

# NEH Application Cover Sheet (PF-266604)

## Sustaining Cultural Heritage Collections

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**Field of expertise:** Library Science

### INSTITUTION

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Arizona Board of Regents, University of Arizona  
Tucson, AZ 85721-0158

### APPLICATION INFORMATION

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**Title:** *Assuring Sustainable Collection Growth with High-Density Mobile Storage*

**Grant period:** From 2019-10-01 to 2021-01-31

**Project field(s):** Literature, General

**Description of project:** The University of Arizona Poetry Center (UAPC), one of the most extensive and accessible collections of contemporary poetry in the United States, will purchase and install a mechanical-assist high-density mobile storage system in the organization's closed-stacks Archives Room. This project is the culmination of a major preservation initiative that began in 2014 with a Preservation Assessment funded by a National Endowment for the Humanities Preservation Assistance Grant for Smaller Institutions. Achieving the goals and recommendations of the assessment is a key priority of UAPC's 2014–2019 Strategic Plan, which recognizes the library's collections as a crucial part of UAPC's identity; the completion of this project will mark the fulfillment of this key priority. The project increases sustainability at UAPC by providing space for 15 to 20 years of sustainable collection growth, placing UAPC in the strongest possible position to preserve its nationally significant humanities collections.

### BUDGET

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<b>Outright Request</b>	106,299.00	<b>Cost Sharing</b>	130,250.00
<b>Matching Request</b>	0.00	<b>Total Budget</b>	236,549.00
<b>Total NEH</b>	106,299.00		

### GRANT ADMINISTRATOR

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**University of Arizona Poetry Center**  
**Assuring Sustainable Collection Growth with High-Density Mobile Storage**

**1. DESCRIPTION OF THE PROJECT AND ITS SIGNIFICANCE**

The University of Arizona Poetry Center (UAPC) respectfully requests funds from NEH to purchase and install a mechanical-assist high-density mobile storage system in the organization's closed-stacks Archives Room. A community-focused literary resource of international significance housed within a public land-grant research university in Tucson, Arizona, UAPC possesses one of the most extensive and accessible collections of contemporary poetry in the United States. With a 50,000-book collection and more than 46,000 in-person and online visitors per year, UAPC's mission is to advance a diverse and robust literary culture that serves a local-to-global spectrum of writers, readers, and new audiences for poetry and the literary arts. After a decade's tenure in the 17,500-square-foot Helen S. Schaefer Building, UAPC faces significant space limitations due to the consistent growth of its collections. UAPC must implement additional storage to ensure the preservation and accessibility of its nationally significant humanities collections in the decades to come.

This project is the culmination of a major preservation initiative that began in 2014 with UAPC's NEH-funded General Preservation Assessment. In that assessment, preservation consultant Randy Silverman, Preservation Librarian at the University of Utah, affirmed that high-density mobile shelving in the Archives Room represents the most sustainable way to expand UAPC's collections capacity without increasing building footprint or energy usage, and without compromising architectural beauty and accessibility. Achieving the goals and recommendations of the assessment is a key priority of UAPC's 2014–2019 Strategic Plan, which recognizes the library's humanities collections as a crucial part of UAPC's identity; the completion of this project will mark the fulfillment of this key priority.

UAPC has developed its rehousing and storage plan in consultation with University of Arizona (UA) Libraries Director of Facilities Planning and Management Hayri Yildirim, who has directed numerous implementation projects for high-density mobile storage systems, and Scott Fero of Interior Solutions, the primary provider of high-density mobile storage to the UA Libraries. Principal activities of the work plan include emptying and dismantling the existing system in the Archives Room; storing relocated collection items in shelf order in a secure area at UAPC; installing the mechanical-assist high-density mobile storage system in the Archives Room; replacing collection items in shelf order in the new system; and coordinating shelf shifting and collection redistribution from the reading room to the Archives Room. These activities will be accomplished with extensive in-kind support from the UA Libraries.

The project increases sustainability at UAPC by providing space for 15 to 20 years of sustainable collection growth at the current rate of acquisitions without the need to increase building footprint or energy usage. Extensive dissemination activities, including a press release, social media campaign, exhibit, presentations, and a publication submission, will share the success of the project with humanities scholars and the general public. Upon completion of the project, UAPC will be in the strongest possible position to preserve its nationally significant humanities collections for the future.

**University of Arizona Poetry Center**  
**Assuring Sustainable Collection Growth with High-Density Mobile Storage**

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**University of Arizona Poetry Center**  
**Assuring Sustainable Collection Growth with High-Density Mobile Storage**

### **3. NARRATIVE**

#### **INTRODUCTION**

##### **Project Overview**

The University of Arizona Poetry Center (UAPC), one of the most extensive and accessible collections of contemporary poetry in the United States, respectfully requests an implementation grant from NEH to purchase and install a mechanical-assist high-density mobile storage system in the organization's closed-stacks Archives Room. This project is the culmination of a major preservation initiative that began in 2014 with UAPC's NEH-funded General Preservation Assessment. Achieving the goals and recommendations of the assessment is a key priority of UAPC's 2014–2019 Strategic Plan, which recognizes the library's humanities collections as a crucial part of UAPC's identity; the completion of this project will mark the fulfillment of this key priority. The project increases sustainability at UAPC by providing space for 15 to 20 years of sustainable collection growth at the current rate of acquisitions without the need to increase building footprint or energy usage. Upon completion of the project, UAPC will be in the strongest possible position to preserve its nationally significant humanities collections for decades to come.

##### **Organizational Profile**

*Overview and Mission:* A community-focused literary resource of international significance housed within a public land-grant research university in Tucson, Arizona, UAPC possesses one of the most extensive and accessible collections of contemporary poetry in the United States. With over 50,000 books in its collection and more than 46,000 in-person and online visitors per year, UAPC's mission is to advance a diverse and robust literary culture that serves a local-to-global spectrum of writers, readers, and new audiences for poetry and the literary arts. UAPC fulfills its mission by maintaining and expanding the quality, scope, and public accessibility of its world-class physical and digital collections; hosting 6 to 8 exhibitions per year to showcase its unique holdings and celebrate new work; hosting a Reading and Lecture Series that brings nationally recognized writers to Tucson; delivering educational programs, community workshops, and discussion groups; offering writing contests; hosting poetry residencies; building local, state, and national collaborations; supporting the literary economy in Tucson and beyond; and contributing to Tucson's identity as a cultural center.

*Physical Facilities:* An area of special emphasis within The University of Arizona (UA) College of Humanities, UAPC has just celebrated a decade's tenure in the 17,500-square-foot Helen S. Schaefer Building. This landmark facility, designed by Tucson firm Line and Space, LLC, was the first of its kind in the United States in providing a permanent, purpose-built home for a contemporary poetry collection and literary center of UAPC's size and scope. The Schaefer Building has received numerous design recognitions, including a 2012 Honorable Mention in *Library Journal's* New Landmark Libraries competition. The welcoming space includes classrooms, a 250-seat auditorium, secure climate-controlled areas for rare collection items, an exhibition gallery, and an interactive children's area. Perhaps most unusual for a collection of UAPC's significance are the open stacks in the public reading room, allowing the public to freely

access the majority of UAPC's 50,000 books of contemporary poetry. The facility is owned by The University of Arizona Board of Regents.

*Organizational Capacity:* UAPC accomplishes its mission through the collaborative efforts of 7 full-time and 3 part-time staff members. The staff is supported by UAPC's 25-member Docent Program and a large corps of volunteers, who collectively contribute more than 2,500 unpaid hours to UAPC's library, events, and educational outreach programs each year. These efforts serve more than 10,000 people who use UAPC's physical collections annually, as well as more than 30,000 who access UAPC's digital collections and more than 6,000 who participate in UAPC's literary and educational programs every year. UAPC is open to the public Monday through Saturday, 52 hours per week, for a total of 300 days and 2,600 hours per year.

*Operating Budget and Development:* In addition to raising more than \$4.9 million for the completion of the Helen S. Schaefer Building, UAPC's 20-member Development Council has successfully funded a \$1.3 million programs endowment to support literary, educational, and outreach programming at the Center. The Development Council has also progressed more than halfway through its recent \$500,000 campaign to support a special acquisitions endowment for the purchase of rare first editions and artist's books. The work of the Development Council and contributions from UAPC's Walt Whitman Circle of annual donors augment UAPC's yearly operating budget of \$1 million and its \$1 million Ruth Stephan and Myrtle Walgreen library endowment, dedicated to acquisitions. The base annual budget of the Poetry Center is funded through annual giving, endowment draws, foundation support, earned income, and institutional support from the University of Arizona and the College of Humanities.

*Collections' Relevance to Mission and Institutional History:* UAPC's physical and digital collections are at the heart of the organization's mission and nearly 60-year history. Founder Ruth Walgreen Stephan (1910-1974), a poet, novelist, and philanthropist, established UAPC in 1960 when she presented a cottage and several hundred books of poetry to The University of Arizona. Stephan envisioned a welcoming place and a distinguished collection that would encourage students, faculty, and community members "to encounter poetry without intermediaries." UAPC grew from a regional literary arts center into an international destination for the study and enjoyment of poetry. The library recently celebrated the milestone acquisition of its 50,000<sup>th</sup> book, an exquisite rendering of former U.S. Poet Laureate W. S. Merwin's *Trees* by book artist Charles Hobson of Pacific Editions. Digital collections documenting the rich history of UAPC's Reading and Lecture Series—including more than 1,000 photographic portraits and nearly 1,000 audiovisual recordings of poets and writers—are among the organization's most frequently accessed unique resources. These digital collections are freely accessible to the public on voca (<http://voca.arizona.edu>), UAPC's audiovisual digital library of author recordings seeded by a 2010 NEH Digital Humanities Initiative Grant, and on UAPC's web site (<http://poetry.arizona.edu>).

*Guiding Plans and Policies:* Development of UAPC's physical and digital collections is guided by its Collection Development Policy, approved in March 2017, and more broadly by the organization's 2014–2019 Strategic Plan, finalized in July 2014 (see Appendix B: 2014–2019 Strategic Plan Summary). An NEH-supported General Preservation Assessment, conducted by internationally recognized preservation consultant Randy Silverman of the University of Utah,

has guided UAPC's preservation efforts since 2014 (see Appendix A: Preservation Assessment Executive Summary). In recognition of the importance of the preservation assessment, UAPC made preservation a key element of its Strategic Plan under the section "Keep the Collection Healthy, Growing, and Dynamic." This section prioritizes the initiatives recommended in the preservation assessment, including the installation of a high-density mobile storage system.

*Relevance of the Project to Mission:* The present project is critical to the long-term health and sustainable expansion of UAPC's physical collections, which are growing at a rate of 1,200 books and 600 periodicals a year, and which are the cornerstone of UAPC's mission to advance a robust and diverse literary culture. An original book management plan prepared by architectural firm Line and Space recommended installing high-density mobile shelving in the Archives Room when the collection surpassed 50,000 items, a milestone achieved in Fiscal Year 2018. In his 2014 General Preservation Assessment, consultant Randy Silverman affirmed that high-density mobile shelving in the Archives Room represents the most sustainable way to expand UAPC's collections capacity without increasing building footprint or energy usage, and without compromising architectural beauty and accessibility. Four years later, having achieved nearly all of Silverman's recommendations, UAPC is ready to complete the last major goal of the General Preservation Assessment, ensuring the preservation and accessibility of the collection for the future.

## **SIGNIFICANCE OF COLLECTIONS**

### **Collections Overview**

UAPC possesses one of the most extensive and accessible collections of contemporary poetry in the nation. The collection contains more than 50,000 volumes of poetry, 29,000 periodicals issues (over 300 current subscriptions), 5,000 photographs, 1,100 broadsides, and 1,500 unique recordings. The collection is most comprehensive in contemporary English-language poetry (including translations from other languages) from the last half of the 20th century through the present and maintains a strong representation of earlier and historic works. A heavily used university and community resource of international significance, the main collection features single-author monographs, anthologies, literary journals, prose and critical works by poets, and reference works housed in open stacks that facilitate browsing.

The L. R. Benes Rare Book Room contains rare and limited-edition books, chapbooks, and broadsides; artist books, including unique editions; and photographic portraits and snapshots documenting the more than 1,000 authors who have participated in UAPC's Reading and Lecture Series from 1962 to the present. Examples of Rare Book Room holdings include Alberto Ríos's *Inside Chance*, a sculptural book published by Picnic Press; Kenneth Patchen's *When We Were Here Together*, published by New Directions with a cover hand painted by the author; Lyn Hejinian and Ray Di Palma's *Chartings*, from Tucson's Chax Press; and Walter Hamady's renowned artist book *Gabberjabb 5*, from The Perishable Press, Ltd. The Center plays a leading role in collecting the work of small fine-press, hand-press, and guerrilla poetry publishers, including Albion Books, the Belladonna\* Collective, The Brother in Elysium, The Center for Book Arts, Delete Press, and DoubleCross Press. While most of the library's open-stacks volumes are collected by only a few other libraries, many Rare Book holdings are found exclusively at UAPC.

UAPC's archival collections include 105 linear feet of rich institutional records containing correspondence, administrative records, board meeting minutes, print material, audiovisual recordings, and scrapbooks dating from 1960 that document UAPC's unique history and prominent role within Southern Arizona's literary landscape. Author files contain correspondence from notable poets including Robert Frost, Kenneth Koch, and Allen Ginsberg. All Rare Book and Archives materials are available to the public upon request.

The LaVerne Harrell Clark Photographic Collection contains portraits of poets taken by UAPC's first director, LaVerne Clark. These images, taken on site at UAPC or in other Tucson locations between 1962 and 2000, capture many of the 20th century's leading poets, often at unguarded, intimate moments. This collection contains thousands of unique prints, negatives, and correspondence. More than 1000 images from the collection have been digitized and are freely available to the public online at UAPC's web site, <http://poetry.arizona.edu>.

Finally, UAPC boasts an irreplaceable audiovisual collection of poets reading their own work. Dating from 1963, the recordings include performances by 4 Nobel Laureates, 27 U.S. Poets Laureate, 41 Pulitzer Prize winners, and 36 National Book Award winners, all reading in Tucson at UAPC. To date, nearly 1,000 of these recordings are accessible through a free online digital library called voca (<http://voca.arizona.edu>). Funded by an NEH Digital Humanities Digital Start-Up Grant, voca received NEH's "We the People" designation as a project that strengthens the teaching and understanding of American history and culture. UAPC's audiovisual archive represents a unique aggregation of historical records that have national and international significance.

### **Use of Collections in Support of the Humanities**

*Usage Overview and Audiences Served:* UAPC is housed within The University of Arizona (UA), a public land-grant university in the sixth most economically distressed state in the country. UA serves more than 40,000 students, all of whom have access to UAPC's collections and programs. Thirty-five percent of UA students are students of color. UA is a Hispanic Serving Institution and an American Indian and Alaska Native Serving Institution. More than 10,000 people from UA, Tucson, Southern Arizona, and beyond visit the collection annually. More than 2,000 K-12 and university students participate free of charge in UAPC's field trips program, benefitting from lesson plans customized to their areas of study. Hundreds of families attend Kids Create, a free monthly open house for youth of all ages, and hundreds more attend docent-facilitated outreach programs offered throughout Tucson and in surrounding communities. UAPC's free public Reading and Lecture Series reached more than 4,000 people in Tucson and Phoenix in 2016-2017. UAPC's digital collections expand its reach to a national and global audience. In 2016-2017, more than 30,000 unique visitors worldwide utilized UAPC's digital content, including [voca.arizona.edu](http://voca.arizona.edu); the LaVerne Harrell Clark Photographic Collection; UAPC's blog, which features guest writers of regional and national significance; and standards-based curricula for students and educators.

*Research and Publications:* UAPC is a university and community resource of international scholarly significance. In addition to students and the general public, scholars with a particular interest in contemporary poetry regularly use UAPC's general collection for scholarly and pedagogical research in the humanities. Two examples of recent humanities research include a

University of Arizona scholar developing a course in documentary poetics, and a visiting scholar assembling poems for use in an anthology on innovative formalism in poetry.

UAPC's library staff also conduct and publish humanities research rooted in the organization's collections. For example, project team member Julie Swarstad Johnson is the co-editor of *The Poetry of Spaceflight*, forthcoming from The University of Arizona Press, an anthology inspired by Johnson's curation of UAPC's recent exhibit "The Poetry of Spaceflight." Project Director Sarah Kortemeier regularly publishes research exploring the links between poetry and the humanities and innovative pedagogies. A recent example is her book chapter "The List and the Spine: Poetry, Information Literacy, and Intrinsic Motivation," in the ACRL Press anthology *Motivating Students on a Time Budget: Pedagogical Frames for In-Person and Online Information Literacy Instruction*.

*Exhibitions:* Selections from UAPC's permanent collections are presented to the public and students through a robust program of 4 to 6 exhibitions each year. A recent example is "Selections from the Permanent Collection: Building Visibility, One Book at a Time," which showcased anthologies of poetry by female and female-identified authors in a wide variety of cultural contexts. Another example is "The Poetry of Spaceflight," which featured monographs and poems on the theme of space exploration. Both of these exhibits were designed with an explicitly educational focus, illuminating hidden themes within the open stacks of the Poetry Center's collections. University students in particular benefitted from field trips connected with "The Poetry of Spaceflight," in which the exhibit was used as a jumping-off point for writing and thinking about connections between the humanities, science, and analytical writing.

The Children's Area of UAPC's library is home to a multi-year exhibition series, Brave Books, made possible by generous support from Arizona Humanities. Each year, the Brave Books series transforms the Children's Area into a depiction of a lost, endangered, or otherwise brave independent bookstore or library, such as the African National Memorial Bookstore in Harlem and the Basra Central Library in Basra, Iraq. In addition to a mural and play areas allowing children to imagine themselves within the featured library or bookstore, Brave Books includes visits from guest speakers and a child-friendly exhibition of books related to the display.

*Educational Programs:* UAPC's educational programs serve students of all ages, from preschool to university to adult learners, providing the Tucson and Southern Arizona communities with high-quality low- and no-cost opportunities for educational enrichment in the arts and humanities. More than 2,000 students visit the organization annually to participate free of charge in UAPC's field trips program, which directly introduces students to UAPC's holdings through interactive activities, exploration, and writing. These custom-tailored field trips create linkages between humanities themes and such diverse areas of study as technical writing, interdisciplinary fine arts, second language acquisition, and cultural studies. For example, students in the University of Arizona's interdisciplinary arts course *Amalgam* visit UAPC each semester to study exemplars of fine-press printing and artist books in preparation for creating their own artist books, a number of which are donated to UAPC's collection as inspiration for future student artists.



Kids Create, UAPC's free open house for children from infants to age 13, attracts hundreds of families each month for a morning of creative writing workshops, age-appropriate activity stations, and musical performances. UAPC's robust docent corps facilitates adult and youth outreach programs throughout Tucson and surrounding communities, including Poetry Circles at several branches of the Pima County Public Libraries and monthly open mics for aspiring writers. Within Tucson's public school system, UAPC's Writing the Community program creates opportunities for professional writers to conduct six- to eight-week residencies in K-12 classrooms. UAPC's Community Workshops program offers 15 to 20 evening and weekend classes ranging from poetry, fiction, and nonfiction writing workshops to seminars on topics such as ecopoetry, literature of the borderlands, and poetry of witness. A scholarship program allows 12 community members with financial need to attend a Community Workshops class each year; thanks to the generosity of a private donor, the scholarship program is slated to expand significantly in the coming year.

Lastly, UAPC is the institutional home of the long-running Arizona Prison Writing Program, facilitating creative writing workshops with incarcerated individuals for more than 35 years. Based in part on the strength of the organization's work with the Arizona Prison Writing Program, UAPC was invited to apply for and received 2018 Art for Justice grant funding for a three-year creative and educational initiative that includes commissioning new work from leading writers in conversation with the crisis of mass incarceration in the United States.

### **Relation of Collections to Similar Holdings in Other Repositories**

UAPC is one of three major freestanding literary centers in the United States that combine extensive, highly accessible collections of contemporary poetry housed in flagship buildings with a robust schedule of community programming; the others are Poets House in New York and the Poetry Foundation in Chicago. UAPC is the only such center located in the Western United States. It is also the oldest of the three by several decades, and it offers the most extensive humanities collections. UAPC's library and archival collections may be measured against peer university collections such as the Poetry Collection of the University at Buffalo, Harvard University's Houghton Library, and the Archive for New Poetry of the University of California San Diego. While UAPC's collections are smaller in size and/or chronological scope than those of the aforementioned libraries, UAPC enjoys a number of unique collecting strengths that make it a resource of similar significance. These include its unparalleled digital library of author recordings, voca; its rich photographic archives, boasting a distinctly Southwestern emphasis; and its extensive record of comprehensively collecting the authors who embody Southern Arizona and the Southwest's linguistic and cultural diversity, including many rare and important works by American Indian and Chicano/Latino authors.

## **CURRENT CONDITIONS AND PRESERVATION CHALLENGES**

### **Current Condition of Collections**

The move in October 2007 to the custom-built Helen S. Schaefer Building marked the first time in the organization's history that UAPC's library collections were housed under one roof. Prior to the move, thousands of collection items were housed in offsite records storage with basic levels of environmental control. After decades of dealing with collection storage issues ranging from lack of climate control to unacceptable levels of ultraviolet light exposure, UAPC was able to bring the collections together in a permanent home and address basic preservation concerns.

The majority of collections are currently housed in UAPC's public reading room in publicly accessible open stacks that invite browsing. An east-facing glass wall of windows provides natural lighting, making the room an inviting space for patrons, but until recently causing light-related damage to the collections. In December 2017, UAPC corrected the unacceptably high levels of ultraviolet (UV) radiation and visible light in the reading room with the installation of light-filtering film to the east windows, made possible by a generous grant from the Southwestern Foundation for Education and Historical Preservation. UAPC's Archives Room and L. R. Benes Rare Book Room provide the organization's rare and archival collections with a closed-stacks environment controlled by a separate HVAC system maintaining constant temperature and relative humidity levels appropriate to paper-based collections.

### **Preservation Challenges to Be Addressed in Project**

As the size and significance of UAPC's collections has grown over the past decade, both the public reading room and the Archives Room face significant space limitations, requiring staff and volunteers to maintain accessibility by frequently shifting collections. This situation was anticipated by architectural firm Line and Space, who recommended installing high-density mobile shelving in the Archives Room when the collection surpassed 50,000 items, and by preservation consultant Randy Silverman, who made the same recommendation. The present project will assure 15 to 20 years of sustainable growth for UAPC's collections, without the need for less sustainable measures such as increasing building footprint or reverting to offsite storage.

