



A Division of Corporate Express

# SHELVING

Your guide to Raeco® library shelving

## ➤ Introduction

Your selection of the most appropriate library shelving starts here with the Raeco® Shelving Guide. Library shelving options are many and varied. This is necessary to ensure you achieve the most suitable solution for your precious collection. But we've simplified the process in this guide. You'll now be able to identify a shelving solution for the storage and display of your reading resources after appreciating the options that are available to you.

After reading this guide, if there is something you're still unsure about, we're here to advise if required. Simply contact us for any assistance you need. At the back of this guide is a form that you are welcome to use to obtain a quotation from Raeco®. Use the quotation request form to budget for your new shelving or buy now and get your shelving delivered in under 2 weeks\* Australia wide.

\*White Birch or Moonlight Grey only in popular types.

## ➤ Why Raeco® shelving?

### Quality and reliability

Raeco's enviable reputation for quality and reliability in library shelving has been acquired from innovative and progressive product development over the past 45 years. Raeco® premium quality shelving is manufactured in Australia in a quality assured manufacturing environment and comes with a 10 year structural warranty.

### Adaptability/flexibility

As your library needs evolve, your Raeco® shelving can be modified. Raeco® shelving is not only adaptable but it's easy to change. Shelves can be relocated and replaced without special tools. You'll have peace of mind knowing your shelving will be suitable for your current and future needs.



### Safety/structural integrity

Raeco® shelving is built to meet and in many cases exceed Australian standards. Our exclusive design, including a wider footprint, makes it the most stable library designated shelving system available. Raeco® posts and joiners are clip locked into position - there are no knobs, nuts or bolts to work loose over time. Positive locating brackets provide improved safety as they cannot be removed by children.

### Durability/presentation

70 micron protective powder coating provides superior presentation and greater protection against chipping and wear.

### Features

Raeco® shelves feature a raised lip at the rear of each shelf, which prevents books from falling behind the shelves and a unique 'C' front channel for extra strength. Adjustable feet for uneven floors ensure level installation.

### Range and accessories

Raeco® has an extensive range of shelving options for all your library needs. See page 3 for details.

### Service

Raeco® Area Managers are specialists in their field and together with their knowledge and experience, can offer practical ideas, innovative solutions, plans and designs. Raeco® can provide you with the support you need to ensure all aspects of floor layout, collection size, shelving selection and colour schemes are considered.

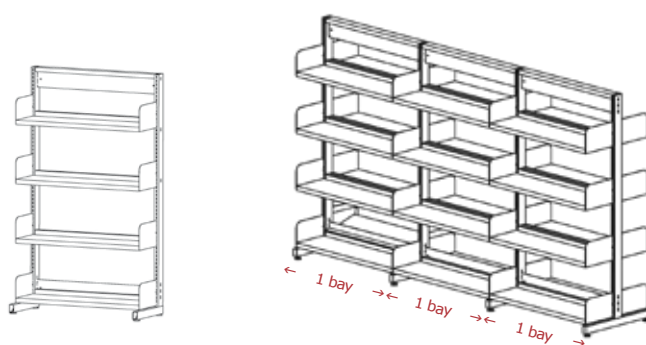
## ➤ Definitions and standards

### Bay

One bay of shelving is classified as 1 x 1 bay. For example, if you want 3 bays (as pictured below), this is classified as 1 x 3 bay (1 run of 3 bays joined together). If you want 2 separate runs of 3 bays joined together this is classified as 2 x 3 bays.

The total width of a single bay (1 x 1 bay) is 930mm. If you're adding bays, calculate the total width of the run by adding 900mm for every subsequent bay. For example:

- 2 bays = 1830mm (930 + 900)
- 3 bays = 2730mm (930 + 900 x 2)
- 4 bays = 3630mm (930 + 900 x 3)
- 5 bays = 4530mm (930 + 900 x 4)



Example pictured above: 1 bay, single sided, 1400mm high with 4 flat 300mm deep shelves.

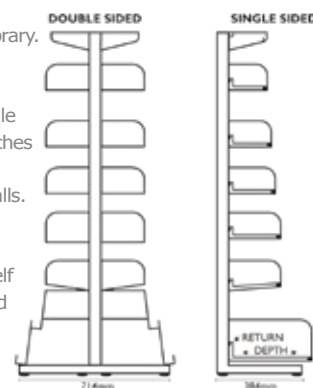
Example pictured above: 1 x 3 bay, double sided, 1400mm high with 8 (4 per side) flat 300mm deep shelves per bay.

**Single sided bay** To be placed against a wall for stability.

**Double sided bay** Free standing unit. Can be positioned anywhere in your library.

**Wall stripping** Replaces the need for posts. A more permanent option to single sided bays against a wall. Attaches to a solid brick or concrete wall only, not suitable for plaster walls.

