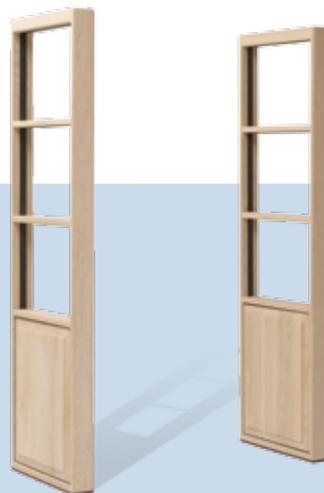# Library Security
Solutions

EXHIBIT C

2 of 26

Protect your library's resources.

Your library's collection is a valued community resource. Citizens rely on it for information and entertainment. When they visit the library, they expect that items will be where they're supposed to be—either on the shelves or checked out.

3M's security systems help libraries ensure that patrons won't be disappointed. Our affordable, ultra reliable technology helps protect your print materials and digital media—and your community's investment—from inadvertent removal and theft.

EM (Electro Magnetic) Detection   RF (Radio Frequency) Detection   Accessories

EXHIBIT C

3 of 26

Security is more important than ever.

Libraries have changed with the times and so have their collections. Today, a library's collection contains a wide variety of materials such as expensive CDs and DVDs, hard-to-replace reference volumes and popular books and magazines.

Without an effective security system in place, many libraries risk the problems associated with the temporary and permanent loss of materials. When items are unavailable, the patrons of your library must do without or go elsewhere. And, although the replacement cost may appear to be low, it is important to factor in the staff time to reorder, catalog and process these missing materials, which can double costs when taken into consideration.

RF (Radio Frequency) Tags and Detuners

Tattle-Tape™ Strips and Applicators

EXHIBIT C

That gap on the shelf: who feels the loss?

Andrew and Kate, patrons

Andrew and his preschool daughter drive to their branch library with two objectives. She plans to pick up a DVD of a popular children's program—Andrew has checked the online catalog and found it's available—and he needs to check a consumer magazine's latest rankings for kitchen appliances. After searching the shelves for several minutes, they can't find the DVD described in the catalog. The consumer publication is also missing. Andrew wishes he'd called first to make sure they had it. This seems to be happening more and more lately. To find out why, he talks to Claire, the reference librarian.

Claire, reference librarian

This isn't the first time Claire has seen that look of bewilderment and frustration. She listens and then explains that items are correctly listed in the catalog but may have been improperly shelved or, worse yet, removed from the library without being properly checked out. She apologizes for the inconvenience and recommends another interesting program for Kate. She can't help Andrew in his quest for energy-efficient appliances, though. The detailed consumer rankings are hard to remember and if there's a line at the copy machine, a visitor can be tempted to slip the paperback into a pocket. She promises Andrew that she'll ask Ellen, the library director, about ordering a new copy (and quietly gives thanks that she'll be reporting a missing paperback and not another expensive reference book that's disappeared).

Ellen, library director

Another day, another lost or stolen item. That's how it works out in the 75,000-item collection she oversees. On average, her staff and patrons find one item missing every day, all year. And too often the items are among the most expensive in the library—the digital media and the valuable reference books—because thieves know they are popular and easily converted into cash. Today, it's another DVD and a paperback. Neither is hugely expensive. Still, she hates how these lost or stolen items steadily consume her budget, taking away funds from new purchases for the collection and a reading program she's planned. And she knows what the library board will say when they review next year's budget: "$50,000 for lost items? Can't we do something about that?"

EXHIBIT C

Yes, you can do something about that.

Helping your patrons learn, explore, discover and grow is what 3M Library Systems is all about. For nearly four decades we have provided an integrated portfolio of solutions to help you create and maintain a library that is warm and friendly and provides patrons consistent access to a wide variety of materials.

At 3M, we provide a wide range of security products and services that combine affordability with superb reliability. We offer a variety of detection systems and accessories from RF to EM detection, standard to wide aisle, and wood grain finishes to exciting new colors. And, our detection systems also make it easy to implement a 3M™ SelfCheck™ System. With our range of products and technologies, your library should be able to find a security solution that fits its unique needs.

Proven 3M™ Tattle-Tape™ Security Strips have been used to secure more than six billion library items. Checkpoint RF tags have also secured more than 500 million items.

Covert 3M Tattle-Tape Security Strips are difficult to tamper with, especially since they are virtually impossible to find. Checkpoint RF tags are also easily hidden behind book pockets or disguised with standard or customized text.

Reliable 3M EM and Checkpoint RF security systems provide state-of-the art security to help protect your valuable collection.

Affordable 3M EM and Checkpoint RF detection systems often pay for themselves within 36 months.

Guaranteed Install a 3M Detection System and your losses will drop by 80 percent in the first year. If they drop by less than that, 3M will make up the difference*.

* For additional requirements contact your 3M Sales Consultant.

The ancients, too, knew what it means to lose a book:

"I kept writing to my friends about it, so grieved was I, and I would describe its size and what it was like inside and out, and wonder where it was and who had it… [When it was found] I took and welcomed it like a long-lost child unexpectedly restored. I went off rejoicing, and both then and now I owe my thanks to Fortune."

The educator Libanius (314-394), on the theft and recovery of his copy of Thucydides' *History*. [1]

[1] *Roy MacLeod, The Library of Alexandria (London: I.B. Tauris, 2004) p. 137.*

EXHIBIT C
3M™ Bookcheck Unit (Model 940-Series)

The efficient, durable all-in-one system

The 3M™ Bookcheck Unit Model 940-Series saves time and space, while helping to ensure reliable processing. In addition to verifying the presence of an active Tattle-Tape™ Security Strip, these two units can be easily installed into or mounted onto a counter, allowing staff to efficiently process items while virtually eliminating false alarms. Both the Model 942 and 943 desensitize and resensitize security strips on print materials, CDs and DVDs. They also feature an easy-to-use interface, ergonomic design, intuitive feedback indicators and injection molded plastic for durability. And the security feature can be easily disabled to allow processing of magnetic media. The Model 943 also includes a state-of-the-art barcode scanner. With a sleek design that complements virtually any library decor, the 940-Series is designed to work with existing integrated library systems and is USB-enabled to accommodate upgrades.

