

**DAMAGE COSTS AND SPECS**  
**Langsdale Library, University of Baltimore**  
(Limited to items allowed by UB Plant Operations—not full list)

**BASEMENT**

Broken plastic message stand—Demco, P146-8185, \$14.30  
Film canisters in WMAR archives—WMAR, \$100.00

**FIRST FLOOR**

Auditorium lights/gel covers—Stage Lights.com, \$138.00 plus labor  
Plastic/velcro sign holders in elevator—AJ, NUD37085, \$20.00  
Audio book “Doing Business in Spain”/cost plus processing—Baker & Taylor,  
\$55.00  
Video tape “Homicide”/cost plus processing—Amazon, \$55.00  
Box for “Domestic Violence” video/box plus processing—Demco, \$7.50  
Damaged video box/box plus processing—Demco, \$7.50

**SECOND FLOOR**

Archival boxes (from all Special Collection locations)—Light Impressions, 5031  
& 7171, 110 boxes, \$869.75 plus shipping  
Acid-Free File Folders—Gaylord Bros., 1250, CC-J1410 & CC-F9145, \$2066.00  
Box 16-18 of Citizen’s League of Baltimore—\$300 (extrinsic value only)  
UB athletic scrapbook—\$300 (preservation estimate, Northeast Document  
Conservation Center)  
3 damaged chair mats—Staples, #447139, \$33.98

**THIRD FLOOR**

Broken corner on laminated wood light cover on wall overlooking the auditorium  
opposite the HQ 766 stacks—Bob Brulinski will estimate damage cost  
Book with missing pages (TT 555 L66)/book plus processing—Baker & Taylor,  
\$55.00  
Water damaged books (QA 273-276)/cost of items + processing—Baker &  
Taylor, 44 books, \$2420.00  
Water damaged journal volumes, “Computational Statistics and Data Analysis”,  
Volumes 25-34—Elsevier Publishing, \$5264.00  
Binding for above journal—\$72.50  
Range finders (47) missing or bent—Highsmith, L31-58103, \$491.15 plus  
shipping and labor  
Labor costs at \$10/hr to re-letter the range finders—\$110.00

#### FOURTH FLOOR

Microphone in IVN room—Vtel, ESA-AUD-AT P5-F, \$470

Damaged software, room 406—Staples, \$87.90

Blown speakers in Jazz Room stereo—Polk Audio, RT600I, \$758.00 plus shipping

Two damaged oversize shelving units on 4<sup>th</sup> floor—Highsmith, L31-26942-A, \$1250.00

**Grand total=\$15,025.58**

This does not cover many other instances of damage or loss that were not allowed as claims by UB Plant personnel. Also note that the library carpeting on 4 floors is permanently disfigured despite cleaning attempts. This carpeting is relatively new (approx. 4 years old).

Report prepared by Myrna McCallister, Library Director, Langsdale Library.  
October 5, 2001

*(damagecosts)*

UNIVERSITY of BALTIMORE  
LANGSDALE LIBRARY

Myrna J. McCallister  
Director

9-14-01

Memo

Ron -  
I enclose lists of problem  
items found upon the return  
to the library.  
For your information.  
Myrna

tel: 410/837-4319; fax: 410/837-4330  
email: mmccallister@ubmail.ubalt.edu

**CONDITION OF LANGSDALE LIBRARY  
POST-ASBESTOS WALK-THROUGH  
SEPTEMBER 6, 2001—2:30 P.M.**

**Basement:**

- All bathrooms dirty, floors stained, standing water
- Broken plastic message stand
- Upholstery in lounge soiled, littered
- Raised ceiling tile in open area
- All floors dirty, grime

**First floor:**

- Tape lines soiling carpets with dark lines (this is true on all floors, all carpets, Throughout building)
- No vacuuming has been done (true throughout building)
- Power strip molding unattached on far wall
- Sticky substance on most vertical surfaces
- Auditorium control room has some equipment unplugged
- Some auditorium lights are not connected
- Missing auditorium lights
- Missing approx. 40-45 celluloid colored light covers
- Piano area of stage has dust/debris around it
- Auditorium seats dirty (upholstered seats were rubbed with dirty dust  
Cloths—probably exacerbating their dirt level)

