

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3	Measured Area	A	B										Free Space Pool	
4	# Shelves	200	400										A	1200 - 6 inches
5	Available Space	7000	14000	35	35	35	35	35	35	35	35		B	-1200 +3 inches
6	Free Space	2500	1600											
7	Extra Books	0	200										Remainder	
8	Total Inches of Books	4500	12600	35	35	35	35	35	35	35	35			0
9	Fill Ratio	0.642857	0.9	1	1	1	1	1	1	1	1			
10	Aver. Inch. Books/Shelf	22.5	31.5	35	35	35	35	35	35	35	35			
11														
12														
13	Rounded Value	23	32											
14	Space to be left free	12	3	35	35	35	35	35	35	35	35			
15	Adjusted space to be left free	6	6											
16														

- 1) The number of shelves is entered into the *# Shelves* line. The *Available Space* line will fill in automatically.
- 2) Enter the amount of free space for each Call Number range in the *Free Space* line. This will fill in *Total Inches of Books*, *Fill Ratio* and *Average Inches of Books per Shelf* **automatically**.
- 3) If you have a books that you need to insert into a collection that are not already part of that collection, you can add the number of inches in *Extra Books*.
- 4) Round the number in *Average Inches of Books per Shelf* **UP** and enter that number into the *Rounded Value* line. *Space to be left free* will fill in automatically for you.
- 5) **Use the Free Space Pool to move space between two different areas!** The free space pool is like a piece of scrap paper you can use to move inches from one call number area to another. Follow these steps to use the *Free Space Pool*.
  - First remove space from an area with surplus free space. The spreadsheet recommends 12 inches of free space per shelf for section A. We will remove 6 inches of space from each shelf. Because there are 200 shelves and we are removing 6 inches per shelf multiply 6 by 200 ( $6 \times 200 = 1200$ ).
  - Put 1200 in the free space pool. This is how much free space will be removed from section A.
  - Divide the 1200 free inches by the number of shelves in section B. In this case,  $1200/400 = 3$ , so we can add 3 inches to each shelf in section B. This means that instead of the "3" in Space to be left free we can now leave "6" inches.
  - If there is a remainder you can use it in other areas. In our example we used 1200 to make things easier. If there were 1400 inches of free space we would still divide by the number of shelves in section B, but there would be 200 inches left over. ( $1400/400 = 3$  inches of free space per shelf +200 extra inches). This can be used elsewhere.