Dimensions
12.9" d x 8.9" h x 16.4" l
(327.4 mm x 226.8 mm x 416.1 mm)

Energy Profile
100/120 or 200/240 VAC, 50/60 Hz
2.0/1.0 A, Single phase

Weight (Approximate)
24 lb (10.9 kg)

Flexible, space-saving design
- Desensitization and resensitization of Tattle-Tape™ Security Strips in one unit
- Complements virtually any library decor
- Easy to install into or on the counter

Easy-to-use interface
- Item workflow accommodates individual preferences
- Enhanced ergonomics
- Efficient processing

Reliable processing
- Indicates presence of active security strip when verification option is enabled
- Enhanced L-coil reduces false alarms
- High-impact resistant materials for maximum durability
- Visual indication if system is down

USB enabled
- Allows future product upgrades

Models
- Model 942 combines desensitization and resensitization of Tattle-Tape™ Security Strips in one unit
- Model 943 expands on the capability of the Model 942 by providing a barcode scanner, allowing ILS interface plus check-in/checkout and security strip processing in one easy step

UL-Certified

Meets the EU WEEE and RoHS Directives

3M

3M™ Detection System
Model 3500 Series

EXHIBIT C

Architect/Contractor Information Package

Built to Exceed Expectations

3M

EXHIBIT C

3M™ Detection System Model 3500 Series Architect/Contractor Information Package, 78-8123-7861-6C3

3M, Tattle-Tape, and SelfCheck are trademarks of 3M.

The original instructions in this document were written in U.S. English. All other languages are a translation of the original instructions.

EXHIBIT C

Contents

EXHIBIT C

A letter from 3M Library Systems

3M Library Systems

3M Center, Building 225-4N-14
St. Paul, MN 55144-1000
800 328 0067 Telephone
800 223 5563 Fax
www.3M.com/library

3M

Dear Architect/Contractor:

I would like to take this opportunity to thank you for your interest in the 3M Library Systems products. I think you will find all of the information you will need to assist in the implementation of your plan.

3M LIBRARY SYSTEMS IS A LEADING SUPPLIER OF LIBRARY DETECTION, SELF SERVICE, AND PRODUCTIVITY SOLUTIONS. AS PART OF OUR OFFERING, 3M FACILITATES THE INSTALLATION AND AFTER-SALE SUPPORT (EITHER DURING WARRANTY OR BY SERVICE AGREEMENT WITH THE PURCHASE). 3M SHALL COMPLY WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS APPLICABLE TO PRODUCT SUPPLIERS LIKE 3M.

BECAUSE 3M IS "NOT" A SUBCONTRACTOR, WE WILL NOT ACCEPT HOLDBACKS OR OTHER PAYMENT RESERVATIONS. 3M'S SALES ARE EXPRESSLY MADE CONDITIONAL UPON THE CONTRACTOR'S AGREEMENT TO MAKE PAYMENT IN FULL WITHIN THIRTY (30) DAYS AFTER DATE OF SHIPMENT. 3M ALSO WILL NOT ACCEPT REQUESTS FOR CERTIFICATES OF INSURANCE THAT INCLUDE "ADDITIONAL INSURED" OR OTHER ENDORSEMENTS. IF THE PURCHASE IS TO BE TAX EXEMPT, A CERTIFICATE MUST BE FORWARDED TO 3M FOR THE FILE.

For service and installation, order status, or any additional questions, please feel free to contact 3M at 1-800-328-0067.

Sincerely,

Arnie Roese
National Sales Manager
3M Library Systems

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EXHIBIT C

Pre-installation worksheet

Please complete this form and fax it to 3M at 1–800–795–9091.

Contact information

Use this section of the form to provide contact information.

Today's Date _____

Sales Consultant _____

Key Contact _____   Phone _____
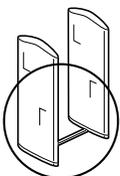
Install Location _____   Install Date _____

Install Contact _____   Phone _____
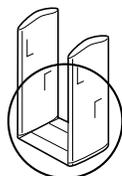
Purchasing/Payment Contact _____
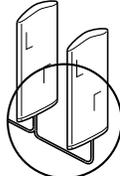
Ordering information

Detection system model _____

Mounting option ✔

☐ **Direct mount**   ☐ **Baseplate**   ☐ **Buried cable**

DT_Mounting_Options

Accessories _____

Delayed warranty start date (if applicable) _____

Who removes/dismantles old system?   3M ___   Cust ___

Model & serial number of equipment to be removed or replaced
_____

Pre–installation worksheet reviewer _____

PO required for invoice payment?   Yes ___   No ___

Layout information

Use this section of the form to sketch a layout for the system. Ensure that the space allocated for the system is sufficient, which includes the requirements listed in *Facility requirements* **on page 7** .

Doors

1 Square = 1 ft. [30,5 cm]
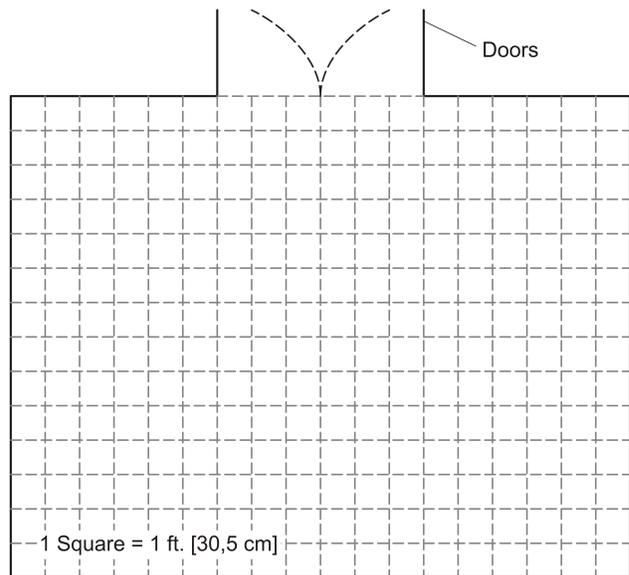
DT_Blank_floor_plan

2

EXHIBIT C

Introduction

Using this architect/contractor information package

This package provides architects and contractors with information necessary to prepare the site for the detection system installation. The information provided here must be followed to ensure optimal performance.

