Oklahoma City University Dulaney-Browne Library
Check Us Out

SHIFTING

Making Room for Growth

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Why we needed a LARGE Scale Shift?

▸ 7,569 Gift Items.

▸ 1,817 New Items.

▸ Re-Shelving Issues.

▸ Top Shelves were full.

▸ Entire sections had been left empty for growth.

SOLUTION:
Figure out the call number range for each shelf, leaving room to grow

Counting Shelves and Books

- Shelves
  - How many shelves do we have?
  - How many do we want to use?
- Books
  - How many books do we have?
  - Include charged, missing, & damaged items.
- Space for Growth
  - How full do we want shelves to be?
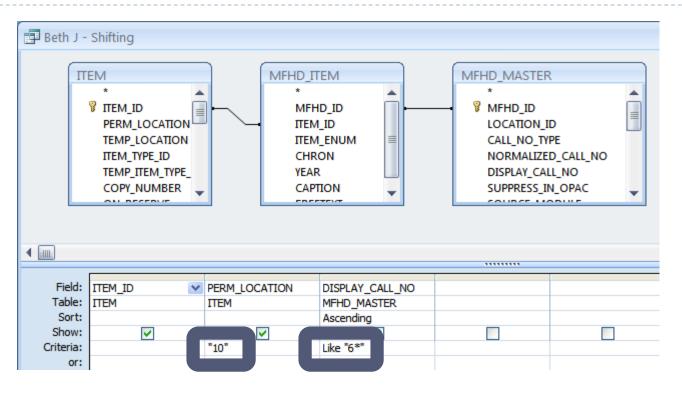 - Want to fill all shelves.

What do we do First?

- We counted the shelves – 2,370

- We decided we wanted shelves to be no more than 2/3rds full.

- We randomly picked shelves in each call number area to count books. We counted…
  - Total number of books per shelf
  - Number of books to the 2/3rd full mark

- Next we needed a count of total volumes on the floor.
  - Included missing , charged, & damaged items
  - Included items temporarily shelved elsewhere

Access Report for Total Volumes

▸ Permanent location insured that we included items temporarily shelved elsewhere.

▸ I ran the reports by call# sections; 000's, 100's, etc…

Collecting Data – I have a lot

▸ 53,463 total volumes

  ▸ 000's - 2,166 volumes – 23-31 per shelf

  ▸ 100's - 4,084 volumes – 25-30 per shelf

  ▸ 300's - 29,688 volumes – 22-27 per shelf

  ▸ 400's - 2,240 volumes – 18-23 per shelf

  ▸ 500's - 6.953 volumes – 20-25 per shelf

  ▸ 600's - 8,332 volumes – 27-32 per shelf

▸ 53,463/2,370 = 22.558??????

▸ 36 shelves empty / 6 columns / each call# range gets an extra column

▸ 2,370 shelves (minus top shelves) / 6 shelves to a column (000's have 78 so they now can have 84)

Average 22.5-28

Excel is your FRIEND

	Range	# of Volumes	# of Shelves	% of Total	% of Empty	New Shelves
1	Range	# of Volumes	# of Shelves	% of Total	% of Empty	New Shelves
2	000's	2166	78	4.05%	1	79
3	100's	4084	156	7.64%	3	159
4	300's	29688	1350	55.53%	20	1370
5	400's	2240	96	4.19%	2	98
6	500's	6953	318	13.01%	5	323
7	600's	8332	336	15.58%	6	342
8						
9	Total	53463		1	36	2370
10	Empty	36				
11						

Excel is your FRIEND
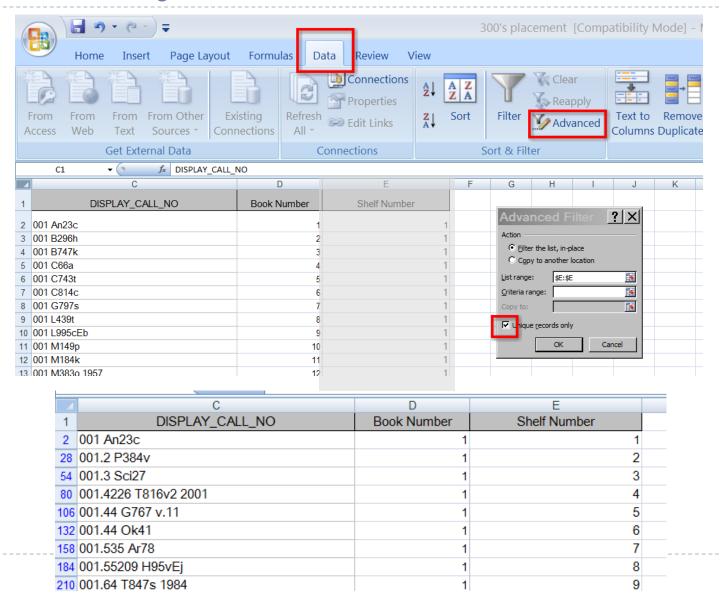
- 000's 84 shelves
- 100's 162 shelves
- 300's 1,356 shelves
- 400's 102 shelves
- 500's 324 shelves
- 600's 342 shelves

	A	B	C	D	E	F	G	H	I	J
1	Enter total # of books	Enter total # of shelves								
2	2166	84								
3										
4										check
5	66	shelves have	26	books and	18	shelves with	25	books.		2166
6										
7										

Excel is your FRIEND

	C	D	E
1	DISPLAY_CALL_NO	Book Number	Shelf Number
2	001 An23c	1	1
3	001 B296h	2	1
4	001 B747k	3	1
5	001 C66a	4	1
6	001 C743t		1
7	001 C814c		1
8	001 G797s	7	1
9	001 L439t	8	1
10	001 L995cEb	9	1
11	001 M149p	10	1
12	001 M184k	11	1
13	001 M383o 1957		
14	001 V287h		
15	001.01 W889t	14	
16	001.012 B679s	15	1
17	001.068 L968c 1998	16	1
18	001.10973 L578o	17	1
19	001.2 B439n	18	1
20	001.2 B468	19	1
21	001.2 F275s	20	1
22	001.2 F597i	21	1
23	001.2 F672aEs	22	1
24	001.2 F948m	23	1
25	001.2 G271L	24	1
26	001.2 In8	25	1
27	001.2 P278o	26	1
28	001.2 P384v	1	2
29	001.2 R553o	2	2
30	001.2 Sc416	3	2
31	001.2 Sch34L	4	2
32	001.2 W927	5	2
33	001.2 W927	6	2

=IF(D5=26, 1, D5+1)

=IF(D13=1, E12+1, E12)

000's 100's 300's 400's 500's 600's Shelf Label

Excel is your FRIEND

Marking the Shelves

▸ Using the information from the excel sheet, the first book of each new shelf was turned sideways

Problems with the Process

▸ Multi-volume sets were broken up.

▸ Copy 1 and Copy 2 were broken up.

▸ Some sections had thicker items and we were unable to fit 25 items on that shelf.

Problems with Shifting

▸ During shifting people would forget which item was turned sideways.

▸ Patrons browsing the shelves would turn sideways items up-right.

▸ Mistakes in re-shelving were sometimes not apparent until several columns had been shifted.

Shifting Results

Recommendations

- Explain the entire process to staff that will be involved in shifting

- Keep your list of items to be turned sideways

- Update your list of items to be turned sideways

- Plan the actual shifting for a time when you can either schedule extra staff or have the library closed.

QUESTIONS???