**Shelf capacity** Flat shelf load capacity is 50kg uniformly distributed. A flat shelf can hold up to 65 average sized books however Raeco® recommends 50 for easy reshelving.



## ➤ What are my options?

### Colour

Powder coated steel shelving is available in 12 standard Raeco® colours. For colour swatches refer to the Raeco® Library Solutions Catalogue. Non-standard Raeco® colours incur an additional charge. For new shelving, Raeco® recommends White Birch, which is our most popular colour and is kept in stock for quick delivery. Timber shelving is also available from Raeco®. Please enquire for details.

### Height

Single or double sided bays are available in: 900, 1000, 1100, 1200, 1400, 1500, 1600, 1800, 2000, 2100 and 2300mm H. **Recommended heights:** As a guideline, 1200mm H is ideal for primary schools or reference materials, 1600 mm H is the most popular height suited to public libraries and

secondary schools for fiction and non-fiction books. 1800mm H is another popular size ideal for large collections where space is limited. **Wall stripping** is available in: 600, 900, 1200, 1500, 1800, 2100 and 2400mm H (see Library Solutions Catalogue for line diagram). Always consider step stools for 1800mm+ high shelving.

### Mobile shelving

Lockable castors are available for double sided shelving units only. The recommended maximum height for mobile shelving units is 1600mm and no longer than 2 bays wide.

### Shelving range

See alpha coding below. For further information on shelf types refer to the Library Solutions Catalogue.

### Calculation of quantity of shelving required

Raeco® can determine the number of shelves required based on the number of books in your collection or the total books in linear metres. Contact your local Raeco® Area Manager\* for a consultation or refer to our Library Solutions Catalogue for how to calculate shelving requirements.

\*Contact details available at [www.raeco.com.au](http://www.raeco.com.au) or call our Customer Service centre on 1300 727 231.

### Standard library shelving configurations

For popular shelving configurations, Raeco® have provided a range of options in the Library Solutions Catalogue. For each shelving configuration you only need to specify a single code, or two if you require add-on bays.



### Reference Shelf description

Reference	Shelf description	Details
A1	Free standing post single sided	2 required per bay
A2	Post joiners	1 pair required per bay
*	Wall stripping	For wall mounting
B	Dustcover/Counter top	Prevents dust settling on books
C	Flat shelf	Ideal for fiction/non-fiction
D1	Deluxe end brackets	Lugs concealed, ideal if not attaching bayend panels
*	Intermediate brackets	Middle brackets for 2 or more bays
E	Standard end brackets	Lugs visible. Use if attaching bayend panels
F	Upsloping brackets	Provides a 6° back tilt for low shelves
H	Picture book tub	Ideal for children's books
I	Magazine display shelf	Displays magazines face-out
J	Clearview magazine shelf	For face-out 45 degree magazine display
K	Uptilting magazine shelf	Displays & stores magazines
L	Slotted divider shelf	For magazine storage
M	AV/PB display shelf - 2 tier	For paperbacks, CDs, DVDs
N	Book display shelf	For non-fiction
O	Hang up rail	Use with hang up bags for kits/odd shaped items
P	AV/Paperback display shelf	For paperbacks, CDs, DVDs
Q	AV storage shelf	Displays CDs, DVDs spine out
R	Audio visual flip shelf	Displays CDs, DVDs face out. 1,2,3 tier shown
S	Zig Zag book support	For face out 45 degree display
*	Slide out reference shelf	Ideal for dictionaries, encyclopaedias
*	Newspaper shelf	Displays 1 newspaper face out
*	Poster shelf	Stores posters flat
*	Browser tub shelf	For children's books
*	AV face out shelf	Similar to M but with acrylic front
*	Slotted acrylic divider shelves	Similar to L but with acrylic dividers
* See Library Solutions Catalogue for diagrams		



Abbotsleigh Archdale Library NSW

## ➤ Further assistance

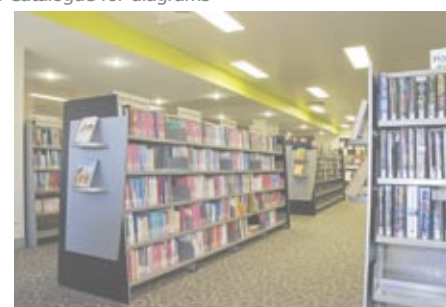
For further information on Raeco® shelving, refer to the Raeco® Library Solutions Catalogue. Require a copy? Contact Raeco® on 1300 727 231 or view at [www.raeco.com.au](http://www.raeco.com.au). For further assistance please contact your local Raeco® Area Manager or call our Customer Service Centre on 1300 727 231, or e-mail [support@raeco.com.au](mailto:support@raeco.com.au).