> **Before beginning new construction or changing an existing structure, contact 3M Library Systems Technical Service at 1-800-328-0067 (website: http://www.3M.com/library) or your sales representative to:**
>
> • **Confirm that you have the most recent version of this document.**
>
> • **Verify that the proposed system can be installed in the planned space.**

Introducing the 3M™ Detection System Model 3500 Series

Key features

The 3M™ Detection System Model 3500 Series assists in preventing unauthorized removal of a library's materials when items are marked with 3M Tattle-Tape™ strips. System features include:

• 36 in. [91,4 cm] corridor width that complies with ADA (Americans with Disabilities Act) guidelines

• Complete safety for magnetic media

• Integrated audio and visual alarms that alert staff when a secured item is detected

• Selectable vertical detection zone:

    – Floor to 62 in. [157,5 cm]

    – 8 in. to 70 in. [20,3 to 177,8 cm] (recommended)

• Patron counter that automatically tallies the number of customers passing through the detection system

• Fits a variety of library decors

• Equipped with auxiliary contacts for signalling remote devices, such as camera systems

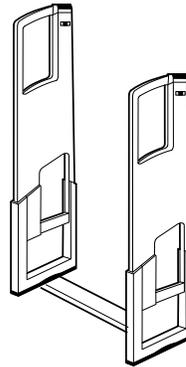• Single- and dual-corridor configurations

3

EXHIBIT C

Mounting and lattice-to-lattice wiring options

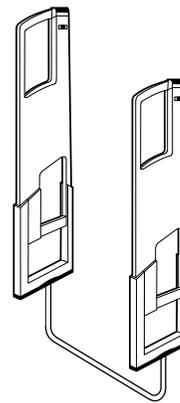The detection system supports the following mounting and wiring options:

- Direct mount, with lattices mounted to the floor and lattice-to-lattice wiring routed through a floor-mounted threshold wireway

- Buried cable, with lattices mounted to the floor and lattice-to-lattice wiring routed beneath the floor in electrical conduit

- Baseplate, with lattices mounted to a baseplate and lattice-to-lattice wiring routed through the baseplate

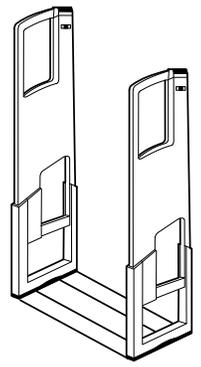**Mounting options**

Direct Mount   **Buried Cable**   **Baseplate**
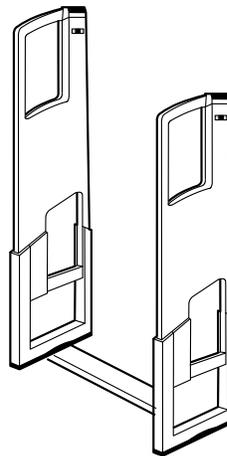
3500 mounting options

System configurations

The Detection System Model 3500 Series can be configured as a single- or dual-corridor system.

Configurations

3500 Configurations
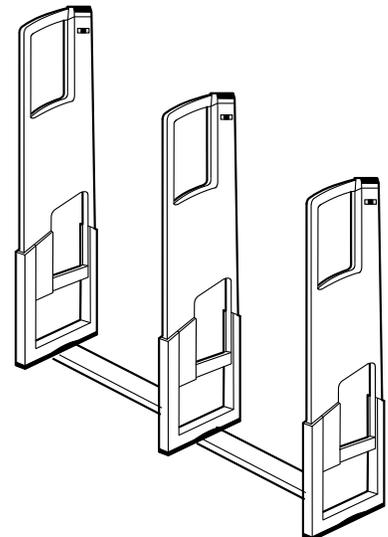
System options

- CCTV monitor

- Voice alarm

EXHIBIT C

Detection zone

The primary zone of detection between Model 3500 Series lattices extends 6 in. [15 cm] above the surface of the floor to 72 in. [1,82 m] above the floor. The electronic coverage in this zone is not 100%, but the rate of detection is effective to deter the loss of protected materials.

System weight

• Model 3501: 210 lb. [95 Kg]

• Model 3502: 300 lb. [136 Kg]

EXHIBIT C
Implementation responsibilities

Use this section to identify system implementation responsibilities.
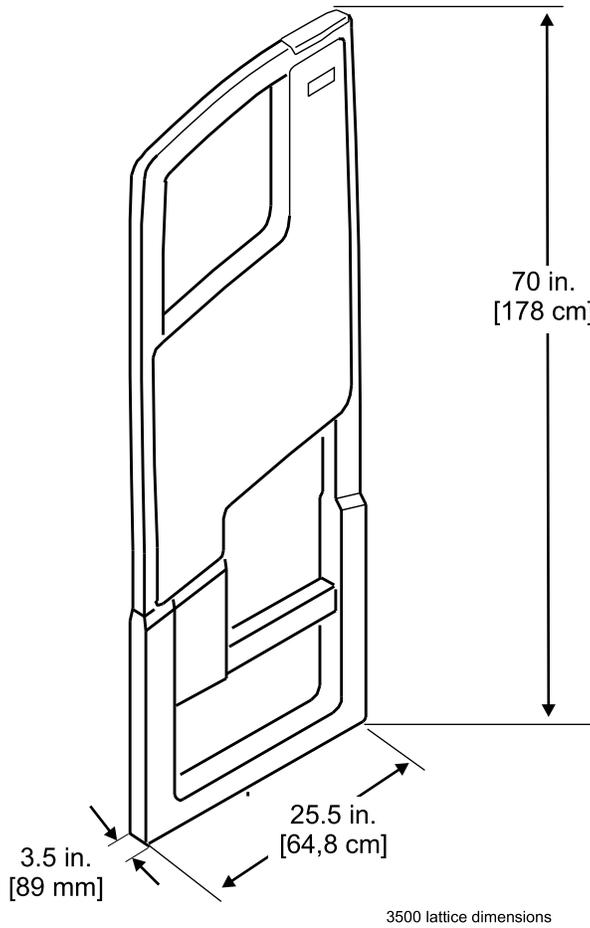
Responsible party	Task	When to complete
Architect/contractor	Complete the pre-installation checklist (see ***Pre-installation worksheet* on page 2**) using the information provided in ***Facility requirements* on page 7**.	Before construction work begins.
	If the site plans a buried cable system, schedule a pre-installation visit (called a Buried Cable Pre-Site Visit) with a 3M technician so that the site can be inspected to ensure location suitability and proper placement of buried conduit. **This step is extremely important! A 3M technician must inspect the site before construction begins. Failure to complete this step may result in costly rework.**	**Before construction work begins.**
3M-trained technician	If the site plans a buried cable system, inspect the planned location to determine suitability.	Before construction work begins.
Architect/contractor	Prepare the site for the detection system in compliance with local codes and the information provided in ***Facility requirements* on page 7**.	Before the 3M technician arrives.
	Move system cartons to within 10 feet [3 m] of the installation site.	Before the 3M technician arrives.
3M-trained technician	Install the system.	On the scheduled installation date.

