

# New Copyright Office Warehouse

Copyright Office Modernization  
Webinar Series

October 28, 2020

The webinar will begin promptly  
at 1:00 p.m. eastern time

**Copyright**  
United States Copyright Office



# SUBMITTING QUESTIONS

**To submit a question**, use the Q&A dialog box in the lower right corner. You may submit a question during any portion of this webinar; however, questions will be answered at the end of the presentation.

**Please note:** we may not be able to answer all questions received in the allotted time. Thank you.

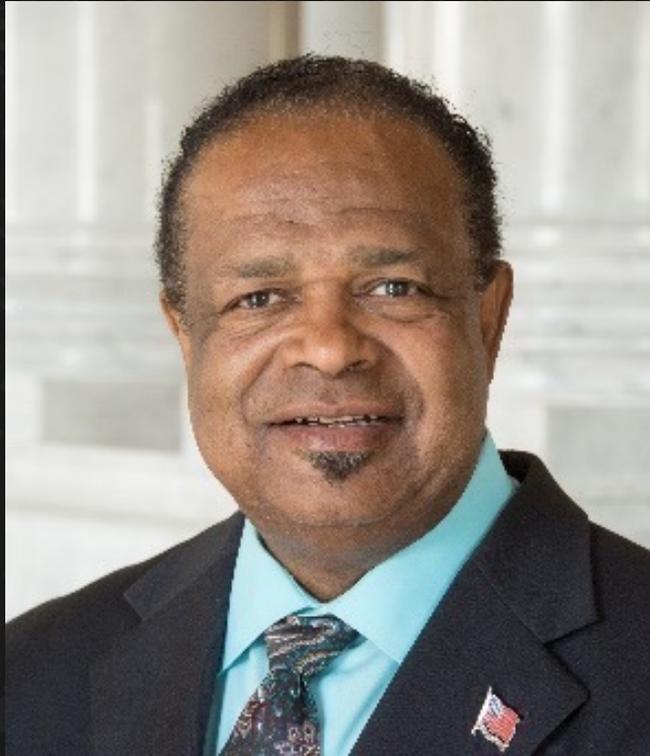
# INTRODUCTION AND OVERVIEW



**Shira Perlmutter**

Register of Copyrights and  
Director of the United States Copyright Office

# INTRODUCTION AND OVERVIEW



**Paul Capel, Jr.**

Head, Records Management Section

# HISTORY OF COPYRIGHT DEPOSIT STORAGE

The Copyright Office has used a storage facility in **Landover, Maryland** since 1977.

