Book Shelving Process Through LEAN In The UPM Library

CURRENT LEAD TIME

- 11.58 Hours

POINT 1 BOOKDROP

1. PICK UP BOOKS FROM BOOKDROP
2. BOOK SORTING (LEVEL 1)
3(a). BOOK SORTING (LEVEL 2)
3(b). SHELF READING

POINT 2 SHELVING

PROBLEM STATEMENTS

- Too much times token to rearrange returned materials, preventing quick turn around time.
- Quantity of books returned to the shelf also causes:
  - Arrangement of books on the shelf not correct and messy.
  - Affect the health of the staff - ergonomics.
- Staffing issues - retired staff were not replaced.

OUTCOMES

- INCREASED MOTIVATION & ERGONOMICS
- DECREASED 30% OF LEAD TIME
- RM 126,000 / YEAR SAVED

APPROACH

- Eliminated & combined work processes (2) to (11) processes
- PC Near Book Drop
- Eliminated sorting shelves
- Reduced shelves read from 200 to 100
- Eliminated wastage (motion, waiting, inventory, over production, defect and conveyance).

ANALYSIS

NWA : 87.10% (OPPORTUNITIES)

TOOLS

- 5WH
- AFFINITY DIAGRAM
- BRAIN STORMING
- JUST IN TIME
- WHY WHY DIAGRAM

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