**Second floor:**

- Chipped art work on outside of electronic classroom (these mural wall designs were painted by a local artist at cost to library)
- Multiple carpet stains and rust marks
- Dust debris on floors and around several book stacks
- Water damage to dozens of boxes of archives (see range CLB 17 & downward, UB archives R. Bond 1992) (range 4, section 6, shelves 1-7) Each box will have to be carefully examined for extent of damage to documents inside)
- Box 17 of the Citizens' League of Baltimore is completely destroyed
- Multiple archival boxes have been moved and shelved sideways
- Water damage to oversize UB athletic scrapbook
- Rust stains in archives carpet—multiple examples
- Damaged chair mat
- Two areas of unreplaced wall wiring (one in workroom, one near elevator side door)
- Multiple rust stains in workroom floor
- Overhead signs ('reference' & 'govt. documents') not re-hung
- Punched in ceiling tile
- Hundreds of books and govt. documents had fallen from the shelves and been

randomly re-inserted into shelves, out of call number order  
Echo in Room 208 now due to removal of sound-deafening material

### **Third floor:**

Dozens of rust and carpet indentations in front of card catalog  
Visual examination shows over 65 shelves where books had fallen out and  
been shoved back in shelves in do order—actual number of  
occurrences probably well exceeds this number  
Musty smell and carpet damage in QH shelving area  
Multiple twisted overhead light casings  
All vertical surfaces sticky, windows (etc.) covered with glue residue  
Most of Room 301 carpet covered with large yellowish stain  
Damaged ceiling tile above entrance to Rm. 301  
Loose wires on clock above door to elevator side stairwell  
Stairwell floors covered with reddish dried dirt (true of most of  
Stairwells)

### **Fourth floor:**

Glue residue on tables in IVN room  
Damaged microphone in IVN room  
Room 400 carpet with soiled discrete marks and overall water stains  
Men's room floor covered with white dust with footprints  
Archivist's desk had been covered with items  
Pile of books from jazz collection found in a trash can  
Shelf collapse in archivist's office, books re-loaded onto broken shelf  
Damaged floor mat in archivist's office  
Rusted desk in Steamship room  
Chipped credenza in Steamship room  
Damaged floor mat in Steamship room  
Rusted desk in Steamship room (a second one)  
Numerous rust stains on carpet throughout Steamship room  
Chairs covered with whitish dust  
Loose electric wall plug near Room 408 door  
Room 406 office has lots of boxes knocked down, software disturbed,  
radio had been removed from area

### **SPECIAL NOTES:**

The disarray of the shelving necessitates a total shelf-reading of the library to ensure order of the items. The asbestos contractor indicated that all books were routinely removed and replaced during the project. The library was never informed of this possibility at the outset and was not involved in dealing with the contractor to safeguard the special needs of a library project. The shelf-reading now necessary will require many hundreds of person-hours to complete and cannot be done with present levels of staffing.

Funds for extra personnel or for overtime will be needed to return the collection to proper order.

Extraordinary effort has been made in Langsdale Library over the past few years to make it look and feel more attractive and comfortable to the university community. This project has given the Library its dirtiest condition in many years and has set back the effort to improve the physical appearance. Library patrons are very likely to be suspicious of the dust, grime, and debris in carpets and furniture just after an asbestos removal project.

The 'walk-through' of library staff was done rapidly with little opportunity to closely examine items and all spaces and thusly is cursory in nature. For example, we did not look in office desk drawers or cabinets to verify that items were not missing. We were also not able to test out equipment and computers to judge proper working order. This level of examination still needs to be done.

Myrna McCallister  
Library Director  
Sept. 6, 2001  
*(walkthrough)*

## CONTINUATION

### CONDITION OF LANGSDALE LIBRARY MONDAY, SEPTEMBER 10, 2001

#### **Basement, Room 2:**

This room was not supposed to have been entered and we were told on 9/6/01 that keys were not available to the room by the asbestos personnel. This does not seem to have been the case. The following problems were discovered:

A toy '8-ball' object, personal property of Sally Laughland, was removed from her desk.

Lila Mordhorst's calendar desk blotter has the name 'Hector Gonzales' written multiple times on it. I have this calendar for evidence.

Brian Chetelat left his desk locked, but a pair of novelty glasses in the top drawer have been broken, and he found a set of keys (not the ones he carried) in the desk lock.

