

## PROPOSAL FOR A NUMBERING SCHEME IN COMPACT STORAGE

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A numbering scheme will allow retrieval of books from compact storage by identifying shelf location. Six alphanumeric characters will describe the physical location, carriage number, section within the carriage, and shelf within the section. Each shelf has 34 linear filing inches. All books on a shelf will share the same shelf number. The item's barcode and shelf number will be displayed on the outside of its front cover. A common scheme used in auxiliary storage, it allows flexibility to shelve in disparate locations within the system based on size or other criteria.

Spacesaver recommends filling the carriages by starting with the bottom shelves and moving across the sections for distributed weight. The first six shelves accommodate books up to 10" high. The top shelf will accommodate books up to 25" high so it is designated for oversize material.

### Layout

See the attached map to correspond the numbering with the layout of the shelving. The shelving is divided into two equal sections. The carriages are numbered starting on the left and jump over from the last range on the left to the last range on the right. The last carriage, number 32, is directly across the aisle from the first carriage, number 1. Sections within the carriage are alphabetical, left to right. Shelf numbering starts at the bottom with number 1 and ends with number 7 on top.

### Scheme

The first item, 10" or less, to enter the system has the number B1 01 A 1. Each part of this number is explained below.

| NUMBER | IDENTIFIES | NOTES  |
|--------|------------|--|
| B1     | Locator    | Mnemonic for "Basement Unit One". Two digits for a locator will allow more than one location in an area. For example, if the Libraries were to add a second compact shelving unit in the basement, it would be labeled B2. |
| 01     | Carriage   | Each side of a carriage is numbered. The system has 4 single-sided carriages and 14 double-sided, moveable carriages for a total of 32 carriages.  |
| A      | Section    | All but the two stationary carriages at the back have 12 sections. Columns break the two carriages at the back, so two letters are skipped.  |
| 1      | Shelf      | Shelf 1 is the bottom shelf. Shelf 7 is the top shelf, designated for oversize materials.  |