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EXHIBIT C

Facility requirements

Module dimensions

Lattice dimensions

70 in.
[178 cm]

25.5 in.
[64,8 cm]

3.5 in.
[89 mm]

3500 lattice dimensions

Electronics enclosure dimensions

8.5 in.
[216 mm]

12.4 in.
[315 mm]

11.625 in.
[296 mm]

3500 enclosure dimensions
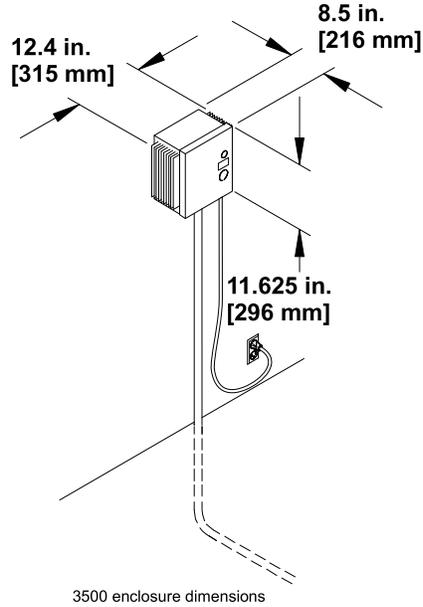
Threshold wireway dimensions

4.00 in.
[10,2 cm]

36 in.
[91.4 cm]

0.50 in.
[1,3 cm]

3500 Wireway.idim
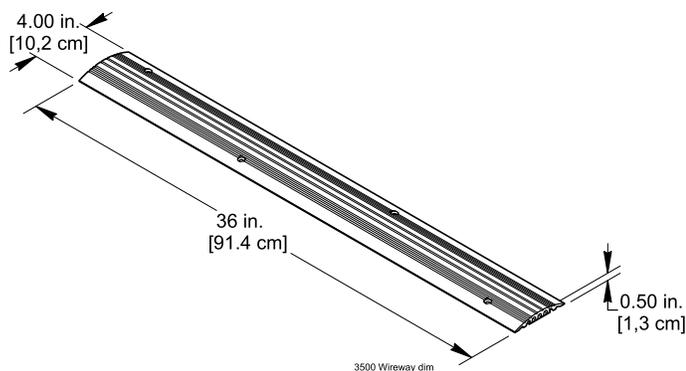
Mounting foot dimensions

25.5 in.
[64,8 cm]

0.84 in.
[2,13 cm]

0.875 in. [2,22 cm]
pin height

3.45 in.
[8,76 cm]

3500 Mounting Foot.idim

Facility requirements
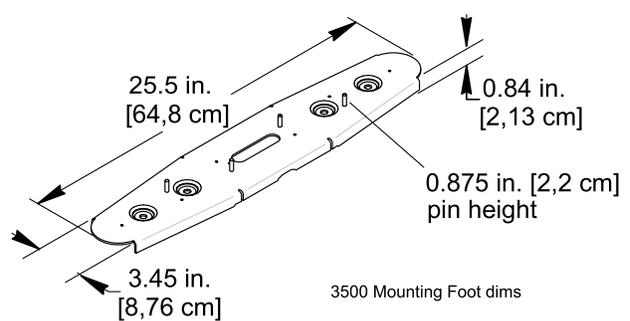
<u>EXHIBIT C</u>

Single corridor baseplate dimensions

26.75 in.
[68,0 cm]

0.50 in.
[1,3 cm]

0.90 in.
[2,3 cm]

45.15 in.
[114,7 cm]

3500-3501 baseplate dims

Dual corridor baseplate dimensions

26.75 in.
[68,0 cm]

0.90 in.
[2,3 cm]