### **Preventive Conservation Practices and Policies**

UAPC observes comprehensive preventive conservation practices and policies. The University of Arizona Facilities Management and Risk Management departments provide the Helen S. Schaefer Building with an integrated pest management program managed by a contracted pest control company; a wet fire sprinkler system and a fully integrated fire alarm and safety system, regularly tested and served by a source of emergency power; a security system including keyless secure access to exterior doors and closed-stacks collection areas; and remote monitoring of environmental conditions by the Facilities Management HVAC/Mechanical Shop.

UAPC's staff has implemented an extensive series of additional preventive conservation practices over the course of the past five years on the recommendation of preservation consultant Randy Silverman. These include the creation and regular updating of a comprehensive disaster response plan for collections; (b) (4) and regular stacks cleaning and environmental monitoring programs, using a museum vacuum cleaner and handheld environmental monitor purchased with funds provided by an NEH Preservation Assistance Grant for Smaller Institutions. As UAPC's exhibitions program expanded to include traveling exhibitions, staff received training in safe handling, packing, and transit from the Registrar of the UA Museum of Art. A small permanent budget line was also established, on Silverman's recommendation, to provide conservation treatment for individual collection items on an as-needed basis.

## **Administrative and Intellectual Control of Collections**

UAPC's strong levels of administrative and intellectual control prepare the organization to successfully manage the temporary relocation of collections necessitated by the installation of a high-density mobile storage system in the Archives Room. All library holdings are cataloged in Ex Libris Alma, a cloud-based unified library services platform implemented in 2017–2018 by the Arizona Universities Library Consortium, which represents the libraries of Arizona's three public universities. All print archival collections are fully described in finding aids made available to the public through UAPC's website, <http://poetry.arizona.edu>. Digital collections such as voca and the digitized LaVerne Harrell Clark Photographic Collection are housed, managed, and preserved by the Computing Services Department of UAPC's home college, The University of Arizona College of Humanities, in close collaboration with UAPC's library staff. Cataloging and processing backlogs are minimal for UAPC's physical and digital holdings, with nearly all items fully processed and cataloged within 30 days of receipt. In 2018, UAPC instituted a periodic inventory protocol and completed its inventory of items in the library's L. R. Benes Rare Book Room.

In addition to UAPC's strong policies and practices, generous in-kind support provided by The University of Arizona Libraries Facilities Planning and Management Department ensures the successful administrative control of the temporary relocation of collections. Two temporary workers and two general maintenance mechanics with experience on similar projects at the UA Libraries will carry out the temporary relocation of Archives Room collections, the dismantling of the current shelving system, and the rehousing of collections after the installation of the high-density mobile storage system. Library Operations Supervisor Michael Mayer, who serves as the Collection Maintenance Supervisor overseeing similar projects for the UA Libraries system, will supervise the relocation team and closely monitor the work. The team will store all of the collections on site at UAPC during the period of relocation, enhancing control by ensuring that no collection items leave the building.

## **HISTORY OF THE PROJECT**

### **Preservation Planning Study (2014)**

UAPC completed a General Preservation Assessment in 2014, supported by a National Endowment for the Humanities Preservation Assistance Grant for Smaller Institutions and conducted by internationally recognized preservation consultant Randy Silverman (see Appendix A: Preservation Assessment Executive Summary). The assessment took place seven years after the organization's move to the Helen S. Schaefer Building.

With the completion of the General Preservation Assessment, UAPC was able, thanks to the support of NEH and the expertise of the consultant, to quantify and prioritize its preservation needs. Most urgent among those needs, according to Silverman, were reducing unacceptably high levels of ultraviolet radiation and visible light in UAPC's public reading room, growing the size of the institution's library staff, intensifying security protocols, and expanding collection storage capacity with the installation of a high-density mobile storage system.

### **Preservation Actions (2014–2018)**

In the five years since the conclusion of UAPC's NEH-funded General Preservation Assessment project, the organization has implemented nearly all of the consultant's short-term and long-term

recommendations. Through the leadership of UAPC's Executive Director and Development Council, UAPC has made fulfilling the goals of the preservation assessment one of the six key priorities of the organization's 2014–2019 Strategic Plan, under the heading "Keep the Collection Healthy, Growing, and Dynamic" (see Appendix B: 2014–2019 Strategic Plan Summary). At present, installing a high-density mobile storage system in the Archives Room is the last major goal to be completed, and the most ambitious goal for the organization.

Since 2014, the General Preservation Assessment has provided the impetus for UAPC to devote extensive staff time to achieving its goals, including rehousing its nationally significant poetry broadside collection in archival enclosures, writing and adopting the organization's first collection development policy, and establishing enhanced security procedures, in addition to the measures described above under "Preventive Conservation Practices and Policies." The preservation assessment also motivated UAPC to commit its financial resources to hiring a new full-time library staff member in order to increase staff hours devoted to collection care, as recommended by the consultant, and to seek additional resources for preservation by fundraising for a newly created endowment for the acquisition, preservation, and exhibition of rare books.

UAPC also completed a number of its preservation goals thanks to generous grant support from NEH and the Southwestern Foundation for Education and Historical Preservation. A second NEH Preservation Assistance Grant for Smaller Institutions allowed UAPC to purchase equipment recommended by consultant Randy Silverman, including a museum vacuum cleaner, handheld environmental monitor, polyurethane foam book supports, and a two-shelf flat plastic cart. This equipment was used to institute regular stacks cleaning and environmental monitoring programs, as well as improved protocols for safe display and handling of collection materials. Most recently, the support of the Southwestern Foundation allowed UAPC to achieve its long-desired goal of correcting unacceptably high levels of UV radiation and visible light in its public reading room by installing spectrally selective light-filtering film to its east windows and by replacing fluorescent tube lighting with non-UV-emitting LED bulbs.

### **Rationale and Expected Outcomes of Project (2019–2020)**

The present project seeks to fulfill the last remaining goal of consultant Randy Silverman's General Preservation Assessment: the installation of a high-density mobile shelving system in UAPC's Archives Room to allow for sustainable long-term collection growth. Upon completion of the project, the shelving system will provide for 15 to 20 years of collection growth at the current acquisition rate of 1,200 books and 600 periodicals a year. It will significantly alleviate overcrowded shelves in UAPC's public reading room and Archives Room without the need to increase building footprint or energy usage. In addition, completion of the project will assist UAPC with its ongoing work raising funds to grow and enhance its collections through its new special acquisitions endowment; current and potential donors will trust that collection items purchased with the endowment will be well preserved and have a home in perpetuity.

### **Relation to Strategic Plan and Sustainability Initiatives**

UAPC recognizes the central role of its collections in its mission "to advance a diverse and robust literary culture that serves a local-to-global spectrum of writers, readers and new audiences for poetry and the literary arts." Therefore, fulfilling the goals of UAPC's General Preservation Assessment is one of the six cornerstone priorities of the organization's 2014–2019

Strategic Plan, under the heading “Keep the Collection Healthy, Growing, and Dynamic.” The installation of a high-density mobile shelving system (also known as compact shelving) in the Archives Room is specifically mentioned in the Strategic Plan as a key priority (see Appendix B: 2014–2019 Strategic Plan Summary). Of note, UAPC has achieved all other priorities listed under the heading “Keep the Collection Healthy, Growing, and Dynamic,” including the full digitization of its priceless audiovisual library of author recordings; the creation of an online interface for the LaVerne Harrell Clark Photographic Collection, providing free public access to more than 1000 portraits of poets and writers; and the completion of all other key priorities of UAPC’s preservation assessment. Through this work, UAPC’s library is in the strongest position of its nearly 60 years of history; completion of the present project will be a keystone moment.

The project is guided by UAPC’s desire to grow its collections in a sustainable way. By maximizing the efficient use of available space in the organization’s Archives Room, UAPC avoids the materials, costs, and energy use associated with growing the footprint of the Helen S. Schaefer Building, annexing additional space, or reverting to offsite storage. To conserve additional energy, UAPC has selected a mechanical assist high-density mobile storage system, which operates by turning a three-spoke handle, rather than a push-button system powered by electricity. The ergonomically designed handles of the mechanical assist system require only one pound of effort to move shelves bearing a 4,000 to 10,000-pound load, ensuring that the system is as accessible as possible for all employees.

UAPC’s selected vendor, Spacesaver Corporation installed by Interior Solutions, is well known for its commitment to environmental sustainability (see Spacesaver’s Sustainability Brochure in Appendix D: Technical Specifications). Among its extensive sustainability strategies, Spacesaver uses an average of 75% recycled steel in its mobile storage systems, exclusively uses low-phosphate powder-coat paints, reclaims and recycles waste materials through an internal waste management program, and manufactures all of its products in the United States. In recognition of the impact of Spacesaver’s sustainability initiatives, the company received the 2007 Wisconsin State Award for Energy Use Reduction.

## **METHODS AND STANDARDS**

### **Proposed Methods and Procedures**

For the past decade, UAPC’s collections have been growing at a stable rate of 1,200 books and 600 periodicals a year. To maintain their significance and the utility of the collection as a contemporary resource, and to allow for the preservation of rare and fragile items as they age, UAPC must allocate increased space to its collections.

In discussion with Hayri Yildirim, UA Libraries Director of Facilities Planning and Management, UAPC selected Phoenix, Arizona–based Interior Solutions to install a Spacesaver storage system. Interior Solutions, which has a State of Arizona contract, was selected on Yildirim’s recommendation; they are the main provider of high-density mobile storage systems to the UA Libraries. A Spacesaver storage system was selected on the recommendation of Yildirim and preservation consultant Randy Silverman; UAPC’s project team noted Spacesaver Corporation’s commitment to sustainability and its extensive roster of completed projects, including systems installed in the UA Libraries.

UAPC's stable rate of acquisitions over the previous decade allowed Scott Fero of Interior Solutions to calculate the proposed capacity and growth of the new storage system (see Appendix E: Vendor Proposal and Quote). The system will give UAPC a gain of 1,149 lineal filing feet, which represents a 73% gain in storage capacity over the existing shelving system in the Archives Room. At the current rate of acquisitions, calculated by Fero to equal between 56 and 75 lineal filing feet per year, the gain in storage capacity translates into 15 to 20 years of acquisitions.

Invaluable in-kind support in the form of personnel resources provided by Hayri Yildirim and the UA Libraries will ensure that UAPC's collections are safely stored, maintained, and protected during the installation of the high-density mobile storage system. Yildirim's team, including Library Operations Supervisor Michael Mayer, two general maintenance mechanics, and two temporary workers, has extensive experience shifting and relocating collections in the UA Libraries. To ensure collections safety and security during the installation process, all collection items will be stored on site in a secure location at UAPC. Yildirim has also committed to providing annual maintenance for the high-density mobile storage system, at an estimated value of \$4,275 per year; this generous support ensures that once the project is complete, the new system will function optimally throughout its useful life.

#### **Development of the Rehousing and Storage Plan**

UAPC has developed its rehousing and storage plan in close consultation with Hayri Yildirim, who has directed numerous implementation projects for high-density mobile storage systems within the UA Libraries system, and Scott Fero of Interior Solutions, the primary provider of high-density mobile storage to the UA Libraries. Appendices C, D, E, and G include floor plans indicating square footage and layout, technical specifications for the system, a vendor quote from Interior Solutions, and letters of commitment from Yildirim and Fero.

UAPC's proposed work plan will support and improve the organization's long-term resilience in the face of natural and man-made emergencies, complementing the organization's disaster response plan and collection security strategies described above in "Preventive Conservation Practices and Policies." Upon installation of the storage system in the Archives Room, UAPC will increase its resilience to emergencies related to both collections theft and environmental conditions by storing a greater proportion of its older and fragile items in a closed-access space with stable, archivally appropriate, and continuously monitored levels of temperature and relative humidity. Collection items will also be protected from theft and loss during the installation by being securely stored on site at UAPC, rather than stored in an offsite location.

The Spacesaver mechanical-assist storage system to be installed has a safety lock control on each three-spoke handle to ensure that shelving carriage are only moved when the aisle is clear, preventing injury to personnel and collection items. Lastly, the proposed storage system offers 7 inches of clearance from the floor to the bottom shelf, protecting collection items from potential water damage; this is important against because UAPC uses a water-based fire suppression system, and because flash floods, while rare, have occurred in Tucson.

## **WORK PLAN**

Prior to the beginning of the grant period, Project Director Sarah Kortemeier and Senior Library Specialist Julie Swarstad Johnson will conduct a collection analysis to facilitate the shifting of older and more fragile collection items from UAPC's public reading room to the new storage system in the Archives Room.

The work plan for the project is divided into three phases: preparation, installation, and dissemination. The first phase, preparation (indicated in the chart below in solid black) includes all project activities conducted prior to installation of the new storage system. Upon receipt of the grant in October 2019, Project Director Sarah Kortemeier will work with Interior Solutions consultant Scott Fero to order UAPC's Spacesaver high-density mobile storage system. From October through December 2019, Kortemeier, Johnson, and Fero will participate in regular planning meetings with UA Libraries Director of Facilities Planning and Management Hayri Yildirim and Library Operations Supervisor Michael Mayer.

The second phase (indicated in crosshatched gray) includes all activities associated with installation of the new storage system. Installation will begin in December 2019 and be completed in January 2020, a period that falls between semesters and during a break in UAPC's public programming, when disruption to UAPC's patrons will be minimized. Installation will begin in December 2019 with two UA Libraries temporary workers, supervised by Michael Mayer, working one week to empty the existing shelving in UAPC's Archives Room and store collection items in shelf order in a secure area on site at UAPC. Next, two UA Libraries general maintenance mechanics will work two days to dismantle the existing shelving in the Archives Room and transport it to UA's surplus warehouse. In the first week of January 2020, Scott Fero and his installation team at Interior Solutions will install the storage system rail and sub-floor, a process that will take two days. Interior Solutions will then work five days to install the carriages and shelving for the storage system. When installation of the system is complete, the two temporary workers, supervised by Mayer, will return and work one week replacing collection items in shelf order in the new storage system. During installation, Julie Swarstad Johnson and Senior Library Assistant Leela Denver will document the installation process with digital photographs, to the extent that safety and standard operating procedures permit. From January 2020 through August 2020, Kortemeier, Johnson, and Denver will use the previously completed collection analysis to coordinate collection redistribution from the public reading room to the Archives Room and shelf shifting in the reading room. Collection redistribution, a multi-month process, can be completed by staff during the library's regular opening hours with minimal disruption to patrons.

The third phase (indicated in solid gray) includes dissemination activities, described more fully in "Project Results and Dissemination" below. These include a press release and social media campaign in August 2020; an exhibit about the project on display through January 2021; presentations to direct stakeholders; submission of an article to *College and Research Library News*; and submission of the required white paper to NEH. Dissemination activities will be carried out primarily by Kortemeier and Johnson, while all principal project team members will contribute to the article for *C&RL News* and the white paper.



<b>Assuring Sustainable Collection Growth with High-Density Mobile Storage</b>	1	1	1	0	0	0	0	0	0	0	0	0	1	1	1	0
	0	1	2	1	2	3	4	5	6	7	8	9	0	1	2	1
	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2
	9	9	9	0	0	0	0	0	0	0	0	0	0	0	0	1
Order shelving system ( <i>Kortemeier and Fero</i> )																
Planning meetings ( <i>Kortemeier, Johnson, Fero, Yildirim, and Mayer</i> )																
Install shelving system: 1. Empty shelves in Archives Room ( <i>Temporary Workers and Mayer</i> ) 2. Dismantle existing shelving ( <i>General Maintenance Mechanics</i> ) 3. Install high-density mobile shelving system ( <i>Fero and Interior Solutions</i> ) 4. Replace collection materials in mobile shelving system ( <i>Temporary Workers and Mayer</i> )																
Photo documentation of installation ( <i>Johnson and Denver</i> )																
Collection redistribution and shelf shifting ( <i>Kortemeier, Johnson, and Denver</i> )																
Press release ( <i>Kortemeier</i> )																
Social media campaign ( <i>Kortemeier and Johnson</i> )																
Blog post ( <i>Kortemeier and Johnson</i> )																
Exhibit ( <i>Kortemeier and Johnson</i> )																
Presentations of project to UAPC's staff and docents ( <i>Kortemeier and Johnson</i> )																
Presentations of project to UAPC's Development Council and UA College of Humanities Dean ( <i>Kortemeier and Johnson</i> )																
Write and submit article to <i>C&amp;RL News</i> ( <i>Kortemeier, Johnson, Yildirim, Fero, and Mayer</i> )																
Write and submit white paper to NEH ( <i>Kortemeier, Johnson, Yildirim, Fero, and Mayer</i> )																



## **PROJECT TEAM**

**Sarah Kortemeier, Associate Librarian, Project Director:** Sarah Kortemeier holds an M.A. in Library and Information Science and an M.F.A. in Creative Writing, both from UA. A member of UAPC's library team since 2010, Kortemeier has been an integral part of grant-funded preservation projects including UAPC's two previous NEH-supported Preservation Assistance Grants for Smaller Institutions and "Preserving Our Collection with Appropriate Illumination," an implementation project funded by the Southwestern Foundation for Education and Historical Preservation. She will be responsible for project direction and management.

**Julie Swarstad Johnson, Senior Library Specialist:** Julie Swarstad Johnson holds an M.F.A. in Creative Writing from The Pennsylvania State University and has been a member of UAPC's library team since 2015. Johnson's previous experience with grant-funded preservation projects includes UAPC's 2015 NEH-supported Preservation Assistance Grant and the Southwestern Foundation-funded "Preserving Our Collection with Appropriate Illumination" project. She will oversee the evaluation and shifting of library materials from UAPC's main collection into the Archives Room after the installation of the high-density mobile storage system.

**Leela Denver, Senior Library Assistant:** Leela Denver holds a B.A. in English Language and Literature from the University of Michigan. An experienced library paraprofessional, she joined the Poetry Center library team in 2018. She will assist with photographic documentation and the shifting of library materials from UAPC's main collection into the Archives Room after the installation of the high-density mobile storage system.

**Hayri Yildirim, UA Libraries Director of Facilities Planning and Management:** With an M.S. in Operations Management from The University of Arizona, Hayri Yildirim has directed the Facilities Planning and Management Department of the UA Libraries since 2005. Yildirim consulted extensively with UAPC's project team to design the methods, procedures, and work plan for the project. He will consult on best practices throughout the duration of the project and will provide oversight of the UA Libraries staff assisting with project implementation.

**Michael Mayer, UA Libraries Library Operations Supervisor:** Michael Mayer serves as the Collection Maintenance supervisor in charge of shelving and relocation projects for the UA Libraries system, including the Main and Science and Engineering Libraries. Mayer will supervise the work of the general maintenance mechanics and temporary workers who will relocate the Archives Room collections, dismantle the current shelving system, and rehouse the collections after the installation of the high-density mobile storage system.

**General Maintenance Mechanic (2 positions), UA Libraries:** Under the supervision of Michael Mayer, the general maintenance mechanics will be responsible for dismantling the existing shelving system and removing it from UAPC's Archives Room.

**Temporary Worker (2 positions), UA Libraries:** Under the supervision of Michael Mayer, the temporary workers will remove items from existing shelving in UAPC's Archives Room, relocate them on site at UAPC, and rehouse them in shelf order within the new storage system.

**Scott Fero, Storage and Furnishing Consultant, Interior Solutions:** Scott Fero has 10 years of experience planning and implementing Spacesaver high-density mobile storage systems in library, archives, and museum settings. Fero is responsible for furnishing the design and technical specifications of UAPC's proposed Spacesaver system. His team at Interior Solutions will provide and install the mechanical high-density mobile storage system.

#### **PROJECT RESULTS AND DISSEMINATION**

Completion of the proposed project will be a watershed moment for UAPC. With the installation of the high-density mobile storage system in the Archives Room, the organization will have fulfilled the goals of its 2014 General Preservation Assessment and will be in the strongest possible position to preserve its nationally significant humanities collections for decades to come. With 15 to 20 years of sustainable collection growth assured by the new system, UAPC will be well equipped to pursue exciting new collection strategies, including the collection of more high-profile acquisitions through its special acquisitions endowment. The project team also expects that the newly available shelf space made possible by the storage system will facilitate new ideas about how to organize, group, and display collection materials in UAPC's public reading room to continually provide better service to researchers and to the general public.

In addition to collecting and sharing data about the effectiveness of the storage system, its impact on collection development, and lessons learned in the white paper required by NEH, UAPC will undertake a number of efforts disseminating the success of the project to the general public, peer institutions, and scholars in the humanities. The project team will document the installation of the storage system with digital photographs that will be shared on institutional social media platforms, including Facebook, Twitter, and Instagram, to communicate the success of the project and its importance to UAPC's preservation efforts. When installation is complete, they will contribute a general-audience educational post to UAPC's blog *1508: A Blog Where Poetry Lives*. An exhibit consisting of text and photographs that explain the project's impact will be installed adjacent to UAPC's Archives Room for one year after installation is complete.

To reach the broader general public, a press release will communicate the results of the project to local and national media. UAPC has strong ties to peer organizations with an active national media presence, such as the Poetry Foundation and the Academy of American Poets, as well as The University of Arizona's popular *UANews*, and local newspapers and magazines such as the *Arizona Daily Star*, *Tucson Weekly*, *Tucson Lifestyle*, and *Zócalo*. UAPC anticipates media interest because the completion of the project in 2020 will coincide with the organization's 60th anniversary and will also mark the fulfillment of its General Preservation Assessment goals.

A number of direct stakeholders will learn about the success of the project through presentations by the project team on site in the Archives Room. These include UAPC's staff, docents, and Development Council, and the Dean of UAPC's home college, the College of Humanities.

A publication opportunity will extend the project's reach to peer institutions and humanities researchers. Sarah Kortemeier and the project team will submit an article to the Association of College and Research Libraries' *College and Research Libraries News*, discussing the project as a case study for the management of infrastructure improvements in small and special libraries.

