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**"Innovative Information Management : Towards a
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FROM DAMANSARA TO GOMBAK: EXPERIENCE OF DAR AL-HIKMAH LIBRARY MOVING A LAW LIBRARY

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ABSTRACT

This paper is written to illustrate the experience of Dar al-Hikmah library relocating a law library to a law faculty's resource centre. The law library in this article refers to Mohamed Ismail & Co. library, Damansara, Kuala Lumpur, while the law faculty's resource centre in this article refers to Razali Nawawi Resource Centre (RNRC), Ahmad Ibrahim Kulliyah of Laws (AIKOL), Gombak, Selangor. This paper is written based on the author's observation, experience and review of related literature, and shares the author's approach in moving the law library, the inventory process, the moving process and the challenges during the moving process. Generally, the approach shared in this paper can be applied to any library collection, especially a law library. It is hoped that the ideas and experience serve as a contribution to law libraries in other higher learning institutions in Malaysia or any other types of special libraries worldwide.

Keywords: Law library; Library relocation; Collection management; Law resources; Library space management

4.0 INTRODUCTION

Dar al-Hikmah Library, which has served the kulliyahs (faculties) in IIUM, has appointed a liaison librarian for every kulliyah to act as an intermediary between a kulliyah and the library. One of the kulliyahs in IIUM is Ahmad Ibrahim Kulliyah of Laws (AIKOL). The author is the law librarian serving for AIKOL, and thus, responsible in coordinating the moving process of the law resources from the law library in Damansara to the resource centre of AIKOL in Gombak.

The law library in this context is Mohamed Ismail & Co. library (M.I & Co. library). M.I. Co. library is a legal firm located at 51, 2nd Floor, Plaza Damansara, Jalan Medan Setia 1, Bukit Damansara, 50490, Kuala Lumpur, Wilayah Persekutuan. The legal firm was owned by Allahyarham Dato' Haji Mohamed Ismail bin Mohamed Shariff (14.10.1944 – 5.11.2016). His family member decided to donate the law library collections, furniture and shelves to RNRC, AIKOL, Gombak. The law library has four (4) core collections, such as law books, law reports, law journals and statutes.

Further, the law resource centre involved in this context is Razali Nawawi Resource Centre (RNRC), AIKOL. The existing collection in RNRC is 5000 items. RNRC is administered by AIKOL administration office. AIKOL instructed the law librarian to

advise and coordinate the moving process from M.I. & Co. library, Damansara to RNRC, AIKOL, Gombak. The law librarian was appointed as the move coordinator for this project.

This article shares the author's approach to move the law library to the resource centre in the law faculty by discussing the following subtopics:

1. The law librarian as the move coordinator
2. The inventory process at M.I. Co. library
3. The moving process from Damansara to Gombak
4. The challenges faced during the moving process

2.0 LAW LIBRARIAN AS THE MOVE COORDINATOR

The law librarian as the move coordinator prepared a layout plan for RNRC, prepared a Gantt chart, coordinated with the mover team, understood the AIKOL administration procedure and showed sensitivity towards the donor - the family members of Allahyarham Dato' Haji Mohamed Ismail bin Mohamed Shariff by respecting their requests and feelings.

Before preparing for the layout plan, the law librarian considered the followings:

1. Existing collections and shelves
2. New incoming collections and shelves
3. Space for reading areas for the placement of tables and chairs
4. User space, namely discussion rooms and carrels (Roberts, 2015)
5. Space for comfortable seating (Roberts, 2015)

The layout plan, shown in Appendix 1, was proposed to AIKOL administration office. Besides preparing the layout plan, the law librarian also prepared a Gantt chart and proposed the activities to the AIKOL administration office. The activities listed in the Gantt chart were as follows:

1. Create an inventory
2. Categorise the law resources using coloured stickers
3. Carry out fumigation process
4. Transfer the law resources into boxes
5. Disassemble metal and wood shelves at M.I & Co. library, Damansara
6. Transport the boxes from Damansara to Gombak
7. Assemble metal and wood shelves at RNRC, AIKOL, Gombak
8. Shelve the law resources according to categories
9. Label the shelves according to categories

All of the tasks involved in preparing the layout plan and the Gantt chart were mentioned by Fortriede, 2010: "a move coordinator should be able to direct the move; coordinates other members of the moving team; work with the collection layout, the move plan, timetable and the process of the move; work from floor plans and extrapolate from them to the reality of a building that may not yet be built" (Fortriede, 2010).

