

Shifting Procedures *Revealed!*

Ok, all you highly motivated shifters-in-training! Here's my good-faith attempt to explain how shifting works, or at least what I've made of it since I took over.

In the beginning...

When a new title comes in, Lyn will write it down on a handwritten list and put it on the *Shifting Tools* shelf in the workroom. Since there is usually more than one person assigned to shifting, there is some coordination involved here. This is what you need to do:

1. **Take** the handwritten list and transfer the new titles into the Excel shifting record entitled *Shifting and Label Lists*. It's on the N: drive. Put the new titles on the sheet called *Need Shifting*.
2. Once you get 10-20 new titles on there, **print it** off. After you've printed this list, you can erase it from the computer sheet and begin to add new titles, but don't print another list until you've finished the one you're working on.
3. With your newly printed list, **go out** and scout the job. Look where each title will need to go and see which direction you want to shift from. I suggest that you look for the side that has more large titles to put into the gray filing boxes because this will create more space than small titles and allow you to use fewer boxes in the process (those boxes are dang expensive).
 - A) Once you've figured out how you want to shift a particular title, write it down on the line next to the title on your sheet. I've done this typically by writing the direction I want come towards the new title. If you start shifting before the new title, write "up"; starting after the new title and working backwards to it, write "down."
 - B) The other factor that comes into play is whether or not you will use free space rather than boxes. If there is a free row that is close enough to your new title, I suggest you use it. Conserve boxes whenever possible. On your sheet next to the direction that you already wrote by the title, simply put a "(b)" if you plan to use boxes, or a "(fs)" if you're going to use free space. Sometimes you can use both if there's a little bit of space sitting there, but not enough to avoid using boxes.
 - C) Later on when you've finished shifting the title in, put a check in front of the title and record how many boxes you used while shifting in that title. Let Lyn know when you're starting to run out of boxes well ahead of time so he can order more.
 - D) *Note: this may seem like a lot of unnecessary work, but it will help you avoid a lot of confusion between shifting buddies and it allows someone to see where you left off with no guess-work.*

The Dirty Work

Before titles can be taken out to the stacks, you need to make the bar codes for them. Here's how you do that:

1. Lanell will have placed a print-out of the new bar code in one of the issues of the new title. Go to the top drawer of filing cabinet where all the bar codes are kept and find the corresponding page that the new title would be on according to its call number.
2. **Cut out** the new bar code and glue it on there either above or below that column to which it belongs. If there is no space on the front, get one of the empty bar code forms on the *Shifting Tools* shelf. Glue the new bar code on the empty sheet and staple it to the other call number page.
3. Obviously, if there's already an extra page attached to the original, just use it. It doesn't matter if the call numbers are out of order on either the original or the extra page. Just put them as close to where they would go as possible.
4. **Take** the page with the new bar code(s) over to the copier with some heavy duty paper from the workroom. The color will be written on the page that Lanell placed in the new title (new titles will be pink).
5. **Ask Lyn** to tell you the code for the copiers that will let you do the copies for free. Put the colored paper in the manual feed tray of the copier and make sure you select the third option for your paper source. It's the one with the dark page icon. You can then copy your stuff.
6. **Cut out** the colored bar codes and put a strip of the sticky backing that's at the desk. There are usually a couple of rolls of it on the shelf above the trash can.

When you're ready to take a few titles out to the stacks to shift them in, make sure you have the *little tape measure, a small stack of extra metal dividers, your list, some boxes, and a pen*. A good rule of thumb for estimating how many boxes you need is start with six boxes. If that doesn't create enough room, do a few on the other side of the new title. If the stacks are unusually crowded around the new title, go ahead and start with a few more than six. It's up to you. You'll get a feel for what works and what doesn't.

Don't forget—once you've got a title shifted in, make a note of how many boxes you used and write down the call numbers and titles of journals that got boxes. You need them for...

Labeling

1. Once you're done shifting in one or a few titles, **bring** that list of titles that got boxes and enter it into the second sheet of *Shifting and Label Lists*. The second sheet is called *Box Labels*. There may be other titles there already. Just add yours to the bottom of the list. Enter the call number and title as you can see on the sheet.
2. To make the labels for the boxes, **go to** the Word file called *Box Labels*

Again, found on the N: drive. It's formatted for the Avery labels that are found on the shifting shelves. I've found it easiest to just copy and paste from the Excel list. The autofmt button that pops up allows you to select "Match destination formatting," so do that and it will switch to the right font. You may have to adjust the font size so that words will fit, etc. Try and leave plenty of room at the top of the label because you will fold that over the lip of the box when you stick it on. Don't worry about leaving space at the bottom of the label if it's an issue.

3. *Headache Saver*—before you transfer the titles over to the Word file, [check](#) to see if there is a left-over labels sheet with a few empty labels still on it from a previous print job. Leave the corresponding empty spaces open on the Word file that match the missing label spots on the previously used labels sheet. If you forget, it will be a bit of a hassle to rearrange it all.
4. Once you've printed the labels, go the *Box labels* list on Excel and [put](#) an "x" in the *Done* column for the titles that have been printed. This will let other shifting buddies know which titles have been printed so they won't waste labels and time doing the same thing.

Other stuff

Sometimes you'll get items to shift that aren't new and maybe don't even need a new bar code made. This happens a lot with pre-'87 stuff. You just have to make it fit out there somehow by just moving things around. Don't use boxes for journals in the compact shelves.

Congrats! You're ready to become a shifting hero!

-10/8/03, J. Summerhays