box is pulled and placed on the step above.
- 3 The pulled file is placed in the wire stand and the appropriate file page(s) are located.
- 4 The job tracking number is entered into the keypad.
- 5 The file(s) are scanned, and returned to their box and re-shelved.
- 6 The scanjob is transmitted to the appropriate Reference Core technician.



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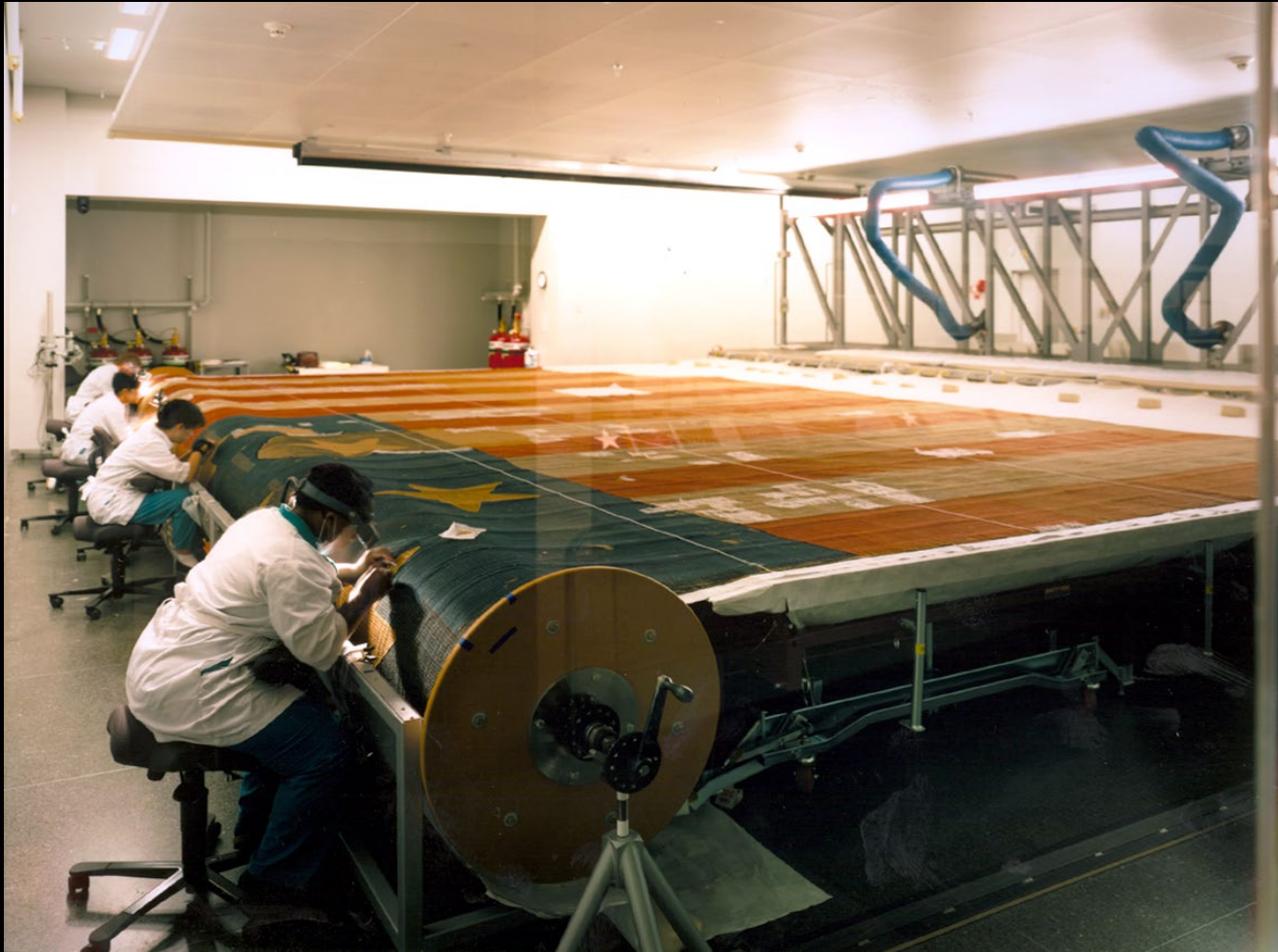
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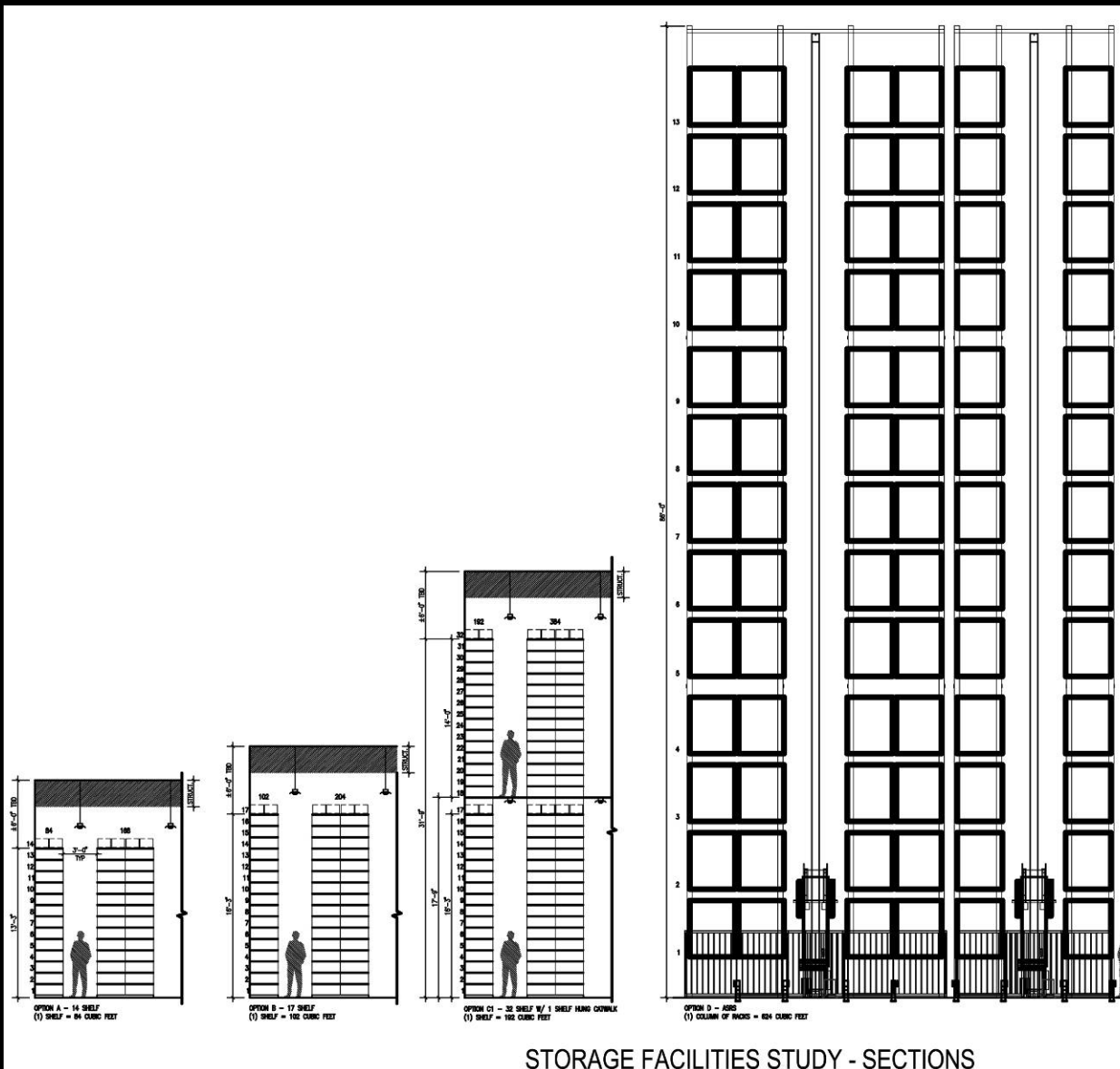
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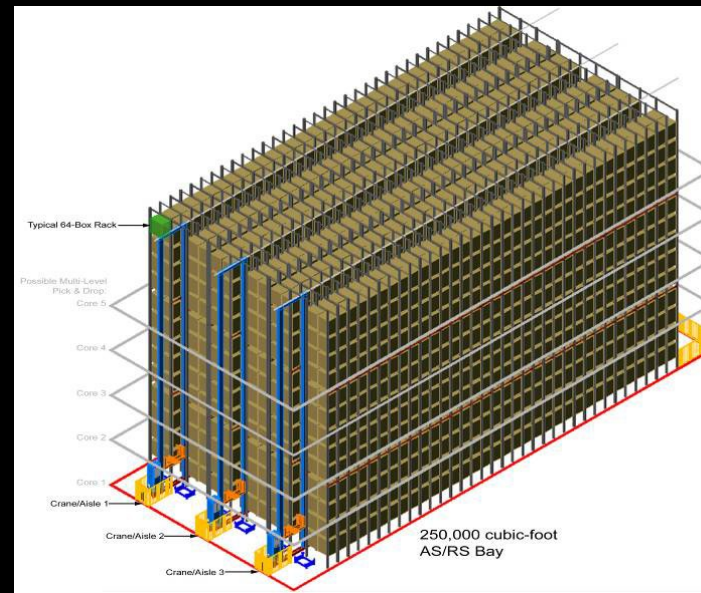
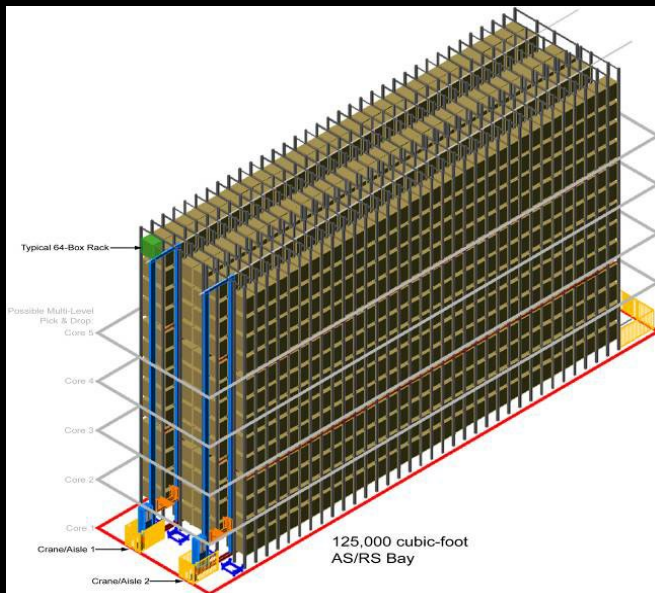
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Storage Type Comparison