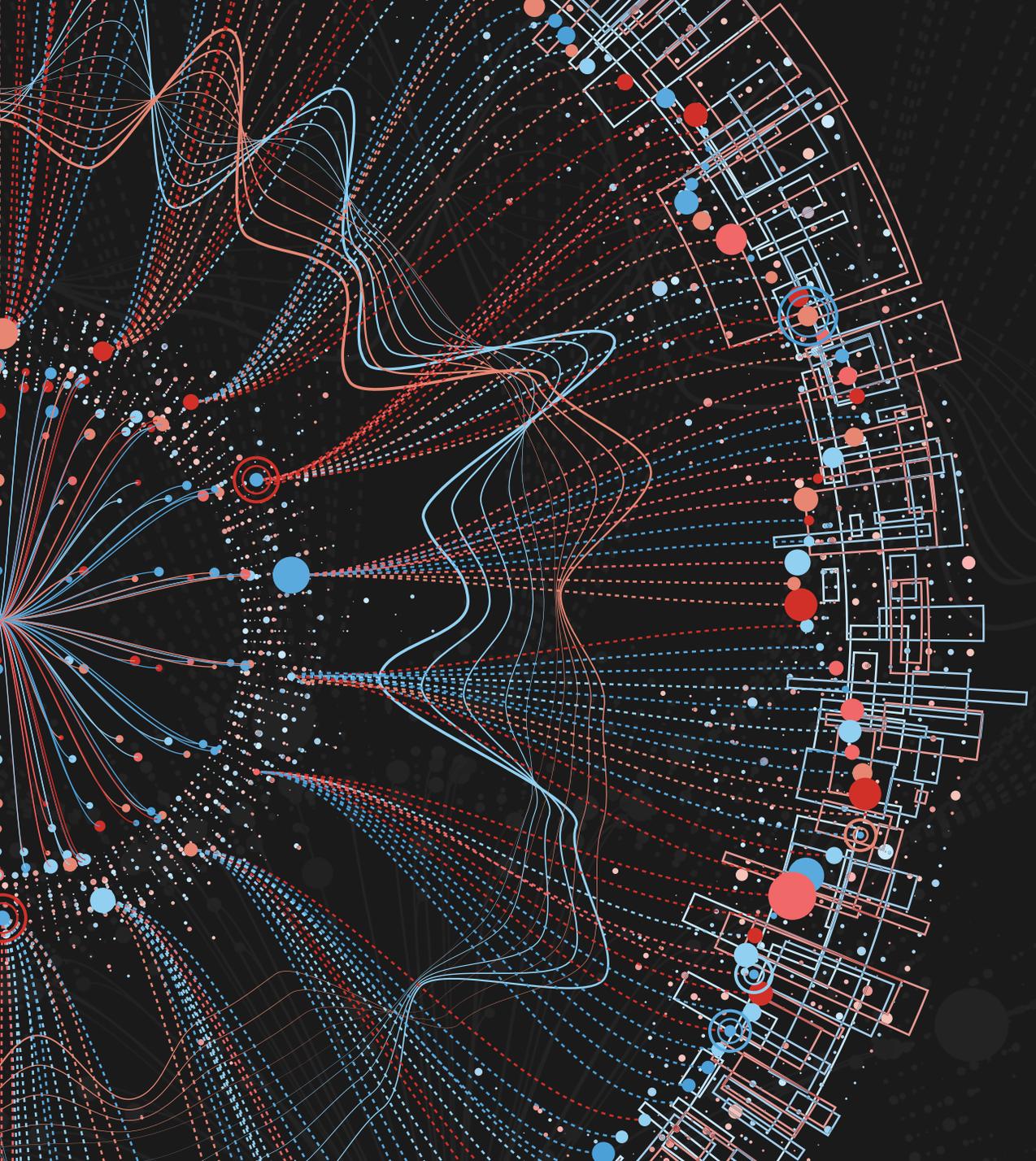
The Landover facility is busy, with an average of **20,000 new boxes** coming in annually over the past five years, but we need more space and functionality.

We launched a **multiyear preparedness project in 2017** to inventory Landover's more than 60,000 boxes and to consider **new storage options**.

We are now well on our way to a storage solution, including opening a new state-of-the-art interim storage facility.



