

CONSOLIDATING/CLOSING A LIBRARY



This document is an outline of recommendations for closing and redistributing the furniture, equipment, materials, and books from District school libraries. The recommendations are made to make the best use of the items in the library as well as addressing needs in other schools.

TRANSITION

- School librarians at both sending and receiving schools will meet to discuss closing and transition of designated school libraries. Each librarian will be given his/her role in the transfer and receiving of furniture, equipment, books, and materials from each closed school site.
- School librarians of receiving schools will be the recipients of closing library's furniture, books, and equipment after meeting the following qualifications.
 1. Books – Selection of books are based on a current Collection Development Need Analysis
 2. Furniture – Based on size of intended location, existing shelving and backing, seating and table requirements
 3. Computers – based on need and total number of students scheduled to attend the location (subject to Title I regulations).

LABEL AND SELECTION PROCESS FOR BOOKS AND INSTRUCTIONAL MATERIALS

- Boxes will be ordered and delivered to closing school libraries by designated personnel.
- Closing school librarians will complete a physical inventory of all books, media, technology, and furniture.
- Receiving school librarians will select books and materials from the closing school's collection using an updated Collection Analysis. Receiving and closing schools' librarians will work together and box all materials selected to be transported to the receiving school. All boxes shall be labeled with the name of the receiving school.
- Librarians from other school sites will repeat the process until all books and instructional materials are distributed and/or reviewed. Librarians from receiving schools and closing schools will work together and box all materials selected to be transported to the receiving school(s). All boxes shall be labeled with the name of the receiving school. Small quantities of books can be transported by the librarian(s) if desired.
- All remaining books and materials will be discarded or transferred to a predetermined location for distribution by the closing school librarian. Discarded books shall be properly processed and disposed of per library procedures. All boxes shall be labeled for delivery to a predetermined location.
- Receiving school librarians will designate and label areas or spaces in the school for placement of all delivered items from closing schools.

Thank to the Jackson Public School district for sharing this information.

- Work orders for pick-up and delivery of boxes will be submitted per guidance provided by the District Office.

LABEL AND SELECTION PROCESS FOR EQUIPMENT

- All equipment such as laminators and overhead projectors will follow the students to the receiving schools unless otherwise designated by grant, funding source, policy, etc.
- If the receiving school does not need or want the closing school equipment, the District's Lead Librarian will determine the new location of the equipment based on need.
- All equipment will be labeled for the receiving school.
- Work orders for pick-up and delivery of equipment will be submitted per annual guidance provided by the District Office.
- The moving of computers, printers, interactive boards and panels and other technology equipment will be coordinated by the JPS Information Technology Services Department.

LABEL AND SELECTION PROCESS FOR FURNITURE AND SHELVING

- The District Lead Librarian will determine if the furniture and shelving at each closing school can be repurposed at another school.
- The District Lead Librarian will determine if the furniture and shelving at each receiving school can be upgraded by moving furniture and shelving from the closing school. If the receiving schools do not need the furniture and/or shelving from the closing schools, the Lead Librarian will determine the new location for the furniture and/or shelving based on need.
- The Lead Librarian will label all furniture and shelving at each closing school with the name and location of the receiving school.
- Each school librarian receiving shelving will remove the books from the old shelving, box and label each section, and then replace the books on the new shelving after installation. Boxes should be stored in a location away from the assembling of shelves and other construction to prevent accidental damage.
- Each librarian receiving furniture will make arrangements with the building principal to move the existing furniture to another room or dispose of the existing furniture before new furniture can be delivered to a school.
- Work orders for moving shelving and pick-up and delivery of furniture will be submitted per annual guidance provided by the District Office.
- All furniture and shelving left in the closing school library should be moved or disposed of at the District's discretion.

TIMELINE

2 Weeks: District receiving libraries are first recipients of closing school library's furniture, books, and equipment. In order to accommodate shelving and furniture, the requested work has to be completed.

1. Close libraries (librarians, principals)
2. Finalize all library inventories (Closing and receiving school librarians)
3. A work order entered to request carpentry measure all elementary libraries for proper installation of shelves and furniture from closing schools.
4. Enter a work order to District Office to remove furniture, etc. from the receiving school libraries.
5. Closing school librarians will remove and label all books, materials, etc. from present library shelves.
6. Receiving schools custodial staff will move and store all boxed materials to a safe area in school to prevent damage.
7. Enter work order to District Office to disassemble current shelving (optional).
8. If permissible, old shelving can be disposed of by closing school custodial staff.
9. Enter work order to District Office to transfer library tables, chair, and desk to receiving school libraries.

1 Week: All closing libraries' content will be disassembled and distributed to receiving school and other district schools based on need.

Equipment

1. Enter work orders to District Office to transfer all equipment to receiving school libraries. All equipment will follow the students unless otherwise designated by grant, funding source, etc. Equipment should and will be labeled for proper transfer and to prevent loss or damage to equipment.

Books and Instructional Materials

1. Boxes will be ordered and delivered to JPS closing school libraries.
2. Receiving school libraries will select books and materials from the designated closing school library's collection using the 2017-18 Collection Analysis to fill gaps in the collection and update the average collection date.
3. Librarians will box and label all books and materials to transfer to JPS receiving school libraries..
4. JPS librarians from other schools will repeat the process until all books and instructional materials are distributed or reviewed.

5. All remaining books and materials will be discarded or transfer to The Teacher Resource Center for remaining distribution.

2 weeks

1. Enter work order to District Office to disassemble (if applicable) library shelves at closing school libraries.
2. Shelves should be labeled before disassembling. All shelving capable of transfer without disassembling should not be disassembled only labeled and covered to prevent damage while transporting.
3. Package shelf inlets and screws to prevent loss or damage. All inlets will be labeled to match corresponding shelving.
4. Label all tables with designated schools locations.
5. Label all chairs with designated schools locations.
6. Label all remaining furniture with designated schools locations. (Atlas tables, magazine racks, etc.)
7. Enter work order to District Office to transfer shelving and furniture to all designated locations.

3 weeks: Reconstructing shelving and reassembling of shelving transferred from district closing school libraries.

1. Enter work order to District Office to reassemble shelving and shelving setup at receiving school libraries after shelving transfer request, and shelves have been delivered.
2. Locate and assemble circulation desk. (If applicable)
3. Locate and position all tables and chairs. (If applicable)
4. Mount tall and short shelves to library walls. (If applicable)
5. Assemble double shelves if additional space is allocated for storage. (If applicable)

FINALIZATION OF SCHOOL LIBRARY CLOSURE

Before leaving, each school librarian must make sure that the library facility is clean, organized and clutter free. All remaining items, such as boxes, etc., must be labeled for transport to designated school locations. There should be no trash, or unpacked items left in the library. Everything must be boxed and ready for transport.