STORAGE TYPE							
14-FOOT MODULE				17-FOOT MODULE			
LENGTH	WIDTH	HEIGHT	PLAN AREA (PER BAY)	LENGTH	WIDTH	HEIGHT	PLAN AREA (PER BAY)

Archives Bay Size:	168	137	19	23,016	144	134	22	19,224
Transitional Bay Size:	168	137	19	23,016	144	134	22	19,224
Records Bay Size:	336	137	19	46,032	288	134	22	38,448
B/R Files Bay Size:	123	137	19	16,896	112	134	22	14,952

Total Storage Area of Full Collection: **839,352** sf **702,744** sf

STORAGE TYPE							
32-FOOT MODULE				HARVARD MODEL			
LENGTH	WIDTH	HEIGHT	PLAN AREA (PER BAY)	LENGTH	WIDTH	HEIGHT	PLAN AREA (PER BAY)

Archives Bay Size:	98	109	38	10,682	233	65	38	15,145
Transitional Bay Size:	98	109	38	10,682	233	65	38	15,145
Records Bay Size:	196	109	38	21,364	233	129	38	30,057
B/R Files Bay Size:	74	109	38	8,012	233	54	38	12,582

Total Storage Area of Full Collection: **389,893** sf **553,608** sf

STORAGE TYPE			
ASRS			
LENGTH	WIDTH	HEIGHT	PLAN AREA (PER BAY)

Archives Bay Size:	161	40	86	6,463
Transitional Bay Size:	161	40	86	6,463
Records Bay Size:	161	70	86	11,311
B/R Files Bay Size:	161	40	86	6,463

