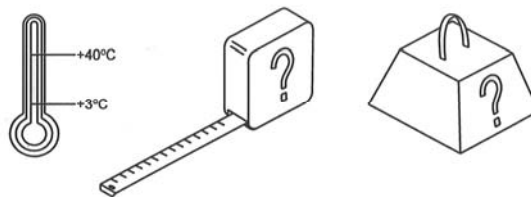Library Shelving
User Guide

Table of Contents

SECTION 1 – PRODUCT INTRODUCTION

1.1 INTRODUCTION

Precision's Library Shelving is a cantilever, post based system designed to discretely display and store all forms of library content. Available in a wide range of heights, widths and depths allows full and efficient use of space and material storage. Being modular enables easy reconfiguration or addition. Units can be wall mounted, freestanding or mobile on castors. An extensive range of accessories are available to solve any diverse library display and storage requirement.

- Posts - Single or double faced welded RHS, available in a range of standard heights
- Wall Channel - Folded steel U section
- Shelves - Horizontal load-bearing shelves which clip into fully adjustable end plates
- Accessories - A full range of accessories designed to extend the versatility of the system
- Adjustability - The slotted posts and wall channel allow easy adjustment at 38.1mm increments
- Finishes and Colour - All steel components are finished in a standard range of colours. The colour application process commences with a five stage pre-treatment system to remove any foreign material and apply corrosion resistant solutions to the steel components. Each colour is applied as a powder, electro statically charged to provide adhesion prior to baking and final curing. After application the powder-coat is oven baked to 200 degrees celsius, providing an extremely hardwearing and aesthetic finish

1.2 PARAMETERS

The Precision Library shelving product has been designed to operate within the following standard parameters.

Floor
The floor should be of solid construction designed to accept loads imposed by the system. Installations on carpet or similar floor coverings should be mindful of the floor substrate below and that the floor covering will not compress in an uneven manner.

Loads
Individual loads should be stable and self supporting, with a maximum unit weight within the safe working recommendations.

Operating Conditions
Components and load data are based on dry internal applications.

Temperature Range
+3 degrees C to +40 degrees C

Note:
For applications that require operating parameters outside those indicated above, please contact Precision for technical guidance on your particular application.
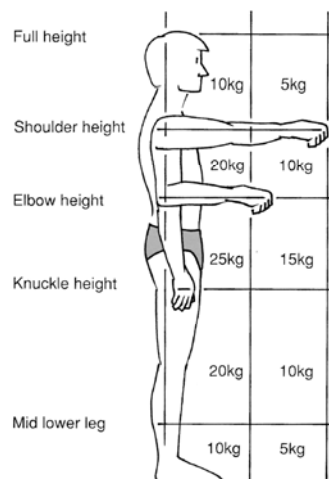
SECTION 2 – LOADING AND ADJUSTMENT

2.1 LOADING AND UNLOADING

- Never climb on the shelving. To gain access to upper levels suitable equipment should be used, such as steps.

- Wherever possible, product should be contained within the area of the shelves, overhangs should be avoided as these could be hazardous to users of the library shelving.

- It is better to evenly load the shelving, starting with heavier items on lower shelves and lighter items on upper levels. This lowers the centre of gravity of a loaded shelving unit and improves stability. Never place items on top of the unit.

- Never overload the shelving. Shelf and bay load limits are defined later in this document

- Never store goods in the aisle between shelving units.
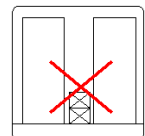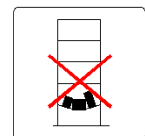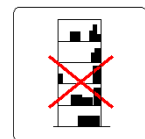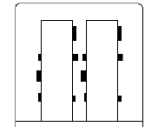
2.2 RECOMMENDED SAFE LOADING FOR MANUAL HANDLING

The following illustration shows the recommended safe loadings for manual handling.

Full height	10kg	5kg
Shoulder height		
	20kg	10kg
Elbow height		
	25kg	15kg
Knuckle height		
	20kg	10kg
Mid lower leg		
	10kg	5kg

NOTE:

These loadings are for men.

For women these figures should be reduced by a third

GUIDELINES FOR LOWERING + LIFTING

The above figures are a guide only, recognising the wide range of personal capabilities and the diversity of handling situations.

Employers should make suitable and sufficient assessment of content loads when planning and operating their library system.