Brian left his desk top and waste can clean. On return to the building, his desk was dirty and sticky and there were empty cans and food wrappers in his waste can. I have the broken glasses and waste can for evidence.

There was an empty cookie container on Sally Laughland's desk. (I kept this.)

Judy Flint's computer was used. The icons on it were different and re-arranged from the way she left it.

The power strip controlling the OCLC terminal and printer is missing.

#### **Basement, Staff Lounge:**

The lounge area had dirty tables and countertops.

The refrigerator, which had been cleaned and left open before vacating the building, had been used. It was dirty & contained food (I kept some examples.) It required a thorough cleaning by a library staff member.

#### **First Floor, Main Area:**

A videotape (Homicide) has been stolen. The empty box remains.

A videotape (Domestic Violence) remains, but its box has been taken.

There is a damaged video box.

The entire video collection of 700 items is out of order; obvious heavy use of videos during this period; will require a shelf-reading & re-ordering of approximately 20 staff hours.

We still require a test of the security gate which can be damaged by proximity to metal.

#### **First Floor, Auditorium Area:**

Bulb breakage

One light missing from rack

Plastic film gels for lights are missing (8 sets)

Brackets for these gels (to hold them to lights) missing as well

Exit sign not replaced

Molding on overhang disconnected

### **Second Floor:**

Copier cover is broken

LL200 has water stains on ceiling tiles

Room 200 phone cord has been cut

Room 200 data lines and casing have been pulled out from wall behind furniture and can't be replaced

Two gouges in the wall of the electronic classroom, just to the right of the door.

One is about 4 feet off the floor and the other about 1 ½ feet.

Room 205 has large dark spots on carpet not there before the asbestos project.

Room 202, range 1: 2 ranges of cartons have been placed there (area was empty before asbestos project) and they all have paint on them and physical damage. The boxes are upside down and have been stacked (not archival practice) which has caused breakage.

Room 202, range 2: 2 sections towards the back of the room have had paint from ceiling spilled on item, damage to boxes and contents.

### **Third Floor:**

Range finders at ends of stacks: 47 have been bent beyond use or removed, need to be replaced at cost of \$15 each

Many dozen more range finders have been emptied of their labels and will need to be re-lettered.

### **Fourth Floor:**

Range 10, section 1, shelf 1: boxes removed and tossed back on shelf—damage

Range 12, sections 1-4: boxes have been pushed around, stacked on top of each other or removed and placed out of order. In section one, a shelf appears to have been stood on and is not bent with the boxes on the shelf below unable to be removed unless we remove the entire shelf's contents. This collection is the Baltimore Neighborhood Heritage Project which is the oral history collection. Not certain until further and very time-consuming check of each box to know if the tapes or transcripts have been damaged or destroyed.

Range 13, section 4, shelf 1: the shelf is bent as if stepped on and one box broken.

Range 13, section 5: unit has been pulled from wall and is unstable. Boxes on the shelf are in disarray and one box is behind shelving unit with contents spilled onto floor.

Range 14, section 2 & 3 (Roland Park and Guilford plans) Both units pulled from wall, appear to have been stood on. The shelves are buckled. Section 2 appears that it may collapse and is leaning.

Range 14, section 4: boxes disshelved and one box appears to have been stepped on and completely crushed. Contents seem to be OK.

In alleyway which the workers were not supposed to access, a box of photographs of the Inner Harbor has been opened and are lying on top of the box. Unable to determine if anything was taken since this box was not processed.

The wall near Room 408 sign has been damaged

The Steamship trash can has been broken

The cabinet housing dept. software has white dust on the bottom shelf. Some of the disks are also covered with it.

Please let us know ASAP how and when funds will be made available to begin purchasing replacements for damaged items and how to proceed with items that require additional staffing to complete. We have photographed almost all of the items above and on the previous damage list. Let me know if you need the photos.

Myrna McCallister  
Library Director  
Sept. 12, 2001

*(asbestoslist2)*

Wed Jul 18 12:11:26 2001

Re: Langs

Date: Wed, 18 Jul 2001 11:43:44 -0500 (EST)  
From: mmccallister@UBmail.ubalt.edu  
Subject: Re: Langsdale Library closing--NEW DATE  
To: Jim Foster <jfoster@UBmail.ubalt.edu>  
Cc: ubfaculty@UBmail.ubalt.edu, ubstaff@UBmail.ubalt.edu, ubstudents@UBmail.ubalt.edu  
In-Reply-To: <SIMEON.10107181106.B@ntasboul.ubmail.ubalt.edu>  
Message-ID: <Pine.PMDF.4.21L.0107181143160.441782-100000@UBmail.ubalt.edu>

I think we should stay with the Sept. 10 date. If later we learn that it will happen sooner, we can inform people at that time.