The moving process was time-consuming. The move coordinator had to devote a significant amount of time for over many months in the planning process, which involved various tasks, such as checking and rechecking; making and answering telephone calls; designing versions of the floor plan; developing timetable or work schedule; ensuring the counts of shelving; attending meetings; having walk-throughs and just plain thinking, all of which are required to complete even a moderate move (Fortriede, 2010). Fortriede (2010) added that the move coordinator must be able to be relieved from or to delegate to subordinates enough regular responsibilities to free up the time required

3.0 INVENTORY PROCESS AT MOHAMED ISMAIL & CO. LIBRARY

A law library is a special library that contains law resources. The core collections are:

1. Law book
2. Law report
3. Law journal
4. Statute

The objective of the inventory process at M.I. Co. library was to count the number of the four (4) core collections. Steel (1994) described the inventory process as essential to the moving process because “inventory is a “reality check” to account for all library resources.”

During the inventory process, the law librarian provided inventory forms for law book, law report, law journal and statute, as shown in Figure 1:-

Dar al-Hikmah Library Project: Moving Mohamed Ismail & Co. Law Library Inventory: Law book			
No.	Title	Volume No.	Year

Dar al-Hikmah Library Project: Moving Mohamed Ismail & Co. Law Library Inventory: Law report			
No.	Title	Volume No.	Year

Dar al-Hikmah Library Project: Moving Mohamed Ismail & Co. Law Library Inventory: Law journal			
No.	Title	Volume No.	Year

Dar al-Hikmah Library Project: Moving Mohamed Ismail & Co. Law Library Inventory: Statute			
No.	Title	Volume No.	Year

Figure 1: Inventory forms for law resources

Every item, including volumes, was recorded by using the forms. The records in the inventory forms reflected the number of items for law books, law report, law journal and

statute. The inventory process also inventoried furniture and shelves to be transferred to the new location.

The information about the number of items, furniture and shelves to be transferred is important to the move coordinator so that the move coordinator can do the followings: -

1. Inform the faculty administrator
2. Inform the mover
3. Inform the fumigator
4. Plan the resource centre layout to accommodate the new collections
5. Plan the work schedule in the Gantt chart
6. Separate the non-related collections, such as law firm files, and etc.

During the inventory process, the Dar al-Hikmah library team managed the law resources, categorised them into different groups, and marked them by using coloured stickers. During the process, coloured stickers were used to label different items, such as the followings:

- | | | |
|----------------|---|--------|
| 1. Law book | - | Orange |
| 2. Law report | - | Blue |
| 3. Law journal | - | Yellow |
| 4. Statute | - | Green |

Based on the inventory report, 7,344 items were listed to be transferred to RNRC, AIKOL. Below is the summary of the items, furniture and shelves to be transferred to the new location:

- | | | |
|------------------|---|-------|
| 1. Law books | - | 1,350 |
| 2. Law reports | - | 4,784 |
| 3. Law journals | - | 351 |
| 4. Statutes | - | 859 |
| 5. Wood shelve | - | 15 |
| 6. Metal shelve | - | 5 |
| 7. Counter | - | 1 |
| 8. Working table | - | 1 |

This inventory practice was supported by Fortriede (2010) who mentioned: “Include books, other library materials, such as furniture, equipment and anything else you expect to be moved”. Similarly, Steel (1994) stated that: “The current facility and its contents must be reviewed in preparation for the move. Three distinct categories of items need to be prepared are the collection, the furniture and the equipment.”

4.0 MOVING PROCESS FROM DAMANSARA TO GOMBAK

After the inventory report was carried out, and the law resources were marked by using coloured stickers, the law resources were organised and filled into boxes. As the moving coordinator, the law librarian had briefed the mover company earlier about the moving plan. As the law librarian knew that the mover company did not have any working experience in librarianship field, the law librarian used the moving plan as the only way to communicate with the mover personnel. The law librarian also prepared labels for different types of law resources according to different colours, as shown in the list below and presented in Figure 2, to streamline the process of transferring the law resources from the previous library shelves into boxes:

1. Law book - Orange
2. Law report - Blue
3. Law journal - Yellow
4. Statute - Green

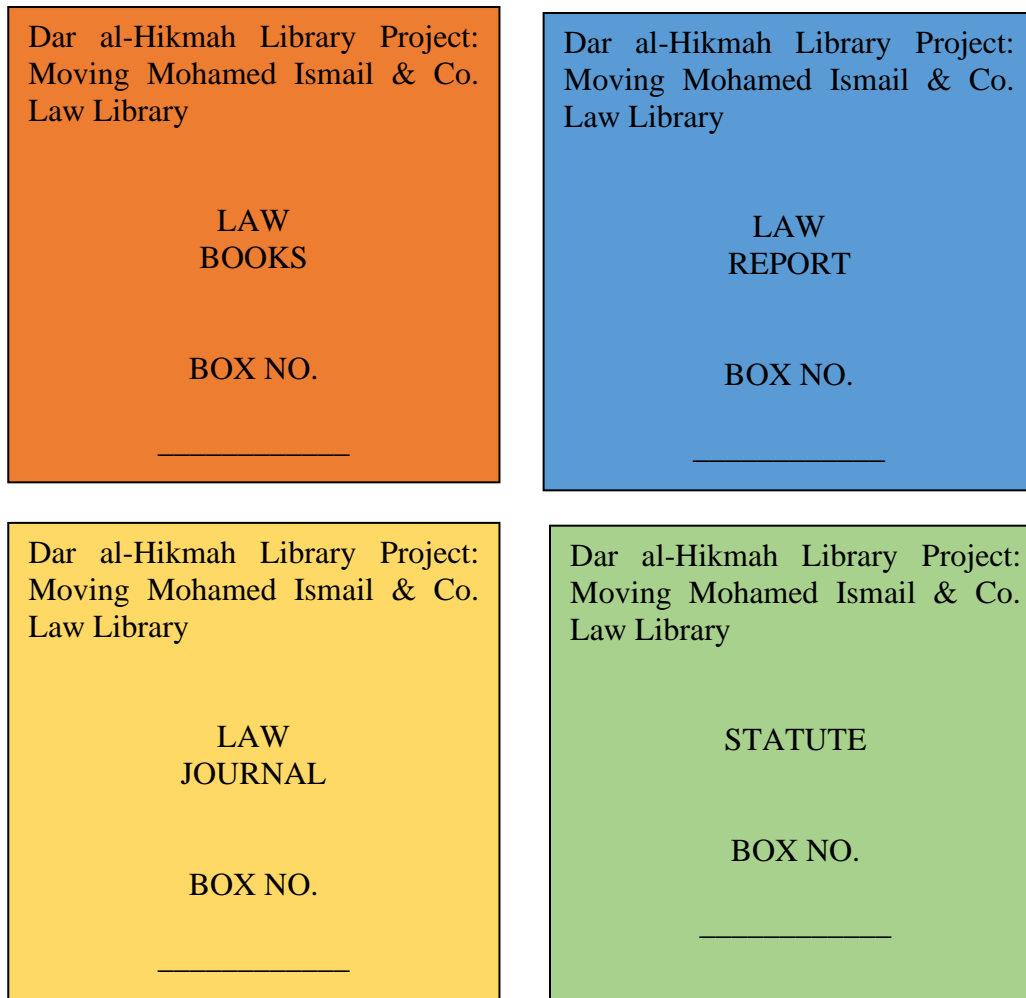


Figure 2: Labels for the different types of law resources according to different colours

Then, the mover transferred the law resources into boxes according to the coloured stickers marked on the law resources as labels, pasted the labels according to colours, on the boxes and numbered the boxes accordingly, as shown in Picture 1:-



Picture 1: Law resources were placed in boxes according to labels.

The law librarian and Dar al-Hikmah library team members had to monitor the activity of the mover personnel at M.I. Co. library. The law librarian also reminded the mover personnel that it was necessary to retain the books according to the colour codes all the times. Concerning this, Fortriede (2010) emphasised “the importance of keeping the books in order during the moving process in his briefing with his team. He informed his team of the followings:

1. The books are in order on the shelves.
2. We take them off the shelves, in order.
3. We put them in the box, in order.
4. We number the box, in order.
5. We put the box on the truck, in order.
6. We take the box off the truck, in order.
7. We take books off the boxes, in order.
8. We put the books on the shelves, in order.”