**University of Arizona Poetry Center**  
**Assuring Sustainable Collection Growth with High-Density Mobile Storage**

**4. HISTORY OF GRANTS/AWARDS**

**Source:** National Endowment for the Humanities, Division of Preservation and Access

**Program:** Preservation Assistance Grants for Smaller Institutions

**Project Title:** University of Arizona Poetry Center General Preservation Assessment

**ID Number:** PG-52159-14

**Date:** 1/1/2014 – 6/30/2015

**Amount:** \$5809.00

**Source:** National Endowment for the Humanities, Division of Preservation and Access

**Program:** Preservation Assistance Grants for Smaller Institutions

**Project Title:** Purchase of Preservation Supplies and Environmental Monitoring Equipment

**ID Number:** PG-232846-16

**Date:** 1/1/2016 – 6/30/2017

**Amount:** \$4243.00

**Source:** Southwestern Foundation for Education and Historical Preservation

**Project Title:** Preserving Our Collection with Appropriate Illumination

**Date:** 12/1/2017 – 11/1/2018

**Amount:** \$12,800.00

**University of Arizona Poetry Center  
Assuring Sustainable Collection Growth with High-Density Mobile Storage**

**5. LIST OF PARTICIPANTS**

Denver, Leela, University of Arizona Poetry Center

Fero, Scott, Interior Solutions

Johnson, Julie Swarstad, University of Arizona Poetry Center

Kortemeier, Sarah, University of Arizona Poetry Center

Mayer, Michael, University of Arizona Libraries

Silverman, Randy, University of Utah Marriott Library

Yildirim, Hayri, University of Arizona Libraries



Applicant Institution: *University of Arizona*

Project Director: *Sarah Kortemeier*

Project Grant Period: *10/1/2019-1/31/2021*

[click for Budget Instructions](#)

	Computational Details/Notes	(notes)	Year 1 10/01/2019- 09/30/2020	(notes)	Year 2 10/01/2020- 1/31/2021	Project Total
<b>1. Salaries &amp; Wages</b>						
Project Director, Sarah Kortemeier	40% of Annual Rate	40%	(b) (6)	20% ; 4 months	(b) (6)	(b) (6)
Julie Johnson, Senior Library Specialist	40% of Annual Rate ; .8 FTE	40%	(b) (6)	10% ; 4 months ; .8 FTE	(b) (6)	(b) (6)
Leela Denver, Senior Library Assistant	30% of Annual Rate	30%	(b) (6)	0%	\$0	(b) (6)
Hayri Yildirim, UA Library, Director of Facilities & Planning	15% of Annual Rate	15%	(b) (6)	0%	\$0	(b) (6)
Michael Mayer, UA Library, Library Operations Supervisor	5% of Annual Rate	5%	(b) (6)	0%	\$0	(b) (6)
TBD - General Maintenance Mechanics	3% of Annual Rate	3%	\$1,050	0%	\$0	\$1,050
TBD - General Maintenance Mechanics	3% of Annual Rate	3%	\$1,050	0%	\$0	\$1,050
TBD - Temporary Worker	160 hours x \$12/hour	%	\$1,920			\$1,920
<b>2. Fringe Benefits</b>						
Project Director and Staff	31.2%		(b) (6)		(b) (6)	(b) (6)
Temporary Worker	15.1%		\$290		\$0	\$290
<b>3. Consultant Fees</b>						
						\$0

<b>4. Travel</b>						
						\$0
						\$0
<b>5. Supplies &amp; Materials</b>						
Purchase and installation of new high density shelving			\$106,299			\$106,299
<b>6. Subawards</b>						
						\$0
<b>7. Other Costs</b>						
						\$0
<b>8. Total Direct Costs</b>	<b>Per Year</b>		<b>\$188,258</b>		<b>\$6,647</b>	<b>\$194,905</b>
<b>9. Total Indirect Costs</b>						
<b>a. Rate: 47%</b>						
<b>b. Federal Agency: DHHS</b>	<b>Per Year</b>		<b>\$38,521</b>		<b>\$3,124</b>	<b>\$41,645</b>
<b>Effective Period: 07/01/2016- Until Ammended</b>						
<b>10. Total Project Costs</b>	<b>(Direct and Indirect costs for entire project)</b>					<b>\$236,549</b>
<b>11. Project Funding</b>		<b>a. Requested from NEH</b>		Outright:		\$106,299
				Federal Matching Funds:		\$0
				<b>TOTAL REQUESTED FROM NEH:</b>		<b>\$106,299</b>
		<b>b. Cost Sharing</b>		Applicant's Contributions:		\$130,250
				Third-Party Cash Contributions:		
				Third-Party In-Kind Contributions:		\$0

Project Income:	\$0
Other Federal Agencies:	\$0
<b>TOTAL COST SHARING:</b>	<b>\$130,250</b>

<b>12. Total Project Funding</b>	<b>\$236,549</b>
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<b>Total Project Costs must be equal to Total Project Funding ----&gt;</b>	( \$236,549 ?)
<b>Third-Party Contributions must be greater than or equal to Requested Federal Matching Funds ----&gt;</b>	( #REF! ?)

**University of Arizona Poetry Center**  
**Assuring Sustainable Collection Growth with High-Density Mobile Storage**

**APPENDIX A: 2014 PRESERVATION ASSESSMENT EXECUTIVE SUMMARY**

The University of Arizona Poetry Center is a dynamic, creative, and well-run literary center that brings distinction to the University and the State of Arizona as one of the most comprehensive and accessible collections of contemporary poetry in the United States. With the undertaking of the present preservation assessment the Poetry Center has arrived at a critical juncture in its evolution in terms of defining its future preservation trajectory. While the library provides a tremendous service by preserving and making available to campus and community researchers information and artifacts documenting the diversity of literary culture, successful preservation of its collection is vital to successfully meet its long-term mission.

It is imperative that steps be taken to minimize collection damage from light. At the root of this problem is the design of the building itself. While newly purpose built, the library's east facing windows do not take into account the importance of the 'general' collection which is indeed rare and intended to be retained in perpetuity. Current lighting conditions far exceed recommended light levels and are actively and irreversibly damaging this irreplaceable collection of books. Steps to significantly reduce and monitor both visible and ultraviolet light need to be taken.

Also of note is the fact the Poetry Center is understaffed. This situation impacts all aspects of collection care. The collection is not inert; as the primary source of institution's intellectual value it must be maintained for the Poetry Center to continue meeting its long-term goals. The library's books, photographs, oral recordings, and printed broadsides are eroded through use, chemical deterioration and environmental conditions. Managing the collection's long-term health is going to require greater emphasis on 1) in-house preventive conservation (protecting book jackets with polyester wrappers; storing broadsides in folders; removing dust; duplicating magnetic media; monitoring the environment; working to correct environmental anomalies; participating with other University of Arizona cultural repositories on disaster preparedness; etc.), 2) reliance on professional conservators to repair physical damage; and 3) administrative tasks, including fundraising, to support preservation. One additional FTE is required to support these activities.

Finally, as a public institution that maintains long hours of operation and houses valuable collections, the Poetry Center needs panic buttons installed in discreet locations throughout the building so employees can request police assistance on an emergency basis. It is also recommended that security protocols for accessing rare collections be intensified for staff and patrons, and periodic collection inventories conducted to track collection loss.

*Randy Silverman, Consultant, August 2014*

**Recommendation Addressed in Application:**

**5.3: Collection Care and Handling**

Use compact shelving to expand storage capacity for Archives and Rare Book material as current storage in those areas reaches capacity.



**University of Arizona Poetry Center**  
**Assuring Sustainable Collection Growth with High-Density Mobile Storage**

**APPENDIX B: 2014–2019 STRATEGIC PLAN SUMMARY**

In July 2014, the University of Arizona Poetry Center (UAPC)'s 2014-2019 Strategic Plan was reviewed and accepted by the University of Arizona College of Humanities (UAPC's home college) and UAPC's staff, docents, and Development Council. The Strategic Plan identifies six priorities for the plan term. Cumulatively, these priorities reflect strategies that will keep UAPC a thriving institution serving our ever-growing community. Our six priorities are as follows:

**1. Build Fiscal Strength:** We will further diversify our funding streams to lessen dependence on any single form of income and build our fiscal strength. Goals include:

- a. Pursue development efforts to fund preservation needs for the collection, as identified by 2014 National Endowment for the Humanities-funded preservation assessment.
- b. Grow Whitman Circle (a community of donors who have committed to making an annual donation of \$250 or more) by 10% annually, with a target of 150 members by 2020.
- c. Meet initial \$1 million Programs Endowment Goal by 2017. Reassess long-term needs once initial \$1 million goal has been met.
- d. Propose sponsorship opportunities to five local or regional businesses a year.
- e. Pursue new earned income opportunities such as an annual tuition-based residential writing experience that will both build UAPC's regional/national profile and audience.
- f. Maintain \$25,000 cash reserve to cover rainy days or strategic opportunities.

**2. Keep the Collection Healthy, Growing, and Dynamic:** A crucial part of our identity is our unique specialized museum and library. We must insure that we are best caring for the collection and positioning the collection to thrive in the future. Goals include:

- a. Identify and prioritize key goals to implement under the library preservation assessment: UV film for exterior windows, compact shelving for Archives, and UV shields for light fixtures with exposure to books and display cases.
- b. Complete the back-digitization and uploading of voca, UAPC's free public online audio/video library of more than 800 recordings from UAPC's Reading and Lecture Series, dating from 1963 to the present.
- c. Implement a digital platform for the Laverne Harrell Clark Photographic Collection, providing free online public access to 1,000 digitized author portraits.
- d. Partner with Line and Space, LLC (the designers of the Helen S. Schafer Building, UAPC's permanent home) to re-envision the Ingalls Gallery and modify existing furniture and locations to fit current use and needs.
- e. Invest resources in the Children's Corner, relocating books to existing shelving to create new, welcoming possibilities for children and educational programming.
- f. Use the new UAPC website platform to help tell the story of the collection by developing features that help narrate the collection's significance.

**3. Expand Local, State, and National Collaborations:** By expanding the reach of our programming through collaboration, we can increase our geographic footprint, grow our audiences, develop new resources for support, and further create and serve a diverse and robust literary culture. Goals include:

- a. Maintain and deepen our connections with local partners on and off campus to support the literary and arts/culture communities while also further leveraging our mission.
- b. Continue to build capacity to serve statewide audiences through our efforts in establishing base Reading Series and Education programming in Phoenix, building from our current successful collaboration with the Phoenix Art Museum.
- c. Raise the national profile of UAPC through collaborative programming and jointly promoted efforts and resources with peer national partners.

**4. Maintain Vibrant and Relevant Programs, Readings, and Events:** Maintaining vibrant and relevant programs will be critical to our success in advancing a diverse and robust literary culture, in creating new audiences for poetry, and in expanding our geographical reach. Goals include:

- a. Seek new collaborations where possible to extend the reach of our programs, build capacity, and forge relationships with literary partners in Tucson and beyond.
- b. Seek innovations within our existing programs, leveraging existing assets to accomplish goals while creating minimal or no new capacity needs.
- c. Transition core education programming toward deeper, sustained, and engaged efforts with students. Create new bilingual and multilingual educational opportunities that serve our diverse student population.
- d. Continue to engage teachers in professional development that supports their efforts in using poetry as an educational tool in the classroom.

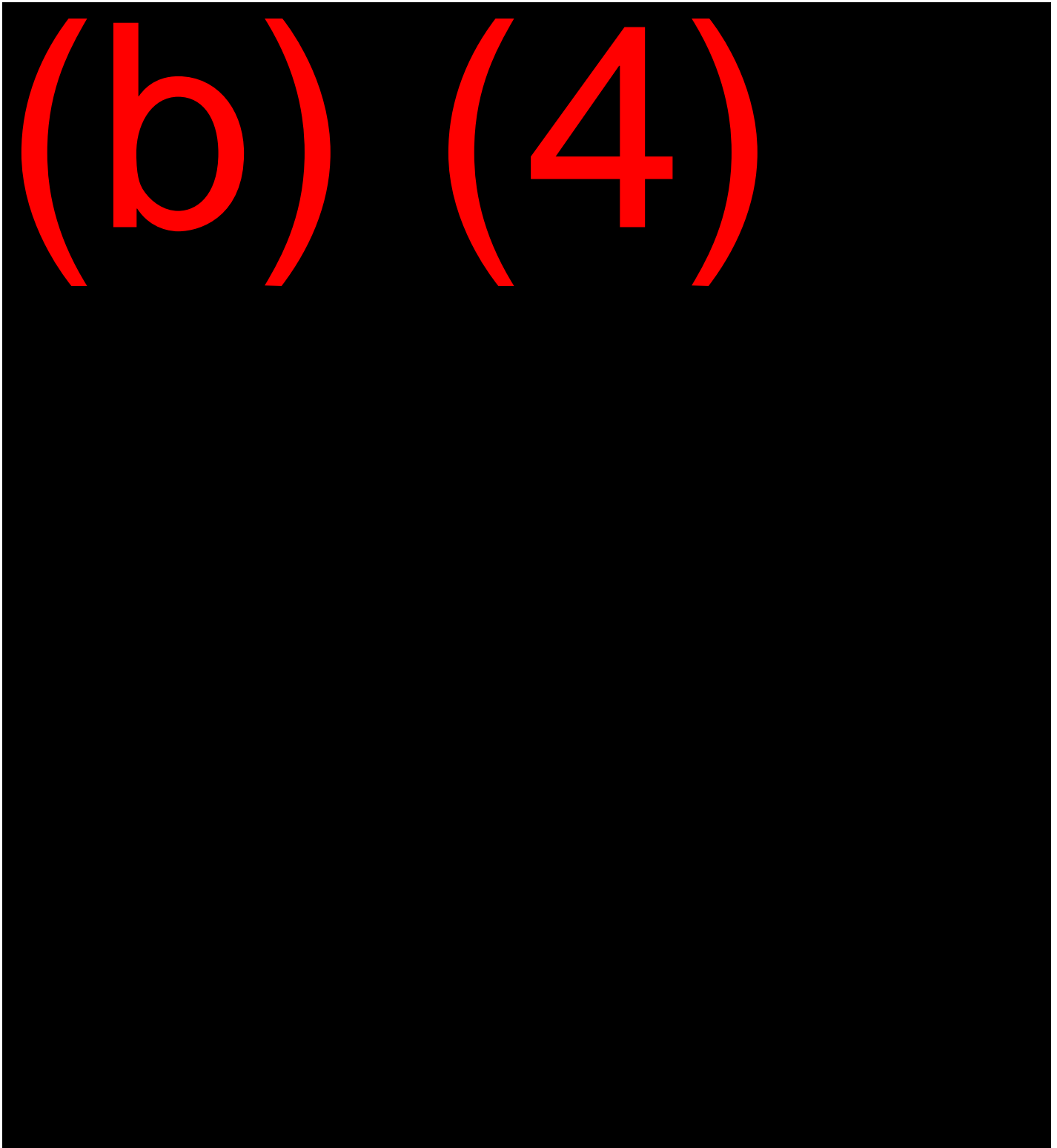
**5. Leverage Technology to Expand Reach, Scalability, and Capacity:** We will partially accomplish our goals of broad geographic service and add to our national reputation through our creative use of technology while also maintaining our local service. Goals include:

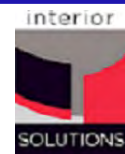
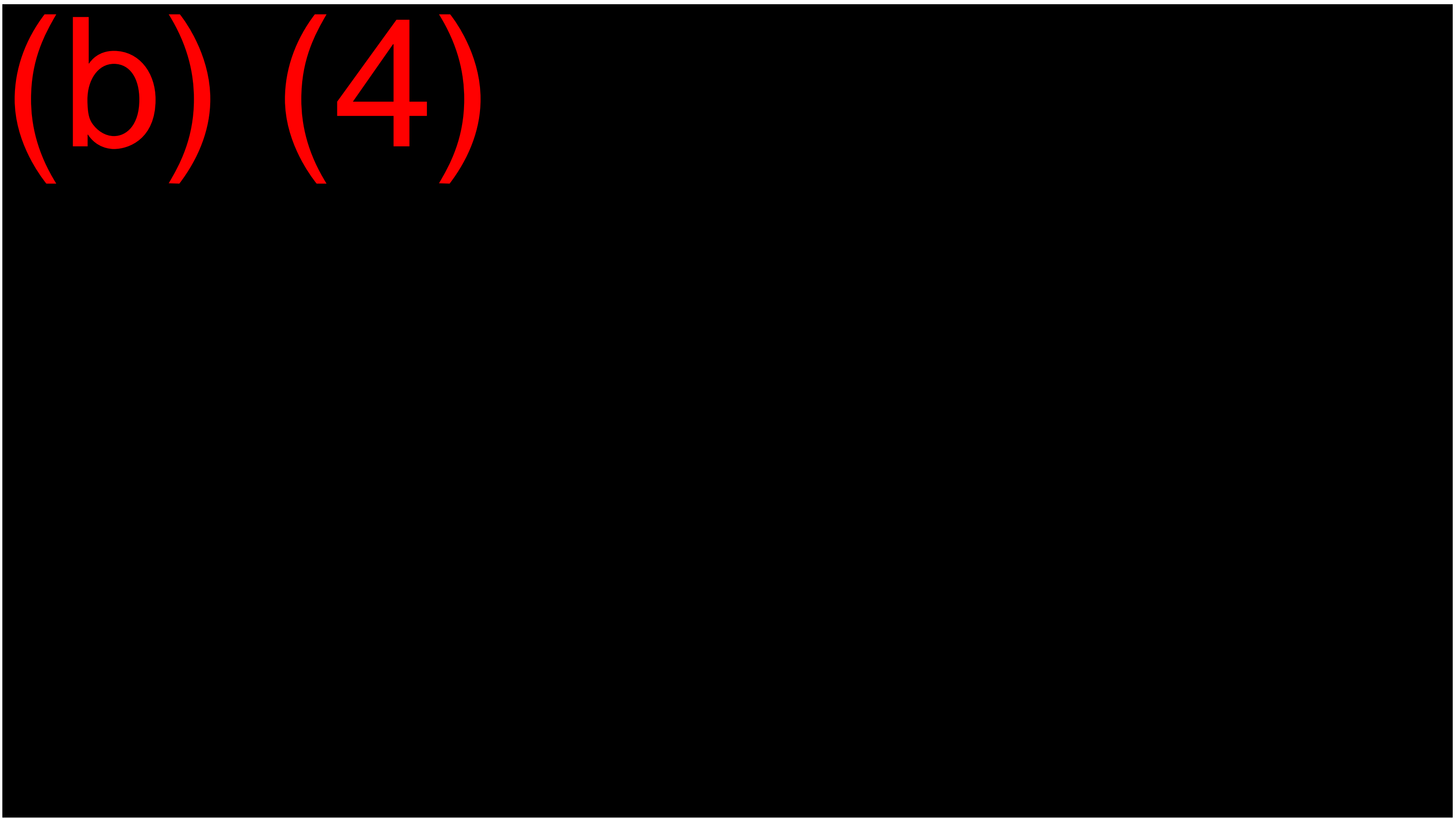
- a. Launch the redesigned poetry.arizona.edu. Feature new content that attracts a digital audience.
- b. Leverage UAPC web content as a feeder for social media and email platforms, driving increased digital engagement.
- c. Explore opportunities to leverage our website and reach underserved areas and more K-12 classrooms.

**6. Modify Existing Structures to Accomplish Goals:** We will best position ourselves to be successful in carrying out the other strategic priorities by modifying our existing organizational/leadership structure to align with goals. Goals include:

- a. Transition Advisory Council membership to form a group that mirrors the “local-to-global” language in the mission statement by engaging new membership that represents local, regional, national, and international concerns in our programming and efforts.
- b. Include representative leadership that confers stature within the greater poetry culture, but keeps our core commitment to programming that serves locally.
- c. Increase size and cultural/linguistic diversity of UAPC’s docent program.

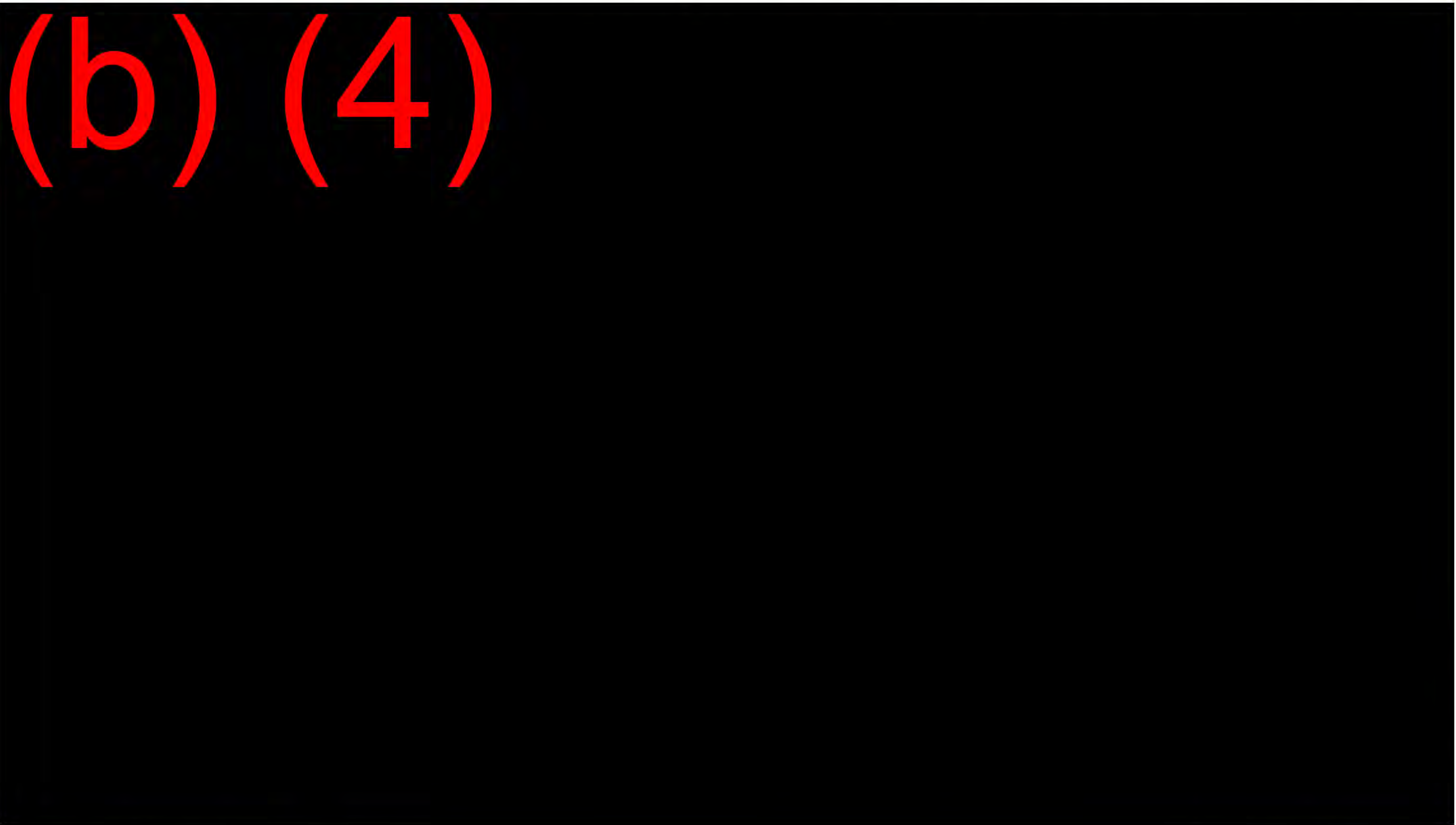
APPENDIX C: ARCHIVE ROOM FLOOR PLAN (CURRENT)





Project Name: U OF A POETRY LIBRARY		
Salesperson: FERO,SCOTT	Scale 1/4" = 1'	Rev level:

Project #: 110309	APPROVAL This drawing Approved By: _____
Drawn by: Rick Contryman	
Date Printed: 04/13/2018	Dated _____



Project Name: U OF A POETRY LIBRARY

Salesperson:  
FERO,SCOTT

Scale  
3/8" = 1'

Rev level:

Project #:  
110309  
Drawn by:  
Rick Contryman  
Date Printed:  
04/13/2018

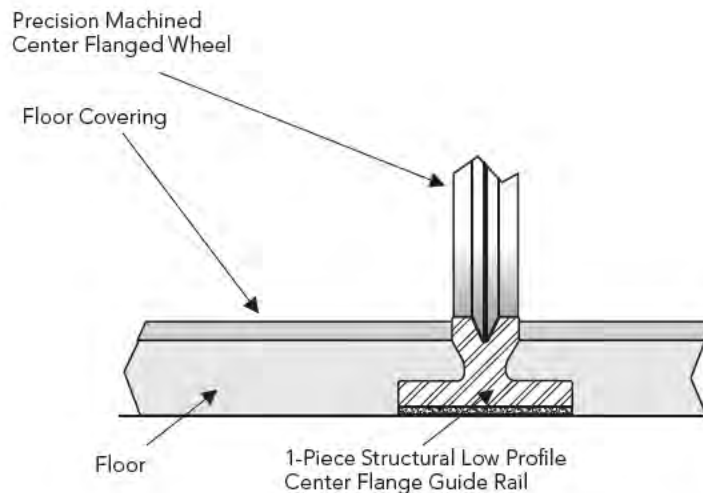
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# TECH DATA

## DRIVE GUIDANCE SYSTEMS

### Center Flange Guidance System

Spacesaver's center flange guidance system features precision machined and balanced wheels with a center flange design that work with center grooved rail to provide a high quality guidance system with no wheel guidance gaps in the floor.



