4. Collection Management

4.14 QUT Library Guideline on Library Shelving

Identification block

<table>
<thead>
<tr>
<th>QUT Library Policy on Library Shelving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Officer</td>
</tr>
<tr>
<td>Approval Authority</td>
</tr>
<tr>
<td>Approval Date</td>
</tr>
<tr>
<td>Date of Next Review</td>
</tr>
</tbody>
</table>

Overview and context

Guideline overview

This guideline outlines factors to consider when changing or purchasing library shelving. The guideline is intended to promote safe and effective access to the collection for Library clients and staff.

Related documents

- MOPP A/8.6 Disability policy. This policy outlines current legislative obligations and standards.

Policy statement

Table of contents

1. Purpose
2. Type of shelving purchased
3. Access for people with disabilities
4. Considerations for Library shelving

1. Purpose

The shelving guideline is 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
2. **Type of shelving purchased**

Choice of shelving is influenced by design considerations in refits of library spaces. 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 between 3 and 7 shelves. New shelving is purchased with the capacity for up to 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**

The Library is committed to providing an accessible and inclusive environment for people with disabilities, in accordance with MOPP A/8.6 Disability services policy. Wherever possible, QUT Library complies with the relevant Australian Standard to determine range spacing and aisle widths.

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

- Access ways 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. **Considerations for Library shelving**

The following specifications have been used to purchase library shelving in the past. In addition to the requirements outlined in *Type of shelving* (above), these will guide future purchases and changes.

**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).

**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.

**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.

The Library is compliant with relevant acts and guidelines.
### Modification history

<table>
<thead>
<tr>
<th>Date</th>
<th>Sections</th>
<th>Source</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>20120712</td>
<td>General revision</td>
<td>AD(IR&amp;RS)</td>
<td>Updated related documents. Preferred shelving reduced from 6 shelves to 5 shelves</td>
</tr>
<tr>
<td>December 2015</td>
<td>General revision</td>
<td>IRC</td>
<td>General revision</td>
</tr>
<tr>
<td>August 2018</td>
<td>General revision</td>
<td>LRS</td>
<td></td>
</tr>
</tbody>
</table>