2.3 LOAD INFORMATION

2.3.1 GENERAL
The following load information shows the maximum allowable shelf loads and maximum allowable bay loads. All load information has been tested in accordance with AS2273-1979, Australian Standard for Steel Library Shelving

2.3.2 SHELF LOADS
The range of shelves, inclusive of both 600mm and 900mm width and their respective available depths, have been tested and rated in accordance with AS2273-1979 at a load bearing capacity of 50kg. **Where the load bearing capacity is required to exceed the rated 50kg, please refer your requirements to our technical department.**

2.3.3 BAY LOADS
The bay load ratings are dependant on size, layout and method of restraint.

Legless Post Height (mm)	Bay Style				
	Single Faced Maximum Loading (kg)		Double Faced Maximum Loading (kg)		
	Restrained	Unrestrained	Restrained	Unrestrained	'Out of Balance'
1205	400	400	600	600	400
1510	400	290	600	600	290
1815	400	200	600	600	200
1965	400	160	600	600	160
2120	400	150	600	600	150
2270	400	120	600	600	120

Note! 'Out of balance' bay load refers to the maximum variation in load per face of the bay e.g. for a fully loaded 2270 Double Faced bay, the loading per face should in the worst case be 360 and 240 respectively.

2.4 MOVING LIBRARY SHELVING UNITS
The moving or relocation of your installed library shelving units should only be carried out by an authorised Precision installer. Please contact your Precision representative for further assistance with this

2.5 LIBRARY SHELF ADJUSTMENT
The most common accessory used within the Precision library shelving system is the flat upstand shelf on overslung endplates. Following outlines the necessary steps to adjust the library shelves; there are no specialist tools required although a rubber mallet will in the repositioning process

a. Remove all books from the shelf.

b. Remove the upstand shelf by placing one hand and gripping the front edge then placing and gripping your second hand on the rear edge of the shelf. Lift the shelf off the front endplate lugs first then the rear lugs.
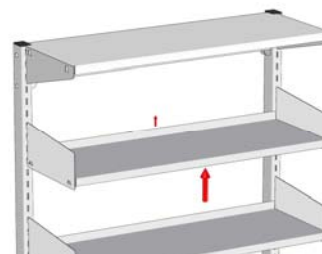
c. Pull the front edge of the right hand endplate in-board slightly and tap the bottom edge upwards to remove from the library post slots
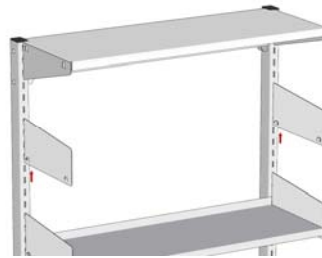
d. Determine the new position of the shelf and relocate the endplate into the appropriate post slots. In order to fully locate and secure the endplates, use a rubber mallet and firmly tap the endplates towards the base of the post.
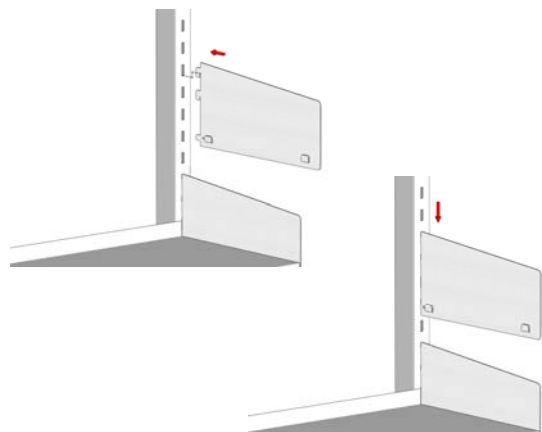
e. Repeat steps 'c' and 'd' to relocate the left hand endplate, ensuring both endplates are horizontally aligned with each other

Note! The endplates are handed; as such, care should be taken to ensure that the lugs are 'inboard' of the intended position.