#### BENEFITS

1. No wheel guidance gap in the floor and a narrow guide rail groove allow carts to roll smoothly and easily in the system's aisles.
2. Permanently lubricated and shielded bearing assemblies provide long term, maintenance free operation.
3. Synchronized wheel rotation and precision machined wheels work together to promote: smooth, easy, parallel carriage travel; minimal pressure and wear to the system; elimination of carriage racking and wheel slippage; and long system life.
4. Greater carriage strength and rigidity means long term positive alignment for consistently parallel operation and increased weight and storage capacity.

#### DESIGN AND CAPABILITIES

Specifically engineered by Spacesaver for mobile storage, the center flange guidance system delivers superior mobile system guidance that:

- Uses guide wheels with a centered single flange and a matching center grooved rail that allow flush-with-floor rail installation without wheel guidance gaps, and offer the industry's narrowest guide rail groove.
- Provides two precision machined and balanced, wheels per wheel channel assembly, each with two permanently lubricated and shielded ball bearing assemblies, for long term wheel roundness and smoothness.

Center flange guidance systems work with unit welded carriages to provide high quality system performance in several ways:

- Machined and balanced wheel and bearing assembly ensures balanced wheel rotation and drive transmission for smooth, parallel carriage movement.
- Unit welded carriage construction provides greater strength and rigidity.
- Exclusive carriage design with increased structural surface area maximizes system strength.

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APPENDIX D: TECHNICAL SPECIFICATIONS

**APPLICATION**

Center flange guidance systems are available on Spacesaver electric, mechanical assist and manual carriage systems. Center flange systems use center flange guidance on one or more drive rails and standard load wheels on all other rails. Center flange guidance systems use L center flange rail at the guide rail locations as indicated on the drawings. All load wheels use L load rail. Other specialized rails designed to satisfy floor loading criteria are available. Contact factory for more details.

Overhead anti-tips are required on carriages when the system height exceeds four times the carriage width. When the system height exceeds six times the carriage width, contact the factory.

**TECHNICAL SPECIFICATIONS**

**GUIDANCE SYSTEM:**

Provide two center flanged wheels on each wheel channel assembly to mate with the center grooved rail as indicated on the drawings.

\* Specifications subject to change.



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# TECH DATA

## RAIL SYSTEMS

### L Center Flange Rail

Spacesaver's one-piece, low profile, L center flange rail of cold drawn structural steel provides uniform distribution of heavy loads and precision alignment for long term, easy carriage operation under heavy cyclic load stress\*, and allows flush-with-floor rail installation free of wheel guidance gaps.

#### BENEFITS

1. Low profile design increases the amount of vertical space that can be used for storage.
2. One-piece structural design with tongue and groove splicing provides carriage operation that is consistently smooth and reliable, even under the heaviest loads.
3. Recess floor mount capabilities permit flush-with-floor rail installation without ramps, and maximize the amount of vertical space that is usable for storage.
4. Extending rail assemblies under stationary platforms means carriage, storage housings and face panels will be on an even plane and provide an homogenous, level appearance.
5. Leveling screw adjustability, continuous grouting and permanent floor anchors ensure long term system dependability.
6. Flush-with-floor rail installation without wheel guidance gaps in the floor and allows carts to roll smoothly in the system's aisles.

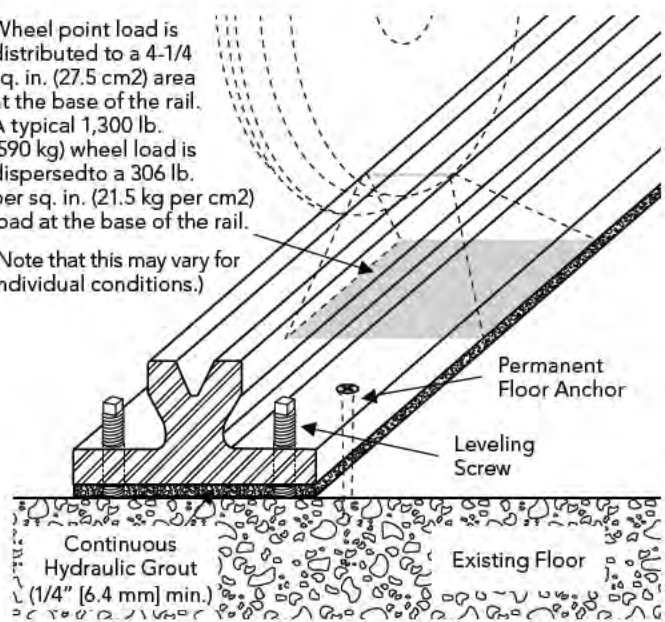
\*Cyclic load stresses are the weight and forces placed on all parts of a mobile system as it cycles back and forth and as it rests. The force of movement combined with the weight of the stored materials transferred to the storage housing and down the storage housing's vertical members to the carriage, represents the cyclic load stress on the carriage. From the carriage, the load is transferred to the bearing/axle/wheel assembly where it becomes a point load that is then transferred to the system's rails, and finally to the grout and floor.

#### DESIGN AND CAPABILITIES

Designed by Spacesaver specifically for mobile storage, the low profile, L center flange rail offers better system performance than commonly used commercial grade bar stock in several ways:

Wheel point load is distributed to a 4-1/4 sq. in. (27.5 cm<sup>2</sup>) area at the base of the rail. A typical 1,300 lb. (590 kg) wheel load is dispersed to a 306 lb. per sq. in. (21.5 kg per cm<sup>2</sup>) load at the base of the rail.

(Note that this may vary for individual conditions.)



1. The structural nature and "T" profile
  - Uniformly distributes the wheel point load to a 4-1/4 square inch surface where the rail's base contacts the grout and then the floor.
  - Minimizes rail deflection.
2. One piece construction
  - Ensures constant dimensional tolerances for permanent precision alignment.
  - The rail's wheel track won't delaminate from its base.
  - Features a center guide groove that works with center flanged wheels on the carriages to provide guidance for the system.



**DESIGN AND CAPABILITIES (CONTINUED)**

3. Tongue and groove splices between rail lengths
- Maintains proper rail alignment for smooth, easy carriage movement.
  - Eliminates rail separation.
  - Gradually transfers wheel point loads from one rail section to the other, to maintain the integrity of the wheel point load distribution.

**INSTALLATION**

Spliced L center flanged rails are aligned on the floor for optimum weight distribution, and can be top mounted and finished with plywood ramp and decking, or recessed in concrete. In systems with stationary platforms, the rails extend fully under the platforms and provide a level plane for platform installation.

Once positioned, rails are leveled using leveling screws for precise installation and infinite adjustability. Leveled rails are secured with permanent floor anchors for firm, solid attachment.

To minimize rail deflection and help disperse wheel point loads to maximum floor areas, rail installation is completed with non-shrink, continuous grout under the entire rail. This step ensures that all gaps and voids are filled for total rail support. Finished flooring is then installed flush with the edge of the rail system.

**APPLICATION**

L center flange rail is compatible with all Spacesaver powered, mechanical assist and manual carriages utilizing center flange guidance systems.

**TECHNICAL SPECIFICATIONS**

**RAIL:**

Rail shall be one-piece, cold drawn structural "T" section 1035 steel extrusion 1-1/16" (27 mm) high with a 2-1/8" (54 mm) base flange, a 15/16" (24 mm) top surface and a center guide groove. Rail shall disperse the wheel point load to a minimum 4-1/4 square inch area at the base of the rail. All rail joints to

be tongue and groove. Rail shall have two leveling screws and two permanently mounted floor anchors maximum 36 inches o.c. All rail assemblies shall be fully grouted with a non-shrink hydraulic cement type grout with an 8,000 lbs. p.s.i. strength after curing. Rail system shall be flush with finished floor with no gaps. \* Specifications subject to change.



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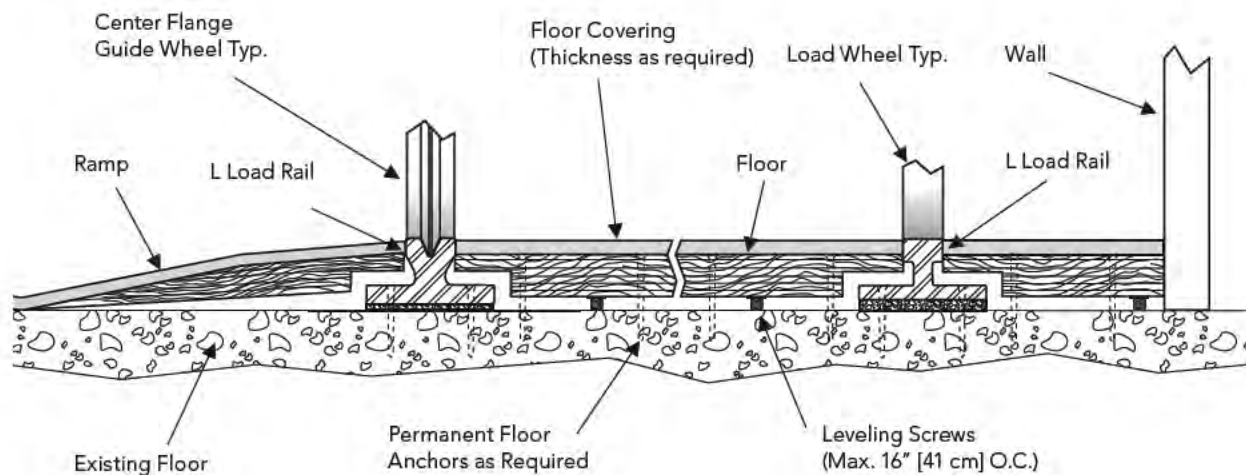
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# TECH DATA

## FLOOR AND RAMP SYSTEMS

### L Floor and Ramp For Center Flange Guidance Systems

Spacesaver L floor and ramp combines a low profile raised deck between the system's rails, that features leveling screw adjustability and permanent floor anchors, and a minimum slope entry ramp for a floor and ramp system without wheel guidance gaps that is used with L center flange and L load rails and provides uniform flat surfaces that will accept most floor finishing materials.



#### BENEFITS

1. Leveling screw adjustability and permanent floor anchors ensure a solid, level walking surface.
2. Plywood construction that uses exterior glue resists moisture and provides uniform surfaces that can be painted, varnished, carpeted or tiled.
3. One piece ramp section plate allows for uninterrupted floor covering installation with a finished, homogenous appearance.
4. Ramp recessed under carriages and platforms permits full utilization of aisle space in front of the system.

#### DESIGN AND CAPABILITIES

L floor for top mounted systems and for systems installed in floor recesses, is constructed of 3/4" (19 mm) plywood panels that are sized to fit between the system's rails and notched to accommodate the rails' T profile and allow the floor and rail to be installed flush with the rails with no wheel guidance gaps. Floor panels are aligned on the edges of the rails and then leveled using leveling screws to give the raised floor additional support and to provide infinite adjustability that allows the top surface of the system's finished floor material to be installed

even with the top surface of the rail assembly. The floor is then anchored in place with permanent floor anchors.

For top mounted systems, one piece ramp sections of the same material are installed at the entrance(s) to the system, recessed under the ends of the carriages, to provide a sloped surface between the existing floor and the system's raised plywood floor that does not extend into the aisle space in front of the system.

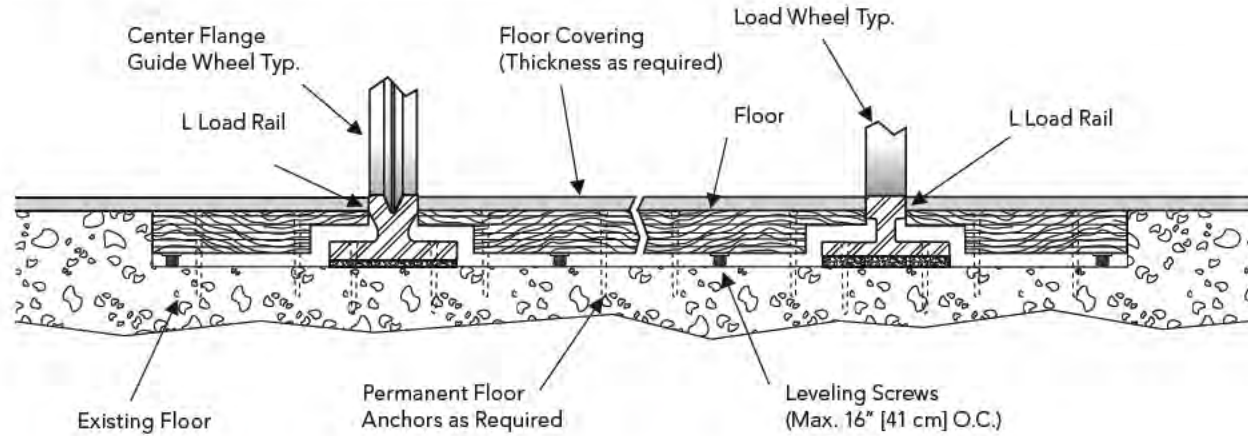
#### APPLICATION

L floor and ramp for center flange guidance systems is compatible with all Spacesaver electric, mechanical assist and manual systems using L center flange rail at the guide rail position(s) and L load rail at all other positions when rail and floor systems are installed on top of existing flooring or recessed into concrete depression.

#### FLOOR & RAMP

Fire retardant treated plywood is available as an alternative to the traditional plywood option.

OPTIONAL RECESSED IN CONCRETE INSTALLATION



TECHNICAL SPECIFICATIONS

**RAISED FLOOR:**

Provide 3/4" (19 mm) underlayment grade plywood panels to raise finished floor (SEE RELATED WORK BY OTHERS FOR FLOOR FINISH MATERIALS) to top of rail. All floor and ramp panels shall be flush without any gaps adjacent to the rails. Floor shall have integrated leveling screws maximum 16" (41 cm) on center and permanent floor anchors.

For top mounted installations, add: Provide a ramp of the same material at front (For dual entry systems, add: and rear) of assembly.

For recessed installations, add: Rails to be recessed into floor so that top of rail is level with finished floor material. Mobile manufacturer to supply recess detail.

(SEE RELATED WORK BY OTHERS FOR CONCRETE FORM RECESSED DETAIL.)

\* Specifications subject to change.



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# TECH DATA

## MOBILE STORAGE

### Mechanical Assist Control Operation

Spacesaver’s mechanical assist control operation uses an ergonomic three spoked drive handle with rotating knobs to provide an efficient method of moving mobile system carriages that features a user activated safety lock.

#### FEATURES AND BENEFITS

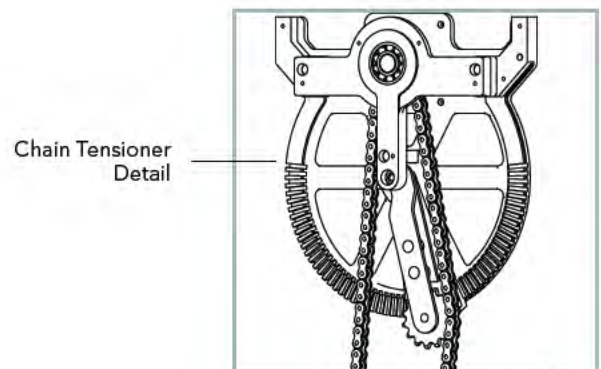
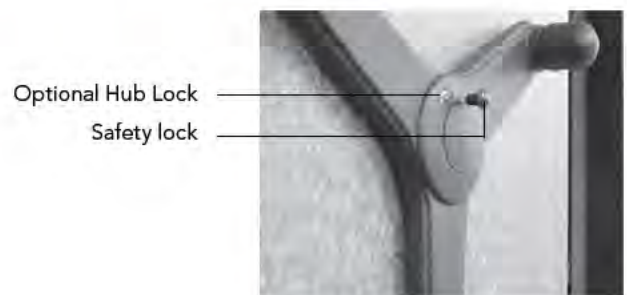
1. Spoke operator hub features permanently lubricated ball bearing assemblies for easy, maintenance free system operation.
2. Adjustable chain tensioner allows easy roller chain tension adjustment without removing face panels.
3. Spoke operators’ installed depth of just 3 1/2” (88 mm) maximizes the usable space adjacent to the system.
4. Mechanical assist control operation allows for easy future upgrade to powered control operation.
5. Optional hub lock allows individual carriages to be key locked in position as desired.

\*Drive options that allow from 4,000 to 10,000 lbs. of carriage weight to be moved with one pound of effort, are available. Refer to the system ratio charts for details.



MULTIPLE SYNCHRO SYSTEM RATIOS		
1lb. of Starting Effort Moves This Much Weight	Inches (mm) Moved Per Revolution	No. of Turns to Open 36" (914 mm) Aisle
1 lb : 4,000 lbs	4.76 (121)	7.6
1 lb : 6,000 lbs	3.89 (99)	9.2
1 lb : 8,000 lbs	2.86 (73)	12.6
1 lb : 10,000 lbs	2.45 (63)	14.7

LINE SHAFT DRIVE SYSTEM RATIOS		
1lb. of Starting Effort Moves This Much Weight	Inches (mm) Moved Per Revolution	No. of Turns to Open 36" (914 mm) Aisle
1 lb : 4,000 lbs	5.31 (134)	6.8
1 lb : 6,000 lbs	3.83 (97)	9.4
1 lb : 8,000 lbs	3.07 (78)	11.7
1 lb : 10,000 lbs	2.38 (60)	15.1



**DESIGN AND CAPABILITIES**

Mechanical assist control provides mechanical advantage for easy carriage operation with an ergonomically designed three spoked drive operator that transfers power to the carriage's drive axle through roller chains and sprockets concealed behind the face panels.

Three spoked handle with rotating soft touch hand knobs, is mounted in the center of each moveable carriage face panel. Dual control systems provide a spoked operator on both of each carriage's face panels.

Each spoke operator houses a safety lock control with a visual indicator. This alerts users to the lock's operational status.

To access a new aisle, first visually check the existing aisle to make sure it is clear of users and obstacles, including stored media protruding from storage housings. When the aisle is clear, release the safety lock(s) on the spoke operator(s) closest to the opened aisle. (The lock's florescent green visual indicator will show the carriage's unlocked status.)

Then move the carriages, by rotating their spoke operators in the desired direction of travel until the new aisle is fully opened (1 lb. of pressure on the spoke handle will move a minimum of 4,000 lbs. of carriage weight\*). Finally, depress the safety lock control(s) on the spoke operator(s) adjacent to the new aisle, to lock the carriage(s) in place.

**TECHNICAL SPECIFICATIONS****REQUIREMENTS:**

Each moveable carriage shall be equipped with one ergonomically designed mechanical assist three spoke hub type operator that rotates with easy up or down user effort from any possible starting position of any moveable carriage. Each spoke shall have a rotating, soft-touch, thermoplastic hand grip ergonomically designed to fit the hand 1-3/4" (44 mm) in diameter and 2" (50 mm) long. The center of the mechanical assist operator shall be conveniently located 40" (1015 mm) from the base, and in the center of the face panel, and the spokes shall rotate in a radius of not more than 8-1/2" (215 mm) from the center of the hub. All rotating hub and shaft surfaces in the mechanical assist operator shall ride on ball or roller bearings. The power transfer from the mechanical assist operator to the drive axle shall be through sprockets and a #35 roller chain which shall have an adjustable chain tensioner for easy adjustability, and be accessible from the front of the

face panel without its removal. The user's starting effort shall not exceed one pound to move a minimum of \*4,000 lbs. All elements of the drive system except the 3 spoke operator and its hub shall be concealed behind the face panel for safety. Each mechanical assist operator shall have a positive on and off anti-roll safety lock with a visual fluorescent green indicator in the unlocked state, located on the operator hub. The entire assembly shall protrude a maximum of 3-1/2" (88 mm) from the finished surface of the face panel. **For keyed hub lock, add:** Each hub operator as indicated on the drawings shall have a keyed hub lock which locks the safety lock preventing carriage movement. (\*Weights are variable. See system ratio charts.) **For optional torque limiter, add:** Each hub operator as indicated on the drawings shall have a torque limiter to prevent excessive force from being applied to the drive mechanism.