Landover Warehouse



# Inside the Landover Warehouse

# LIMITED STORAGE SPACE, LOW-REACH SHELVING (COMBINED 1.5 STORIES HIGH)



Staff members working in the Landover Warehouse



# MANUALLY TRACKING CHAIN-OF-CUSTODY OF DEPOSIT COPIES



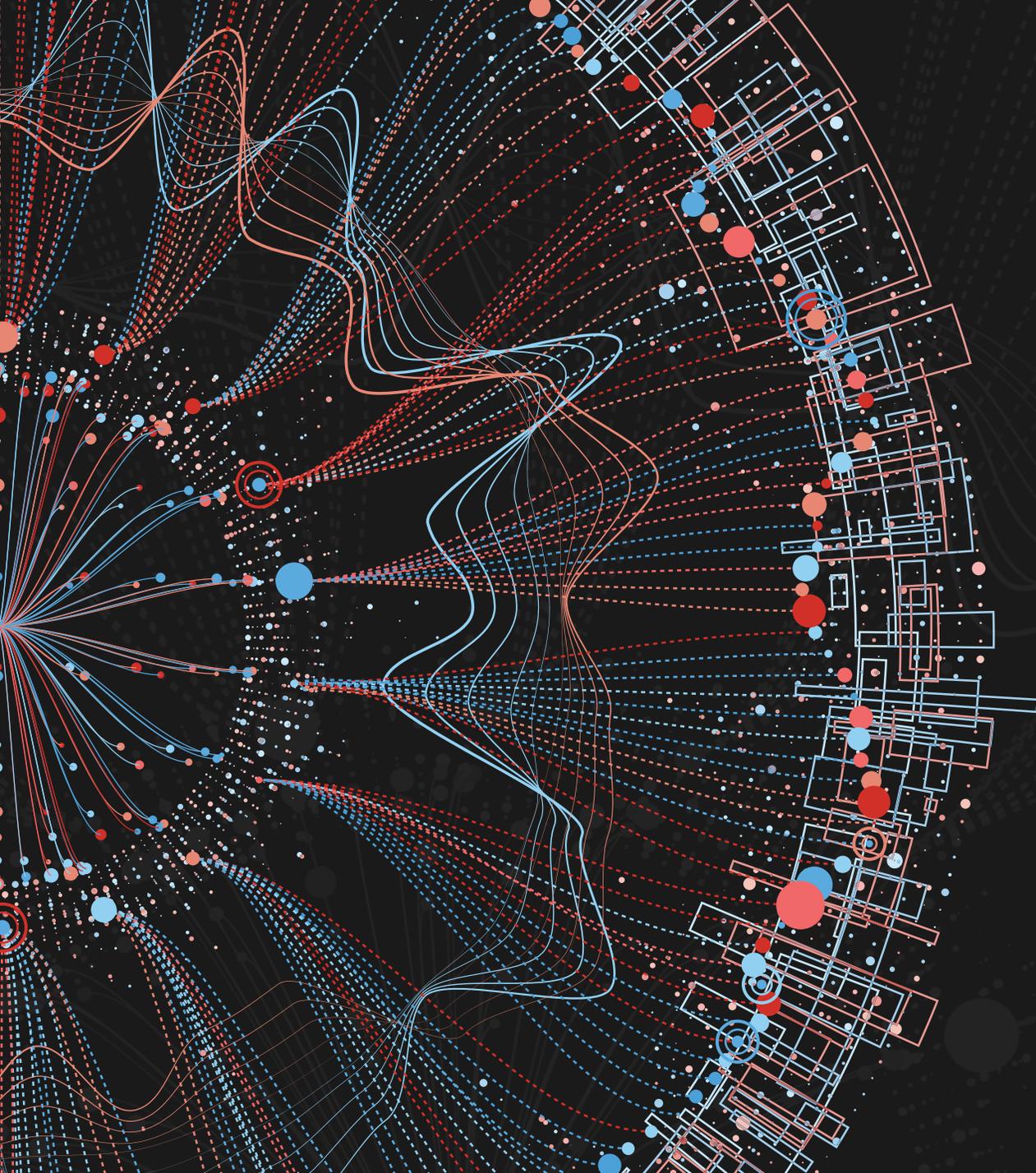
Technicians tracking deposit copies in Landover



# SPACE RECLAMATION PROJECT



Staff in Landover moving and staging boxes for offsite accession



# Moving Forward to an Updated Warehouse

# PREPARING FOR THE MOVE

## Architect of the Capitol Analysis Study

- Ideation Sessions and Requirements
- Inventory Efforts

## Move Planning and Execution



# INVENTORY PROJECT



Inventory process at the Landover warehouse



Staff have inventoried **more than 88,000 boxes** during a multiyear move preparedness project.

# WORK CONTINUED DURING PANDEMIC

Construction went uninterrupted during the pandemic since Maryland Governor Larry Hogan deemed construction work essential.



# BUILDING BEGINS



Construction begins at the new facility

On March, 2019, the property owner broke ground to build a **40,000 square foot warehouse** for the Copyright Office.

