Guide to Floating (9/8/12)

By now, you all know what floating is, but I want to lay out some “what if” scenarios to give you some ideas of how to handle certain situations that may arise. In all of these scenarios, communication is going to be key. In many cases, you will be able to resolve the issue yourself, but others may require you to contact me or one of the other branches for help. Don’t wait until a molehill has grown into a mountain to report it.

To reiterate, once floating is turned on, every item dropped off and checked in at your library will change its home location to your library, unless…

1. It has a hold at another library
2. It is one of the items that does NOT float (reference, periodicals, etc)
3. It belongs at a Lincoln County Library

We have decided not to put items “in transit” when we don’t have room on our own shelves and decide instead to send it to main or any other location. This will cause some things to be in “limbo” until it gets to its new destination, so keep that in mind when looking for things on the send list or when searching for things that are supposed to be on your shelf. These items may be in your transfer bins.

Below are some “what if” situations and then a list of potential solutions. You just pick one of the listed solutions that seems like the best resolution to you. We will meet in October to decide what is working best and what is not working at all.

* What if I run out of room on my shelves in a particular genre? (This is referred to as pooling.)
	+ Shift the shelves so that they do fit.
	+ Call Bill for help.
	+ Drop the item into the Tillamook transfer bucket. The main library can decide whether to shelve it at Main or reassign it to another library.
	+ If you have an overabundance of mysteries, for example, if time allows you could call any of the branches to see if they are short in that particular area. If so, send to that branch. If not, send to Main.
* What if I have duplicate titles on my shelves?
	+ Drop unwanted copies in the Main library bin.
	+ If you want, you can check the record to see what libraries do NOT have a copy, choose a library and send it there (just put a handwritten transfer slip in the book indicating which library you are sending it to).
	+ This will likely be a problem with our circulating reference books that we all get one copy of (i.e. Peterson’s Four Year Colleges, World Almanac, etc). If you end up with a duplicate, either send one to me with a note, or jump on iii to see where the extra copy belongs.
* What if I have empty shelves in any particular genre?
	+ Contact Bill and he will bring you more.
	+ Contact a Branch to see if they have too much in this genre and want to share.
	+ Put holds on items in the system that will help fill your shelves. When they arrive, check them in and they will become your item.
	+ If you are working at Main, pull items that would help fill your shelves and change them to your library’s location by logging into an available staff computer as though you were at your library. Check the items in and they will change to your library’s home location. Put them in your transfer bin to be delivered by courier.
* What if certain genres become stale and need to be refreshed with new books?
	+ We are planning to regularly rotate various genres. One month, we might rotate Westerns, another month we can swap our non-fiction, etc. Please let me know what areas you want to rotate. I would rather have all libraries participate in this rotation instead of just having two libraries set up their own swap.
* What if I don’t get enough new books? How am I going to get new books without the dot rotation?
	+ The catalogers will constantly distribute new materials to main and branch home locations as they arrive. Of course, some of these items will develop a hold list and no will have them in their library, just as it was with dots.
	+ Contact Bill to get more new items delivered to your library.
	+ Put holds on new items you want in your library.
	+ Push your patrons to put more holds on new books as this is a great way to get more new items circulating into your library.
* What if I have parts 1 and 3 of a television series on DVD and another library has part 2 and 4?
	+ That is going to happen and we don’t need to put much effort into gathering those in one location. As long as a patron can put holds on them, that is all that matters.
* What if we have more than six months worth of orange month stickers on our shelves in the new department?
	+ We are currently working out the procedure for changing items from new to old, so you will receive some official instructions soon. Basically, on the first Thursday of the month, we will send an email out instructing you to pull all the six month old dots off the new shelf and change them to regular status. So the first week in December (which will be the first month we will have to worry about this at branches), you will have stickers on your shelves representing seven months, June, July, August, September, October, November and December. Since we only want books to be new for six months, you will be instructed to pull all of the items with June stickers on them. Again, we will be sending some official instructions of exactly what to do with them.
* What about all these old colored dots?
	+ For right now, we will just leave them on. Removing them will be a January project and we’ll let you know then how to proceed.
	+ The red leased B&T stickers can be removed now. They generally peel off pretty easily.

(Created by Bill Landau, Branch Manager, Tillamook County Library)