\* Specifications subject to change.



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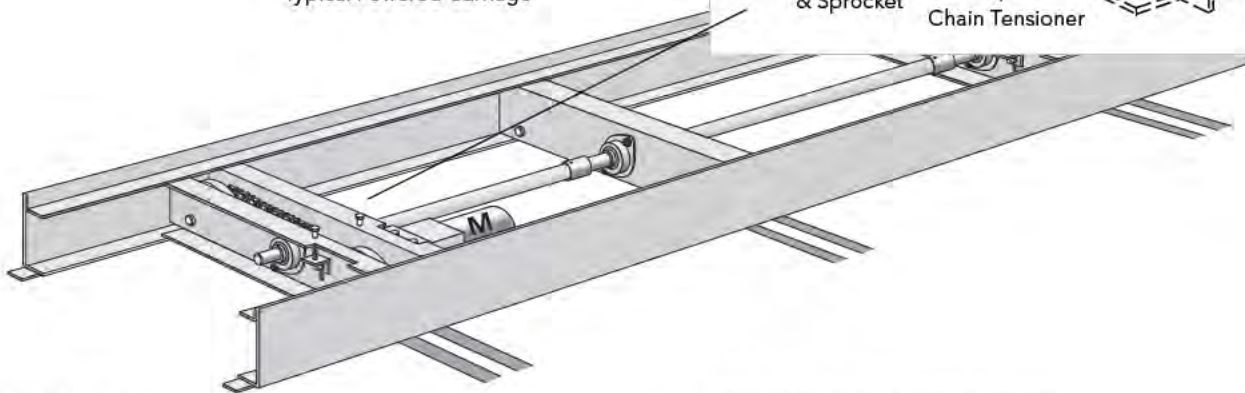
# TECH DATA

## DRIVE GUIDANCE SYSTEMS

### Multiple Synchro Drive System For Powered and Mechanical Assist Carriages

Spacesaver's exclusive Multiple Synchro Drive System provides a state-of-the-art method of equalizing carriage wheel rotation and driving both sides of the carriage to deliver smooth, easy and parallel carriage movement and long system life.

Typical Powered Carriage



#### BENEFITS

1. Push and pull racking movement common with traditional mobile systems is eliminated by providing smooth, easy carriage operation.
2. Normal cyclic load stress (see page 2) is minimized and carriage racking is eliminated decreasing the strain and wear on carriage(s), guidance system and rails for longer system life.
3. Media loads can be shifted and reorganized as needed without sacrificing system performance.
4. Fragile media is protected from damage caused by rough, jerky carriage movement in other drives.
5. Multiple synchronized wheels provide balanced drive transmission on carriage length and width, which further enhances the system's operation and life expectancy.

#### DESIGN AND CAPABILITIES

Multiple Synchro Drive System's patented chain and sprocket design ensures that the leading and trailing carriage edges of each carriage move together by connecting the two wheels riding on the designated rail(s) to each other in a synchronized wheel assembly for balanced, simultaneous wheel movement. The unit welded construction of Spacesaver carriages works with synchro system drives to further assure long term carriage squareness and parallel movement.

Powered and mechanical assist systems with carriages six feet (1800 mm) and longer feature synchronized wheel assemblies at two or more rail locations and a continuous drive shaft that links all synchronized wheel assemblies together. Working together, the synchronized wheel movement and connecting drive shaft allows the entire carriage to move precisely and consistently parallel to the other system carriages regardless of media load irregularities.

University of Arizona Poetry Center: Assuring Sustainable Collection Growth with High-Density Mobile Storage  
 APPENDIX D: TECHNICAL SPECIFICATIONS

**APPLICATION**

Spacesaver’s patented Multiple Synchro Drive System is available for powered and mechanical assist systems with carriages 18”(456 mm) wide or wider. Roller guide, center flange or dual flange guidance systems may be used with appropriate low profile, standard or structural rails.

Cyclic load stresses are the weight and forces placed on all parts of a mobile system as it cycles back

and forth and as it rests. The force of movement combined with the weight of the stored materials transferred to the storage housing and down the storage housing’s vertical members to the carriage, represents the cyclic load stress on the carriage. From the carriage, the load is transferred to the bearing/ axle/wheel assembly where it becomes a point load that is then transferred to the system’s rails, and finally to the grout and floor.

**MULTIPLE SYNCHRO DRIVE SYSTEM LOCATION FOR POWERED AND MECHANICAL ASSIST CARRIAGES**

Carriage Length	No. of Rails	Synchro System Location	Illustration
3’ – 4’	2	RAIL 1	
6’ – 9’	2	RAILS 1 & 2	
10.5’ – 16’	3	RAILS 1 & 3	
18’ – 21’	4	RAILS 2 & 3	
24’ – 30’	5	RAILS 2 & 4	
33’ – 36’	6	RAILS 2 & 5	
39’ – 45’	7	RAILS 2, 4 & 6	
48’ – 81’	Consult Factory		

**NOTES:**

Synchro locations shown above are typical and can vary by job. Contact factory to verify actual number and location of synchro wheel assemblies.

**TECHNICAL SPECIFICATIONS**

**MULTIPLE SYNCHRO DRIVE SYSTEM:**

Dual synchronized drive wheels on both sides of designated wheel housing(s), as indicated on the drawings, to be 5” (127 mm) diameter and connected with a #40 roller chain to ensure even wheel movement. Multiple Synchro Drive System assemblies shall be interconnected with a continuous drive shaft for simultaneous wheel rotation and even, parallel

carriage movement. Load wheels shall be 3” (76 mm) diameter [5” (127 mm) optional]. All wheels to be machined from solid 1045 steel and equipped with two (2) permanently shielded bearing assemblies. Spacers to be provided on both sides of wheel bearings to eliminate friction between wheels and carriage.

\* Specifications subject to change.



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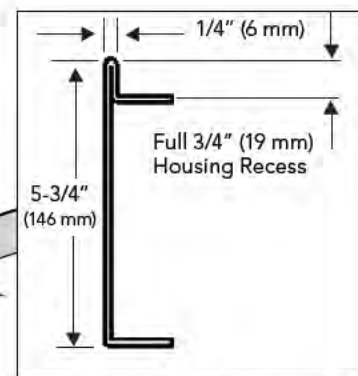
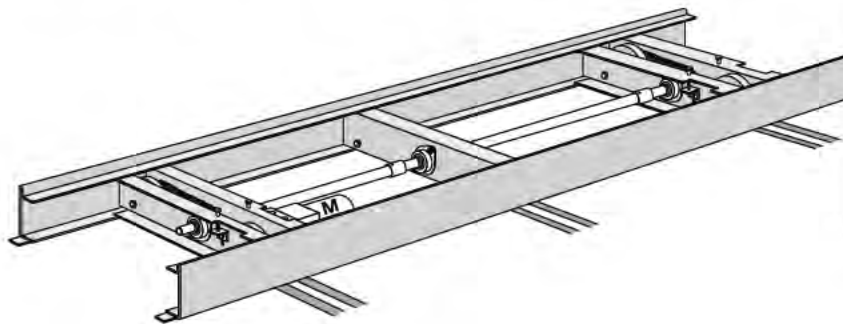


# TECH DATA

## CARRIAGE SYSTEMS

### Standard Profile Welded Steel Carriages

Spacesaver's standard profile steel carriages feature an exclusive structural design with the flexibility to satisfy today's unique storage needs featuring state-of-the-art robotic and fixture welded construction to provide a carriage system that outlasts and outperforms any other mobile carriage system on the market today.



Structural Face Sections

#### DESIGN AND CAPABILITIES

Standard profile, fixture welded, steel carriages work with exclusive drive systems to minimize pressure and wear on the entire system by eliminating carriage racking and ensuring positive wheel alignment without binding or wheel slippage. They also feature two piece wheel channel sections that fully protect patented wheel assemblies, and a unique structural design with:

1. A full 5-3/4" (146 mm) structural face with a 3/4" (19 mm) hem for maximum steel strength and increased carriage load capacity (minimum capacity 1,000 lbs. [453 kg] per linear carriage foot [meter]).
2. The flexibility to accommodate all types of new and existing storage housings, including those that are custom designed.
3. A 3/4" (19 mm) recess for positive alignment and secure mounting of storage housings so they don't shift or become dislodged from the carriage.
4. Smooth, clean face members that are free of exposed assembly holes and protruding hardware, and powder coat painted for a hard, durable environmentally safe finish, with no offgassing or emissions after curing, that are available in any one of Spacesaver's standard colors.
5. Special face panel supports that ensure accurate alignment and secure attachment of face panels and full support of face panel weight.



### CONSTRUCTION

Standard profile steel carriages use robotic and fixture unit welding to join all wheel support channel members to face members. This exclusive welded assembly and increased structural surface area give Spacesaver carriages maximum strength and rigidity, especially when compared to riveted or bolted structures.

This uniframe construction and patented drive system's smooth, balanced wheel rotation keeps the

carriages structurally square and true for consistently precise parallel carriage movement, under even the heaviest of loads.

### APPLICATION

Standard profile welded steel carriages are utilized with Spacesaver roller guide bearing, center flange or dual flange guidance systems with either Powered, Mechanical Assist or Manual operation.

## TECHNICAL SPECIFICATIONS

### STANDARD PROFILE CARRIAGES:

Carriages shall be minimum 1,000 lbs. (453 kg) per linear carriage foot (meter) capacity, robotic and/or fixture unit welded, uniframe assemblies constructed of 12 ga. steel with main supporting structural face sections 5-3/4" (146 mm) high with two reinforcing flanges running the full length of the carriage. Main supporting structural face sections shall provide a 3/4" (19 mm) shelf mounting recess for positive shelving alignment and attachment. Wheel support sections shall be 12 ga. steel and shall be welded between the main support face sections, one per rail assembly. A minimum of two carriage face panel supports shall be provided for each

face panel to fully support its weight and provide positive alignment. Carriage face sections shall provide a smooth clean appearance without any exposed assembly holes or protruding hardware. Carriage shall be powder coat painted from manufacturer's standard colors.

Stationary platforms shall be of the same construction and height as the moveable carriages, and shall be anchored to the rails/floor.

\* Specifications subject to change.



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# TechData

## ANTIMICROBIAL POWDER COAT

### ANTIMICROBIAL POWDER COAT

Antimicrobial powder coat contains a time-released germicide that is 99.9994% effective\* in controlling the growth of bacteria, mold, and mildew on the powder coated surface.

#### BENEFITS

1. Suppresses the growth of bacteria, mold, and mildew.
2. Stops the spread of germs.
3. Will not affect finish color, durability, or performance.

#### FEATURES

1. Contains a time-released germicidal agent.
2. Antibacterial properties last the life of the finish.
3. Invisible to the eye.

#### APPLICATION

Antimicrobial powder coat finish is available on all normally powder coated Spacesaver high-density mobile carriages, platforms, cantilever, case type, and 4-post shelving, Rotary, QuickSpace, and ActiveStor products.

\* Cleaning of the surface to maintain hygienic requirements is still required. Antimicrobial powder coat will not prevent or stop the growth of germs and mold on the material stored.



#### TECH SPEC

##### Antimicrobial Powder Coat:

All components to be finished with an electrostatically applied antimicrobial powder coat that meets or exceeds specifications set forth by the American Library Association as published in their Library Technology Reports. The powder shall contain a time-released germicide to inhibit the growth of bacteria, mold, and mildew on the powder coated surface. The germicidal effectiveness shall remain a minimum of 99.9% for the life of the finish. Average specular gloss values for smooth finish must be between 30 and 60 measured with a 60 degree gloss meter in accordance to A.S.T.M. method 0523-53T. An antimicrobial textured powder coat finish shall be available for products normally finished as such.

Specifications subject to change.



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# STANDARD COLORS

POWDER COAT PAINT FINISHES

This is a supplemental color chart of the standard color offerings in both smooth and textured finishes available across all product lines. For a complete offering of all colors please contact your Spacesaver Sales Representative to refer you to the Standard, Custom and Metallic Product Color Chart SC-1017.

## Mobile, Shelving, Doors & Drawers Colors | Weapons Rack Colors

### SMOOTH POWDER COAT PAINT FINISHES



Cottonwood  
CO (204)



Furniture White\*  
FW (15)



Whisper  
WP (216)



Tan\*  
TN (1)



Warm Brown  
WB (18)



Frost\*  
FR (6)



Light Tone  
LG (29)



Designer Grey  
DG (2)



Blue Grey  
BG (25)



Black  
BL (7)



Forest Green  
FG (84)

\*Mobile, Shelving, Doors & Drawers QuickShip color offerings.

\*Consult your Spacesaver Sales Representative for deviations to the colors and finishes on this chart.

### A COMMITMENT TO OUR CUSTOMERS

As our ISO 9001 certification would suggest, Spacesaver is dedicated to the highest standards of product quality. Equally important is our commitment to customer service, both before the sale and after.

Through our extensive network of local Area Contractors, Spacesaver provides a level of experience and competency that others simply do not. From architectural constraints and building codes to system design and floor-loading, we have the expertise to handle every issue and customer concern.

A storage solution that meets your unique criteria. Single-source turn-key project management. Certified system installation. Ongoing maintenance and support. Spacesaver sets a standard of professionalism, performance and responsiveness that is unmatched. We live up to our customer commitments and have the references to prove it.

You can rely on The Spacesaver Group.

## STANDARD COLORS POWDER COAT PAINT FINISHES

University of Arizona Poetry Center: Assuring Sustainable Collection Growth with High-Density Mobile Storage  
APPENDIX D: TECHNICAL SPECIFICATIONS

# Mobile, Shelving, Doors & Drawers | Lockers & Gun Boxes Color Chart

### TEXTURED POWDER COAT PAINT FINISHES



Cottonwood  
CO (204)



Furniture White  
FW (15)



Whisper  
WP (216)



Tan\*  
TN (1)



Warm Brown  
WB (18)



Frost\*  
FR (6)



Light Tone  
LG (29)



Designer Grey  
DG (2)



Blue Grey  
BG (25)



Black  
BL (7)

\*Consult your Spacesaver Sales Representative for deviations to the colors and finishes on this chart.

The swatch materials in this brochure are provided as a color guideline. There may be a variation in color, texture, finish and gloss between these samples and the actual product.

#### A COMMITMENT TO THE ENVIRONMENT

Our system is environmentally safe without any volatile or fugitive (stray) emissions in the finished product. Additionally, during the manufacturing process, we produce no volatile emissions or hazardous waste.

#### A COMMITMENT TO QUALITY POWDER COAT PAINT FINISHES

All components go through a multistage surface preparation prior to being coated; this process enhances topcoat bonding. The topcoat is a furniture-quality, epoxy-polyester hybrid Powder Coat Finish that meets or exceeds specifications set forth by the American Library Association.

Our electrostatically-applied, thermoset Powder Coat Paint System provides a durable hard finish with superior performance qualities.

- Excellent abrasion, impact, corrosion, stain, yellowing and chemical resistance.
- Exceptional adhesion with uniform film thickness and elimination of runs and sags associated with wet systems.
- A higher edge coating film thickness which virtually eliminates any sharp metal edges.
- Optional antimicrobial powder coat finish is available on all normally powder coated products. Antimicrobial powder coat contains a time-released germicide that is 99.9994% effective in controlling the growth of bacteria, mold, and mildew on the surface.



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1450 Janesville Avenue  
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# THERMOFUSED MELAMINE

## LOW PRESSURE LAMINATE FINISHES

Spacesaver is pleased to offer color/pattern selections of quality low pressure laminate product for use as face panels, back panels and tops on mobile and stationary shelving units. Thermofused melamine low pressure face and back panels provide a multipurpose, economical and decorative finish.

These decorative panels consist of a melamine resin-impregnated decorative paper, thermally fused to an industrial grade 3/4" (19 mm) particleboard. Lamination is permanent. Durability is built in. The panels are also highly resistant to stains, scratches, abrasion, chip-out, burnishing, steam, and radiant heat.



All colors and patterns shown are printed reproductions and may differ slightly from the actual product. Please refer to actual samples before specifying.

High pressure laminate is also available. Please contact your local representative for a brochure.

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**A COMMITMENT TO OUR CUSTOMERS**

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Through our extensive network of local Area Contractors, Spacesaver provides a level of experience and competency that others simply do not. From architectural constraints and building codes to system design and floor-loading, we have the expertise to handle every issue and customer concern.

A storage solution that meets your unique criteria. Single-source turn-key project management. Certified system installation. Ongoing maintenance and support. Spacesaver sets a standard of professionalism, performance and responsiveness that is unmatched. We live up to our customer commitments and have the references to prove it.

You can rely on The Spacesaver Group.



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Space to BREATHE



Spacesaver's Commitment to Sustainability



Space to BREATHE

Spacesaver creates products that inspire smarter, more responsible uses of space. But sustainability encompasses more than just creating quality products. It is a commitment to protect and give back to our local and global community through environmentally friendly manufacturing practices and corporate stewardship. At Spacesaver Corporation we respect the environment and strive to preserve the availability of natural resources for future generations. We don't just create space-saving solutions; we create space to breathe.



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Spacesaver's commitment to sustainable product design began with the foundation of our business in 1972 by Theodore W. Batterman. Increases in land, building and energy costs, coupled with productivity decline, enabled him to create a new industry, high-density mobile storage. These factors are even more prevalent today.

High-density storage creates more capacity in a smaller footprint, alleviating some of the burden placed on interior space allocations. Alternatively, the use of mobilized storage can reduce the size of the building footprint resulting in savings on construction, material, and operational costs, while preserving the surrounding natural landscape.

Over the last 40 years, we have continued to produce storage and shelving solutions designed, engineered, and manufactured to save space. As our product line has evolved and our presence expanded, so has our commitment to sustainable design. Today we offer mobile shelving options manufactured with 30% less steel, and local support from storage experts that understand how to develop storage solutions that balance end user needs with their sustainability goals.

Our storage solutions:

- ♻️ Contain an average of 75% recycled steel
- ♻️ Can be constructed using an optional NAUF (no added urea formaldehyde) particleboard
- ♻️ Integrate alternative materials such as acrylic and glass
- ♻️ Can be reconfigured, reused, and relocated in order to prevent disposal before the end of the product's useful life

All Spacesaver products meet the more stringent requirements of Indoor Advantage Gold™ Certification. SCS indoor air quality certification programs are compliant to CA 01350 and ANSI/BIFMA M7.1 test methods.

We also recognize the importance of supporting the LEED (Leadership in Energy and Environmental Design) Green Building Rating System. It is because of this commitment, that we became members of the USGBC (US Green Building Council), and CaGBC (Canada Green Building Council).





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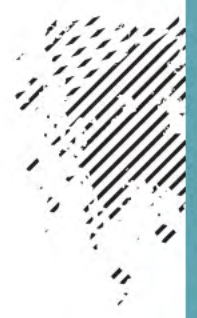


## INTERNAL WASTE MANAGEMENT strategies:

Over the last several years, Spacesaver Corporation has executed various waste management and reduction activities to protect both human health and the local environment. Through collaboration with Foth Infrastructure and Environment, LLC., Spacesaver has implemented a spill prevention control and countermeasure plan, as well as a storm water and pollution prevention plan. In addition, the following actions are executed as part of the Spacesaver Corporate Environmental Policy that has been in place since 2001.

- ♻ Annual air emissions inventory is completed with State of Wisconsin DNR and the EPA
- ♻ Waste oil from machines is sent to an oil recycling facility
- ♻ Waste oil from steel is skimmed off the top of wash bins and sent to an oil recycling facility
- ♻ Raw Steel (bare or galvanized) and aluminum scrap from the fabrication process is collected and picked up by a recycler
- ♻ Painted product scrap is segregated from raw steel and picked up by a recycler
- ♻ Corrugated packaging, newspapers, magazines, office and production paper are recycled
- ♻ PC Board, LCD and CRT monitor recycling is available on-site
- ♻ Controls in our painting process reclaim about 75% of the over sprayed powder
- ♻ Unusable wood is picked up by a recycler
- ♻ Paper check stubs have been eliminated

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## ENERGY CONSERVATION efforts:

In 2007, Spacesaver received the Wisconsin State Award for Energy Use Reduction. It is an honor that continues to propel our organization each and every day to adopt more innovative and effective energy conservation strategies.

A five-year roofing upgrade project was executed to include roofing products with additional R-value. The project was completed in 2010, and each upgrade has been recognized by Wisconsin Focus on Energy as an Energy Efficient Measure (EEM).

Heat from paint ovens and compressors is re-distributed throughout the manufacturing facility, maximizing heat reuse from manufacturing processes. In addition to the heat re-distribution strategy, existing infrared heating units were retrofitted with an Ethernet capable temperature control and power supply, allowing plant maintenance actual desktop control of the heating units.

In addition to these large energy conservation projects, the following actions are executed as part of the Spacesaver Corporate Environmental Policy:

- ♻️ Forklifts are electric/battery powered when possible
- ♻️ Corporate Energy Conservation Policy has been in place since 2006, which includes the following:
  - ♻️ All electronic devices, such as computers, etc., are to be turned off at the end of each business day
  - ♻️ It is the responsibility of each supervisor or the last person to leave the department to ensure all the lights in his or her area are turned off at the end of each business day
- ♻️ If working on a weekend, it is the employee's responsibility to turn off all lights and electronic devices before leaving the building
- ♻️ Warehouse lights should only be used in areas that employees are actively working, and it is the responsibility of the Field Service Department to make sure they are turned off at the end of the day

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In order to preserve the availability of natural resources for future generations, we at Spacesaver take precautions both locally and globally. In addition to standard storm water site compliance inspections on a quarterly basis, we strive to preserve water quality and quantity with a reverse osmosis water treatment process on-site, which discharges potable processing water. This has reduced the amount of sanitary discharge to the city water treatment facility by 20,000 gallons a day. In addition:

- ♻️ Water is recycled in the paint washer process
- ♻️ Water is adjusted for pH in a pretreatment process before it is discharged to the City of Fort Atkinson's Wastewater Treatment Facility for final treatment
- ♻️ Spacesaver uses a chemical that is low in phosphates in all five powder coat paint lines
- ♻️ Spacesaver provides volunteer support time to organizations focused on conservation
- ♻️ Employees are allowed to telecommute
- ♻️ Spacesaver uses truck carriers that are part of the US EPA SmartWay Transportation Partnership
- ♻️ Spacesaver Corporation maintains a prairie and wetland area of over seven acres on the property

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## SOCIAL ACTIONS AND EDUCATION efforts:

Spacesaver recognizes sustainability as a commitment to protect and give back to our local and global community.