### Terms and conditions

Shelving is non returnable, so please order carefully. Please contact Raeco® on 1300 727 231 if you are unsure. For Terms and conditions please refer to the Library Solutions Catalogue or [www.raeco.com.au](http://www.raeco.com.au).

### Freight and installation

Freight and installation incur an additional charge and will be quoted with shelving. An extensive range of White Birch and a limited range of Moonlight Grey is available ex-stock. Delivery for all other standard Raeco® colours takes approximately 4-6 weeks. Please specify if shelving and/or installation is required on a specific date. This will be confirmed at placement of order.



Greater Taree City Library NSW. Library design team: Margie Wallis & Lisa Greenwood



Uni of NSW, Freehill Law Library NSW



Brighton Grammar School VIC, Garry Martin Architects

**Be inspired...**

See what's happening in other libraries at [www.raeco.com.au](http://www.raeco.com.au) under the 'Projects Tab' or call 1300 727 231 to request your free copy of the Raeco® Ideas CD.

Photocopy this form and return to Raeco® for a quote to start your new library project.

## ☑ Quotes

I require a firm quote  or quote for budget purposes

A firm quote may require a visit from one of our Area Managers and include a layout plan provided by you or by Raeco®.

Please complete this form and send to Raeco®. Quotes take approximately 1-3 days, depending on complexity. If you request a firm quote it will be sent back to you with a Quote Acceptance Form. If you would like to accept a firm quote please sign and fax back the Quote Acceptance Form to Raeco® on 1300 727 241. Your order will then be processed. Orders will only be accepted in writing with a Quote Acceptance Form.

## ☑ What do I need?

### New shelving

Is a layout plan available? If so please forward to Raeco® with this form.

#### 1. Specifications

##### i. How many bays do you require?

See page 2 for definition of a standard bay. Consider: single or double sided shelving, height, number and type of shelves (including shelf depth) for each bay. You can mix shelf types in a bay. e.g. I require:

- a single sided bay 1500mm high with 4 flat 200mm deep shelves per bay or
- 2 x 2 double sided bay units 1200mm high with 2 x 250mm deep flat shelves and 1 picture book tub per bay

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##### ii. Do you require dustcovers?

2 types of metal dustcovers are available in 4 depths: 200, 230, 250 and 300mm. **Standard dustcovers** protect books from dust and give shelving a neat, finished look. A **Counter top** has a reinforced bar underneath for extra load bearing strength and is recommended for all bays 1500mm high or less and anywhere the dustcover will be used for display. Solid **melamine** dust covers also available, please enquire.

- Yes Standard, depth \_\_\_\_\_ mm       Yes Counter top metal, depth \_\_\_\_\_ mm       No  
 Yes Solid melamine dust cover, please call me

##### iii. Colour choice. If you require multiple colours please specify. e.g. flat shelves Yellow, picture book tubs Bright Blue

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> White           | <input type="checkbox"/> Admiralty Grey | <input type="checkbox"/> Signal Red    | <input type="checkbox"/> Blue Gum       |
| <input type="checkbox"/> White Birch     | <input type="checkbox"/> Bright Silver  | <input type="checkbox"/> Safety Yellow | <input type="checkbox"/> Atlantic Green |
| <input type="checkbox"/> Moss Vale Sands | <input type="checkbox"/> Moonlight Grey | <input type="checkbox"/> Bright Blue   | <input type="checkbox"/> Deep Brown     |

#### 2. Do you require installation? Yes      No

Available for metro and some country areas. If installation is not required assembly instructions will be sent with shelving.

#### 3. Do you require accessories? Yes      No

Raeco® has a range of accessories available to suit your shelving. These include:

- |              |                |                |
|--------------|----------------|----------------|
| Bookends     | Signage        | Bayend panels* |
| Index blocks | Display easels | Infill panels  |

See our Library Solutions Catalogue for details on these items.

Please specify \_\_\_\_\_

\* Please send me a brochure on Bayend panels

### Adding to current shelving

If you would like to add components to your current Raeco® shelving check the Library Solutions Catalogue and select the items and colour you require\* How to tell if you have Raeco® shelving? Refer to the Library Solutions Catalogue for a diagram of our wall fixed shelving and compare the pitch between slots. If the dimensions of your shelving match this your shelving is Raeco® shelving. The Raeco® brand can also be seen on the black plastic stopper on our post feet.

\*If your shelving was purchased prior to 2000 and your current brackets have 3 lugs please advise Raeco®.

### Contact details

Company: \_\_\_\_\_ Raeco® account no.: \_\_\_\_\_

Contact name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Delivery details (if different from above). Please indicate if shelving is to be delivered to a level other than ground floor.

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## ☑ Contact Us

Raeco®

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Phone: 1300 727 231

Fax: 1300 727 241

E-mail: support@raeco.com.au

Web: www.raeco.com.au