\*\*\*\*\*  
Myrna McCallister, Library Director                   work (410) 837-4333  
Langsdale Library                                        fax (410) 837-4330  
University of Baltimore                                www.ubalt.edu/www/langlib  
Baltimore MD 21201-5779                                pager(410) 909-9331  
mmccallister@ubmail.ubalt.edu

On Wed, 18 Jul 2001, Jim Foster wrote:

> The present signs say that we will reopen on September 10. Have we gotten  
> any word that would make our return earlier?

>  
>

> Jim

> On Wed, 18 Jul 2001 08:04:24 -0500 (EST) mmccallister@UBmail.ubalt.edu  
> wrote:

> > The last day of operation for Langsdale Library is Monday, July 30. The  
> > library will be closed thereafter for asbestos removal and will re-open on  
> > Sept. 5, 2001.

> > \*\*\*\*\*

> > Myrna McCallister, Library Director                   work (410) 837-4333  
> > Langsdale Library                                        fax (410) 837-4330  
> > University of Baltimore                                www.ubalt.edu/www/langlib  
> > Baltimore MD 21201-5779                                pager(410) 909-9331  
> > mmccallister@ubmail.ubalt.edu

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Wed Jul 18 11:47:54 2001

IMPORTANT NOTICE: INTERLIBRARY

Date: Mon, 16 Jul 2001 15:06:16 -0400 (Eastern Daylight Time)  
From: Stephen Labash <slabash@UBmail.ubalt.edu>  
Subject: IMPORTANT NOTICE: INTERLIBRARY LOAN SERVICE, LANGSDALE LIBRARY  
To: ubstudents@UBmail.ubalt.edu, ubfaculty@UBmail.ubalt.edu, ubstaff@UBmail.ubalt.edu  
Message-ID: <SIMEON.10107161516.P@ntasboul.ubmail.ubalt.edu>

The interlibrary loan services of Langsdale Library will be affected from July 31 through September 10 due to asbestos removal in Langsdale Library. We will continue to offer interlibrary loan service to UB students, faculty, and staff but delivery of material may be SIGNIFICANTLY delayed while we make use of alternative facilities.

If you require interlibrary loan service during the summer, PLEASE SUBMIT YOUR REQUESTS TO THE LIBRARY BEFORE JULY 31 IF POSSIBLE.

We will be posting notices concerning the location of library personell, offices, and services during the asbestos project as soon as they are available.

For more information on interlibrary loan services, please contact:

Carol Vaeth (410-837-4283; cvaeth@ubmail.ubalt.edu).

PLEASE NOTE: Intercampus borrowing of books through the use of the University System's "hold/recall" function will also continue but delivery of these materials may also be SIGNIFICANTLY delayed. When ordering material through the "hold/recall" function you should select "University of Baltimore Law (BL)" as the pick up point. These items may be picked up in the Law Library on the 3rd floor of the Law Center.

NO MATERIAL IN THE COLLECTIONS OF LANGSDALE LIBRARY WILL BE AVAILABLE DURING THE PERIOD OF THE ASBESTOS PROJECT.

Thank you for your cooperation,

Langsdale Library  
Interlibrary Loan

UNIVERSITY of BALTIMORE  
LANGSDALE LIBRARY

Myrna McCallister  
Library Director

7-11-01

Joyce -

Our moving plans  
so far.

Myrna

Ron,

Your thoughts!

Don

LIB

**LANGSDALE LIBRARY  
ASBESTOS REMOVAL PROJECT  
SUMMER, 2001  
Assessment of Temporary Location Needs**

During the asbestos removal project, we will need to find temporary locations for 25 employees of Langsdale Library plus a small number of student employees. The approximate dates of the project are August 10 thru Sept. 5, but allowing for three working days on each side for moving and configuring equipment, it might be more realistic to consider the dates as August 5 thru Sept. 10.