At Spacesaver's 25th Anniversary celebration on October 17, 1997 Ted Batterman, (former President & CEO), announced the Batterman Grant Application program, intended to encourage Spacesaver employees to volunteer in the communities and areas surrounding Fort Atkinson and Janesville. Recipients of the grant since 1997 include (but are not limited to):

- ♻️ Fort Atkinson High School
- ♻️ Faith Community Church
- ♻️ Rock River Free Clinic

We also support our community and our employees through:

- ♻️ On-site LEED® preparation classes
- ♻️ The Spacesaver "green team" dedicated to internal and external sustainability initiatives
- ♻️ Employee sponsored battery recycling program since 2010
- ♻️ Becoming a non-smoking facility
- ♻️ Providing tuition reimbursement programs to employees
- ♻️ Corporate and employee involvement in a United Way Campaign each year, cumulating in over \$200,000 in donations since 2006
- ♻️ Annual support for the American Cancer Society's Relay for Life





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# STATEMENT OF WARRANTY

Spacesaver has an emphasis on customer satisfaction and continuous improvement. The statement of warranty is our continued commitment that Spacesaver is dedicated to serving our customers.

## LIFETIME LIMITED WARRANTY

Subject to the conditions stated below, Spacesaver Corporation ("Spacesaver") warrants to the original purchaser exclusively that the shelving and mobile carriages ("structural frames") manufactured by it will be free from defects in materials and workmanship for the lifetime of the structural frames. For the purposes of this warranty, structural frames shall be deemed to exclude all moving parts, controls and guides that have immediate contact with any moving parts.

## 10-YEAR LIMITED WARRANTY

Spacesaver also warrants that all carriage drive motors\*, shall be free from defects in materials and workmanship for ten (10) years from the date of the customer's written acceptance of installation. During the 10-year warranty period, all parts are included at no cost for 10 years. Labor is included at no cost during the first year of the 10-year warranty period. After the first year, all labor will be charged at the current rate.

## 5-YEAR LIMITED WARRANTY

Spacesaver also warrants that all equipment, other than structural frames and carriage drive motors\*, shall be free from defects in materials and workmanship for five (5) years from the date of the customer's written acceptance of installation. During the 5-year warranty period, all parts are included at no cost for 5 years. Labor is included at no cost during the first year of the 5-year warranty period. After the first year all labor will be charged at the current rate.

\*Eclipse™ Powered Systems and Wheelhouse™ High-Density Mobile Storage Systems only. Refer to Warranty for Mobile Rack Systems.

If any warranted equipment shall be proved to Spacesaver's satisfaction to be defective, such equipment shall be repaired or replaced at the option of Spacesaver. All warranty service for any equipment manufactured by Spacesaver must be performed by an authorized Spacesaver factory representative. This warranty shall be void if any portion of the purchase price shall be due but unpaid in accordance with the terms pursuant to which the equipment was sold. This warranty shall not apply to equipment repaired by any party other than an authorized Spacesaver factory representative or to defects or damage caused by (a) acts of God or other circumstances beyond Spacesaver's control, (b) improper installation (unless installation was by authorized factory installer), (c) improper electrical supply or environmental conditions, (d) improper operation, maintenance or storage, or (e) other than normal use or service. **EXCEPT FOR THE EXPRESS WARRANTIES SET FORTH ABOVE, SPACESAVER MAKES NO WARRANTIES, IMPLIED OR OTHERWISE, AND SPACESAVER SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

## LIMITATION OF LIABILITY

Repair or replacement of any defective equipment, or refund of the purchase price paid by the customer in the event Spacesaver determines such equipment cannot be repaired or replaced, shall be the customer's exclusive remedy for breach of the warranty for product defects, however caused, and in no case shall Spacesaver be liable for incidental, consequential, special or other damages, or loss of profits or revenues whether as a result of breach of contract or warranty, Spacesaver's negligence, or otherwise. Spacesaver shall have no liability for any advice or assistance rendered by any party outside the scope of Spacesaver's written specifications for the manufacture, operation or maintenance of the warranted equipment. Original installation must be performed by Spacesaver trained and certified installers.

## WARRANTY / SUMMARY

The warranty applies only to Spacesaver products acquired directly from Spacesaver Corporation or from Authorized Spacesaver Area Contractors, Distributors and Dealers.

The warranty does not apply to any product which has been subject to misuse, negligence, or accident; has been damaged in shipment, storage, or installation; has been misapplied, has been modified or repaired by unauthorized persons or has been repaired with non-standard Spacesaver replacement parts. This warranty specifically excludes claims for indirect, incidental, or consequential damages arising in any way from a product defect. This warranty is exclusive, and exists in lieu of all other warranties, either expressed or implied.

This warranty does not apply to products considered to be of consumable nature, such as batteries and light ballasts.

This warranty gives you specific legal rights; you may also have other rights, which may vary from state to state. To obtain warranty service, contact your Spacesaver Selling Dealer. You must make a written claim. Provide a copy of your purchase record and a written description of the warranty problem with your claim. If you are unable to contact your Dealer, contact: Spacesaver Corporation, Customer Service Manager, 1450 Janesville Ave., Fort Atkinson, WI 53538. (920-563-6362) Contact Info: Any questions or issues related to this document please contact your Customer Service Coordinator.



# STATEMENT OF WARRANTY

## Mobile Rack Systems

Spacesaver has an emphasis on customer satisfaction and continuous improvement. The statement of warranty is our continued commitment that Spacesaver is dedicated to serving our customers.

### LIFETIME LIMITED WARRANTY

Subject to the conditions stated below, Spacesaver Corporation ("Spacesaver") warrants to the original purchaser exclusively that the mobile carriages ("structural frames") manufactured by it will be free from defects in materials and workmanship for the lifetime of the structural frames. For the purposes of this warranty, structural frames shall be deemed to exclude all moving parts, controls and guides that have immediate contact with any moving parts.

### 5-YEAR LIMITED WARRANTY

Spacesaver also warrants that all equipment, other than structural frames shall be free from defects in materials and workmanship for five (5) years from the date of the customer's written acceptance of installation. During the 5-year warranty period, all parts are included at no cost for 5 years. Labor is included at no cost during the first year of the 5-year warranty period. After the first year all labor will be charged at the current rate.

If any warranted equipment shall be proved to Spacesaver's satisfaction to be defective, such equipment shall be repaired or replaced at the option of Spacesaver. All warranty service for any equipment manufactured by Spacesaver must be performed by an authorized Spacesaver factory representative. This warranty shall be void if any portion of the purchase price shall be due but unpaid in accordance with the terms pursuant to which the equipment was sold. This warranty shall not apply to equipment repaired by any party other than an authorized Spacesaver factory representative or to defects or damage caused by (a) acts of God or other circumstances beyond Spacesaver's control, (b) improper installation (unless installation was by authorized factory installer), (c) improper electrical supply or environmental conditions, (d) improper operation, maintenance or storage, or (e) other than normal use or service. **EXCEPT FOR THE EXPRESS WARRANTIES SET FORTH ABOVE, SPACESAVER MAKES NO WARRANTIES, IMPLIED OR OTHERWISE, AND SPACESAVER SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

### LIMITATION OF LIABILITY

Repair or replacement of any defective equipment, or refund of the purchase price paid by the customer in the event Spacesaver determines such equipment cannot be repaired or replaced, shall be the customer's exclusive remedy for breach of the warranty for product defects, however caused, and in no case shall Spacesaver be liable for incidental, consequential, special or other damages, or loss of profits or revenues whether as a result of breach of contract or warranty, Spacesaver's negligence, or otherwise. Spacesaver shall have no liability for any advice or assistance rendered by any party outside the scope of Spacesaver's written specifications for the manufacture, operation or maintenance of the warranted equipment. Original installation must be performed by Spacesaver trained and certified installers.

### WARRANTY / SUMMARY

The warranty applies only to Spacesaver products acquired directly from Spacesaver Corporation or from Authorized Spacesaver Area Contractors, Distributors and Dealers.

The warranty does not apply to any product which has been subject to misuse, negligence, or accident; has been damaged in shipment, storage, or installation; has been misapplied, has been modified or repaired by unauthorized persons or has been repaired with non-standard Spacesaver replacement parts. This warranty specifically excludes claims for indirect, incidental, or consequential damages arising in any way from a product defect. This warranty is exclusive, and exists in lieu of all other warranties, either expressed or implied.

This warranty gives you specific legal rights; you may also have other rights, which may vary from state to state. To obtain warranty service, contact your Spacesaver Selling Dealer. You must make a written claim. Provide a copy of your purchase record and a written description of the warranty problem with your claim. If you are unable to contact your Dealer, contact: Spacesaver Corporation, Customer Service Manager, 1450 Janesville Ave., Fort Atkinson, WI 53538. (920-563-6362) Contact Info: Any questions or issues related to this document please contact your Customer Service Coordinator.



# STATEMENT OF WARRANTY

## Activestor®

Spacesaver has an emphasis on customer satisfaction and continuous improvement. The statement of warranty is our continued commitment that Spacesaver is dedicated to serving our customers.

### LIFETIME LIMITED WARRANTY

This Spacesaver warranty is given to the initial purchaser and is valid as long as the initial purchaser owns the product. The warranty, which runs from the date of shipment, covers defects in materials and craftsmanship found during normal usage of the product during the warranty period. If the product is defective, and if written notice of the defect is given to Spacesaver within the applicable warranty period, Spacesaver, at its option, will either repair or replace the defective product with a comparable component or product. This Lifetime Warranty is applicable to all Spacesaver ActiveStor® products except as listed below.

### 10-YEAR LIMITED WARRANTY

This Spacesaver warranty is given to the initial purchaser and is valid as long as the initial purchaser owns the product. The warranty, which runs from the date of shipment, covers defects in materials and craftsmanship found during normal usage of the product during the warranty period. If the product is defective, and if written notice of the defect is given to Spacesaver within the applicable warranty period, Spacesaver, at its option, will either repair or replace the defective product with a comparable component or product. This 10-Year Warranty is applicable to all Lateral File drawer slides.

### WARRANTY PROVISIONS

Warranty does not apply to damage caused by a carrier, or alteration to the product not expressly authorized by Spacesaver. It also does not apply to "Customer's Own Goods/Material" (i.e., goods/material specified by the customer that is not standard Spacesaver product offering) used in the manufacture of, or in conjunction with, Spacesaver products. Spacesaver does not warrant the matching of color, grain, or texture except to within commercially accepted standards. A product will not be considered defective and Spacesaver will not be obligated to replace it, if that product is subject to any of Spacesaver's written planning, installation or user guides, and is not installed or used as recommended therein.

### WARRANTY / SUMMARY

The warranty applies only to Spacesaver products acquired directly from Spacesaver Corporation or from Authorized Spacesaver Area Contractors, Distributors and Dealers.

The warranty does not apply to any product which has been subject to misuse, negligence, or accident; has been damaged in shipment, storage, or installation; has been misapplied, has been modified or repaired by unauthorized persons or has been repaired with non-standard Spacesaver replacement parts. This warranty specifically excludes claims for indirect, incidental, or consequential damages arising in any way from a product defect. This warranty is exclusive, and exists in lieu of all other warranties, either expressed or implied.

This warranty gives you specific legal rights; you may also have other rights, which may vary from state to state. To obtain warranty service, contact your Spacesaver Selling Dealer. You must make a written claim. Provide a copy of your purchase record and a written description of the warranty problem with your claim. If you are unable to contact your Dealer, contact: Spacesaver Corporation, Customer Service Manager, 1450 Janesville Ave., Fort Atkinson, WI 53538. (920-563-6362) Contact Info: Any questions or issues related to this document please contact your Customer Service Coordinator.



# STATEMENT OF WARRANTY

## Weapon Racks, Firearm Storage, Evidence Lockers & Personal Duty Lockers

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### LIFETIME LIMITED WARRANTY

Subject to the conditions stated below, Spacesaver Corporation ("Spacesaver") warrants to the original purchaser exclusively that the cabinets ("structural frames") manufactured by it will be free from defects in materials and workmanship for the lifetime of the structural frames. For the purposes of this warranty, structural frames shall be deemed to exclude all moving parts (doors, slides, hinges, and lock mechanism), removable accessories, vinyl coating, electronics and refrigeration equipment.

### 1-YEAR LIMITED WARRANTY

Spacesaver also warrants that all refrigeration units, shall be free from defects in materials and workmanship for one (1) year from the date of the customer's written acceptance of installation. During the 1-year warranty period, all parts are included at no cost for 1 years. Labor is included at no cost during the first year of the 1-year warranty period. After the first year of the 1-year warranty, all labor will be charged at the current rate.

### 5-YEAR LIMITED WARRANTY

Spacesaver also warrants that all equipment, other than structural frames and refrigeration units, shall be free from defects in materials and workmanship for five (5) years from the date of the customer's written acceptance of installation. During the 5-year warranty period, all parts are included at no cost for 5 years. Labor is included at no cost during the first year of the 5-year warranty period. After the first year of the 5-year warranty, all labor will be charged at the current rate.

Spacesaver also warrants that all electronics associated with a ControLoc™ Technology installation, shall be free from defects in materials and workmanship for five (5) years from the date of the customer's written acceptance of installation or 30 days after shipment. Limited warranty specific to ControLoc electronics is conditioned upon the end user "activating" their warranty at [www.spacesaver.com](http://www.spacesaver.com). During the 5-year warranty period, all parts are included at no cost during the first year of the 5-year warranty period. After the first year of the 5-year warranty, all labor will be charged at the current rate.

If any warranted equipment shall be proved to Spacesaver's satisfaction to be defective, such equipment shall be repaired or replaced at the option of Spacesaver. All warranty service for any equipment manufactured by Spacesaver must be performed by an authorized Spacesaver factory representative. This warranty shall be void if any portion of the purchase price shall be due but unpaid in accordance with the terms pursuant to which the equipment was sold. This warranty shall not apply to equipment repaired by any party other than an authorized Spacesaver factory representative or to defects or damage caused by (a) acts of God or other circumstances beyond Spacesaver's control, (b) improper installation (unless installation was by authorized factory installer), (c) improper environmental conditions, (d) improper operation, maintenance or storage, or (e) other than normal use or service. **EXCEPT FOR THE EXPRESS WARRANTIES SET FORTH ABOVE, SPACESAVER MAKES NO WARRANTIES, IMPLIED OR OTHERWISE, AND SPACESAVER SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

### LIMITATION OF LIABILITY

Repair or replacement of any defective equipment, or refund of the purchase price paid by the customer in the event Spacesaver determines such equipment cannot be repaired or replaced, shall be the customer's exclusive remedy for breach of the warranty for product defects, however caused, and in no case shall Spacesaver be liable for incidental, consequential, special or other damages, or loss of profits or revenues whether as a result of breach of contract or warranty, Spacesaver's negligence, or otherwise. Spacesaver shall have no liability for any advice or assistance rendered by any party outside the scope of Spacesaver's written specifications for the manufacture, operation or maintenance of the warranted equipment.





# STATEMENT OF WARRANTY

## ActivRAC® Mobile Systems

Spacesaver has an emphasis on customer satisfaction and continuous improvement. The statement of warranty is our continued commitment that Spacesaver is dedicated to serving our customers.

### 1-YEAR LIMITED WARRANTY

Spacesaver also warrants that all equipment, other than structural frames shall be free from defects in materials and workmanship for one (1) year from the date of the customer's written acceptance of installation. During the 1-year warranty period, all parts are included at no cost for 1 year. Labor is included at no cost during the first year of the warranty period. After the first year all labor will be charged at the current rate. If any warranted equipment shall be proven to Spacesaver's satisfaction to be defective, such equipment shall be repaired or replaced at the option of Spacesaver. All warranty service for any equipment manufactured by Spacesaver must be performed by an authorized Spacesaver factory representative. This warranty shall be void if any portion of the purchase price shall be due but unpaid in accordance with the terms pursuant to which the equipment was sold. This warranty shall not apply to equipment repaired by any party other than an authorized Spacesaver factory representative or to defects or damage caused by (a) acts of God or other circumstances beyond Spacesaver's control, (b) improper installation (unless installation was by authorized factory installer), (c) improper electrical supply or environmental conditions, (d) improper operation, maintenance or storage, or (e) other than normal use or service. **EXCEPT FOR THE EXPRESS WARRANTIES SET FORTH ABOVE, SPACESAVER MAKES NO WARRANTIES, IMPLIED OR OTHERWISE, AND SPACESAVER SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

### 5-YEAR MOTOR WARRANTY

Spacesaver also warrants that all carriage drive motors, shall be free from defects in materials and workmanship for five (5) years from the date of the customer's written acceptance of installation. During the 5-year warranty period, all parts and labor are included at no cost for 5 years.

Repair or replacement of any defective equipment, or refund of the purchase price paid by the customer in the event Spacesaver determines such equipment cannot be repaired or replaced, shall be the customer's exclusive remedy for breach of the warranty for product defects, however caused, and in no case shall Spacesaver be liable for incidental, consequential, special or other damages, or loss of profits or revenues whether as a result of breach of contract or warranty, Spacesaver's negligence, or otherwise. Spacesaver shall have no liability for any advice or assistance rendered by any party outside the scope of Spacesaver's written specifications for the manufacture, operation or maintenance of the warranted equipment. Original installation must be performed by Spacesaver trained and certified installers.

### WARRANTY / SUMMARY

The warranty applies only to Spacesaver products acquired directly from Spacesaver Corporation or from Authorized Spacesaver Area Contractors, Distributors and Dealers.

The warranty does not apply to any product which has been subject to misuse, negligence, or accident; has been damaged in shipment, storage, or installation; has been misapplied, has been modified or repaired by unauthorized persons or has been repaired with non-standard Spacesaver replacement parts. This warranty specifically excludes claims for indirect, incidental, or consequential damages arising in any way from a product defect. This warranty is exclusive, and exists in lieu of all other warranties, either expressed or implied.

This warranty gives you specific legal rights; you may also have other rights, which may vary from state to state. To obtain warranty service, contact your Spacesaver Selling Dealer. You must make a written claim. Provide a copy of your purchase record and a written description of the warranty problem with your claim. If you are unable to contact your Dealer, contact: Spacesaver Corporation, Customer Service Manager, 1450 Janesville Ave., Fort Atkinson, WI 53538. (920-563-6362) Contact Info: Any questions or issues related to this document please contact your Customer Service Coordinator.



# STATEMENT OF WARRANTY

## Viking Museum Cabinets

Spacesaver has an emphasis on customer satisfaction and continuous improvement. The statement of warranty is our continued commitment that Spacesaver is dedicated to serving our customers.

### 5-YEAR LIMITED WARRANTY

Spacesaver also warrants that all equipment shall be free from defects in materials and workmanship for five (5) years from the date of the customer's written acceptance of installation. During the 5-year warranty period, all parts are included at no cost for 5 years. Labor is included at no cost during the first year of the 5-year warranty period. After the first year of the 5-year warranty, all labor will be charged at the current rate.

If any warranted equipment shall be proved to Spacesaver's satisfaction to be defective, such equipment shall be repaired or replaced at the option of Spacesaver. All warranty service for any equipment manufactured by Spacesaver must be performed by an authorized Spacesaver factory representative. This warranty shall be void if any portion of the purchase price shall be due but unpaid in accordance with the terms pursuant to which the equipment was sold. This warranty shall not apply to equipment repaired by any party other than an authorized Spacesaver factory representative or to defects or damage caused by (a) acts of God or other circumstances beyond Spacesaver's control, (b) improper installation (unless installation was by authorized factory installer), (c) improper environmental conditions, (d) improper operation, maintenance or storage, or (e) other than normal use or service. **EXCEPT FOR THE EXPRESS WARRANTIES SET FORTH ABOVE, SPACESAVER MAKES NO WARRANTIES, IMPLIED OR OTHERWISE, AND SPACESAVER SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

### LIMITATION OF LIABILITY

Repair or replacement of any defective equipment, or refund of the purchase price paid by the customer in the event Spacesaver determines such equipment cannot be repaired or replaced, shall be the customer's exclusive remedy for breach of the warranty for product defects, however caused, and in no case shall Spacesaver be liable for incidental, consequential, special or other damages, or loss of profits or revenues whether as a result of breach of contract or warranty, Spacesaver's negligence, or otherwise. Spacesaver shall have no liability for any advice or assistance rendered by any party outside the scope of Spacesaver's written specifications for the manufacture, operation or maintenance of the warranted equipment.



# STATEMENT OF WARRANTY

## LEVPRO Rail-less Mobile Storage System

Spacesaver has an emphasis on customer satisfaction and continuous improvement. The statement of warranty is our continued commitment that Spacesaver is dedicated to serving our customers.

### 60-DAY LIMITED WARRANTY (all product)

Spacesaver warrants that all equipment shall be free from defects in materials and workmanship for sixty (60) days from the date of receipt of material. During the 60-Day warranty period, all parts are included at no cost.

### 1-YEAR LIMITED WARRANTY (Certified LevPRO Installation by Certified Technician)

Spacesaver also warrants that all equipment shall be free from defects in materials and workmanship for one (1) year from the date of the customer's written acceptance of installation when the product is installed by a certified Spacesaver Installer. During the 1-year warranty period, all parts and labor are included at no cost.

If any warranted equipment shall be proved to Spacesaver's satisfaction to be defective, such equipment shall be repaired or replaced at the option of Spacesaver. All warranty service for any equipment manufactured by Spacesaver must be performed by an authorized Spacesaver factory representative. This warranty shall be void if any portion of the purchase price shall be due but unpaid in accordance with the terms pursuant to which the equipment was sold. This warranty shall not apply to equipment repaired by any party other than an authorized Spacesaver factory representative or to defects or damage caused by (a) acts of God or other circumstances beyond Spacesaver's control, (b) improper installation (unless installation was by authorized factory installer), (c) improper environmental conditions, (d) improper operation, maintenance or storage, or (e) other than normal use or service. **EXCEPT FOR THE EXPRESS WARRANTIES SET FORTH ABOVE, SPACESAVER MAKES NO WARRANTIES, IMPLIED OR OTHERWISE, AND SPACESAVER SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

### LIMITATION OF LIABILITY

Repair or replacement of any defective equipment, or refund of the purchase price paid by the customer in the event Spacesaver determines such equipment cannot be repaired or replaced, shall be the customer's exclusive remedy for breach of the warranty for product defects, however caused, and in no case shall Spacesaver be liable for incidental, consequential, special or other damages, or loss of profits or revenues whether as a result of breach of contract or warranty, Spacesaver's negligence, or otherwise. Spacesaver shall have no liability for any advice or assistance rendered by any party outside the scope of Spacesaver's written specifications for the manufacture, operation or maintenance of the warranted equipment.





