



## Faculty Publications

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# Shelf-ready: Is it Worth the Money?

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# Shelf-ready

is it worth the money?

Rebecca Schroeder  
Jared Howland



# Core steps for cost analysis



- ❧ Define the item to be costed
- ❧ Understand the purpose of costing exercise
- ❧ Determine the cost basis
- ❧ Gather information on the work process
- ❧ Identify and quantify the major cost components
- ❧ Calculate costs
- ❧ Document your assumptions and perform reasonableness tests

# What we did not measure



❧ Equipment

❧ Space

❧ Staff

❧ Acquisitions processes



# What we did measure



∞ Time

∞ Process

# Yankee Workflow Study

Control #: \_\_\_\_\_

Yankee Account #: \_\_\_\_\_

## Review Room (Approval Books)

date in \_\_\_\_\_ date out \_\_\_\_\_

### Acquisitions:

date in \_\_\_\_\_ date out \_\_\_\_\_

time in \_\_\_\_\_ time out \_\_\_\_\_

Received by: \_\_\_\_\_

### Cataloging:

date in \_\_\_\_\_ date out \_\_\_\_\_

time in \_\_\_\_\_ time out \_\_\_\_\_

Cataloged by \_\_\_\_\_

### Cataloging:

date in \_\_\_\_\_ date out \_\_\_\_\_

time in \_\_\_\_\_ time out \_\_\_\_\_

Cataloged by \_\_\_\_\_

### Cataloging:

date in \_\_\_\_\_ date out \_\_\_\_\_

time in \_\_\_\_\_ time out \_\_\_\_\_

Cataloged by \_\_\_\_\_