86.85 in.
[220,6 cm]
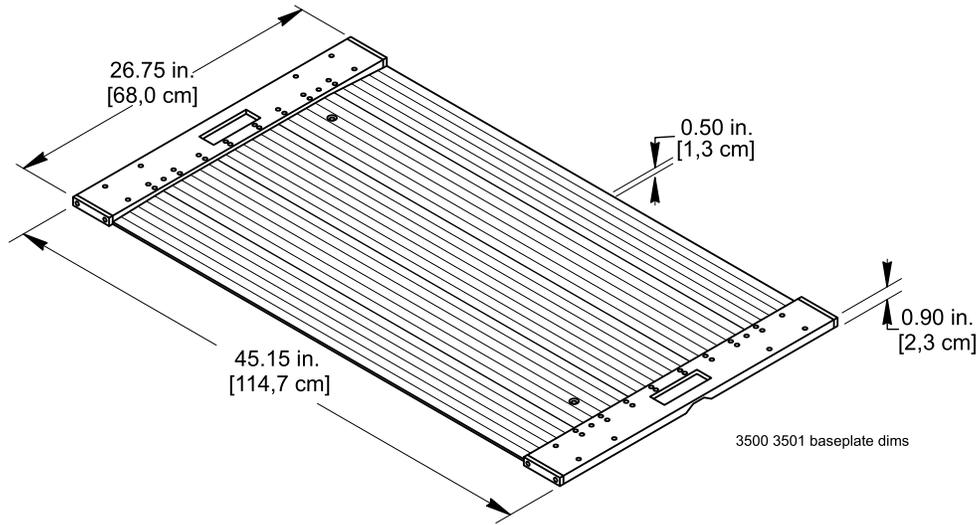
3500-3502 baseplate dims
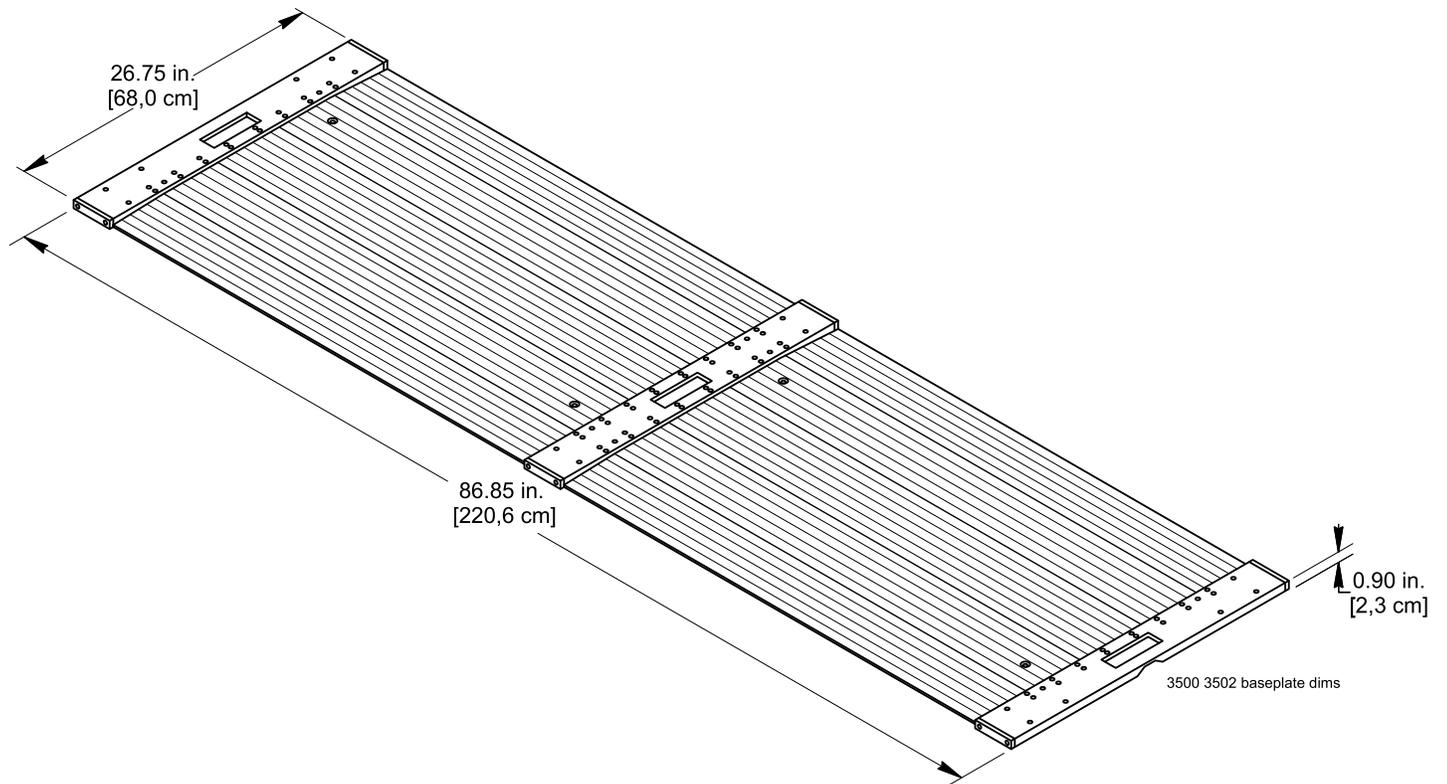
EXHIBIT C
System dimensions

This section describes the space required for the system itself. Additional space will be required for the following:

- To service the system

- To avoid interference from metal objects and other electronic equipment

- To meet the needs of the staff and patrons

See and *System placement* **on page 10** for information on these issues.

System dimensions

70 in
[178 cm]

36 in.
[91 cm]

36 in.
[91 cm]

3.5 in.
[8,9 cm]

1-Corridor System

43 in.
[109 cm]

2-Corridor System

82.5 in.
[210 cm]

