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Using LEAN in the Library

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Using LEAN in the Library

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Lean

-Lean is a term coined by Toyota to consist of 5 key principles

1. Precisely specify value by specific product
2. Identify the value stream for each product
3. Make value flow without interruptions
4. Let customer pull value from the producer
5. Pursue Perfection





Eight Wastes

- Lean was used to describe what was happening at the Toyota automobile factory because, "it uses less of everything compared with mass production - half the human effort in the factory, half the manufacturing space, half the investment tools, half the engineering hours to develop a new product in half the time."
- Toyota engineer Taiichi Ohno developed different categories of waste to identify anything that didn't add value to the production of a car also called EIGHT WASTES
- The eight wastes are explained through the acronym DOWNTIME

8 Wastes

The 8 Wastes are eight types of process activities that get in the way of providing value to the customer.



Defects

Efforts caused by rework, scrap, and incorrect information.



Overproduction

Production that is more than needed or before it is needed.



Waiting

Wasted time waiting for the next step in a process.



Non-Utilized Talent

Underutilizing people's talents, skills, & knowledge.



Transportation

Unnecessary movements of products & materials.



Inventory

Excess products and materials not being processed.



Motion

Unnecessary movements by people (e.g., walking).



Extra-Processing

More work or higher quality than is required by the customer.



Using 8 wastes in the Library

- Eight wastes can be used in the library to improve the reclassification of the library at a faster and more efficient pace!

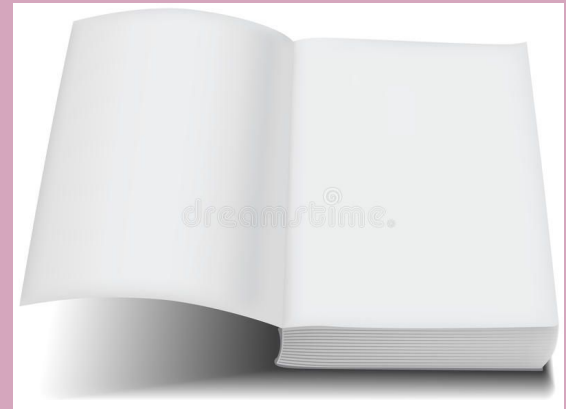


Waste 1 - Defects

- boxing the wrong books
- boxing the books incorrectly

These are two examples of defects that previously happened in the library. A way to solve these two defects is to check if the books have been stamped and discarded before you began boxing. Another way to prevent these defects is to check twice to make sure those are the right books to box.

This is an example of
an unstamped/
discarded book. DONT
BOX!



Waste 2: Overproduction

- Having extra boxes that are not being shipped off
- Too many Discarded books/ nowhere to put them

These two examples are shown in the library on the first floor. On the first floor, there are extra boxes that never get shipped. There are also discarded books that add up quickly which creates no room on the pallet. These problems could be solved by sending off the finished boxes before filling others and switching to another task before there is no room to put books.





Waste 3: Waiting (Time on hand)

This is actually a waste the library does not have a problem with. Because work study students are emailed and told tasks upon arrival, there is not much time to sit and do nothing. Because there are so many tasks going on in the library, we are given options when a previous tasks becomes boring or tiring.

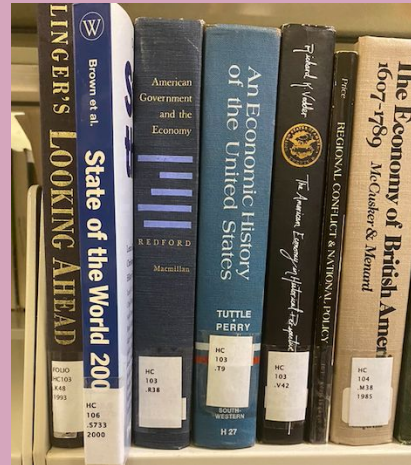


Ms. Sarah shelving books!

Waste 4: Non- Standard over processing or incorrect shelving

- Not communicating about if books have been discarded
- Incorrect shelving

These example can be seen in the library when we do not say if we discarded the books out the system or not and the shelving is done incorrectly. This wastes time by having someone else check and correct our mistakes. This can be solved by communicating with each other to ensure everyone is on the same page and to double check yourself so there are fewer mistakes



The second book is in the wrong spot



Waste 5: Transportation

- Moving book to different locations before boxing them to be shipped off

This example can be seen in the library where discarded books are moved to many different locations before shipping them out. This process can be improved by minimizing the different locations are moved and just have them moved to one stop where they can be boxed and shipped.



Waste 6: Intellect

This is another waste problem we do not have in the library. Everyone working here is open to ideas especially ones that can improve productivity. Because work study students are often on the third floor, employers are very open to our ideas and thoughts about how to improve the reclassification process.



Waste 7: Motion

- Straightening up the books in the book shelf

This task was a waste of motion because after the books were straightened on the shelf they were completely removed and the book adding process was started all over. There is actually not a solution here. While working on the libraries' reclassification, protocols and tasks will change to improve the efficiency, so we must adjust to whatever change is presented to us.

Waste 8: Excess inventory

- Tons of carts with new books
- Too many books on the cart

Although tons of carts with new books is considered a waste. I actually do not think it is. We all have different tasks in the library and we must work together. There is also an order in which we must do things. The new books were arranged in a certain order to improve the shelving process. While we were doing other tasks on the third floor, someone was making sure everything was in order for the books to come to the 3rd floor.

Too many books on the cart is a waste because the carts become too heavy to push creates the need for more people and more carts.





Conclusion

This is how LEAN can improve the reclassification of the library!