The Library's Instructional Technology Department, now currently housed in AC will not be affected by the project and are not calculated into the above number.

I have found locations for two staff members, but will need the assistance of Don Paddy for the other locations. (1) Pete Chunjongkolkul, Systems Librarian, will move into the CER in the Business Center on or about August 1. He will need to have his computer and printer moved by Plant. He will forward his phone (4121) to the CER number. (2) Janie O'Neal, half-time archivist in Special Collections, will move to AC206c, in the office suite of LEST. The office currently has a computer and enough secure space for her work, but Plant will have to move approximately 60 boxes of archival collections to this area. This can be done ASAP.

### **Library Mail Room**

We need a room large enough (classroom sized) to serve as a central point for mail receipt, sorting, messages, etc., for the library. The campus mailroom will need to know to deliver all the library mail to this area. Space needs are for three sorting tables, bookcases, desks and workareas for two staff members (from the circulation area) (Carole Mason and Tami Taylor). Each person will need access to a networked PC and a shared printer. The library circ number (4260) needs to ring in this room and one of the library fax machines has to be here. Need easy access to a copier from this room. Room must be able to be locked. We will bring a moderate amount of routine supplies here, but can we turn to some other unit to supply us with items we run out of or don't anticipate during this time period?

### **Administrative Staff**

Myrna McCallister—need private office with networked PC, printer, desk, bookcase, file cabinet. Will need Plant to move 6 boxes of files, PC and printer. Space should be big enough to seat 3-4 other people. Need phone to respond to ext. 4333. Located in close proximity to Melissa Carter.

Melissa Carter—need private office with networked PC, printer, desk. Library phone number of 4319 should ring here. Plant will need to move PC, printer and 3-4 boxes of files. Located in close proximity to Myrna McCallister, easy access to photocopier.

## **Reference**

Four individuals from Reference and their student would like to be housed together in the same room/space: Steve LaBash, Mary Schwartz, Jeanne Lauber, and Susan Wheeler. Each person needs a networked PC with appropriate software (Paint Shop Pro is necessary), access to all drives, and one networked printer for the personnel to share. The preference is to have three phones in the area (4274 for the general reference number, 4276 for Mary, and 4269 for Steve). We don't know from CIS how this could be accomplished with one phone and how we could still have voice mail for each person. Desks for each person, 2 large tables for general use in the area. Plant would have to move the PCs and printer and about 12-14 boxes of books and materials.

NOTE: Reference would like to have CIS reserve one of the PCs in the front of the Business Information Center for them. The ref dept would staff this on a regular basis, especially during the first week of school. A prominent sign would mark this workstation as the 'temporary' library.

## **Testing Office**

The libraries of the USM are in the process of testing and training in a new computer system which affects every procedural area of library operations. Vital testing of our data cannot be suspended during this time and we need a testing area for the PC used in this activity. The room can be small, and needs only the PC work station, but should be able to seat 3 people at the computer. A quiet environment for this space is preferred.

## **Interlibrary loan**

This consists of two individuals: Carol Vaeth and her student worker Noina. This space has to accommodate two desks, 4 book carts, one bookcase and about 2 boxes of materials. Carol will need a PC with internet access, and the ability to print to a nearby networked printer, if one can't be provided in this office. We will not do new ILL requests during this period (won't have access to the OCLC software necessary), but will handle requests that are already in process as of the start of the project.

## **Special Collections**

This consists of four individuals: Tom Hollowak, John Mealy, Giselle Haitzuka, and Ann House. Tom will take some vacation time and will have off-campus activities, and John Mealy has requested that he do all of his work at home, if that is OKed. Regardless of these arrangements, there should be work space on campus for all 4 persons and all of them wish to have their library computers moved to this space. Will need desks and chairs for all and 2 large tables to share, and two bookcases. Plant will need to move the PCs and about 10 boxes of materials. All persons can share one phone number, but would like to have voice mail if possible.

## **Electronic Reserves**

One function we hope to continue for the faculty's benefit is electronic reserves. We need a space for two persons (Jim Foster and Brian Chetelat),

## STAFF LOCATIONS DURING ASBESTOS REMOVAL LANGSDALE LIBRARY, AUGUST 5-SEPT. 10

(All personnel will require chairs to be moved to new location in addition to other items mentioned below.)