3500 Space Requirements

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EXHIBIT C

System placement

Service and interference issues

System placement: service and interference issues

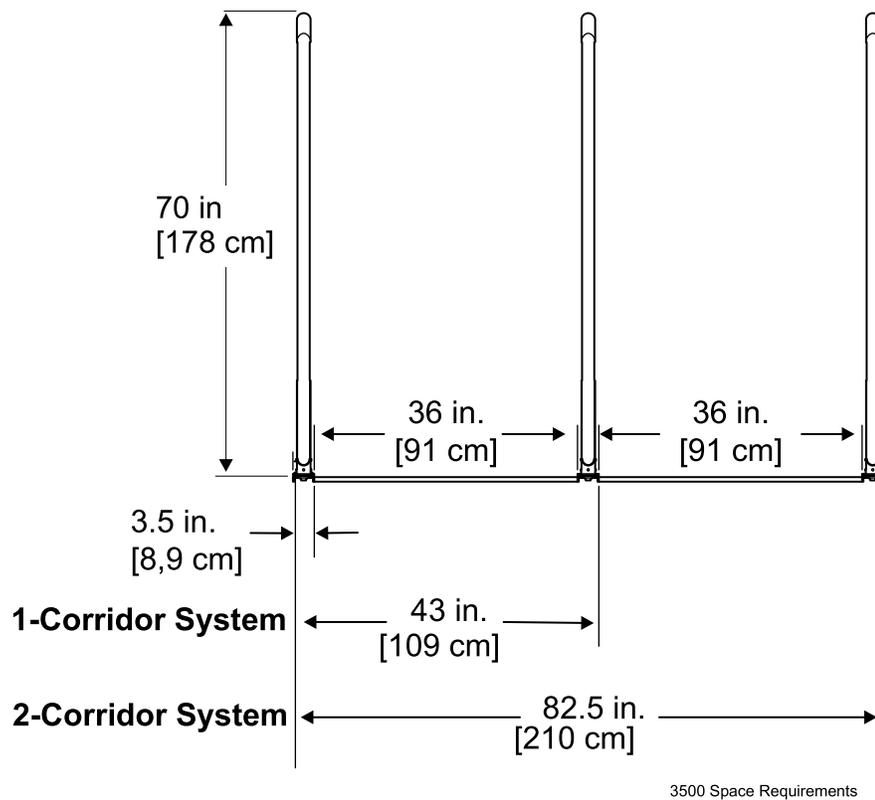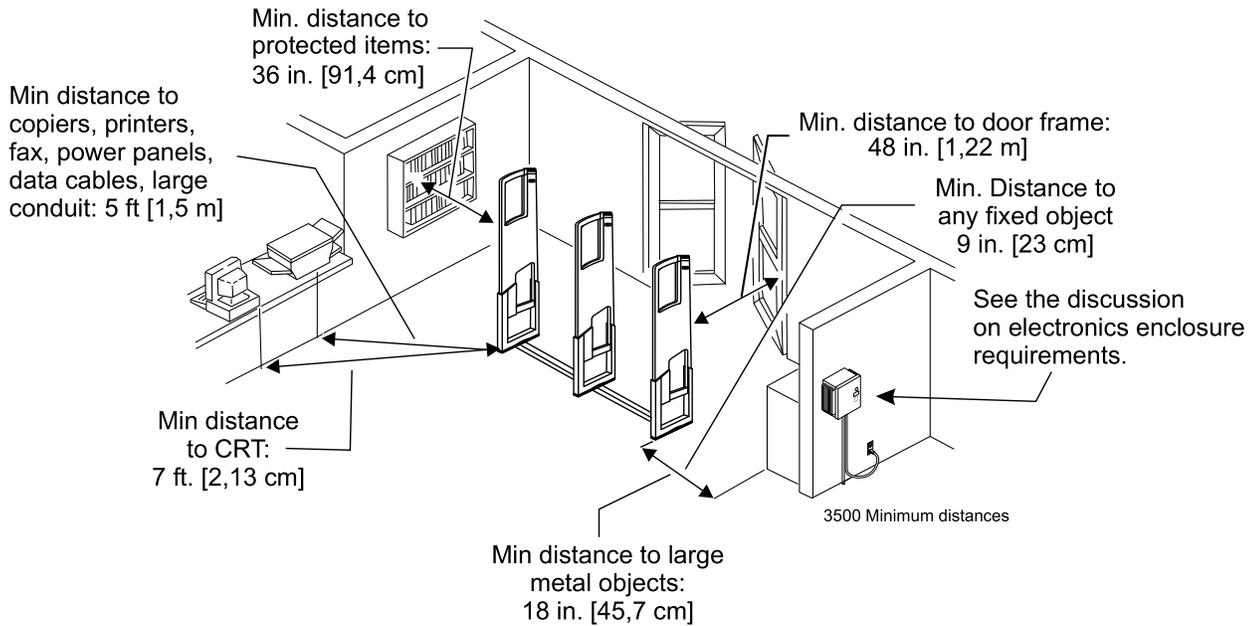| Minimum distance	To this object	Reason
9 in [23 cm]	Any fixed object	To enable service to the system
1 ft. [30,5 cm]	Traffic control posts.	To avoid interference
18 in. [45,7cm]	Large metal objects. These include the following: • Windows and doors with metal frames • Walls with metal studs or metal beams • Metal display cases, picture frames, shelves and counters • Appliances • Empty metal book carts	To avoid interference
2 ft. [61 cm]	Another 3500 or 3900 system that has been synchronized with the system. See **Positioning two systems together on page 14**.	To avoid interference
36 in. [1 m]	Secured library items. This includes book carts with secured item.	To avoid false alarms
4 ft. [1,22 m]	Electronics enclosure	To avoid interference
60 in. [152 cm]	Copiers, printers, Fax machines, power panels, data cables, large conduit	To avoid interference
7 ft. [2,13 cm]	CRT monitors and telephones	To avoid interference

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EXHIBIT C

Minimum distance	To this object	Reason
10 ft. [3,05 m]	FM stereo receivers. Note: CD, DVD, and tape players are not affected by the detection system.	To avoid interfering with FM 10 ft. [3,05 m] stereo receiver
20 ft. [6,1 m]	Other Model 3900 and 3500 systems (unless systems are connected using a sync cable. See **_Positioning two systems together_ on page 14**	To avoid interference

Staff and patron considerations

In addition to avoiding interference, the system placement decision should include the following considerations:

- Visibility and access of checkout personnel to the detection system

- Space to identify and stop patrons before they leave the library when an alarm occurs

- Compliance with ADA guidelines, which specify a minimum distance of 4 feet [1,22 m] from the system to a door

- Space to avoid accidental alarms caused by patrons standing near the detection system with secured items and to eliminate two-way traffic (enter and exit) through system corridors

- Positioning so that patrons are not required to change directions when exiting the library and so they can easily determine how to exit the library

Electronics enclosure requirements

Ensure that the facilities for the electronic enclosure meet the following requirements:

- Position the electronics enclosure:

  – At a height of 6 – 27 inches [15,2 – 68,6 cm] if it is mounted in an area with traffic and 6 – 60 inches [15,2 – 152,4 cm] if it is located in an area without traffic

    Note: The electronics enclosure must not be placed in the ceiling or floor.

  – So as to minimize cable runs through a traffic area

  – So that lattices can be seen from it (for service)

  – So that air flow around it is not restricted

  – So that it is no closer than 1 ft. [30,5 cm] from a thermostat (to avoid affecting the heating and cooling system)

  – Within 10 ft. [3,05 m] of an approved power receptacle

  – A minimum distance of 4 feet [1,22 m] from lattices

  – A maximum cable-run distance from the lattices of 21 ft. [6,4 m]

Traffic area
height: 6 to 27 in
[15,2 - 68,6 cm]

Non-traffic area
height: 6 to 60 in
[15,2 - 152,4 cm]

Min 4 ft.
[1,22 m]

Within
10 feet [3 m]
of outlet

Max cable run
distance to lattice
21 feet [6,4 m]

