ON-SITE RECLASSIFICATION SERVICES QUESTIONNAIRE

Thank you for your interest in reclassification services from Backstage Library Works. This questionnaire deals with the project after the data has been reclassified. It is designed to gather information about your project so that we can accurately propose a solution for processing your collection.

Please attach any supplemental information that you think may be helpful. (For example: spreadsheets listing branch locations and collection counts.) Most of the options listed in the questionnaire are included in our standard pricing. Optional items are marked with an asterisk (*) and may incur additional costs.

If you need assistance or clarification on any section of this questionnaire, please contact either your Backstage sales representative or John Reese, our Vice President of On-site Services. John can be reached by phone at 1.800.288.1265 x.681 or by email to jreese@bslw.com.

Section One – General Information	
1.1	Today's date	
1.2	Contact name	
1.3	Job title	
1.4	Institution name	
1.5	Addresses (indicate "Business" "Billing" "Shipping" "Freight" etc.)	
1.6	Phone number(s)	
1.7	Fax number(s)	
1.8	E-mail	
1.9	Network or consortium affiliations	
1.10	Additional contacts/titles	
1.11	How did you hear about us?	

Section Two – Project Overview		
2.1	Earliest start date	
2.2	Target completion date	
2.3	Days/hours facilities will be available to Backstage for conversion.	
2.4	Library closures and holiday hours	
2.5	Item counts (print & media, by branch if applicable)	
2.6	Circulation counts (daily & weekly, by branch if applicable)	
2.7	Other pertinent information: building construction or renovation, events that interrupt work flow, etc.	

Section Three – Physical Layout of Library		
3.1	Number of floors	
3.2	Sequence of collection (example – collection begins on floor 3 at DC 000, floor 2 begins with 400, floor 1 begins with 700 and finishes with 900s)	1st floor Call # to 2nd floor Call # to 3rd floor Call # to 4th floor Call # to 5th floor Call # to Additional floors Call # to

Section Three – Physical Layout of Library – [continued]		
3.3	Continuity of current collection: Does each classification follow one after the other? Is 000 followed by 100, etc?	☐ Yes ☐ No If no, please outline the classification layout:
3.4	Is there compact shelving in your library?	☐ Yes ☐ No If Yes, what percent of your collection is compact shelving?
3.5	Swing space – At any given time 30% of a collection will not be in its old or new position on the shelf. It will be in swing space.	What areas in your building can be used for swing space? Are there any empty shelves in the building? ☐ Yes ☐ No If yes, please specify: How many available book carts are there for use?

Section Four – Physical Layout of Stacks		
4.1	Maps of your collection	Is there a floor map for the library? Are there stack layout maps?
4.2	Total number of stacks in your library	
4.3	Physical layout of stacks – general collection	Average number of stacks per floor: Average number of shelves per stack: Length of each shelf: Average available space per shelf in inches: Average number of books on each shelf:

Section Four – Physical Layout of Stacks – [continued]		
4.4	Oversize collection	Average number of stacks per floor: Average number of shelves per stack: Length of each shelf: Average available space per shelf in inches: Average number of books on each shelf:

Section Five – Collections		
5.1	Number of holdings in the library	
5.2	Number of different collections in the library	
5.3	Please list each collection and approximate size.	
5.4	Which collections will merge after the reclassification?	
5.5	Are collection codes printed on the spine labels?	☐ Yes ☐ No Comments:
5.6	Does the main collection have a code on the spines?	☐ Yes ☐ No Comments:

Section Five – Collections – [continued]

5.7	Are there areas in the new classification that cannot break (need to stay on same floor, or section of the library)?	☐ Yes ☐ No Comments:
5.8	Oversized books	What % of the collection are they? Where do they file in your collection? ☐ At the end of the collection ☐ At the end of each Classification number ☐ Other
5.9	Percentage of books checked out on a given day	
5.10	Which sections would you like to leave extra space for to allow for growth?	
5.11	Any book sets that have just one item record or one barcode associated with the set?	☐ Yes ☐ No Please describe:

Section Six – Labels

6.1	Format (long call #, collection/location codes, text wrapping)	Please describe desired label format:
6.2	Content	Please describe what MARC fields will go on spine label:

Section Six – Labels – [continued]

| 6.3 | Size of labels | ☐ Standard 7/8 x 1 1/4 |
| | | ☐ Custom – please describe: |

6.4	Label application	☐ Label over existing label
		☐ Black out existing label that is not covered by new label
		☐ Do not black out
		If labeling over legacy tag is not an option, then please describe desired handling of legacy tags* :

6.5	Label verification points	☐ Dewey number
		☐ Barcode
		☐ Title
		☐ Machine readable barcode

| 6.6 | Items recently checked in | ☐ Library labels and shelves checked in items |
| | | ☐ Backstage staff labels and shelves checked in items |

Section Seven – Weeding and Problem Books

| 7.1 | Problem books:

Problem books are cataloging errors located over the course of the project. These books are typically flagged with colored paper to denote the type of error (no catalog record at all, barcode error, title or call number mismatch) and set aside for the library to review. | ☐ Library will review problem books during the project and return to Backstage to tag

☐ Library will review problem books during the project and tag the materials themselves

☐ Library will review problem books after the project is completed and tag the materials themselves |

Section Seven – Weeding and Problem Books – [continued]		
7.2	Please provide an estimate of the average number of expected problem books. (Example: 1 out of every 25 items)	
7.3	Damage/weeds:	☐ No weeding required ☐ Standard weeding for worn items (up to 1-2 items weeded per 100 items tagged) ☐ Heavy weeding* (please provide weeding criteria):
7.4	Book repair:	☐ Library will handle all book repairs ☐ Backstage staff will fix some books Please describe extent of Backstage book repair:
7.5	Books designated for storage:	☐ Library will pull and handle books targeted for storage ☐ Backstage will handle books targeted for storage Please describe criteria for moving to storage: ☐ Backstage will pull and move items to storage ☐ Backstage will pull and box storage items ☐ Other - Please describe:

Section Eight – Call Number Conversion		
8.1	Convert call numbers in library catalog:	☐ Convert call numbers on a regular schedule (daily/weekly) for materials relabeled ☐ Convert all records at once at the end of the project
8.2	Choose frequency of call number conversion	☐ Daily ☐ Weekly ☐ Other - Please describe:

Section Nine – Staffing		
9.1	Background checks	☐ Use Backstage standard background checks ☐ Library specific background checks* Please describe:
9.2	Office for project manager	☐ Yes, an office can be provided ☐ Desk, chair and other office equipment ☐ No office equipment available ☐ No office is available
9.3	Internet access	☐ Yes, there is internet access in the library Please describe special circumstances for internet access within the library: ☐ No, there is not internet access in the library
9.4	Securing equipment	☐ Yes, there is a place within the library to secure Backstage equipment ☐ No, there is not a place within the library to secure Backstage equipment
9.5	Parking	☐ Yes, there is parking for Backstage employees ☐ No, there is not any parking for Backstage employees
9.6	Building security - Please describe security needs for the Backstage employees.	☐ Backstage will be able to access the building before the library opens ☐ Backstage will not be able to access the building before the library opens

Section Ten – Communications		
10.1	Staff communication - Please name your project manager for the reclassification project.	
10.2	Please list the staff who will be involved with the reclassification project.	Name Position Name Position Name Position Name Position Name Position
10.3	Project reports & updates	☐ Use Backstage standard weekly email updates ☐ Use Backstage standard monthly project reports (Word document) ☐ Weekly meeting with Backstage Project Manager and library staff ☐ Monthly meeting with Backstage Product Manager and library staff ☐ Other report or update* (please describe):