



Harvard Library Lab

Collection Shift Quick Reference

Version 1.0



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Collection Shift Quick Reference

What is Collection Shift?

Collection Shift is a web-based application that helps library staff members plan space and resources when moving library materials. The application does the following:

- Calculates the linear feet required for a given call number range
- Calculates the resources, expressed in person hours, required to carry out the shift
- Visually displays the range of materials, the presence of multi-volume works within that range, and other graphic representations

Collection Shift uses information in standard MARC records, such as number of pages in a volume and item information (Library of Congress scheme, Harvard only) to estimate the required shelf space.

Benefits of Collection Shift

The benefits of using Collection Shift include:

- Reducing the number of hours required to plan a shift
- Minimizing inaccuracies involved when calculating temporary swing space and shelf space required for call number ranges in the shift

Intended audience and assumptions

The intended audience for this document includes:

- Harvard librarians and staff members and who plan collection shifts requiring the calculation of linear footage
- Non-Harvard librarians and staff members who plan collection shifts only for known linear footage

This document assumes that the audience is familiar with computers and web browsers such as Internet Explorer.

Related documentation

See the project proposal and progress reports located at <https://osc.hul.harvard.edu/liblab/proj/collection-shift>.

Support

To get support for Collection Shift, contact the Library Technologies Support Center: <http://hul.harvard.edu/ois/support/>.

Accessing Collection Shift

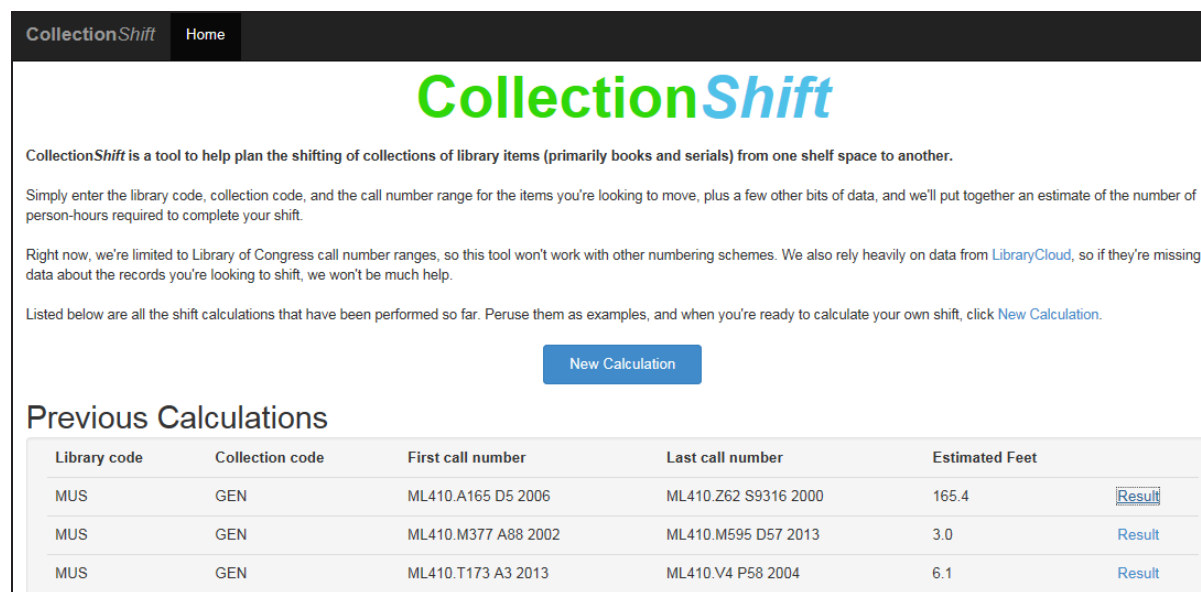
To access Collection Shift, go to <http://colshift.dev.berkmancenter.org/>.

The application does not require you to register or log in.

The Main Screen of Collection Shift

Figure 1 shows the main screen of Collection Shift.

Figure 1. The Main Screen of Collection Shift.



This screen contains the following:

- A brief explanation of the application's functionality
- A **New Calculation** button

Click this button to display the New Shift Calculation screen. See the topic [Calculating a new shift](#) on page 8.

- A table listing previous calculations

Click a **Result** button to display the corresponding Shift Plan screen, which provides details about a particular shift. See the topic [Viewing details of previous calculations](#) on page 7.