Min 1.25 in [31,8 mm]
I.D. Non-metallic conduit

3500 Electronic Enclosure Req

- Route the power cable to the system using either a wiremold or conduit. If you use conduit, it must have a minimum inside diameter of 1.25 in [31,8 cm]. 3M strongly recommends non-metallic conduit whenever local codes permit. When metallic conduit must be used, you must ensure that the conduit does not come in contact with any other metal. This includes metal on the detection system itself.
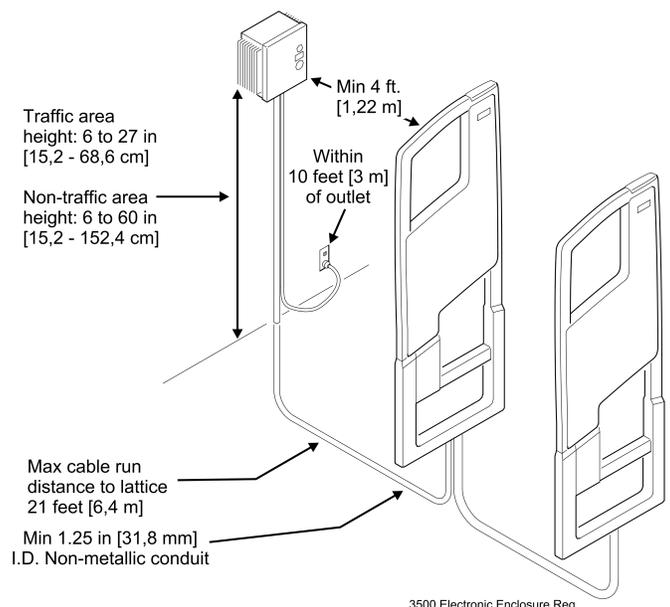
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EXHIBIT C
Buried cable layout requirements

This section consists of the following topics:

Conduit requirements

The conduit used for cable routing in buried cable systems must meet the following requirements:

- It must have a minimum inside diameter of 1.25 in. [32 mm].

- The lattice to lattice conduit run must not exceed 64 in. [163 cm.].

- The conduit bend radius must be typical of electrical industry standards.

Note: 3M strongly recommends non-metallic conduit for buried cable systems whenever local codes permit its use. When metallic conduit must be used, you must ensure that the conduit does not come in contact with any other metal. This includes metal on the detection system itself.

Buried cable layout dimensions

Buried cable installations require the space and conduit specified in the illustration

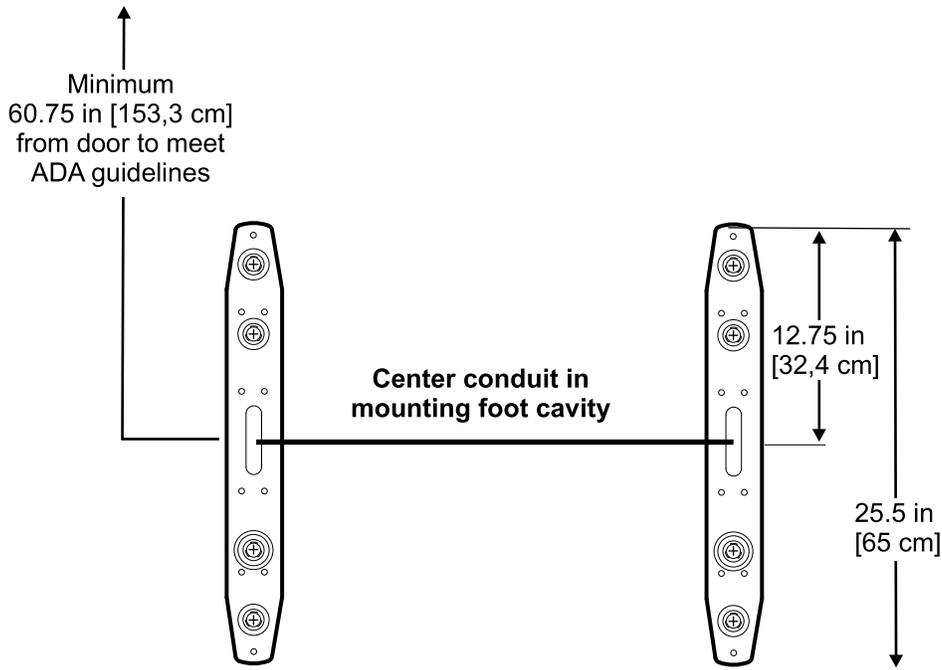**Buried cable layout requirements (side view)**
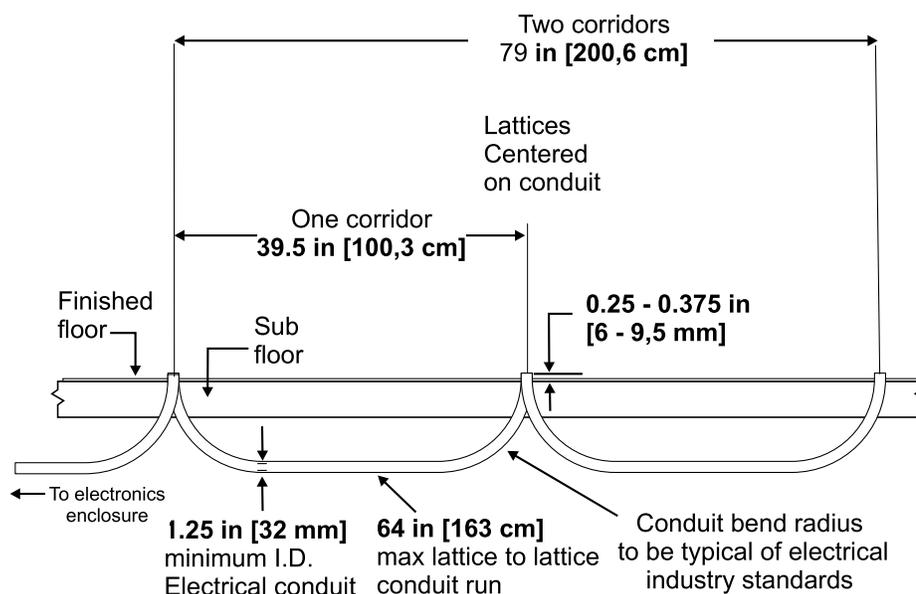
EXHIBIT C
Conduit layout in single-corridor systems

Buried cable layout requirements for a single-corridor system (top view)