Total Storage Area of Full Collection: **227,833** sf

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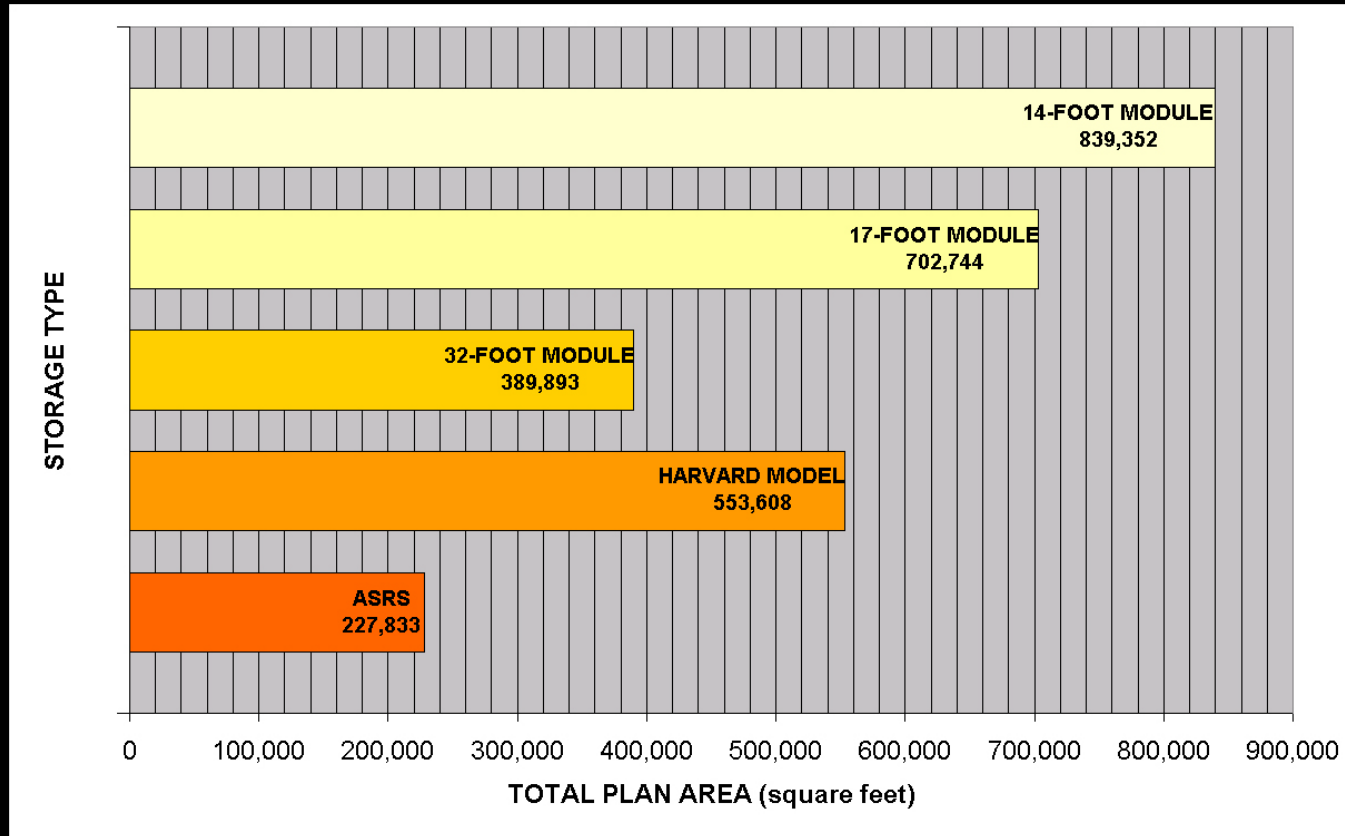
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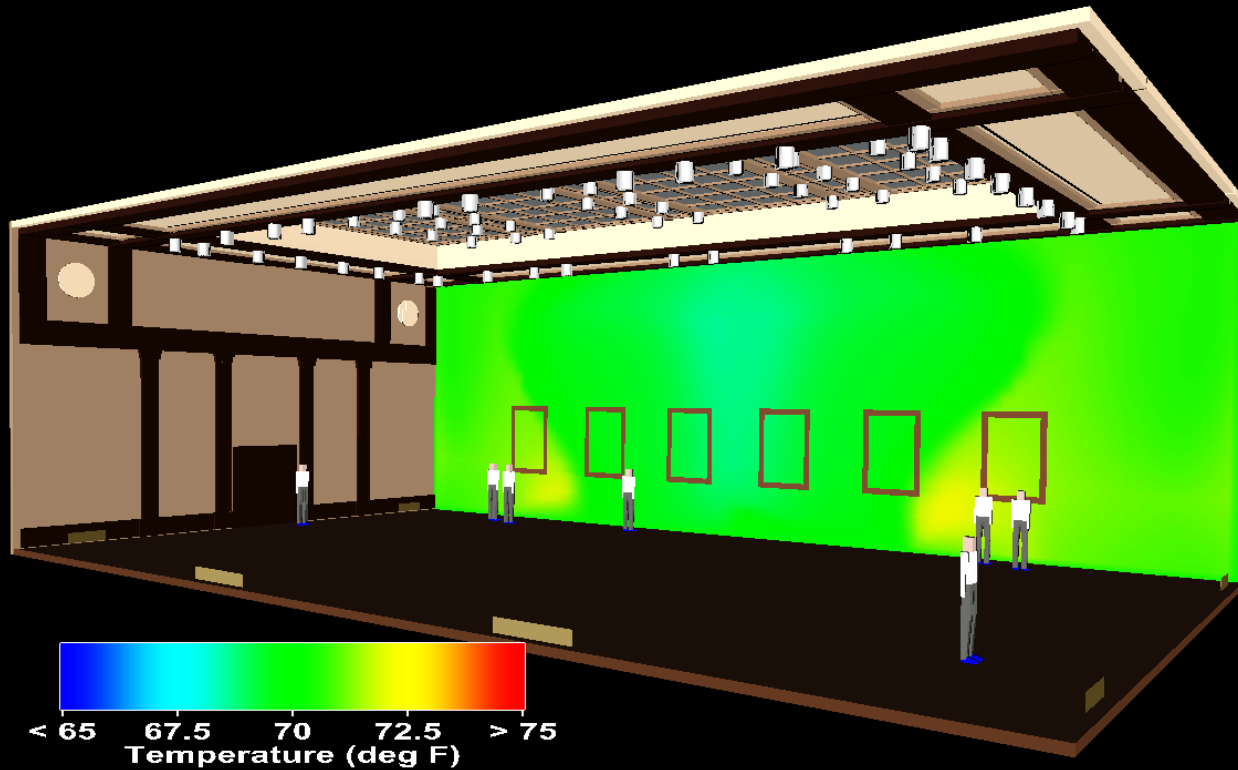
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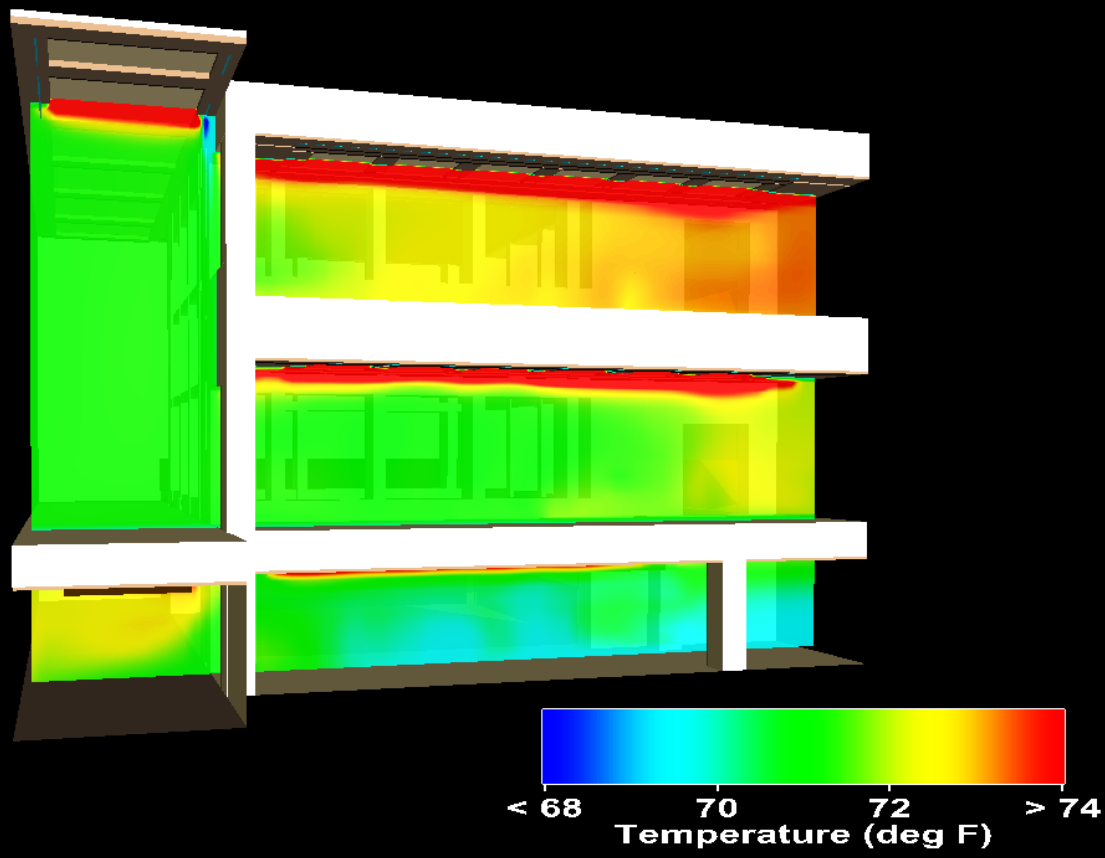