Viewing details of previous calculations

To view the details of a previous calculation, click the corresponding **Result** link on the Main screen of Collection Shift (Figure 1 on page 6).

The application then displays the Shift Plan screen for the selected calculation as shown in the example in Figure 2.

Figure 2. Example of a Shift Plan Screen.

CollectionShift Home

Shift Plan

Input

| | | | |
|-----------------|----------------------|---------------------|------|
| Library code | MUS | Travel time | 10.0 |
| Collection code | GEN | Feet moved per trip | 4.0 |
| Call num start | ML410.A165 D5 2006 | Load time | 5.0 |
| Call num end | ML410.Z62 S9316 2000 | Unload time | 5.0 |

Results

20 hours 53 minutes to shift
~2042 items
~165.4 linear feet
42 round trips

Visualized

+ Charts
+ Library Cloud Data
+ Derived Stats

A Shift Plan screen shows the following information:

- Input used to calculate the results
- The results of the shift-plan calculation expressed as:
 - Person hours required to make the shift
 - The linear footage of materials to be shifted
 - The number of trips required to shift the materials

- Expandable selections that display:
 - Charts of record types, distribution of pages per record, distribution of volumes per set, and distribution of items per serial.
 - Library cloud data

Click the **Recalculate** link to fetch updated data from the Library Cloud and revise the current calculation.

- Derived statistics such as total page width, mean pages per record, and others

Note: The expandable selections for displaying charts, library cloud data, and derived statistics appear only for a calculation based on an LC call number range for a Harvard library.

When viewing details of a previous calculation, click the **Collection Shift** or **Home** links to return to the Main screen of Collection Shift (Figure 1 on page 6).

Calculating a new shift

To calculate a new shift, click **New Calculation** on the Main screen of Collection Shift (Figure 1 on page 6).

The application then displays the New Shift Calculation screen. This screen contains two tabs:

- **I know how many feet I have** (Default)

This option is useful to any library that is planning a collection shift.

- **I only know the call number range**

This option currently fetches data from the Harvard Library Cloud, which, in turn, gets data from MARC records of the Harvard libraries. Therefore, calculations based on call number ranges are limited to Harvard libraries that use the LC classification.

To switch between viewing the tabs, click the tab title.

Supplying linear feet for a shift calculation

By default, the tab **I know how many feet I have** appears when Collection Shift displays the New Shift Calculation Screen. Figure 3 shows this tab.

Figure 3. New Shift Calculation Screen: I know how many feet I have to shift tab.

CollectionShift Home

New Shift Calculation

Simply fill in the fields below, and we'll start gettin' shifty:

I know how many feet I have I only know the call number range

Estimated feet 1000

How many linear feet are you looking to move?

Don't worry about getting this section exactly right - you can tweak these later.

Travel time

How long does it take (in minutes) to get from the current location to the destination?

Feet moved per trip 4.0

This is the average number of linear feet of shelf space moved per trip. For example, a single dolly could move ~4 linear feet of books, while a book cart could move significantly more.

Load time 5.0

How long does it take (in minutes) to load one trip's-worth of items onto your selected mode of transportation?

Unload time 5.0

How long does it take (in minutes) to unload one trip's-worth of items when at your destination?

Email to notify

This might take a little while. Where should we contact you to let you know your calculation is complete?

Calculate

On this tab, do the following:

1. Supply values for **Estimated feet** and **Travel time**.

Note: On the **I know how many feet I have** tab, you must supply a value for **Estimated feet**. If you fail to do so, Collection Shift displays an error message when you click **Calculate**.