4645 S. 35<sup>th</sup> St. \* Phoenix, AZ 85040  
480-413-9626 \* Fax 480-413-9656  
www.interiorsolutions.net

October 5, 2018

Ms. Sarah Kortemeier  
Library Director  
The University of Arizona Poetry Center  
1508 E. Helen St.  
Tucson, AZ. 85721  
**Re: Archival Storage**

### **PROPOSED SOLUTIONS, RECOMMENDATIONS AND EQUIPMENT**

Per meetings and multiple discussions with Ms. Sarah Kortemeier, Interior Solutions is proposing to provide, deliver, and install a Spacesaver Mechanical Assist High Density mobile storage system in the Archival room at the University of Arizona's Poetry Center.

The proposed high density storage system will provide a total of (9) double face moveable carriages, (1) double face stationary run, and one single face stationary run. **See attached drawings for details.**

### **EXISTING CAPACITY:**

The existing archival collection is presently being housed in stationary shelving with multiple static aisles. The total storage capacity of the existing shelving is 1,554 lineal filing feet.

### **PROPOSED CAPACITY:**

The Spacesaver High Density mobile storage system with one mobile aisle will provide a total storage capacity of 2,703 lineal filing feet. **That is a gain of 1,149 lineal filing feet of storage space in the same footprint, which equates to approximately a 73% gain in storage capacity.**



**PROPOSED GROWTH:**

The Poetry Center anticipates 1200 new books and 600 new periodicals per year @  $\frac{1}{2}$ " thick equals 75 lineal filing feet per year. 75lff per year x 15 years equals 1,125lff leaving 24lff remaining for random acquisitions or 1.6lff per year.

The Poetry Center anticipates 1200 new books and 600 new periodicals per year @  $\frac{3}{8}$ " thick equals 56.25lff per year x 20 years equals 1,125lff leaving 24lff remaining for random acquisitions or 1.6lff per year.

**PROPOSED MODE OF OPERATION:**

Mechanical assist control provides mechanical advantage for easy carriage operation with ergonomically designed three spoked drive operator that transfers power to the carriage's drive axle through roller chains and sprockets concealed behind the face panels. The three spoked handle with rotating soft touch hand knobs, is mounted in the center of each moveable carriage face panel. Each spoke operator houses a safety lock control with a visual indicator. This alerts users to the lock's operational status.

**RAIL ASSEMBLY**

Spacesaver's exclusive **one-piece** L - Load rail is drawn of cold rolled steel with no welds or rivets. The rails structural design and tongue and groove splicing provides carriage operation that is smooth and reliable under the heaviest of loads. The rails are laser-leveled and anchored to the existing concrete floor. Once leveled, the rails are fully grouted with an 8,000 lb. hydraulic grout.

**SUB-FLOOR**

The sub-floor consists of  $\frac{3}{4}$ " (BCX) exterior grade plywood. The floor and ramp will also be laser leveled and anchored to the existing slab.

- U of A Facilities to provide floor covering.

**GUIDANCE & DRIVE SYSTEM**

Spacesaver's center flange guidance system features precision machined and balanced wheels with a center flange design that works with a center grooved rail to provide a high quality guidance system with no wheel guidance gaps in the floor.

Spacesaver's exclusive Multiple Synrho Drive System provides a state of the art method of equalizing carriage wheel rotation and driving both sides of the carriage to deliver smooth, easy, and parallel carriage movement and long system life.

**FACE PANEL AND END PANELS**

The face panels will consist of a Low Pressure Laminate that gives the system both a decorative and durable finish.

**WARRANTY**

Lifetime limited warranty against any manufacturer's defects and workmanship for the lifetime of the structural frames. 10-year limited warranty that all carriage drive motors shall be free from defects in material and workmanship.

**PROJECT MANAGEMENT**

Upon receipt of your order, a project manager is assigned to insure single point responsibility. Spacesaver's shipping dates are closely monitored to ensure on-time delivery. In the event of a schedule change we will notify you immediately. Interior Solution's, Inc. [installation crew is Factory Certified, Trained & Insured](#). They will wear our company uniform and follow the conditions in our written safety program.

**Total Investment to include material, freight, installation, and tax:**

**\$106,299.14**

**This proposal is a complete turnkey job. We provide all materials, labor and services as noted in this proposal. Our installers will meet and unload the delivery to insure that no parts are short or damaged. At completion the shelving, and area, will be turned over to you cleaned and ready to use.**

Interior Solutions wants to be your storage system supplier. We appreciate the opportunity to provide The University of Arizona with this proposal. As a member of the Spacesaver group, which for the last forty-five years has taken great pride into having each and every one of our over 500,000 installations to be a testimonial for our reputation, we thank you and assure you that your project will be of equal importance. We want your business the old fashioned way and we'll earn it by providing you with value oriented products, on-time delivery, complete installation and superior service.

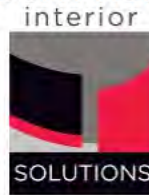
Sincerely,

Scott S. Fero  
Interior Solutions

APPENDIX E: VENDOR PROPOSAL AND QUOTE

**QUOTE: 110309-47159**

Interior Solutions of Arizona, LLC  
 4645 S. 35th Street  
 Phoenix, AZ 85040  
 Phone: (800) 339-7538  
 Fax: (480) 413-9656  
 www.interiorsolutions.net



POETRY LIBRARY ARCHIVES  
 Quote Date: 10/5/2018  
 Expires: 11/4/2018  
 Salesperson: Scott Fero  
 Payment Terms: Net 30

**ESTIMATED DELIVERY :: 11-13 WEEKS A.R.O.**

*STATE OF ARIZONA CONTRACT ADSP018-211712*

**Bill To**

The University of Arizona  
 Poetry Center  
 1508 E. Helen St., PO Box 210150  
 Tucson, AZ 85721

**Install To**

The University of Arizona  
 Poetry Center  
 1508 E. Helen St., PO Box 210150  
 Tucson, AZ 85721

**POETRY LIBRARY ARCHIVES**

LINE	DESCRIPTION	PRICE EA	QTY	EXT PRICE
1)	MECHANICAL ASSIST MOBILE SYSTEM (7) CARRIAGES 19' IN LENGTH, 20"D WITH CANTILEVER SHELVING 90"H (2) CARRIAGES 17'6" IN LENGTH, 20"D WITH CANTILEVER SHELVING 90"H (1) PLATFORM 19' IN LENGTH, 11"D WITH CANTILEVER SHELVING 90"H (1) PLATFORM 19' IN LENGTH, 32"D WITH 4-POST SHELVING 89-3/4"H CENTER FLANGE RAIL WITH FLOOR/RAMP	\$78,373.98	1	\$78,373.98

FINISHES : TO BE DETERMINED

**PROJECT SERVICES**

LINE	DESCRIPTION	PRICE EA	QTY	EXT PRICE
2)	DESIGN SERVICES	\$55.00	4	\$220.00
3)	DELIVERY	\$5,467.00	1	\$5,467.00
4)	LABOR TO RECEIVE, DELIVER, AND INSTALL	\$42.00	369	\$15,498.00

**Customer Sign-Off**

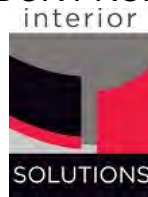
**POETRY LIBRARY ARCHIVES Total**

Subtotal	\$99,558.98
Sales tax	\$6,740.16
<b>Total</b>	<b>\$106,299.14</b>

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Accepted Date

Interior Solutions of Arizona, LLC  
 4645 S. 35th Street  
 Phoenix, AZ 85040  
 Phone: (800) 339-7538  
 Fax: (480) 413-9656  
 www.interiorsolutions.net



POETRY LIBRARY ARCHIVES

Quote Date: 10/5/2018

Expires: 11/4/2018

Salesperson: Scott Fero

Payment Terms: Net 30

ESTIMATED DELIVERY :: 11-13 WEEKS A.R.O.

### Agreement of Terms and Conditions

**1. Orders and Deposits.** Interior Solutions (IS) requires a non-refundable deposit of 50% of the total order before product or services can be ordered. No order will be placed with manufacturers or removed from IS stock for the customer until such deposit is received by IS. The Deposit will be applied to the customer's account pro rata as product is invoiced.

**2. Design and Modifications.** The quotations referenced herein are based upon a design layout prepared by Interior Solutions or another design firm and approved by the customer and upon the plans and specifications and anticipated conditions of the job site. Any services rendered for customer to change or modify the design and/or layout before or during installation will be charged to the customer at prevailing rates. If such changes or modifications result in the need for additional products, parts, materials or labor, they will be agreed upon in writing, in advance, including the specific costs to be paid by Customer. The signed design and layout are hereby included as part of the terms and conditions of the job.

**3. Cancellation or changes.** The sales proposal, including the terms and conditions, after execution by IS and Purchaser, cannot be cancelled or modified except with written approval from Interior Solutions. No wall, window, floor coverings, furniture, or specialty items can be cancelled after the manufacturer begins production. Neither can such items be returned for a refund. Quantities and prices of coverings and other items estimated from blueprints or other drawings are subject to change when field measurements are taken. Such changes will be charged or credited to the purchaser.

**4. Invoicing and Payment.** Customers will be invoiced for the balance of projects (after deposit) when a majority of the product is received at Interior Solutions' or a third-party warehouse. If product is being delivered from the manufacturer directly to the customer site, the order will be invoiced upon vendor invoice to Interior Solutions. Purchaser agrees to pay each invoice within ten days of the invoice date. Installation charges need to be paid within ten days of installation. Customer must sign delivery tickets to acknowledge receipt of individual components delivered on site. Should any portion of the job be unacceptable or undelivered, Purchaser may withhold payment for such unacceptable or undelivered products only. In no case is payment to be withheld for acceptable products. Proposals reflect a cash/check payment. Credit card payments are subject to a 2.5% processing fee.

**5. Installation.** Interior Solutions will make every effort to install all products as timely as possible. Due to the nature of the component modular furniture industry, e.g. uncertain factory shipping schedules, it is possible that Interior Solutions will only be able to deliver and install portions of the job at a time. Installation and delivery services are conducted during the normal business hours of 8:00 am to 5:00 pm, Monday through Friday. Services performed before or after normal business hours will be charged at 1 ½ times the rate charged during normal business hours unless mutually agreed to in writing. If the customer requests moving of products, other than those delivered or previously agreed upon, or if conditions at the delivery and/or installation site(s) are significantly changed from those anticipated at the signing of the Purchase Agreement (such as elevator not available, staging area not cleared, other trades still working in installation or staging areas, etc.) the customer shall be invoiced for, and agrees to pay for, all necessary extra charges associated therewith. Any additional installation charges will be at prevailing rates including overtime rates. If the customer is unable or unwilling to accept installation or delivery of the products according to the specified schedule, the products may be stored by Interior Solutions, in which case the customer shall pay warehouse storage charges as well as labor charges associated with any additional handling required. If, during installation, additional products are necessary or required to complete the job, such additional products and the labor to install such products will be charged to the customer at prevailing rates.

**6. Warranties and Claims.** Interior Solutions MAKES NO WARRANTIES, EXPRESSED OR IMPLIED, AS TO MERCHANTABILITY OR AS TO THE SUITABILITY OF THE MERCHANDISE FOR ANY PARTICULAR PURPOSE, EXCEPT THOSE MADE BY THE MANUFACTURER OF THE PRODUCTS. No warranty is given on used or close-out products. Purchaser shall inspect the merchandise upon delivery. Acceptance of delivery constitutes acceptance of the merchandise as delivered. Any warrant claims for latent defects in workmanship and materials, not discoverable upon reasonable inspection at delivery, must be made in writing within the warranty period of the manufacturer.

**7. Security Interest.** Interior Solutions retains and the customer hereby grants to Interior Solutions a security interest in the products to secure the purchase price thereof. The products shall remain personal property regardless of being affixed to any real property. If the customer defaults in the payment of the purchase price when due, Interior Solutions shall have all rights and remedies granted by the Uniform Commercial Code.

**8. Insurance and Risk of Loss.** All risk of loss shall pass from IS to Purchaser upon delivery of merchandise to either the Purchaser, or into storage for the account of the Purchaser after the installation date. Purchaser shall be responsible for insurance on such merchandise.

**9. Taxes.** Prices do not include applicable sales tax or other state, county, city, or other taxes. If there are such taxes, Purchaser shall be responsible to pay such taxes. Buyers exempt from taxes shall furnish certificate(s) of exemption as soon as practicable but in any event, prior to invoicing by IS.

**10. Default, Interest, and Fees.** Purchaser shall pay interest at 18% per annum on all payments in default, and shall pay reasonable attorney's fees, costs, and expenses incurred by IS in the enforcement of this agreement.

**11. Agreement and Controlling Law.** On entering into this agreement, Purchaser is relying only on the written IS proposal and these terms and conditions which are made part of that proposal, and not upon any other oral or written statements from IS personnel nor manufacturers nor third party service providers.

This agreement shall be interpreted according to the laws of the State of Arizona

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_



## University of Arizona Poetry Center

### Assuring Sustainable Collection Growth with High-Density Mobile Storage

#### APPENDIX F: RÉSUMÉS

## Leela Denver

University of Arizona Poetry Center

1508 E. Helen St. Tucson, AZ 85721

Phone: (520)626-3765 | Email: leeladenver@email.arizona.edu

### Education

**B.A. with Honors in English and Creative Writing**, University of Michigan, May 2015

### Experience

**Senior Library Assistant, University of Arizona Poetry Center**, October 2018-Present

- Serve as first point of contact for the public; answer reference questions and assist library users
- Process incoming serials, monographs, and donated library materials
- Upload recordings and create metadata for voca, the Poetry Center's online audio/video library
- Assist in curating, researching, and writing copy for library

**Incident Coordinator Associate, University of Michigan Information and Technology Services**, July 2015-November 2017

- Designed and introduced Incident Management Program from pilot to roll-on in order to increase customer satisfaction with service
- Analyzed workflow charts to create comprehensive Quality Assurance test plans for new business requirements
- Acquired proficiency in ITIL and Lean Practices
- Monitored client tickets to ensure ITS Service-Level Agreements were met
- Hired and trained seven new employees

**Editor in Chief, Fortnight Literary Press**, September 2014-May 2015

- Managed finances and funding
- Facilitated weekly meetings for a staff of fifteen
- Oversaw layout and publication of eight issues
- Maximized readership by managing promotion and distribution of magazine

**Scanner for Interlibrary Loan, University of Michigan Hatcher Graduate Library,**  
September 2013-May 2015

- Fulfilled client orders
- Retrieved and organized books and articles
- Trained new employees

**Intern, InsideOut Literary Arts Organization, May-July 2013**

- Organized youth poetry event at Detroit Institute of Arts
- Assistant taught creative writing classes to 6<sup>th</sup> and 7<sup>th</sup> grade students; graded and edited student work

# SCOTT S. FERO

4645 S. 35<sup>th</sup> Street  
Phoenix, AZ. 85040

402.689.6955

sfero@interiorsolutions.net

## OBJECTIVE

To provide The University of Arizona Poetry Center with a high quality Spacesaver high density compact shelving system that will not only maximize storage space, but also help to preserve and protect The Poetry Center's book collection. The Spacesaver brand is made in the USA and is backed by a lifetime limited warranty, and Interior Solution's installers are trained and certified by Spacesaver to provide the best installation and service in the industry.

## EDUCATION/ TRAINING

<b>Spacesaver University</b>	Online	2008-Present
-Continuing Education		
-Higher Education Focus	Online	2010-Present
-Museum Focus	Online	2010-Present
<b>Spacesaver Product Training School</b>	Ft. Atkinson, WI.	2008/2013
-Completion of Powered Systems Training		
-Completion of Mechanical Systems Training		
-Completion of Systems Design Training		

## PROFESSIONAL EXPERIENCE

**Interior Solutions Phoenix Arizona** 2016-present  
*Account Manager*

- Responsible for the sale and implementation of Spacesaver High Density Storage Systems
  1. Managing between \$2 and \$3 million dollars of Spacesaver business yearly
    - a. The University of Arizona Main Library
    - b. The University of Arizona Law Library
    - c. The Arizona State Museum
    - d. The Heard Museum Billie Jane Baguley Library
    - e. The State of Arizona Library and Archives
    - f. Arizona State University Libraries

**Midwest Storage Solutions Omaha Nebraska** 2008-2016  
*Account Manager*

- Responsible for the sale and implementation of Spacesaver High Density Storage Systems
  1. Managing between \$1 and \$2 million dollars of Spacesaver business yearly
    - a. Creighton University Library
    - b. The University of Nebraska Omaha Criss Library
    - c. The University of Nebraska Omaha Criss Library Rare Books
    - d. Doane University Perkins Library
    - e. NECC Library Research Center
    - f. The Durham Museum Archives

## REFERENCES

Professional and personal available on request

# Julie Swarstad Johnson

## Professional Experience

**Senior Library Specialist, The University of Arizona Poetry Center**, September 2018-present  
Library Specialist, The University of Arizona Poetry Center, July 2017-August 2018  
Senior Library Assistant, The University of Arizona Poetry Center, January 2016-June 2017  
Library Assistant, The University of Arizona Poetry Center, January-December 2015

- *Collections Management*: Create, edit, input, and update bibliographic records for monographs and serials; Select and order monographs and serials; Coordinate workflow for maintaining Voca, the Poetry Center's online audio/video library; Assist with grant writing for major library projects.
- *Library Programming*: Coordinate the Poetry Center library's exhibition program, in cooperation with the Library Director, including co-curating library exhibits highlighting the Poetry Center's distinctive holdings; Coordinate Shop Talk public discussion group program; Create graphic materials for library programs; Publicize library collections and programs through blog posts.
- *Reference & Supervision*: Provide reference service, utilizing advanced knowledge of contemporary American poetry; Conduct tours of the Poetry Center for community users; Supervise Senior Library Assistant and student workers; Supervise and train library volunteers.

**Education Programs Manager, Tucson Symphony Orchestra**, July 2013-February 2015

- Coordinated eight education programs designed for schools, families, elementary- through college-aged musicians, and adults interested in orchestral music; Managed sales, sales goals, and budgets; Raised \$80,000 annually in funding for participating schools through Arizona's Public School Tax Credit program; Created inquiry-based, standards-aligned curriculum for K-8 students.

**Graduate Teaching Assistant, The Pennsylvania State University English Department**, August 2011-May 2013

- Taught Rhetoric and Composition, and Introduction to Creative Writing; Tutored students enrolled in all levels of university writing courses.

## Education

**M.F.A. in English (Creative Writing)**, The Pennsylvania State University, 2013.

*Milton B. Dolinger Graduate Fellowship; M.F.A. Excellence in Teaching Award (2013)*

**B.A. *summa cum laude* in Anthropology and Creative Writing**, The University of Arizona, 2010.

*Phi Beta Kappa; National Merit Scholar (2006-2010); Flinn Scholar (2006-2010)*

## Publications & Awards

**Artist in Residence (Poetry)**, Gettysburg National Military Park/National Parks Arts Foundation, February/March 2018.

**Artist Professional Development Grant**, Arizona Commission on the Arts, 2017.

***Jumping the Pit (Poetry Chapbook)***, Finishing Line Press, 2015.



# Sarah Kortemeier

University of Arizona Poetry Center  
1508 E. Helen St. Tucson, AZ 85721  
Phone: (520) 626-2977 E-Mail: ssk@email.arizona.edu

## Education

**M.A. Library and Information Science, University of Arizona, Tucson, AZ** Dec. 2016

Beta Phi Mu International Honor Society; 4.0 cumulative GPA

**M.F.A. Creative Writing, University of Arizona, Tucson, AZ** Dec. 2010

Winner, Poetry Center Award, 2010; winner, AZRise Solar Sonnet Competition, 2009; 4.0 cumulative GPA

**B.A. English (Creative Writing), University of Houston, Houston, TX** May 2002

National Merit Scholarship recipient, 1998-2002; *summa cum laude*; University Honors and Honors in English

## Experience

**University of Arizona Poetry Center: Associate Librarian and Library Director** Sept. 2018-Present

- Oversee programming, development, and grantwriting for the Poetry Center Library; supervise paraprofessional library staff; oversee educational outreach to university and adult audiences.

**University of Arizona Poetry Center: Assistant Librarian (Instruction and Outreach)** Jul. 2017-Sept. 2018

- Coordinate Poetry Center educational outreach to university and adult audiences; design curricula.

**University of Arizona Poetry Center: Library Assistant, Senior/Library Specialist** Dec. 2010-Jul. 2017

- Coordinate Poetry Center University Field Trip Program; coordinate quality control for voca, the Poetry Center's online audio video library; co-curate library exhibits; co-coordinate acquisitions and cataloging.

**Univ. of Arizona Dept. of English: Graduate Assistant in Teaching** Aug. 2008-Dec. 2010

- Taught First-Year Composition, Poetry Writing, and Advanced Poetry Writing.

## Honors and Awards

**Rovelstad Scholarship in International Librarianship** (Council on Library and Information Resources) 2016

**Miriam Braverman Memorial Prize** (Progressive Librarians Guild, American Library Association) 2016

**Horner Special Project Fellow** (Arizona Library Association) 2016

**Louise A. Stephens Memorial Scholarship** (Arizona Library Association) 2015

## Skills

Experienced educator and presenter. Experienced in research techniques and project coordination. Proficient in Microsoft Office; Adobe Creative Suite; MARC, RDA, and Dublin Core; Innovative Millennium and OCLC Connexion; HTML and CSS; Drupal, Librios, and ContentDM CMS. Familiar with XML and JavaScript.

