

Western Floating Directions

To aid libraries in keeping the Western Floating shelf rotating for patrons who browse, every three months 25 western floating books will be put into a box and sent to a designated participating library.

Northern Lights Library System distributed orange stickers with **W** on them to place on the western floating books in order to help identify that collection. Please contact headquarters if you require more stickers.

Please have 25 western floating books from your library shelf put into a box, labeled with the destination library and ready for that week's van run. **You do not need to check them out to the library**, simply pack them up and label the box.

The WF collection will rotate in the first week of Mar, July and November each year.

- The destination order is as follows:

- ALLB sends to AHOM
- AHOM sends to AELK
- AELK sends to ASL
- ASL sends to ATHI
- ATHI sends to AMYR
- AMYR sends to AEDG
- AEDG sends to ATHOM
- ATHOM sends to AGI
- AGI sends to AMO
- AMO sends to AVER
- AVER sends to ALLB

- **Receiving a box:**

- When you receive a box simply **check the items into Polaris** so that the agency code changes to your library code.

- **Preparing a box for rotation:**

- Always try to keep 25 or more western floating items on your shelf. Use Polaris to search Western Floating list to request items to your library account at any time.
- Large print books are acceptable and may remain in collection
- Weed unacceptable books out of the collection. If the book is aged, tattered and generally in rough shape, please weed it!
- At this time, the group has decided to not add funds into this collection. However, eventually we need to add books to this collection, so I encourage you to add to the WF collection out of your current W collection during each rotation.
- When adding to the collection, make sure you change 'collection code' in the record to 'Western Floating' so that they rotate properly.