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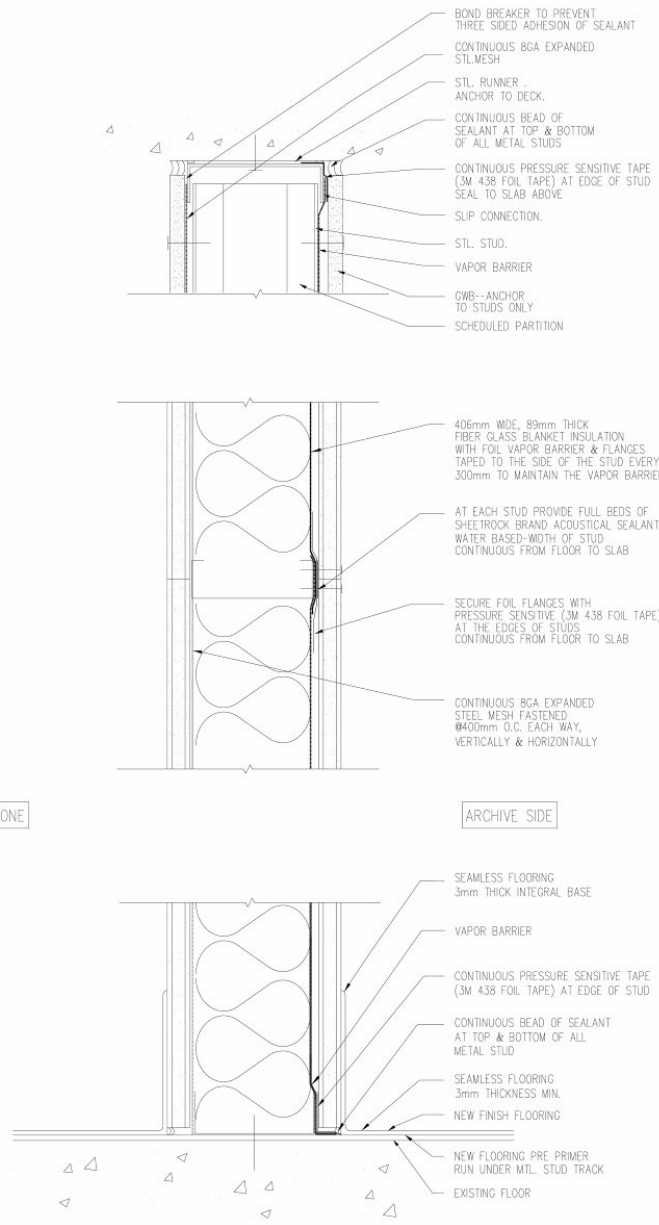
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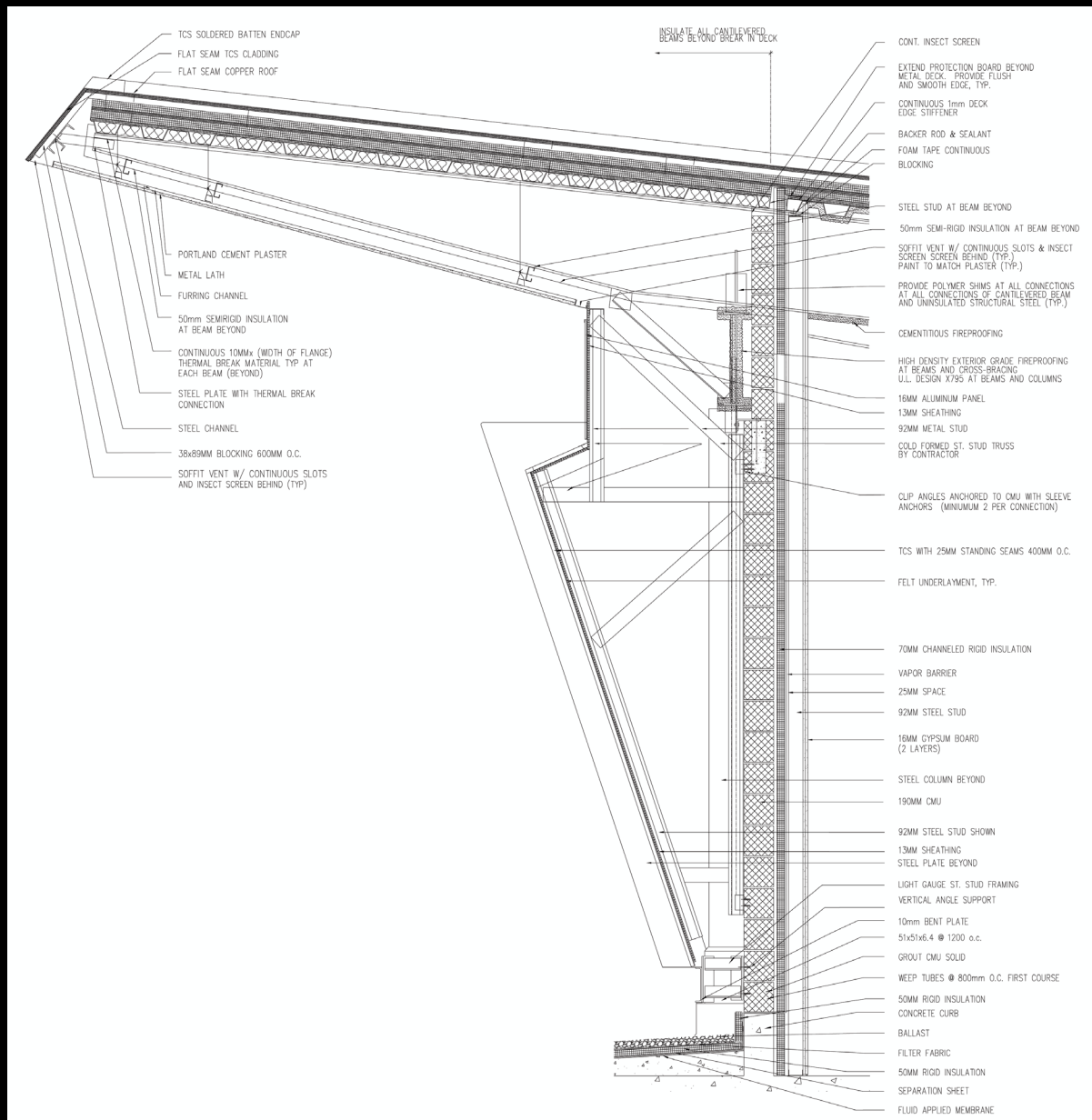
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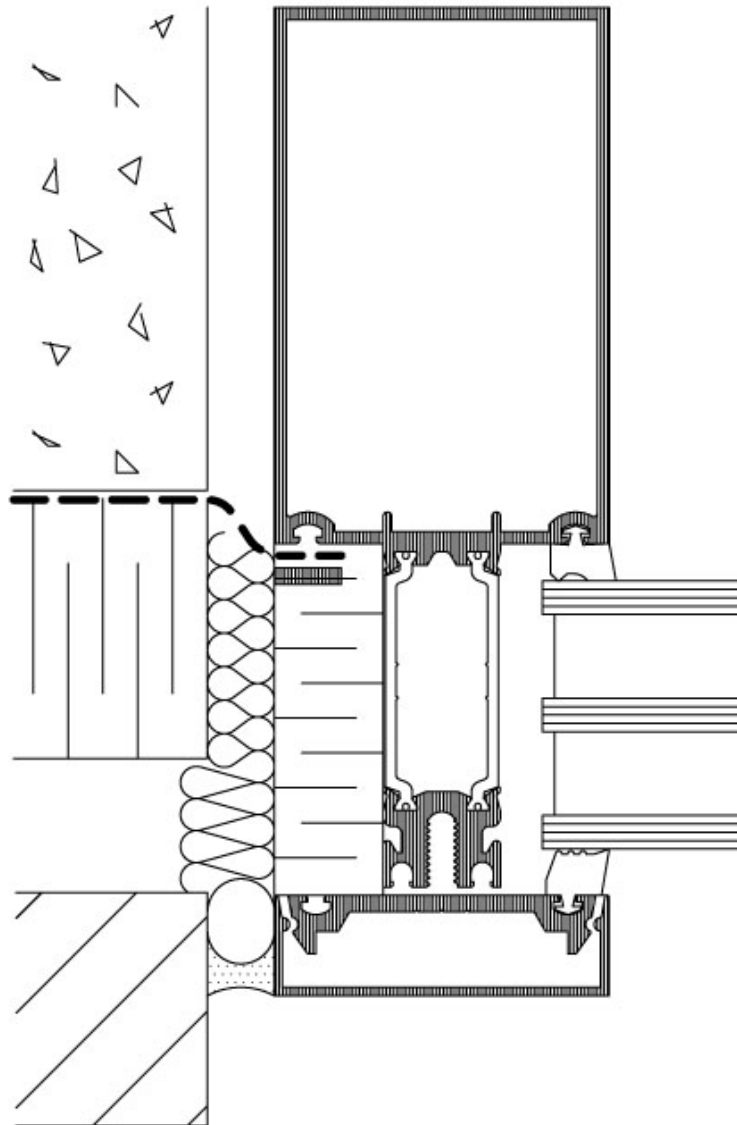