### Lettering:

date in \_\_\_\_\_ date out \_\_\_\_\_

### Circulation:

Date received \_\_\_\_\_

Required modifications for Shelf-Ready Books

Need new label \_\_\_\_\_

Need new barcode \_\_\_\_\_

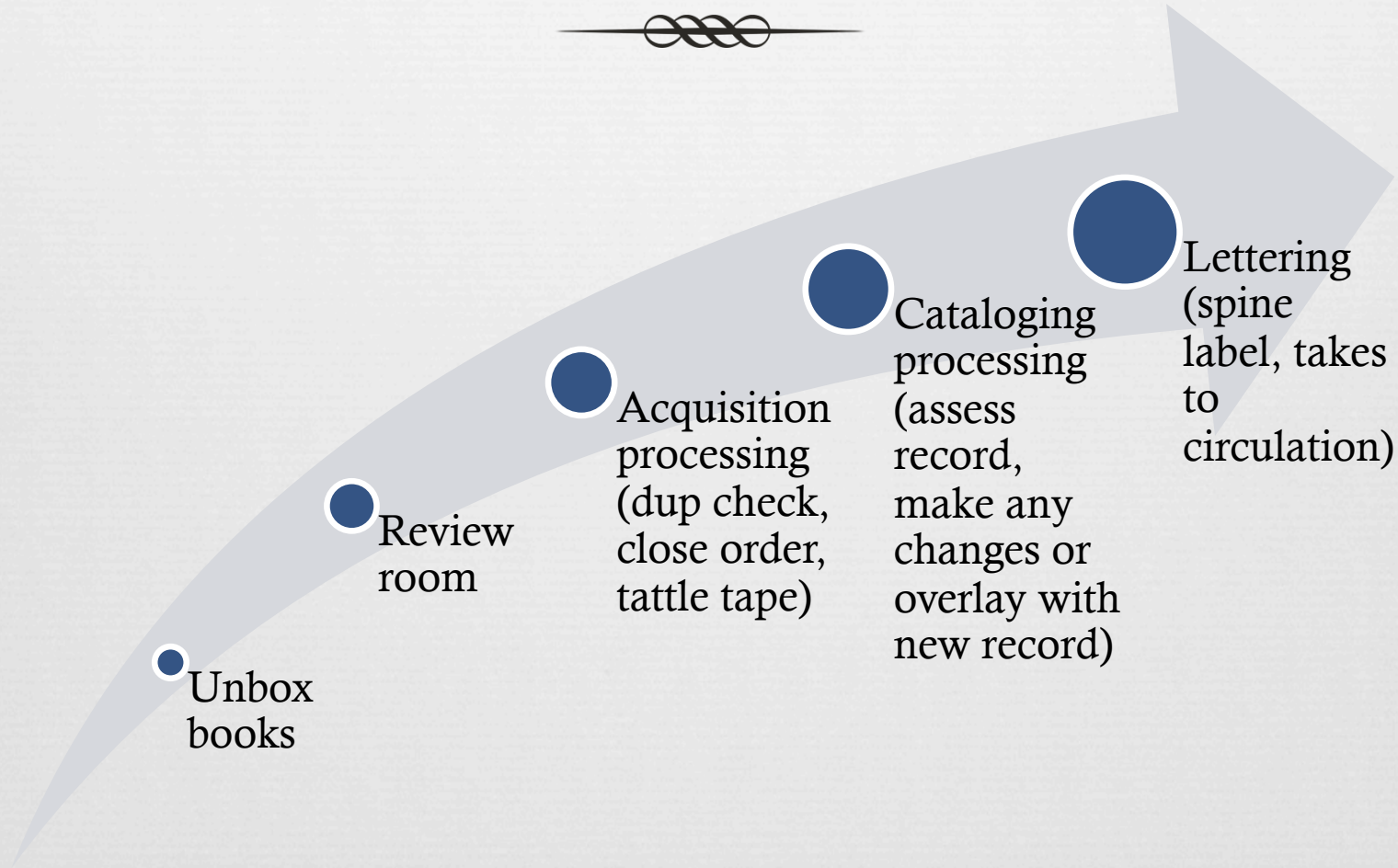
Other (specify) \_\_\_\_\_



# Sub-accounts

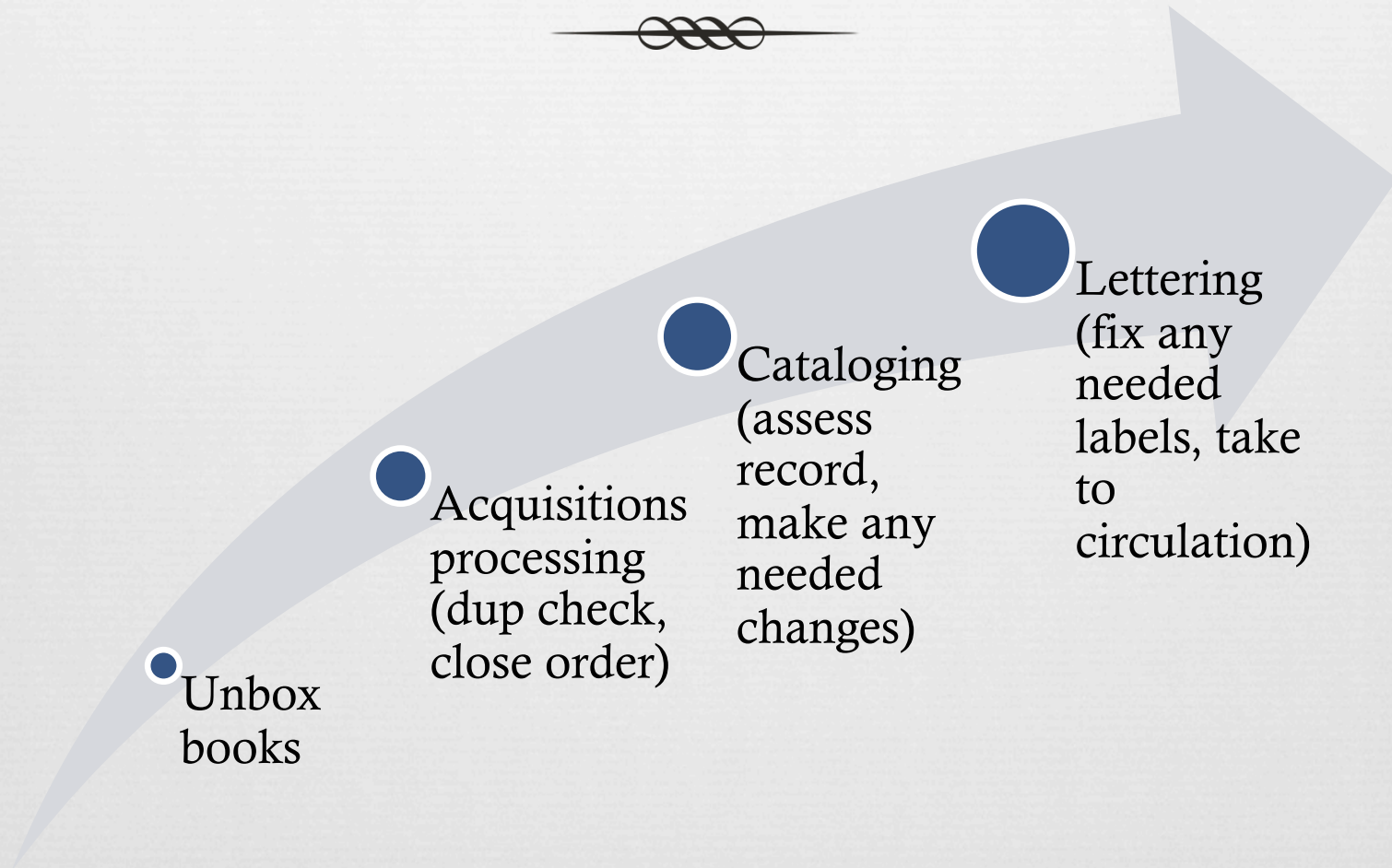
ACCOUNT	NAME	TREATMENT
8116-02	Rush	Nothing
8116-04	Partial Shelf-ready (Juvenile, Music, Literature)	Bib record, order, physical processing
8116-05	Special Collections	Bib record, order
8116-07	Shelf-ready	Bib record, order, physical processing, spine label
8116-10	Firm Order Exceptions	Nothing
8116-11	Approval	Bib record, order
8116-13	Continuations	Nothing

