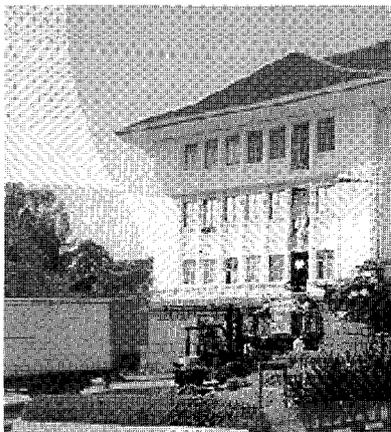


NIE Library relocates to a new home

What is the best way to move the contents of a 3-storey library building which has no lifts and is inaccessible to vehicles on its first storey? That was the challenge faced by the National Institute of Education (NIE) Library's removal contractor!

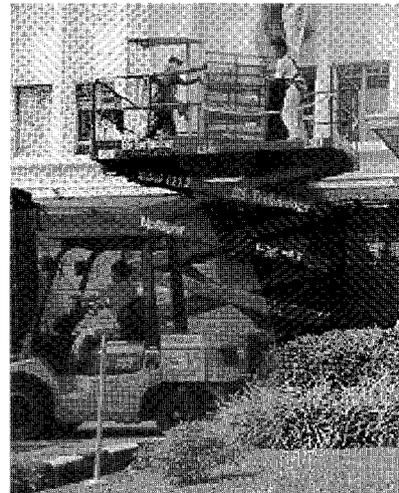
The solution they proposed was:

1. Break down the glass windows on one side of the building facing the car park on the basement level and create a ramp from the floor to the opening on the wall.



Open for business, with walls broken for the exit of the trolley carts filled with books.

2. Move the books from the shelves to trolley carts with 3 tiers ranging from 900mm to 1050 mm.
3. Use a scissor lift to transfer the packed trolleys and other items from the Library to the removal trucks.



From the old Library shelves, to the trolley, to the scissor lift.

4. Put up hoardings to cover the openings in the walls at the end of each removal day.

We thought the proposal to use trolley carts to move the bulk of our collection of more than 250,000 volumes was better than the conventional method of packing books into boxes. This was because the shelf order could be preserved thus resulting in minimal re-shelving and unpacking on the part of library staff. Hence we accepted the removal contractor's proposal.



From the scissor lift, the trolley cart is on its way to the removal truck.

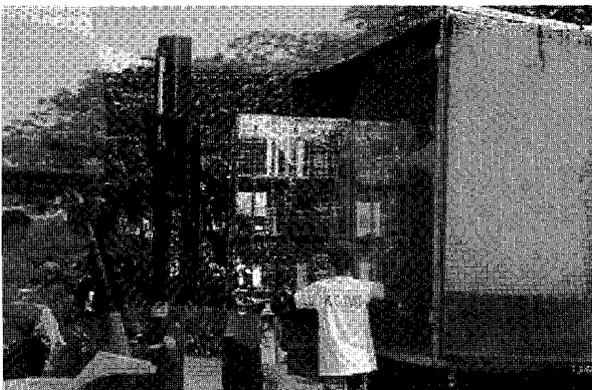
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To ensure the success of this method of moving the library books, the Library senior management adopted the following measures:

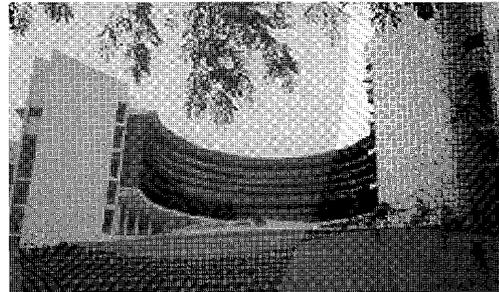
1. A unique address was printed and attached to each book shelf at every bay in the new Library. A duplicate copy of this address label was inserted between the books on the shelves at Bukit Timah Campus to mark the new location of the books.
2. One staff was assigned to check out the trolley carts at Bukit Timah Campus Library while another staff was assigned to check them in at the Yunnan Garden Campus Library. Staff stationed at each campus Library communicated by telephone or email each day to confirm that the figures tallied.
3. A team was assigned to supervise the packing of the books onto the trolley carts at Bukit Timah Campus Library while another team supervised the transfer of the books from the trolley carts to the book shelves at the new Library.



After loading the trolley carts into the removal truck, it is ready to leave the Bukit Timah Campus.

All in all, the physical move took 10 working days. It involved moving 1,835 trolley carts, more than 1,000 boxes of office items and closed stacks books (our compact shelving system was not ready during the move), more than 60 PCs and printers and hundreds of other items of furniture and equipment.

Although the relocation exercise was interrupted by rain on some days, on the whole, it was a relatively smooth exercise. However, it was still a tiring and hectic exercise for every one involved.



NIE Library at Yunnan Garden Campus.

The new address and contact numbers of the National Institute of Education Library are:

**1 Nanyang Walk
Singapore 637616**

Mrs Isabel Yeo, Head NIE Library	Telephone 790-3633
Mrs Lee Mui Sin Head of Circulation	790-3637
Mrs Chew-Ooi Lian Ping, Head of Reference	790-3622
Fax Number	896-9426

To know more about the new NIE Library, its services and facilities, look out for our second article in the next issue of the Bulletin!

*Contributed by
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