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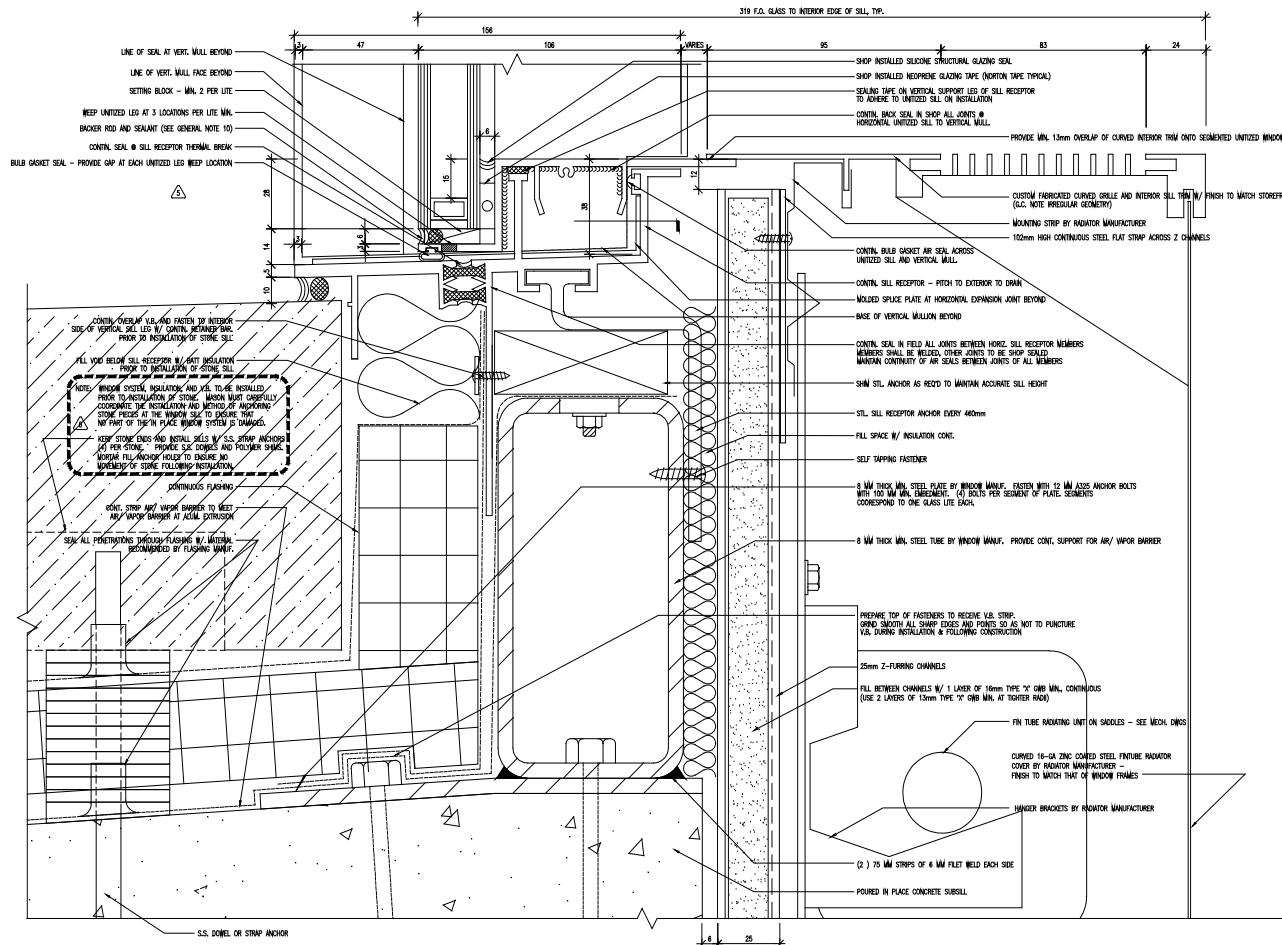
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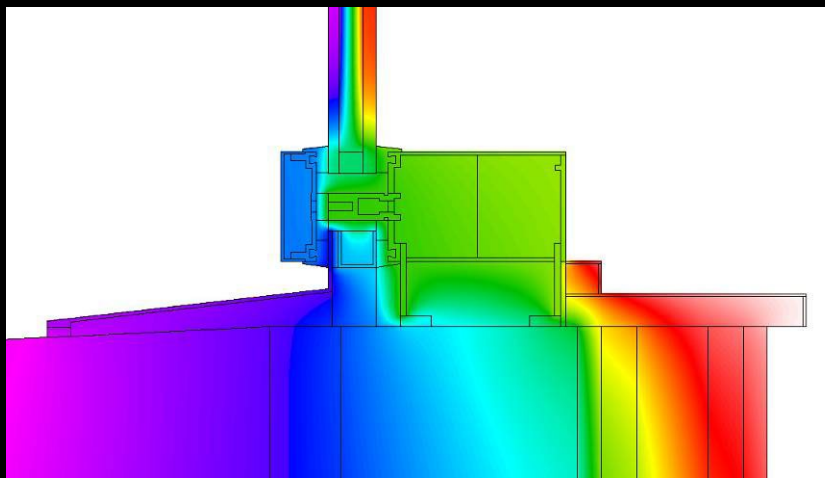
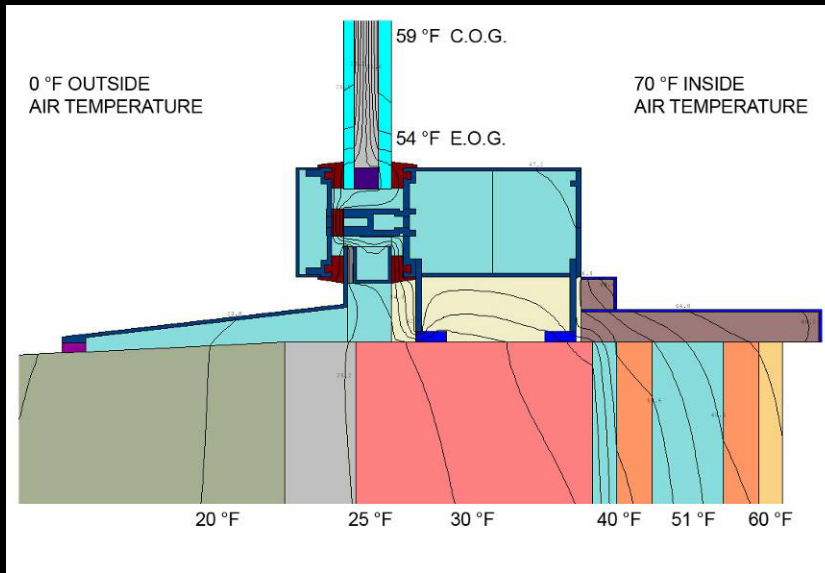
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8 TYPICAL WINDOW SILL SECTION
A366 SCALE 1 : 1



Examples of LBNL Software Analysis

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“**T**o bring together the records of the past and to house them in buildings where they will be preserved for the use of men and women in the future, a Nation must believe in three things. It must believe in the past. It must believe in the future. It must, above all, believe in the capacity of its own people to learn from the past so that they can gain in judgment in creating their own future.”

Franklin D. Roosevelt

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