1. Pete Chunjongkolkul—CER, Business Center—move PC from LL 306—another data line could be added per CIS, but campus would have to pay the cost of \$150-\$200
2. Janie O'Neal—AC 206c—move 60 boxes of archives from LL second floor
3. Delores Redman—AC 205—move PC from LL basement
4. Tami Taylor—AC 205—move PC from LL first floor
5. Carole Mason—AC 205—move PC from LL first floor
6. Mary Schwartz—CH 415e—move PC from LL second floor, move study table
7. Steve LaBash—CH 415e—move PC from LL second floor, move study table
8. Susan Wheeler—CH 415b—move PC from LL second floor, move study table
9. Jeanne Lauber—CH 415b—move PC from LL second floor, move study table
10. Jim Foster—CH 415d—move PC from LL basement, move desk, move all equipment used for electronic reserves, also 2 tables now in LL basement
11. Brian Chetelat—CH 415d—move PC from LL basement, move desk
12. Carol Vaeth—CH 415c—move PC from LL second floor, move study table, move testing PC and desk to this area from LL second floor
13. Noina—CH 415c
14. Myrna McCallister—CH 415f—move PC from LL third floor, move study table, one bookcase, two file cabinets
15. Melissa Carter—CH 415a—move PC from LL third floor, move study table, networked printer, one file cabinet
16. Stephanie Freeman—CH 415a—move PC from LL basement, move study table
17. Ann House—AC 306—move PC from LL fourth floor, move file cabinet
18. Giselle Haitzuka—AC 306—move PC from LL fourth floor, move file cabinet

19. Anne Kirby—Law Library—move PC from LL basement, move desk

20. Sally Laughland—Law Library—move PV from LL basement, move desk

No space yet identified for the following staff members: —update 7-11-01

1. Lila Mordhorst

2. Ted Kruse

3. Judy Gardner-Flint

4. Robert Siewierski

5. John Mealy

6. Tom Hollowak

*all these  
people will  
move to  
AC 101*

**Data/phone line needs for AC 205:**

Room has one phone line and one data line. Need additional phone line for fax machine.  
Need three additional data lines for 2 PCs and a networked printer.

*(asbestos-7-5)*

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**ASBESTOS REMOVAL PROJECT**  
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NOTE: Reference would like to have CIS reserve one of the PCs in the front of the Business Information Center for them. The ref dept would staff this on a regular basis, especially during the first week of school. A prominent sign would mark this workstation as the 'temporary' library.

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### **Electronic Reserves**

One function we hope to continue for the faculty's benefit is electronic reserves. We need a space for two persons (Jim Foster and Brian Chetelat), 2 fairly large tables to hold the two computers and scanners, and reliable photocopy access for making pages for scanning from books or journals provided by the faculty. In addition will need in this area two desks and computers for the Jim and Brian with networked PCs. Will also need two bookcases and a 40-drawer file cabinet and 15-17 boxes for transporting books and supplies. Phone access necessary (ext. 4209 and 4234), but the two can share the same phone if two numbers can be programmed into the phone. Plant will need to move all the above items.

### **Law Center Library**

The Law Library has two CARLterm jacks available that we can use. This is hard-wired access to the library online system and the only way we can input cataloging and purchasing information. One area has a PC and desk available, but the other will require moving in a desk and PC. Plant will have to do this move.

### **Technical Services/Circulation**

Five people from technical services (Ted Kruse, Judy Gardner-Flint, Anne Kirby, Sally Laughland, and Lila Mordhorst) and four people from circulation (Stephanie Freeman, Delores Redman, Robert, Siewierski, and Tiffany Stancil) can share a single area and phone. The basement fax line (4248) needs to be re-routed to the temporary library mailroom location. Each person will need a desk and chair, every tech services person also needs a networked computer. There will need to be two PCs for the circulation people to share. Need enough space to process books. In addition moving PCs and desks, Plant will need to move the periodical label printer and 16 library book carts (approx. 3 ft. long) full of documents to be removed from the online catalog. There will be 3 book carts for materials in process, 5 cartons of supplies, and 4 boxes of files. We estimate returning with 10 to 15 cartons of processed materials at the end of the project.