f. Align the upstand shelf with the endplate shelf lugs and lower into position.
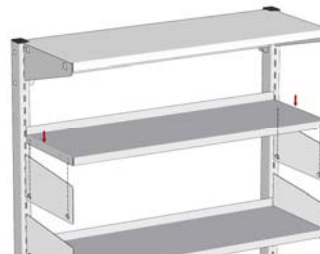
g. Ensure that the shelf fits securely and level in the lugs by firmly pressing towards the base of the post. Note! The shelf should be fully seated in the lugs as shown.
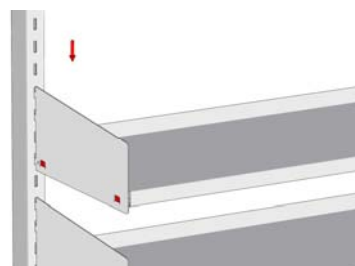
2.6 ACCESSORY ADJUSTMENT

For adjustment of library shelving accessories please refer to the appropriate sections within the Precision library shelving installation manual

SECTION 3 – CARE AND MAINTENANCE

3.1 Routine Inspections

The shelving system should require little or no maintenance. It is recommended, however, that periodic inspections are carried out to ensure the library units are free of damaged components and all mechanical fixings are tight and secure.

3.2 General Care

The unit should have a periodic clean out and a dusting using a soft cloth and a non-abrasive, non solvent based cleaning agent. Should the shelving need cleaning, either as part of a routine, or as a result of a spillage, the following guidelines should be observed.

The clean should comprise of a wipe down with a damp cloth, using (if required) a mild detergent.
NEVER use a hose to spray the shelving
NEVER use abrasive or caustic cleaning agents

3.3 Individual Items

3.3.1 **Finish**
- Check powdercoat finish for chips or damage, and repair or replace components as necessary

3.3.2 **Wall mounted units**
- Check to ensure all wall fixings remain secure; tighten if necessary

3.3.3 **Freestanding units**
- As building floors can 'settle' under load, check shelving units are level and square; re-adjust feet if necessary
- Check the centre braces are properly seated into the library posts and the locking lugs remain securely located into their appropriate slots
- Cross braces, if fitted, should be checked for tautness. Adjust if necessary
- Ensure all stability restraint fixings are secure (wall mounted, floor mounted, or overhead)

3.3.4 **Shelves and endplates**
- Overloading of shelves may cause permanent deflection; these must be REPLACED immediately

3.3.5 **Accessories**
- Check all assembly screws are present and tight

Note: Any permanently deflected accessories must be REPLACED immediately.

3.4 Commonly Required Items

The following is a list of commonly required spare parts and accessories:

Part Number	Description	Unit	Notes
92404	Upstand shelf 900mm x 203mm	Each	
92405	Upstand shelf 900mm x 254mm	Each	
92406	Upstand shelf 900mm x 305mm	Each	
92407	Upstand shelf 900mm x 381mm	Each	
92543	Overslung endplate 203mm	Pair	
92544	Overslung endplate 254mm	Pair	
92546	Overslung endplate 305mm	Pair	
92547	Overslung endplate 381mm	Pair	
92509	Quadrant brackets	Pair	For display shelving
92469	Stayput book support	Each	
92512	Bookend 200mm x 175mm x 150mm	Each	
92551	Magazine shelf 900mm x 305mm x 100mm	Each	Excludes quadrant plates
92572	Magazine display shelf 2 tier	Each	Includes all brackets
92573	Magazine display shelf 3 tier	Each	Includes all brackets
92517	CD / DVD shelf	Each	
92574	CD/ DVD display shelf 900mm x 305mm	Each	
92520	Browser bin 900mm x 305mm with 3 dividers	Each	Excludes endplates
92514	Hanging bag rail 900mm	Each	Excludes 203mm endplates
92518	Zigzag shelf display	Each	
92581	Bookshelf indicator	Each	
92752	End panel plain 1200mm x 670mm	Each	
92754	End panel plain 1505mm x 670mm	Each	
92756	End panel plain 1810mm x 670mm	Each	
92757	End panel plain 1960mm x 670mm	Each	
92758	End panel plain 2115mm x 670mm	Each	
92759	End panel plain 2265mm x 670mm	Each	
92762	End panel display 1200mm x 670mm	Each	
92764	End panel display 1505mm x 670mm	Each	
92766	End panel display 1810mm x 670mm	Each	
92767	End panel display 1960mm x 670mm	Each	
92768	End panel display 2115mm x 670mm	Each	
92769	End panel display 2265mm x 670mm	Each	
92597	End panel display shelf 340mm wide	Each	
92598	End panel display shelf 190mm wide	Each	

For a full selection of accessories please refer to the Precision library shelving Design Manual.