

BOOKBINDING | BOOK MANUFACTURING | PRESERVATION | DIGITIZATION  
COMMERCIAL RECORDS MANAGEMENT | LIBRARY DEPOSITORY SERVICES

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## NEWS

### *AssureVault Welcomes Ohio University*

Space is a growing problem for many libraries and, in 2017, librarians at Ohio University realized that it was time to find a new home for many low-request volumes in Hwa-Wei Library Annex. In September, 2017, approval was given to begin storing library materials in AssureVault's Gahanna facility.

From the end of September until February (excluding holidays), university staff packed items on single-sided library carts and shrink-wrapped them. Once a week, a Columbus-area courier picked up 20-30 empty carts from the Gahanna depository and delivered them to the annex, where they picked up a similar quantity of loaded carts that were returned to Gahanna for ingest.

Once in the depository, AssureVault staff processed each delivery, scanning each item's barcode in to designated cartons, over three days. The depository now holds 44,000 monographs and 19,000 serials.

In addition to storage services, the university also ordered KASEBoxes with barcodes (a new service) from our ECS Conservation's Indiana lab and, potentially, will be sending items to our Chesterland facility for binding prior to storage.

## PROJECTS

### *Oversized Negative Scanner*

Recently, our Digital Solutions was awarded a project to scan a collection of historical photographic negatives. This presented a challenge, however, because the negatives were larger than the standard 35mm and we lacked a satisfactory way to scan them.

Mark Sapusek (CTO) and Chris Tuck (Lead Processor) conceived a design and, with the help of James Eckstrom, from the North Carolina maintenance staff, a unique piece of equipment was developed that would scan the oversized negatives safely and efficiently.

The device features a Canon EOS Rebel Ti6 camera, fitted with 50mm and 85mm macro lenses. It uses an LED lightbox for illumination with a custom-built camera holder.

Images are processed using BookDrive Capture software and produces images that have a resolution between 700 and 1200 dpi. It can accommodate negatives or slides up to 6" x 6" and can capture up to 600 images per hour.

## BEHIND THE SCENES

### *Climate Management*

Managing the climate in our facilities is important for the comfort and well-being of our employees, but it is also a key consideration regarding the sensitive materials we handle.

Our production facilities are maintained at a temperature range of 69°F to 74°F throughout the year. Actual needs are based on several factors including the size of the facility, the contents and equipment, and the number of employees in the building. Location is also an important consideration as well because our North Carolina plant's requirements lean heavily towards air conditioning while our facilities further north have greater heating requirements.

Specialty areas, such as our digital print shops, conservation labs and library depository facilities require more precise temperature and humidity control and management.

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*PEM2 Datalogger*

## Climate Management (cont.)

### Digital Print Shops

In our digital print shops, ambient room conditions are ideal with temperatures between 68°F and 70°F and humidity in the 35% - 55% range. This ensures proper paper feeding and handling. The Nexpress digital presses have built-in environmental control systems that keep the internal environment at or near 70°F with 34% humidity. During the winter, humidity is added to maintain the RH within an acceptable range.

### Conservation Labs

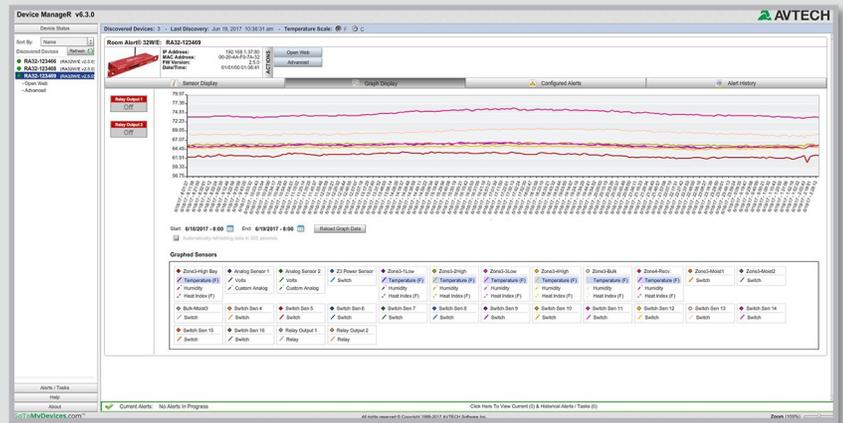
Our conservation labs have dedicated, programmable HVAC systems that maintain temperature in a range of 68-72°F. Relative humidity is maintained at 50% where paper is processed, 45-50% RH in book processing areas. These controls and conditions are important as paper and vellum materials are very sensitive to changes in environment, humidity in particular. Relative humidity readings at 60% or higher for more than 48 continuous hours can be a catalyst for mold growth, so daily monitoring of conditions and readings is vital. Where appropriate, environmental conditions are monitored by PEM2 datalogger units. Depending on the season, some minor fluctuations do occur, but are monitored to stay with a 2-3 degree/point variation range within a given 24-hour period.

### Library Depository Facilities

In AssureVault's library depository facilities, temperatures are maintained in a range of 60°F (November – March) to 68°F (April-October) with relative humidity of 50% or lower. Air filtration is provided as part of the HVAC, and sensors are used to detect the presence of moisture on floors.

**AVTECH Room Alert 32W/E** units continuously monitor temperature, humidity, moisture and power source in real time (right) and dispatch alerts when conditions exceed preset limits.

To further ensure consistent environmental conditions, commercial standby generators come on within seconds of a power outage.



## PEOPLE



### Meet Roxana Jasso Jaramillo!

Roxana Jasso Jaramillo (Roxy), whose family is originally from Leon, Guanajuato, Mexico, is an employee in our Greensboro, North Carolina, facility. She came to HF Group in 2016 as an intern while completing her Associates degree in Applied Science, Office Administration. After her internship was complete, corporate Controller, Steve Lund saw her potential and offered her a permanent position, which she happily accepted. Today Roxy wears many hats and, in addition to assisting Steve with a variety of accounting duties, she also assists the bindery's Customer Service Manager, Nichole Pierce Arocho, with a number of human resources duties.

Roxy started her career at a large Chevrolet dealer where she quickly progressed from guest services to assistant to the controller. Eventually, however, she made the decision to leave that job to further her education and manage accounting for her husband's tree service company.

December, 2017, was an exciting month for Roxy and her husband. Having been married in the U.S. for seven years, they decided it was time to have a big, traditional, cultural wedding in Mexico. They arrived at the ceremony, which hosted 500 guests, in a carriage pulled by a beautiful Spanish horse. They enjoyed delicious, authentic Mexican food and were entertained by three music groups and a surprise fireworks show. It was a day she'll never forget.



In her spare time, Roxy loves to travel and enjoys charity motorcycle rides with her husband and loves spending time with family.

*A page from a physician's diary on exhibit at Colonial Williamsburg reminds me so much of Roxy. On July 1, 1854, Dr. John Galt II, hospital superintendent, jotted: "This plan involves the great principle of attention to little things, the secret of success in the world." I greatly appreciate Roxy's integrity, diligence, accuracy, and attention to detail.*

— Steven N. Lund, Controller, HF Group