Myrna J. McCallister, Library Director (6-28-01)

CC: library dept. heads

Ron Bond

John Wolcott

Ron Legon

Bob Brulinski

Jim Qualls

Terry Stumpf

Don Paddy

Tue Jul 10 11:23:21 2001

Re: Lang

Date: Fri, 29 Jun 2001 17:11:33 -0500 (EST)  
 From: mmccallister@UBmail.ubalt.edu  
 Subject: Re: Langsdale Asbestos Removal Project  
 To: Starrla Levine <slevine@UBmail.ubalt.edu>  
 Cc: bbrulinski@UBmail.ubalt.edu, dgerlowski@UBmail.ubalt.edu, dpaddy@UBmail.ubalt.edu  
 , jqualls@UBmail.ubalt.edu, jwolcott@UBmail.ubalt.edu, ppotthast@UBmail.ubalt.edu  
 , rlegon@UBmail.ubalt.edu  
 In-Reply-To: <SIMEON.10106291638.G@fix9h.ubmail.ubalt.edu>  
 Message-ID: <Pine.PMDF.4.21L.0106291705400.222386-100000@UBmail.ubalt.edu>

Starr (and all), yesterday I sent out a list of people and space needs to almost all the above list. This morning Bob Brulinski showed Ted Kruse and I the space that is so far available, and while it looks like good space, we think we are still short about 7-8 staff members and we aren't sure that there is enough computer access. That has to be checked. My secretary is working on setting up a meeting after July 6 with don, Ron, Bob, John, Ted, myself, and George Weitzel to go over the space needs document and next steps. I've asked John Wolcott to set up a time to tour the library with me and point out what we need to move and prepare before the project and am waiting to hear a time from him. Since we have only about 20 working days to arrange this, I think it is push time. Thanks.

\*\*\*\*\*  
 Myrna McCallister, Library Director                   work (410) 837-4333  
 Langsdale Library                                        fax (410) 837-4330  
 University of Baltimore                                www.ubalt.edu/www/langlib  
 Baltimore MD 21201-5779                              pager(410) 909-9331  
 mmccallister@ubmail.ubalt.edu

On Fri, 29 Jun 2001, Starrla Levine wrote:

- > Hi all,
- >
- > Just a reminder that as this project moves forward, ongoing
- > communication to all the parties is crucial.
- >
- > The Provost asks that everyone named above (and any others
- > you feel should be included) be kept apprised on each of the
- > steps being taken to prepare for the closing of Langsdale in
- > August. Students will also have to be notified at the
- > appropriate time.
- >
- > Its important to know what each area is responsible for and to
- > be aware of how it will all fit together. It will help
- > everyone be prepared for the next step and keep the project
- > moving much more smoothly if we take the time to communicate our
- > progress along the way.
- >
- > For example, I know that Jim Qualls will need some advance
- > notice as to what the CIS needs will be to have the temporary
- > spaces wired, move equipment, etc. Who will be alerting him
- > about those needs and the timing necessary?
- >
- > Thanks in advance for everyone's cooperation in responding to
- > questions & keeping folks up-to-date on the project.
- >

Tue Jul 10 11:23:21 2001

Re: Lang

> Starr

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>

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>

>

> Starrla Levine

> Assistant to the Provost

> University of Baltimore

> Phone: 410.837.5243

> Fax: 410.837.5249

>

>

Thu Jun 28 09:50:50 2001

LANGSDALE LIB

Date: Mon, 25 Jun 2001 14:19:18 -0500 (EST)  
From: mmccallister@UBmail.ubalt.edu  
Subject: LANGSDALE LIBRARY CLOSING--ASBESTOS REMOVAL  
To: ubfaculty@UBmail.ubalt.edu, ubstaff@UBmail.ubalt.edu, ubstudents@UBmail.ubalt.edu  
Message-ID: <Pine.PMDF.4.21L.0106251413320.304296-100000@UBmail.ubalt.edu>

Langsdale Library will be closed from approx. August 7 thru September 10 for an asbestos removal project. During this time, few library services will be available, the building will be closed to the public, and the collections will not be accessible. The dates might change slightly depending on the contractor selected. We will keep you informed. UB faculty requiring materials or needing electronic reserves for the start date of fall semester are urged to contact the library now to make arrangements. For updates on this situation, see the library web page ([langsdale.ubalt.edu](http://langsdale.ubalt.edu)) and click on 'asbestos removal news'.

\*\*\*\*\*  
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