The mover personnel built temporary wood conveyors from the second floor to the ground floor to transfer and load the resources onto the truck, as shown in Picture 2. The filled-up boxes were labelled according to colours, numbered, slid from the second floor to the ground floor and carried onto the truck. The packing and loading of the boxes involved three teams, namely:

1. Team 1: This team transferred the books from the shelves into the boxes which were labelled and organised according to the sequence of numbers.
2. Team 2: This team slid the boxes along the wood conveyors according to the coloured labels and the sequence of numbers.
3. Team 3: This team received and organised the boxes on the truck in the order of the labels and numbers.



Picture 2: The law resources in the boxes were slid according to labels and numbers, in order.

Table 1 presents the types of collections of law resources, number of items and number of boxes that were transferred:

No.	Collection	No. of Items	No. of boxes
1	Law book	1350	52
2	Law report	4784	196
3	Law journal	351	2
4	Statute	859	11
	Total	7344	261

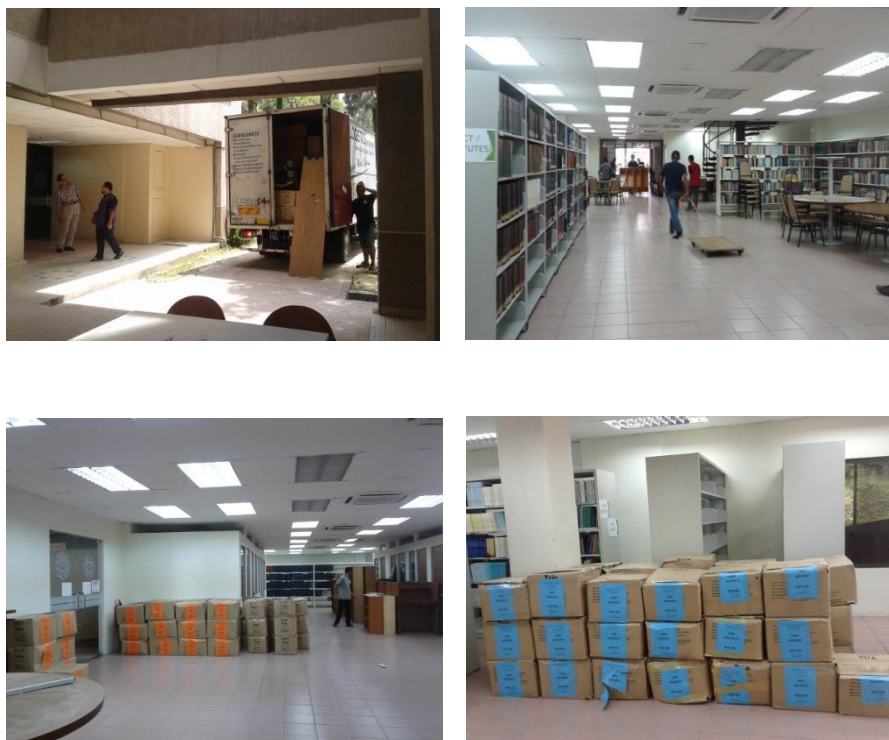
Table 1: Types of collections of law resources, number of items and number of boxes that were transferred

Next, the mover personnel dismantled the shelves at the M.I. Co. library, as shown in Picture 3, and transported the shelves to RNRC, AIKOL.



Picture 3: Shelves were dismantled at M.I Co. library.

At RNRC, AIKOL, the law librarian and the Dar al-Hikmah library team members monitored the activity of the mover personnel who reloaded the boxes and organised the boxes according to the coloured labels, as shown in Picture 4.



Picture 4:- The orange labels were used for boxes containing law books, while the blue labels were used for boxes containing law reports.

The process of packing the resources into boxes, loading the materials onto the truck, transporting them to Gombak, loading them into RNRC, assembling the shelves at RNRC and re-shelving back the resources at RNRC was carried out in four (4) phases within 2 weeks' duration. Picture 5 shows the shelves were being re-assembled at RNRC, AIKOL.



Picture 5: - The shelves were re-assembled at RNRC, AIKOL.

Finally, all shelves at RNRC, AIKOL were labelled according to the law resources, as shown in Picture 6:



Picture 6: Shelves were labelled according to the law resources.