Michael Christopher Mayer  
Library Operations Supervisor  
University of Arizona Libraries  
FSBC Department  
WP: (520) 307-0403  
Email: [mcmayer@email.arizona.edu](mailto:mcmayer@email.arizona.edu)

Library Operations Supervisor (Special Duty)  
University of Arizona, Tucson, AZ, 3/2018 to present

- Responsible for supervising two full-time employee and four full time temporary Library Assistant/Material Handlers on a regular basis.
- Determines appropriate staffing levels to maintain quality customer service for library projects and Collection Maintenance work (including but not limited to hiring appropriate number of Temporary workers to accomplish UAHSL compact shelving move project, Special Collection Annex Microform and Maps collection move project, and for hiring and training appropriate number of student workers to maintain library collections at Main and SEL libraries).
- Analyzes internal and external data of assigned function, such as service delivery time (shelving and pick up turnaround times), accuracy (shelving accuracy), and student and temporary wage pools (hiring adequate student and temporary workers within budget to accomplish collection maintenance and library project work).
- Notifies appropriate staff from outside departments as required for work requests, and coordinates and supervises Material Handler position and General Maintenance Mechanic to ensure the completion of work requests with Custodial Services and Facility Maintenance support services.
- Lead for De-selection process. Responsible for gathering and reporting on de-selection lists Monitor withdrawal progress and communicate with appropriate staff about incoming volume of materials for withdrawal (DDA and bindery). Supervise and train students and temporary workers in de-selection process.
- Lead for coordination and planning of shifts in the stacks for Main and SEL. Supervise and train temporary works for stacks related shifts and/or moves (including assembly and disassembly of bookcases). This past Fiscal Year 2016 I lead and coordinate the shift of maps and microform material from the Special Collections Annex to the Main Library stacks

Library Information Associate, Sr  
University of Arizona, Tucson, AZ, 8/2015 to 3/2018

- Lead person responsible for managing the Main and Science and Engineering Library stacks collections including shelving, pickups, library shifts and moves, and the physical deselection and surplus of library materials.
- Student Management: includes WebClock (PeopleSoft) timekeeping and approvals, managing, scheduling, training, attendance tracking, hiring and terminating student hires. Currently manage 23 student workers.
- Supervises and plans the activities of one full-time employee (material handler position) on a regular basis.
- Temporary Worker Management: each fiscal year manage temporary workers for moving (library materials and furniture) and shifting projects at Main and Science Libraries.

Library Information Associate  
University of Arizona, Tucson, AZ, 12/2007 to 8/2015

- Provide customers with reference and technology assistance (in person, and via phone, email and chat) at three public service sites: Main Library, Science and Engineering Library, and Special Collections.
- Responsible for responding to reference and collection maintenance questions and ensuring necessary follow up.
- Lead person responsible for managing 1) the Main and Science and Engineering Library's Current Journals, Main Library Juvenile Collection and Main Library Media collection 2) the Main and SEL's microforms collection 3) Main Library's Map collection
- Student Management: includes managing, scheduling, training, attendance tracking, hiring and terminating student hires. I manage six to and up to 10 students during the semesters.

**HAYRI T. YILDIRIM**

(b) (6)  
(b) (6) Home  
(b) (6) Cell  
(b) (6)

**EXECUTIVE PROFILE**

*University of Arizona, Main Library  
Director, Facilities and Planning and Management*

*June 2006- Present*

- Responsible for 4 buildings, with two extra buildings for storage off campus
- Project planning and subsequent implementation part of a \$90 million dollar project to integrate three buildings on Campus, creating a Student Success District.
- Managed a department with 4 groups under me. The total staff count including the student workers were over 60 people, with a budget of over \$1 million yearly.
- Worked with the University Facilities on managing, the libraries infrastructure.
- Created a Deferred Maintenance plan with the Central Facilities Director.
- Responsible for the Real Estate Management of the facilities that were entrusted to me.
- Insured that Space within the Libraries were in alignment with the mission and the strategic direction of the libraries.
- Represented the Library Facilities with various agencies on campus and off campus.
- Worked with many vendors in purchasing different products for the physical plants.
- Developed and manage annual budgets for the organization and perform periodic cost and productivity analyses and report them to the Dean of the Libraries.
- Oversaw the daily physical maintenance operations in the Libraries and our auxiliary Starbucks on our space.
- Designed and administer based on feedback from users, alterations and modifications to existing facilities.
- Managed the construction and the Installation of Starbucks store in our Main Library.
- Worked with the Librarians and staff in managing the Physical space and maintenance and repair of the Main, Science, Fine arts and Center for Creative Photography libraries.
- Completely finished renovating Science Library and brought everything up to date in terms of group study rooms, new tables, new chairs, etc. We also upgraded the furniture in Fine Arts Library.
- The Libraries were managed to insure proper operation of equipment and physical space. Worked with different departments within the campus such as Facilities, Police Department, and others. We were able to fix everything immediately and we also created policies for proper closure of repair tickets. We also worked with other departments in renovation of physical facilities such as waterless toilets, better electric systems, etc.
- Created a manual for Disaster recovery as well as Pandemic situations in the libraries.
- We also created a new processing flow with my team where the daily operations of the shipping areas' efficiency were increased by 17 percent. I also purchased many items, got the bids for them, worked with Abac\$ in accounting to pay for these different projects.

<b>SAP Academy, Istanbul</b>	1998
• Certificates: Training in all the different SAP modules	
<b>Marmara University, Istanbul</b>	1990
• Diploma: International Banking	
<b>University of Arizona, Tucson, AZ</b>	1986
• M.S., MIS Operations Management    Minor: Statistics	
<b>University of Arizona, Tucson, AZ</b>	1984

- B.S., MIS Operations Management

Union College, Cranford, NJ

1979

- A.A., Engineering Management

## PUBLICATIONS

### Books

- **MIS Systems** – Book for executives about using MIS system. (Iletisim Publishing House) 2001
- **The New Economy** – What is the new economy and how could companies benefit from it? (Iletisim Publishing House) 2002
- **Computers for Executive Users** – A manual for non-technical people. (Iletisim Publishing House) 2001

### Articles (Partial list)

- **Knowledge Management** – (Hurriyet Newspaper)
- **e-Business What is it?** – (Sabah Newspaper)
- **Why Dotcoms Died?** – (Hurriyet Newspaper)

### TV Appearances (Partial list)

- **Profitable e-Business** – (CNN Turk)
- **Knowledge Management For You** – (NTV)
- **Future of e-Business in Turkey** – (Show TV)



University of Arizona Poetry Center  
Assuring Sustainable Collection Growth with High-Density Mobile Storage  
APPENDIX G: LETTERS OF COMMITMENT AND SUPPORT



4645 S. 35<sup>th</sup> St. \* Phoenix, AZ 85040  
480-413-9626 \* Fax 480-413-9656  
www.interiorsolutions.net

***We see your world and inspire its possibilities!***

October 3, 2018

Ms. Sarah Kortemeier  
Library Director  
U of A Poetry Center  
1508 E. Helen St.  
Tucson, AZ. 85719

**Re: Letter of Commitment to Provide Compact Shelving for the Poetry Center**

Dear Ms. Kortemeier:

I am writing to you to express Interior Solution's support for The University of Arizona's Poetry Center Grant Application for High Density Compact Shelving. We are extremely excited to partner with The University of Arizona Poetry Center to not only increase the overall collection capacity and maximize the storage footprint, but also to help preserve and protect the collection for generations of U of A students to come.

Interior Solution's is the Area Contractor in the State of Arizona for The Spacesaver Corporation. The Spacesaver Corporation is the manufacturer of the High Density Compact Shelving. All of Interior Solution's installers are factory trained and certified to provide the best possible service in the industry.

Sincerely,

Scott S. Fero  
Account Manager  
Interior Solutions

Sarah Kortemeier  
Associate Librarian and Library Director  
[The University of Arizona Poetry Center](#)  
1508 E. Helen St.  
Tucson, AZ 85721-0150  
(520) 626-3765  
[ssk@email.arizona.edu](mailto:ssk@email.arizona.edu)  
[www.voca.arizona.edu](http://www.voca.arizona.edu)

Dear Sarah,

I wanted to send this email to reiterate our plan to work with you on your Compact Shelving project. We will extend our resources ie; temporary workers, a project manager and trucks, etc to help you move the existing materials off the shelves.

The project will entail;

- 1-We will bring in the trucks, bins, etc to the Poetry Center after assessing the needs,
- 2-Our temps under the direction of the Project Manager will assess the situation and set up a schedule
- 3-We will pull off the books and put it on the carts;
- 4-We will then dismantle the shelves,
- 5-Once the new compact shelving is installed, we will reverse the process;
- 6-We will provide annual maintenance for the system, using trained technicians from the UA Libraries.

Thanks,  
Hayri T. Yildirim

Director,  
Facilities Planning and Management  
University of Arizona Libraries  
Main Library, B111  
1510 E University Blvd  
PO Box 210055  
Tucson, AZ 85721-0055  
(520) 307-2820



Sustaining Cultural Heritage Collections  
Division of Preservation and Access  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506

25 May 2018

Dear NEH/Sustaining Cultural Heritage Collections Reader:

I enthusiastically support the University of Arizona Poetry Center's Sustaining Cultural Heritage Collections proposal to purchase and install a mechanical high-density mobile shelving system in its Archives Room. The University of Arizona Poetry Center is a unique cultural heritage institution dedicated to preserving and providing public access to its nationally significant humanities collections. With a small but dedicated staff and very limited preservation funding, the Center has become one of the most comprehensive, publicly accessible contemporary poetry collections in the nation. As a library, museum, and literary center, the Poetry Center makes its humanities collections accessible to the public through frequent exhibitions, extensive public hours six days a week, unique online resources, and a wide array of free public programming.

In 2014, I conducted a National Endowment for the Humanities grant-funded preservation assessment for the Poetry Center. In the four years since my assessment, the Poetry Center has achieved nearly all of my recommendations, thanks to their dedicated effort, strong institutional commitment and strategic guidance, and successful follow-up grant applications to NEH and the Southwestern Foundation for Education and Historical Preservation. Planning for the institution's long-term sustainable collection growth by installing a high-density mobile shelving system represents the preservation project of greatest cost to the Poetry Center, exceeding the organization's financial capacity to complete on its own. It is a necessary and wise investment that will accommodate sustainable collection growth for a minimum of 15-20 years, based on the Center's current levels of acquisition.

I have known the Poetry Center staff for eight years and can attest to their ability to manage this project successfully. Without access to extensive financial resources, they have used a combination of sensible allocations, grant writing, and good project management to systematically address their preservation goals. Their successful track record demonstrates their commitment to preserving their extraordinary humanities collections. I heartily endorse the Poetry Center's application and assure you that these resources will be carefully managed.

With warmest regards,

Randy Silverman  
Preservation Librarian

**University Libraries**

Marriott Library  
Salt Lake City, Utah 84112  
(801) 581-8558



UNIVERSITY LIBRARIES

## Job Description

### POSITION DESCRIPTORS

**POSITION TITLE:** General Maintenance Mechanic  
**DEPARTMENT:** Facilities  
**CLASSIFICATION:** Classified  
**TIME:** Full-time  
**FLSA TYPE:** Non-exempt  
**DURATION:** Permanent  
**WORK SCHEDULE:** M-F  
**REPORTS TO:** Hayri Yildirim

### POSITION SUMMARY

This position repairs and maintains machinery, plumbing, physical structure and electrical wiring and fixtures for the Facilities Management department within the Libraries. This position supports the Library in its mission and vision in providing excellent customer service.

### CHARACTERISTIC DUTIES INCLUDE

- Responsible for Facilities Management (FM) work that can be performed in-house in a safe, efficient, and cost effective manner. This may include replacing lights, repairing shelving carts, replacing outlet plates, removing adhesive from library surfaces, hanging signage, checking power outlets in tables to ensure they are working, welding shelving carts, etc.
- Responsible for assembly, installation, repair, and dismantling of library and office furnishings as needed. Uses power and hand tools to perform repair and maintenance work.
- Performs general painting, plumbing, electrical and carpentry repairs, such as unstopping clogged sinks, drains and garbage disposals, resetting circuit breakers, replacing cord caps, buffer switches and light switches; makes minor repairs to heating, refrigeration, air conditioning units and other electrical equipment; repairs damaged walls and doors; paints inside and outside building walls; replaces windows; refinishes and repairs furniture.
- Will be required to lift heavy objects. Occasionally lifts and carries a maximum of 50 pounds. Frequently reaches, bends, stoops, lifts, carries and pushes.
- Responsible keeping shipping and receiving areas clean and clear of any safety hazards. Will be responsible for keeping all library and FM related storage areas clean and clear of safety hazards.
- Responsible for pickup of withdrawn materials and will determine whether to send to surplus or recycle the material. Assists Materials Handler with surplus runs (including loading the van).
- Assists Materials Handler with set-up and take-down of library events and meetings.
- Assist with Collection Maintenance work such as shifting or assembling/disassembling shelving as needed for space planning.



**University of Arizona Poetry Center: Assuring Sustainable Collection Growth with High-Density Mobile Storage**

**APPENDIX H: JOB DESCRIPTIONS**

- Keeps the van, golf cart and other equipment clean and orderly. Services equipment used by oiling, greasing and adding gas as required. Reports any mechanical problems. Responsible for adequate and organized storage space.
- Provides quality customer service to both internal and external customers. Actively solves problems whenever possible.
- Operates equipment in a constant state of alertness and in a safe manner. Utilizes safe, appropriate operation of lift gates, floor jack, dollies, and other material handling equipment as required.
- Drives trucks to transport materials such as furniture, supplies or equipment as required. Runs errands when necessary.

**KNOWLEDGE, SKILLS & ABILITIES (KSA's)**

- Ability to effectively communicate both verbally and in writing.
- Ability to develop and maintain effective working relationships with supervisors, co-workers, customers, vendors, and persons receiving services.
- Knowledge of building and equipment maintenance/repair techniques and skill implementing these techniques.
- Positive attitude and strong demonstration of Our Values: Collaboration, Continuous Learning, Diversity, Innovation, and Integrity.
- Ability to adapt and flex to a fast-paced, fluid environment.
- Skill in organizing and prioritizing work.

**MINIMUM REQUIREMENTS (MQ's)**

- Four years of general maintenance and repair experience; OR
- Any equivalent combination of experience, training and/or education approved by Human Resources.
- Required to obtain a current Arizona Type D driver's license upon employment.
- Knowledge of safety practices.
- Ability to lift and transfer a maximum of 50 pounds.
- Demonstrated proficiency in computer skills including Microsoft Word, Excel, Power Point, and Outlook.
- Must be able to use hand tools such as screwdrivers, wrenches, paper cutters, scissors, and x-acto knives.

**PREFERRED QUALIFICATIONS (PQ's)**

- One year of shipping/receiving experience.
- Experience with and/or knowledge of the Library of Congress call number system.
- One year of experience in a library environment.
- Skilled with powered hand tools (saws, grinders, routers, drills).
- Skilled with operating pallet jacks or other materials handling equipment.
- Experience performing manual and clerical duties related to shipping, receiving, inspecting, storing, issuing and delivering a variety of materials, equipment and supplies.

### **Position Description for Temporary Agency**

Job Title: Library Assistant/Material handler  
Hiring Team: The University of Arizona Libraries, FSBC  
FTE: Full time  
Duration:  
Schedule/Hours: Monday through Friday 8 am to 4:30 pm with a half-hour unpaid lunch and 1 paid fifteen-minute break per 4 hours worked. As needed temporary employees may be required to change schedules.

Reports to: Michael Mayer (307-0403)

#### **Position Summary:**

The University of Arizona Libraries seeks one temp agency employee to provide support by assisting with setting up/taking down furniture for library events and assisting with other library material handling duties in accordance to established team quality standards. May assist with transferring large quantities of books in library stacks to correct location from one library location to another by keeping items in Library of Congress classification order.

Incumbent is assigned to the Collection Maintenance area of FSBC and may provide support by shelving/moving books, shifting items, assembling and disassembling library shelving and furniture in accordance to established team quality standards.

#### **Duties:**

1. Shift at Main/SEL/UAHS Libraries to clear shelves for compact shelving upgrades, to redistribute oversize items, alleviate crowding, and to free up shelving for future growth.
2. Assist with setting up/taking down furniture for library events.
3. Assist FSBC staff with surplus shipments.
4. Other Collection Maintenance duties (including shelving and assisting with material handling tasks) as required.

#### **Minimum Qualifications:**

1. One year of shipping/receiving experience; OR any equivalent combo of experience, training and/or education approved by HR.
2. Ability to transfer books with accuracy.
3. Ability to perform repetitive tasks requiring bending, stretching, kneeling, lifting, pushing heavy carts and standing for long periods of time.
4. Ability to lift heavy items (50 lbs. or above) and take them to different floors and different libraries as needed.
5. Must be able to maintain good attendance and follow through on assignments.
6. Able to demonstrate a consistent work ethic based on integrity, motivation, service and initiative; and to think and work independently. There will be some times with minimum direct supervision so the temps should be motivated to finish the work at hand as needed.
7. Must follow verbal and/or written instructions from the direct supervisor.
8. Must be willing to work with others and be cooperative with all library staff and other temp employees.
9. Follow safe working processes and safety rules and use proper safety equipment such as back brace, masks, etc.

University of Arizona Poetry Center: Assuring Sustainable Collection Growth with High-Density Mobile Storage  
APPENDIX H: JOB DESCRIPTIONS

**Preferred Qualifications:**

1. Experience with and/or knowledge of the Library of Congress call number system.

**Applicant screening questions to be used by temp agency:**

1. Are you able to meet the physical demands of this assignment, including lifting up to 50 lbs?
2. Are you able to meet the work schedule cited and the duration of appointment?
3. Do you have experience with and/or knowledge of Library of Congress call number system or have you used library resources before? If so, please explain (Agency: no one will be disqualified).

**Please provide 2 references, 1 from current supervisor, asking the following questions:**

1. What was applicant's position? Can you describe the incumbent's job responsibilities?
2. Please evaluate the applicant's ability to maintain good attendance.
3. Please evaluate applicant's work ethic, ability to follow through on assignments and attention to detail?
4. Would you rehire (name) if the opportunity arose?

**COLLEGES AND UNIVERSITIES RATE AGREEMENT**

EIN: 74-2652689

DATE:05/08/2018

ORGANIZATION:

University of Arizona  
 University Services Building  
 888 N. Euclid Ave., Rm. 502F  
 Tucson, AZ 85721-0158

FILING REF.: The preceding  
 agreement was dated  
 06/13/2017

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

**SECTION I: INDIRECT COST RATES**

RATE TYPES:      FIXED                  FINAL                  PROV. (PROVISIONAL)      PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2016	06/30/2020	53.50	On-Campus	Organized Research
PRED.	07/01/2016	06/30/2020	26.00	Off-Campus	Organized Research
PRED.	07/01/2016	06/30/2020	50.00	On-Campus	Instruction
PRED.	07/01/2016	06/30/2020	26.00	Off-Campus	Instruction
PRED.	07/01/2016	06/30/2020	47.00	On-Campus	Other Sponsored Activities
PRED.	07/01/2016	06/30/2020	26.00	Off-Campus	Other Sponsored Activities
PROV.	07/01/2020	Until Amended		(1)	

\*BASE

ORGANIZATION: University of Arizona

AGREEMENT DATE: 5/8/2018

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Modified total direct costs, consisting of all salaries and wages, fringe benefits, materials, supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, student tuition remission, rental costs of off-site facilities, scholarships, and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

(1) Use same rates and conditions as those cited for fiscal year ending June 30, 2020.



ORGANIZATION: University of Arizona

AGREEMENT DATE: 5/8/2018

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**SECTION I: FRINGE BENEFIT RATES\*\***

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<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FIXED	7/1/2018	6/30/2019	31.20	All	UA Employees
FIXED	7/1/2018	6/30/2019	21.00	All	Faculty Ancillary
FIXED	7/1/2018	6/30/2019	15.10	All	Classified Temporary
FIXED	7/1/2018	6/30/2019	2.00	All	Student Employees
FIXED	7/1/2018	6/30/2019	14.10	All	Graduate Assistants
PROV.	7/1/2019	6/30/2020			Use same rates and conditions as those cited for fiscal year ending June 30, 2019.

**\*\* DESCRIPTION OF FRINGE BENEFITS RATE BASE:**

Salaries and wages including vacation, holiday, sick leave pay and other paid absences.

ORGANIZATION: University of Arizona

AGREEMENT DATE: 5/8/2018

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**SECTION II: SPECIAL REMARKS**

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TREATMENT OF FRINGE BENEFITS:

The fringe benefits are charged using the rate(s) listed in the Fringe Benefits Section of this Agreement. The fringe benefits included in the rate(s) are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts, and other agreements as part of the normal cost for salaries and wages. Separate claims for the costs of these paid absences are not made, except where vacation benefit leave is accrued and earned but unused at the termination of a project.

OFF-CAMPUS DEFINITION AND APPLICATION

The off-campus rate is applicable to those projects that are conducted in facilities not owned, leased or operated by the University. If the project is conducted in leased space and lease costs are directly charged to the project, then the off-campus rate must be used. A project is considered off-campus if more than 50% of its salaries and wages are incurred at an off-campus facility. If a project is determined to be off-campus, it shall be considered wholly off-campus. Separate on and off-campus rates will not be used for a single project.

DEFINITION OF EQUIPMENT

Equipment is defined as tangible nonexpendable personal property (including information technology systems) having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

The following fringe benefits are included in the fringe benefit rate(s): FICA, WORKERS COMPENSATION, UNEMPLOYMENT COMPENSATION, LIABILITY INSURANCE, HEALTH/ACCIDENT/LIFE/DISABILITY INSURANCE (HALD), DEPENDENT CARE ASSISTANCE, RETIREMENT, RETIREE SICK PAY, TERMINATION LEAVE AND QUALIFIED TUITION REDUCTION PROGRAM FOR EMPLOYEES.

This agreement updates fringe benefits only.

NEXT PROPOSAL DUE DATE

Your next indirect cost proposal based on your fiscal year ending 06/30/19, is due in our office by 12/31/19 and your next fringe benefits proposal based on fiscal year ending 06/30/18 is due by 12/31/18.

ORGANIZATION: University of Arizona

AGREEMENT DATE: 5/8/2018

**SECTION III: GENERAL**

**A. LIMITATIONS:**

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

**B. ACCOUNTING CHANGES:**

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

**C. FIXED RATES:**

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

**D. USE BY OTHER FEDERAL AGENCIES:**

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

**E. OTHER:**

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

University of Arizona

(INSTITUTION)



(SIGNATURE)

Gregg Goldman

(NAME)

Sr. Vice President & CFO

(TITLE)

5/10/18

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim -S

Digitally signed by Arif M. Karim -S  
DN: c=US, o=U.S. Government, ou=HHS,  
ou=PSC, ou=People, cn=Arif M. Karim -S,  
0.9.2342.19200300.100.1.1=2000212895  
Date: 2018.05.08 16:16:27 -05'00'

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

5/8/2018

(DATE) 6990

HHS REPRESENTATIVE: Jeanette Lu

Telephone: (415) 437-7820

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

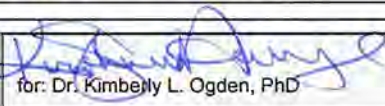
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION	
Arizona Board of Regents, University of Arizona	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix: Dr.	* First Name: Kimberly Middle Name: L
* Last Name: Ogden	Suffix: Ph.D
* Title: Interim Vice President for Research	
* SIGNATURE:  for: Dr. Kimberly L. Ogden, PhD	* DATE: 01/28/2019