# Approval Process

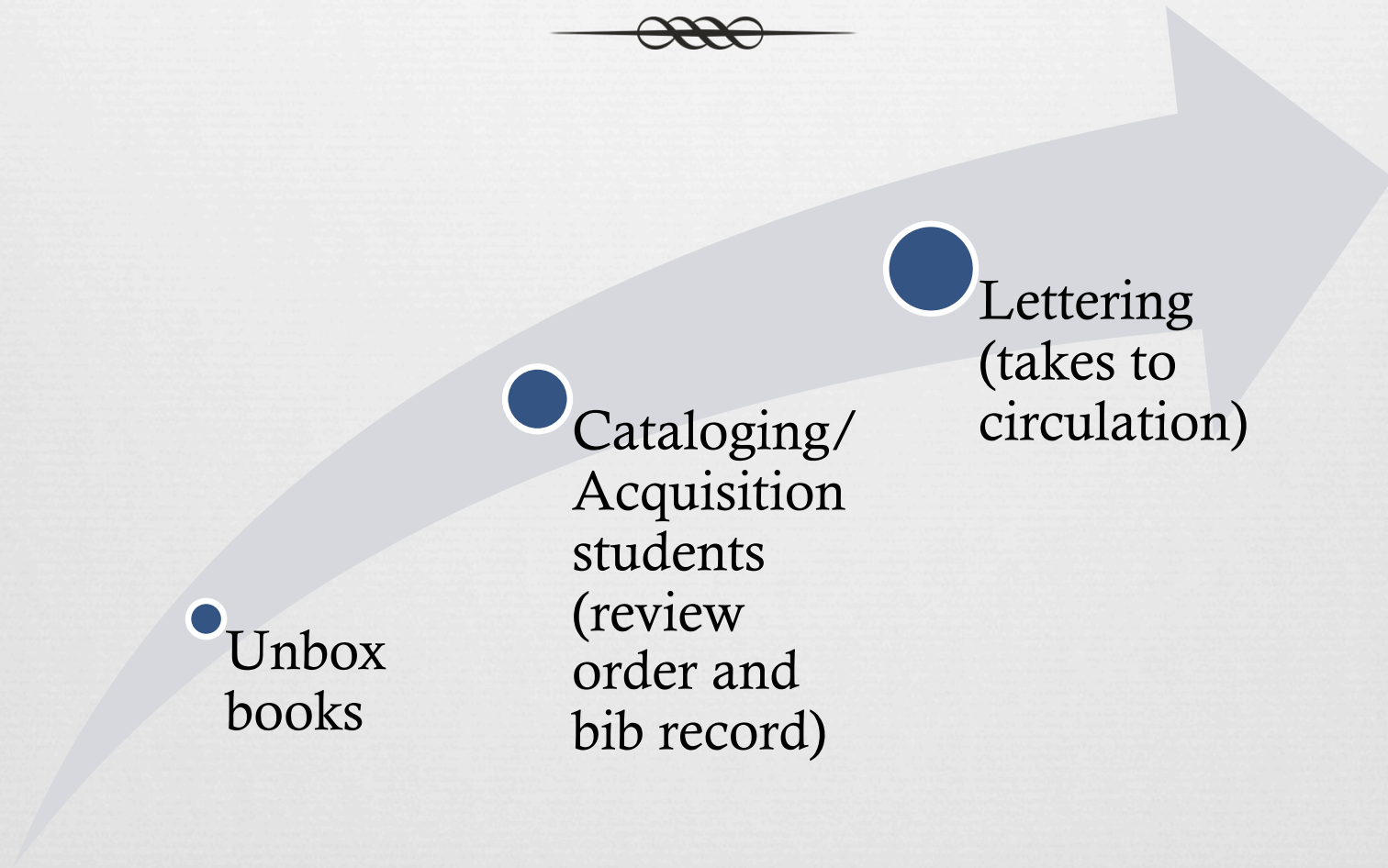




# Previous Shelf-ready process



# Current Shelf-ready Process







# Cost Comparison



Cataloging Salaries

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$$= \$47.64$$

Number of Books Cataloged



5.7%

cost savings

# Cost Comparison



Account	Total Average Cost	Acquisitions Cost	Cataloging Cost	Sample Size
Rush Order	<b>\$8.65</b>	\$0.73	\$5.08	3
Partial Shelf-ready	<b>\$5.60</b>	\$0.31	\$1.86	14
Shelf-ready	<b>\$5.28</b>	\$0.42	\$0.83	186
Firm-order	<b>\$7.12</b>	\$1.34	\$2.69	16
Approval	<b>\$5.60</b>	\$0.31	\$2.09	1,214
Continuations	<b>\$7.58</b>	\$1.92	\$2.26	26





90%

decreased time to shelf

# Days Comparison



Account	Average Days in Acquisitions	Average Days in Cataloging	Average Days in Lettering	Average Days From Receiving to Circulation
Rush Order	0.00	0.67	0.00	<b>0.67</b>
Partial Shelf-ready	0.00	9.85	3.29	<b>12.86</b>
Shelf-ready	0.27	6.22	0.74	<b>3.59</b>
Firm-order	0.00	19.81	9.64	<b>24.10</b>
Approval	0.10	11.67	8.68	<b>36.66</b>
Continuations	0.00	9.45	10.08	<b>23.50</b>





47%

less processing  
time

# Time Comparison



Account	Average Processing Time in Acquisitions	Average Processing Time in Cataloging	TOTAL AVERAGE
Rush Order	4:00	12:00	<b>16:00</b>
Partial Shelf-ready	2:09	4:40	<b>6:50</b>
Shelf-ready	3:24	4:53	<b>5:06</b>
Firm-order	9:35	17:11	<b>26:45</b>
Approval	2:15	7:42	<b>9:59</b>
Continuations	4:02	8:32	<b>12:32</b>