5.0 CHALLENGES DURING THE MOVING PROCESS

5.1 Logistics matters

AIKOL administration designated the law librarian as the coordinator and relied on the law librarian to handle the moving process. Meanwhile, the mover and the fumigation companies were appointed by AIKOL administration based on the information on the numbers of items, furniture and shelves inventoried by the librarian team. A meeting was arranged by AIKOL administration between the law librarian, the mover and the fumigation companies to decide which companies were to be appointed. The law librarian, as the move coordinator, was assigned to conduct the moving plan project briefing.

Before conducting the briefing, the law librarian had to finalise the moving plan, AIKOL administration process, donor sensitivity, and the environment as well as the logistics concern at M.I. Co. library and RNRC, AIKOL, such as:

1. The parking space at M.I. Co. library was limited;
2. The M.I. Co. library was located on the second floor and was accessible only via staircases;
3. A food premise was located on the ground floor in the M.I. Co. library;
4. The collection, furniture and shelves would be transported from Damansara to Gombak;
5. The furniture and shelves at M.I. Co. library would be dismantled;
6. The furniture and shelves at M.I. Co. library would be re-assembled at the RNRC, AIKOL Gombak;
7. The law resources would be re-shelved at RNRC, AIKOL, Gombak;

Then, the law librarian briefed the mover and the fumigator companies about the moving plan. During the briefing session, the law librarian was accompanied by the Dar al-Hikmah library team, AIKOL team and the family members of Allahyarham Dato' Haji Mohamed Ismail bin Mohamed Shariff. The law librarian also introduced the family members to the personnel of the mover and the fumigator companies.

The law librarian also informed the mover and the fumigator companies that the Dar al-Hikmah library team was the sole coordinator of the project. Thus, all quotations had to

be submitted to the AIKOL administration office, who would decide the appointment of the companies.

After the briefing, the mover and the fumigator companies visited the M.I & Co. library to see the collections, furniture and shelves before they prepare the price quote for the moving process and the fumigation exercise to be sent to the AIKOL administration.

During the briefing session, the law librarian paid attention to the issues raised by the mover and the fumigator companies so that the AIKOL administration and the donor could be notified about the concerns.

The fumigator company was concerned about the following matters:

1. Approval from the Local Municipal Council and Ministry of Health Malaysia was required to carry out the fumigation process. The request for approval would be sent by the fumigator company.
2. Fumigation process at premises located in commercial areas, near food premises and surrounded by people, such as M.I. & Co. library and RNRC, AIKOL, do not usually obtain approval from the Local Municipal Council and Ministry of Health Malaysia.
3. The fumigation activity had to be done in an open space away from commercial building and people because the gas used would be highly dangerous to humans.
4. The open space location would be suggested by the fumigator.
5. All items, including collections and furniture, would be placed in containers and transported to the open space where the fumigation activity would be done.
6. The fumigation process would take about 48 hours.

The mover company was concerned about the following matters:

1. The location for the fumigation process had to be in Lembah Klang area.
2. The condition in RNRC, AIKOL might probably be different for the wooden shelves at the M.I. & Co. library to be dismantled and re-assembled.

For administrative purpose, the law librarian updated the AIKOL administration office and the family members of Allahyarham Dato' Haji Mohamed Ismail bin Mohamed Shariff about the concerns that the mover and the fumigator companies were facing.

The decision to appoint the mover and the fumigator companies was decided by the AIKOL administration. Due to the tight budget and time constraint, AIKOL team decided to move the collections, furniture, and shelves without carrying out the fumigation process. Therefore, the law librarian agreed with the decision to skip the fumigation process.

In addition, AIKOL administration also decided to appoint a mover only after setting a date for the moving process with Dar al-Hikmah library team.

6.0 CONCLUSION

The moving process, from packing the law resources at M.I. Co. library, transporting them from Damansara to Gombak, and re-shelving them at RNRC, AIKOL, Gombak, was successfully completed within two (2) weeks. The law librarian, as the move coordinator, had to streamline the moving process by preparing the layout plan and the Gantt chart that contained a moving plan involving the inventory process, moving process and shelving the collection at the new location. The mover personnel, in this context, depended fully on the moving plan because they had never worked in the librarianship field. The Dar al-Hikmah library team had to communicate and monitor the mover activities constantly. The law librarian, as the move coordinator, had to keep updating the stakeholders, namely the AIKOL administration office and the family members of Allahyarham Dato' Haji Mohamed Ismail bin Mohamed Shariff. Generally, the approach shared in this article can be applied to any library collection, especially a law library. It is hoped that the ideas and experience are considered as a contribution to other law libraries in all higher learning institutions in Malaysia, or any other types of special libraries worldwide.

