New Copyright Office Warehouse

Copyright Office Modernization Webinar Series
October 28, 2020

The webinar will begin promptly at 1:00 p.m. eastern time
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.
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
Staff have inventoried more than 88,000 boxes during a multiyear move preparedness project.
Construction went uninterrupted during the pandemic since Maryland Governor Larry Hogan deemed construction work essential.
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

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

Shelving at the new facility
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.
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.
Questions?

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Learn More

For More Information

copyright.gov/copyright-modernization

Send Questions To

askcmo@copyright.gov