Minimum
60.75 in [153,3 cm]
from door to meet
ADA guidelines

**Center conduit in
mounting foot cavity**
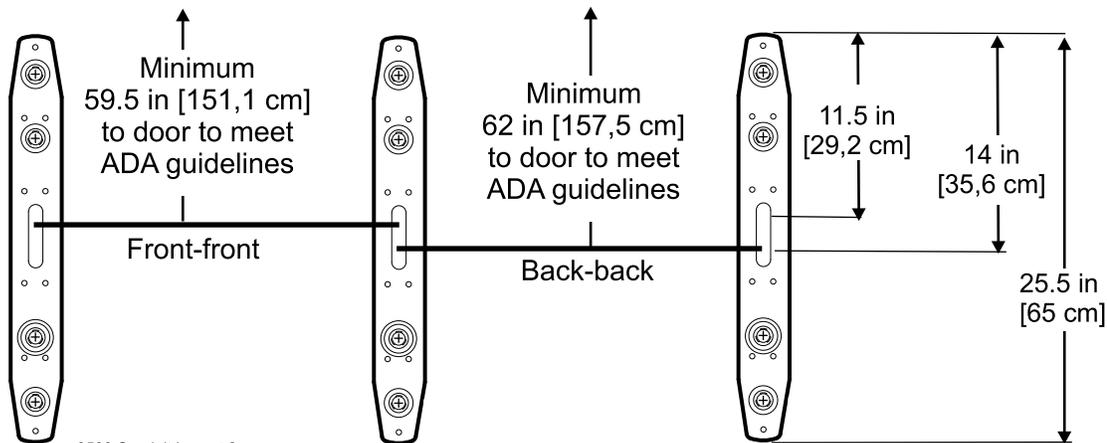
12.75 in
[32,4 cm]

25.5 in
[65 cm]

3500 Conduit Layout 1 corr

Conduit layout in dual-corridor systems

Conduit layout must be staggered in two-corridor systems as shown.

Buried cable layout requirements for a two-corridor system (top view)

Conduit position staggered

Minimum
59.5 in [151,1 cm]
to door to meet
ADA guidelines

Minimum
62 in [157,5 cm]
to door to meet
ADA guidelines

11.5 in
[29,2 cm]

14 in
[35,6 cm]

25.5 in
[65 cm]

Front-front

Back-back

3500 Conduit Layout 2 corr

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EXHIBIT C
Positioning two systems together

Normally two Model 3500 Detection Systems must be separated by at least 20 feet [6,1 m] to avoid interference. When this isn't desirable, they can be located a minimum of 24 inches [61 cm] apart if they are connected with a sync cable.

Note: The sync cable runs from the electronics enclosure on one system to the electronics enclosure on the other system and is installed by a 3M technician.

Direct mount and buried cable floor requirements

The floor to which direct mount and buried cable system are anchored must be:

• A minimum of 3.5 in [8,9 cm] thick and made of flat, high-quality concrete

• Free of reinforcing rod and conduit directly under the mounting foot

Environmental requirements

Operating temperature range	32° F to 122° F 0° C to 50° C
Storage temperature range	40° F to 131° F - 40° C to 55° C
Humidity	0% to 85 % relative humidity, non-condensing

EXHIBIT C
Electrical requirements

3M Detection Systems are sophisticated computer-based devices that require high-quality, surge- and noise-free electrical power for optimum performance. The system is supplied with a 16 gauge, 3-wire, S-rating, 10 ft. long, NEMA 5-15P plug-type power cord. The following are the detection system electrical requirements:

• Single-phase power is required

• Switch selection for voltages from 100 to 240 VAC, 50 or 60Hz.

• Maximum RMS current draw:

   – 100/120 VAC: 2 Amp

   – 210/240 VAC: 1 Amp

• Power receptacle is required at the Electronic Enclosure, within the power-cord length.

• Dedicated circuit is not required but is recommended to prevent overloading and loss of security

EXHIBIT C

3M Service

Information to gather

Before you call for service, please have following information available:

• The name, address, and telephone number of your facility

• A description of the problem or the issue you want addressed

• The model number and serial number of the equipment (located on the serial label), if the call is in regard to a system problem

Model Number _____

Serial Number _____

3M Service phone numbers

For questions regarding your system, call one of the following numbers.

In the United States	In Canada	In other countries
1-800-328-0067	English 1-800-268-6235 Français 1-800-567-3193	Call your local 3M office.

3M Library Systems Web Site

The 3M Library Systems Web site can be located at http://www.3M.com/library.

For additional information in the United States about 3M Library Systems, go to http://www.3M.com/us/library.

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EXHIBIT C

3M™ Tattle-Tape™ Security Strips & Applicators

a | **Tattle-Tape™ Security Strips DCD-2** These precision-balanced strips are designed for CDs and DVDs. The easy, one-step application process integrates two strips into a clear film overlay that prevents removal and protects the surface of the disc. Strips will not affect performance.

b | **Tattle-Tape™ Security Strips B2** Ultra-thin, double-sided strips are designed to be applied between pages of books and periodicals. The extra-long liner makes it easier to insert the strip deeply into the gutter, making it virtually undetectable.

c | **Tattle-Tape™ Security Strips B1** Single-sided strips are designed for hardcover books. Strips can be easily inserted into book spines with a bayonet either on a countertop or right in the stacks. Strips are completely concealed.

d | **Tattle-Tape™ Security Strip R2** Applied with the Tattle-Tape™ Application System, these strips are in roll format with no liners to remove. They're automatically dispensed and can be applied to print materials five times faster than traditional strips.

e | **Tattle-Tape™ Application System** With this device, you can apply Tattle-Tape™ Security Strips to print materials three to five times faster than applying the strips by hand. Use it in the stacks or behind the scenes. UL-certified.

f | **Tattle-Tape™ Security Strips DVM-1** These strips are designed for unboxed videocassettes. Strips are hidden by a cover-up label that can be printed with a title or other information. Cover up labels need to be ordered separately.

g | **Tattle-Tape™ Security Strips SB-3** These strips are designed for unboxed audiocassettes and small books. Strips are hidden by a cover-up label that can be printed with a title or other information. Cover up labels need to be ordered separately.

3M
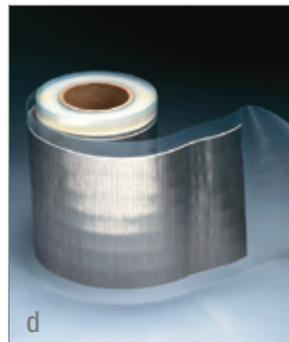
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