MOVING IS NOT FUN, but you do have time to begin going through files, books, binders, etc. and shredding or recycling. Follow the information contained herein, begin now, if you haven't already, and all will go well.

1. ORDER BOXES FROM AUXILIARY: [http://www.uhh.hawaii.edu/auxsvc/workorders/](http://www.uhh.hawaii.edu/auxsvc/workorders/). Specify the number of 1.5 cu. ft. boxes or empty cases of copy paper boxes you need, as well as a roll of packing tape, if you have none. Please note that packing material is not provided.

2. PACK UP ITEMS FOR STORAGE FIRST: If anything can go into Storage temporarily, until after you have been relocated, doing so will mean less to move over the December campus closure. Call Debi Brockman at extension 47750 and she will provide you with labels for the boxes you are packing. Please put a minimum of two labels on each box, preferably on two opposite sides. A third label on the box top is preferred. It is obvious that you can only "store" so many packed boxes in your office for Auxiliary Services to pick up before you can continue to pack.

3. WORK ORDERS FOR AUXILIARY SERVICES TO PICK UP THE BOXES can also be placed through the web at the same URL: [http://www.uhh.hawaii.edu/auxsvc/workorders/](http://www.uhh.hawaii.edu/auxsvc/workorders/)
   a. Click on "Submit a Work Order Request" and fill out appropriately. **YOU MUST SPECIFY THE NUMBER OF BOXES THAT YOU WANT PICKED UP.**
   b. If your boxes are not picked up within 4 days after you submit your request, contact Nadine or Kolin at Auxiliary Services: extension 47369. (Please keep in mind that Auxiliary Services is understaffed from time to time.)
   c. It is wise to keep a record of box numbers and dates for all boxes going to Storage in order to ensure all are delivered to you when requested from Storage.

4. DONATIONS: Perhaps you might want to donate books and reading material you no longer want.
   a. There are locations around campus where unwanted books are being placed for others to take/exchange. You could set up a table in a classroom and post a sign stating “Free.”
   b. **PLEASE NOTE:** The UHH Library **will not** accept any textbooks, magazines, periodicals, etc; however, other types of books can be donated to the Library. **Please review the Library policy on the types of books they will accept and contact Kathleen Stacy at extension 38613 if you have any questions.**
   c. Used textbooks that you no longer want can be donated to the East Hawaii Cultural Center, 141 Kalakaua Street, across from Kalakaua Park. Hours of operation are Monday through Friday, 8:00 AM to 4:30 PM.

5. GET IN THE HABIT OF BACKING UP YOUR COMPUTER FILES, as you are advised to do so prior to your computer being moved to your new office. Before the move, if you are not moving your own computer and peripheral equipment, you must label the CPU, monitor, keyboard, and mouse with your name and the office to which you will be moving. The plan will be for IT Specialists to reconnect your computer and peripherals during the first day or two of the spring semester.

6. PHONE LINE AND INSTRUMENT: Pack your phone in one of the boxes designated to be moved to your new office. Auxiliary Services will relocate your phone line to the line in the new location to ensure you keep the same extension. If this option is not feasible, you will be advised.