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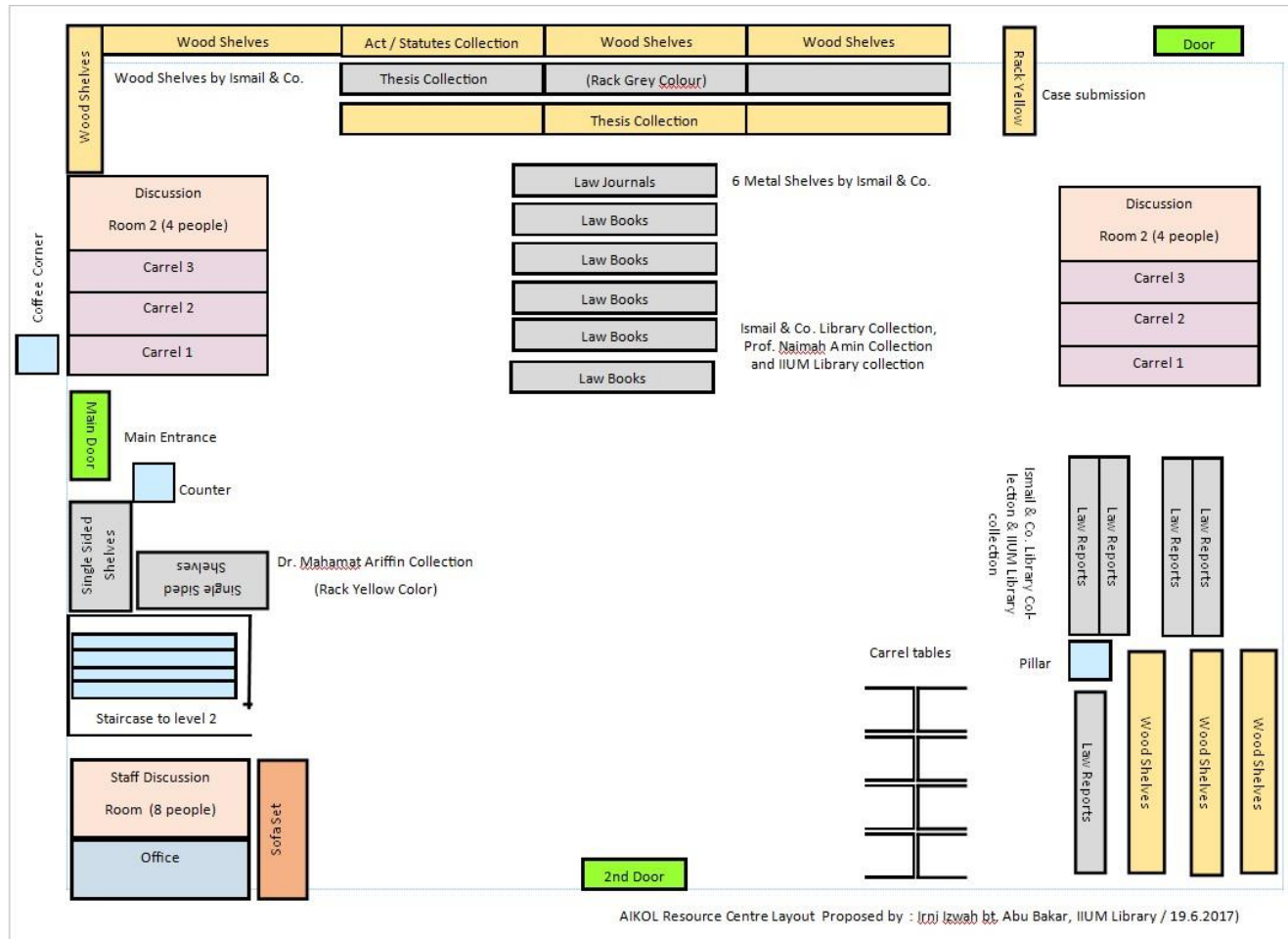
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APPENDIX 1

RAZALI NAWAWI RESOURCE CENTRE, AHMAD IBRAHIM KULLIYAH OF LAWS, AIKOL, GOMBAK PROPOSED PLAN



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