2. Change the default values for:

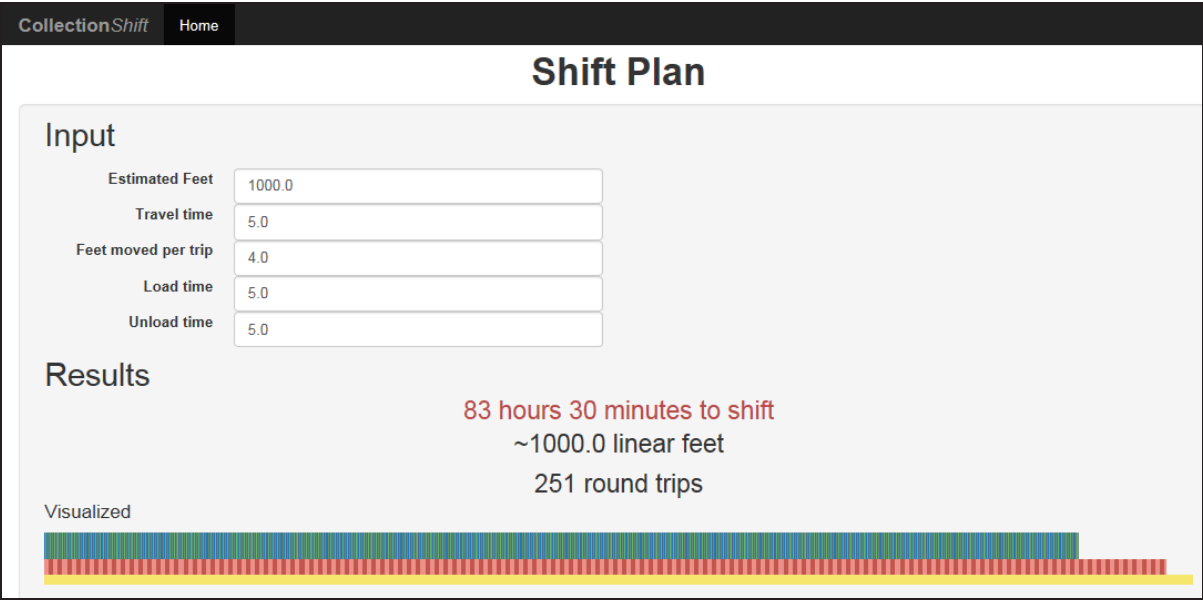
- **Feet moved per trip**
- **Load time**
- **Unload time**

3. Enter an address in the **Email to notify field**.

4. Click **Calculate**.

Collection Shift then displays the calculation on the screen as shown in Figure 4 on page 10.

Figure 4. Example of a Completed Calculation After Supplying Linear Feet.



Collection Shift also appends the calculation to the list of previous calculations on the Main screen.

Supplying a call number range for s shift calculation

To calculate a new shift in a Harvard library when you know the call number range, click the corresponding tab on the New Shift Calculation screen. Figure 5 shows this tab.

Figure 5. New Shift Calculation Screen: I know only the call number range tab.

The screenshot shows the 'New Shift Calculation' interface. At the top, there's a navigation bar with 'CollectionShift' and 'Home'. Below it, the title 'New Shift Calculation' is followed by the instruction 'Simply fill in the fields below, and we'll start gettin' shifty:'. Two tabs are visible: 'I know how many feet I have' (inactive) and 'I only know the call number range' (active). The form contains several input fields with labels and instructions:

- Library code**: A text input field with the instruction 'Case-sensitive, so be careful.'
- Collection code**: A text input field with the instruction 'Also case-sensitive, so continue to be careful.'
- First call number**: A text input field with the instruction 'We currently only support the Library of Congress numbering scheme. Case, punctuation, and spacing are all important.'
- Last call number**: A text input field with the instruction 'LC call numbers, case, punctuation, and spacing all continue to be important.'

Below these fields is a grey-shaded section titled 'Don't worry about getting this section exactly right - you can tweak these later.' containing:

- Travel time**: A text input field with the instruction 'How long does it take (in minutes) to get from the current location to the destination?'.
- Feet moved per trip**: A text input field with the value '4.0' and the instruction 'This is the average number of linear feet of shelf space moved per trip. For example, a single dolly could move ~4 linear feet of books, while a book cart could move significantly more.'
- Load time**: A text input field with the value '5.0' and the instruction 'How long does it take (in minutes) to load one trip's-worth of items onto your selected mode of transportation?'.
- Unload time**: A text input field with the value '5.0' and the instruction 'How long does it take (in minutes) to unload one trip's-worth of items when at your destination?'. This field has a clear button (X) on the right.

At the bottom of the form is an **Email to notify** text input field with the instruction 'This might take a little while. Where should we contact you to let you know your calculation is complete?'. A blue 'Calculate' button is located at the very bottom center.

On this tab, do the following:

1. Fill in the following fields:
 - **Library code**
 - **Collection code**
 - **First call number**
 - **Last call number**
 - **Travel time**

2. Change the default values for the following fields:

- **Travel time**
- **Feet moved per trip**
- **Load time**

3. Fill in the **Email to notify** field.

4. Click **Calculate**.

Collection Shift does the following:

- Makes the calculation
- Displays a Shift Plan screen similar to the example shown in Figure 2 on page 7
- Appends the calculation to the list of previous calculations on the Main screen