# CONSTRUCTION CONTINUES



Internal construction on floor leveling at the new facility in September 2019

# NEW FACILITY AT A GLANCE



External view of the new facility in Cabin Branch

# NEW FACILITY AT A GLANCE



Copyright Office reception area in the new facility

# NEW FACILITY AT A GLANCE



Processing room in the new facility



Panoramic view of the processing room

# NEW FACILITY AT A GLANCE



The new facility's receiving area



# NEW FACILITY AT A GLANCE



Shelving at the new facility



There is high bay thirty-two foot narrow shelving (three stories high)

# FEATURES OF THE NEW WAREHOUSE

The centrally located warehouse is less than twenty-five miles from the Capitol Hill campus on a **secure twenty-four-hour guarded** business park.

The warehouse is **environmentally enhanced** to meet federal records storage guidelines.

The Office will gain improved efficiencies such as **faster retrieval times** and next-day delivery to authorized requestors.

The Office will benefit from **enhanced security** and **enhanced inventory visibility**.



# NEXT STEPS

We are planning a new **state-of-the-art warehouse management system**.

A new warehouse management system can enable us to process, control, and optimize warehouse operations by **electronically tracking deposits** from ingestion to final retention date and disposition.

This is the first step in consolidating Copyright Office deposit copies; moving all remaining deposits from off-site storage locations will follow.

## Other Efforts

The Copyright Office undertook other efforts to improve its processes, including:

- Constructing a new 40,000 square foot warehouse in October. The Office will move deposits out of multiple facilities to centrally locate them in a state-of-the-art facility. The new facility will allow the Office to maintain control over all copyright deposits in a single facility, to improve retrieval times and better serve the public. The Office is also investigating a warehouse management system to further enhance the inventory, tracking, and management of all items.

- Began registration development work on internal components required to support end-to-end processing of registration application packages. Work has also begun on the creation of a clickable prototype for the Standard Application, which will undergo continuous testing with different groups of users to give the development team the ability to adjust based on feedback.
- Continued work on the new Public Record Pilot. Among the new features are simple and advanced searching capabilities, the ability to filter and facet records, and a web interface consistent with other ECS portals.

## Copyright Office Modernization

Quick Facts – September 2020

The Copyright Office is committed to reimagine the entire Office by making it more flexible and easy for users to use, while ensuring that Office practices and

Quarter:

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### Outreach

It is important that the Copyright Office continue to keep the public informed about our progress. In addition to these Quick Facts sheets, the Office has engaged in the following outreach efforts:

- The July Public Forum covered overarching modernization progress and announced the creation of a Public Stakeholder Working Group. The Office will be issuing guidance later this calendar year on how the process will be initiated.

Please contact us at [askcmo@copyright.gov](mailto:askcmo@copyright.gov) for more information or to get involved.

- The Office advanced its efforts by:
- Implementing a fully functional business intelligence tool.
  - Preparing initial internal dashboards for registration and recordation with data integrated from eCO, which will allow for greater reporting and data-driven insights.
  - Working on a newly awarded data mapping contract that will unify and standardize data across Historical Public Records and the modernizing Copyright Public Record System.
  - Continuing to provide guidance for a data migration plan to determine the data flow from various sources to the ECS system.

# Questions?

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## Copyright Modernization

### What is Copyright Office Modernization?

Copyright Office modernization is the initiative to reimagine the entire Office by (1) building a new enterprise IT system designed to be more flexible and easy for users to use, (2) modernizing supporting IT systems, and (3) further ensuring that Office practices and processes are efficient and productive.

#### Resources

- Copyright Office Quick Facts
- Documents
- Webinars
- Subscribe
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**Modernization is transforming the Copyright Office**  
Attend our next webinar to learn more and ask questions

#### Enterprise Copyright System

- Overview
- Registration
- Recordation
- Online Public Records
- Licensing

#### Modernizing Supporting IT Systems

- Overview
- Copyright Office Business Intelligence (BI)
- Public Information Office
- Asset Tracking/Warehouse

#### Historical Public Records

- Overview

#### Non-IT Office Modernization

- Overview
- Process
- Organization
- Culture

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# Learn More

## For More Information

[copyright.gov/copyright-modernization](https://copyright.gov/copyright-modernization)

## Send Questions To

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