QUT Library Collection Development Manual

4. Collection Management

4.14 QUT Library Guideline on Shelving Standards

Identification block

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<th>QUT Library Policy on Shelving Standards</th>
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<td>Contact Officer</td>
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Overview and context

Guideline overview

This guideline specifies the shelving standards (including dimensions) that the Library follows. It is intended to promote safe and effective access to the collection for Library users and staff.

Related documents

- Disability Discrimination Act 1992 (Cth)
- Anti-Discrimination Act 1991 (Qld)
- Australian Standard AS1428.1-2009/Amdt 1-2010 MOPP A/8.4 Equal opportunity and diversity policy
- MOPP A/8.6 Disability services policy

Policy statement

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1. **Purpose**

Shelving standards are in place to ensure that:

- The Library collection is stored effectively
- The Library collection can be accessed easily and safely by clients
- The Library collection can be maintained easily and safely by Library staff
- The Library is compliant with relevant acts and guidelines.

2. **Type of shelving purchased**

Choice of shelving is usually dependent upon the manufacturer currently holding the government supply contract. Issues of compatibility with existing shelving should guide all purchases of new shelving and relocation of existing shelving.

QUT Library’s existing shelving stock carries 6 or even 7 shelves. All new shelving is purchased with the capacity for 5 shelves per bay as the Library aims to manage its physical collections to this presentation standard. It is QUT practice to intershelve large books and AV media. New shelves will normally be 900mm wide and 250mm deep without a back lip. This allows for easier intershelving of multimedia and large items.

3. **Access for people with disabilities**

Wherever reasonable, shelving ranges are positioned so that there is adequate aisle space between ranges for wheelchair access.

The Library’s obligations in relation to equity are in line with University-wide obligations under the Disability Discrimination Act 1992 (Cth) and the Anti-Discrimination Act 1991 (Qld).

The Library is committed to providing an accessible and inclusive environment for people with disabilities, in accordance with MOPPA/8.4 Equal opportunity and diversity policy and MOPPA/8.6 Disability services policy.

Australian Standard AS1428.1-2009/Amdt 1-2010 currently indicates that:

- Accessways are required to be a minimum of 1000mm, but 1200mm is preferred.
- Clearance required for a stationary wheelchair is 800mm.
- Space at the end of aisle for circulation around the shelves is required to be 1500mm (1740mm is preferred) and requires 2070mm in the direction of travel.
  - Passing space for 2 persons using wheelchairs shall be a minimum width of 1800 mm for a minimum length of 2000 mm.
- A corridor less than 1500mm wide requires widening at the turn.

4. **QUT Library standards**

**Height of uprights**

2300mm unless clearance warrants shorter uprights.

**Width of upright feet**

600mm (double sided) or 333mm (single sided).

**Shelf sizes**

900mm (actually 896mm) x 250mm (no back lip).

**Number of shelves per bay**

Five in the first instance, six where necessary.

**End panels**

End panels are fitted to all shelves.
Canopies
Canopies are not usually installed.

Cross bar on bottom of bay
Cross bars should be below the level of the bottom shelves so that large items can rest across the bottom shelves of a double sided bay.

Floor space
Allow 1.105m² per single sided bay including circulation space and not part of a series of ranges. 1.344m² for double sided range, including circulation space, calculated on 1.5m centres.

Fill rate for new shelving
When calculating the amount of shelving required, allow 110 volumes per single sided bay, using five shelves in the first instance, with 33 books per shelf.

In general the Library aims to have a fill rate of about 75% fill on shelves. This will vary with small size or large size parts of the collection.

Range spacing and aisle widths
Wherever possible, range spacing and aisle widths comply with relevant Australian Standards and with current disability legislation.

Lighting
It is highly desirable that lighting systems run across ranges, rather than parallel to them, in order to ensure lighting on all aisles.

Bracing
Free standing shelves should be overhead braced to minimise the possibility of falling over. Single sided shelves against walls, etc. are not normally braced.

Length of ranges
Ranges are of variable length depending upon the placement of columns within a library building. Very long ranges, more than eight bays, can be difficult to access. Very short ranges, two to three bays, fragment the collection.

Differential spacing
Variation from the preferred standard will be considered when materials on the shelves are bulky and heavy or a part of the collection is particularly heavily used, or both. In such circumstances the aisle width may be increased or the number of shelves reduced, or both strategies employed in order to facilitate access.

Modification history

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<td>General revision</td>
<td>AD(IR&amp;RS)</td>
<td>Updated related documents.Preferred shelving reduced from 6 shelves to 5 shelves</td>
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