TECHNICAL PROCESSING:
SHIFTING BOOKS AND MEASURING SHELVES

SHifting BOOKS

If shelves become empty or overcrowded, books may be moved easily and uniformly from one shelf to another.

1. Use a book cart to transfer books
2. Wipe down shelves
3. Library staff predetermines the number of inches of books to be placed per shelf (see instructions below)
4. Student help commences shifting books placing predetermined inches of books on each shelf
5. Keep books in Call # order and try to keep Call # runs together
6. Straighten books to be flush to the edge of the shelf

MEASURING SHELVES TO DETERMINE EVEN DISTRIBUTION OF BOOKS

As an example, say there are a total of 184 shelves involved in a move. If 180 shelves of books were to be moved into 4 adjoining empty shelves or possibly 184 shelves of books to be redistributed in a given area:

1. Count the number of shelves involved in the move (With and without books—total of 184 shelves in this example)
2. Measure the inches of books to be moved (For example, 4029 total inches to be moved)
3. Divide the number of shelves involved in the move (empty and full) into the total inches of books to be moved (For example: 184 shelves divided into 4029 inches of books on the shelves = 21+ inches of books)
4. Instruct movers to place approximately 21 inches of books on each shelf