

Library as Visual Workplace



VISUAL WORKPLACE

A Visual Workplace is a self-ordering, self-explaining, self-regulating, and self-improving work environment - where what is supposed to happen does happen, on time, every time, day or night - because of visual solutions.

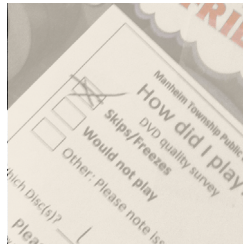
~ *Visual Workplace expert Gwendolyn D. Galsworth*



VISUAL MANAGEMENT

Visual Management is a system that adds visual depth and consistency to an organization's messages about its mission and goals. It does this by converting information about the company, its customers, and its performance into graphic displays which cannot be ignored.

~ *Visual Management experts Stewart Liff and Pamela Posey*



THE SYSTEM

4 Types of Visual Devices:

- *Tell* indicator
- *Limit* control
- *Grab* signal
- *Success* guarantee

5S of Visual Order:

1. *Sort*
2. *Set in Order*
3. *Shine*
4. *Standardize*
5. *Sustain*



BENEFITS

Improved

- *accuracy*
- *productivity*
- *customer satisfaction*

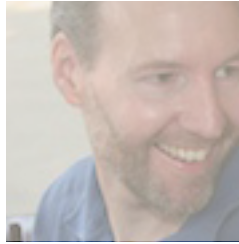
Reduced

- *floor space needs*
- *processing time*
- *repetition*



GET STARTED

1. read & research visual workplace concepts
2. gather supplies
3. review work habits & work space
4. find set locations for visual solutions
5. talk up improvements & show others



LEARN MORE

<http://libraryworkplace.blogspot.com>

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GO
visual

BOOKS & ARTICLES

- Christopher Raab, “Visual Management for Libraries” in *Library Leadership & Management* (May 2014), p. 1-7 or <http://journals.tdl.org/llm/index.php/llm/article/view/7067>
- Stewart Liff, “Shaping Space for Success: The Power of Visual Management” in *Public Manager* (Spring 2012), p. 30-35 or http://www.thepublicmanager.org/docs_articles/current/Vol41,2012/Vol41,Issue01/Vol41N1_shapingspacefor.pdf
- Christopher Raab, “The Library As Visual Workplace” in *The Journal of Creative Library Practice* (February 11, 2013) or <http://creativelibrarypractice.org/tag/christopher-raab/>
- *Lean Library Management: Eleven Strategies for Reducing Costs and Improving Customer Services*, John Huber (Neal-Schuman, 2011)
- *Work That Makes Sense: Operator-Led Visuality*, Gwendolyn Galsworth (Visual-Lean Enterprise Press, 2010)
- *5S For the Office: Organizing the Workplace to Eliminate Waste*, Thomas A Fabrizio & Don Tapping (Productivity Press, 2006)
- Tonya Vinas, “Go Visual” in *Material Handling Management* (October, 2006), p. 28-31
- *Visual Workplace/Visual Thinking: Creating Enterprise Excellence Through the Technologies of the Visual Workplace*, Gwendolyn Galsworth (Visual-Lean Enterprise Press, 2005)
- *Seeing Is Believing: How the New Art of Visual Management Can Boost Performance Throughout Your Organization*, Stewart Liff and Pamela Posey (Amacom, 2004)
- *Visual Systems: Harnessing the Power of a Visual Workplace*, Gwendolyn Galsworth (Amacom, 1997)
- *5 Pillars of the Visual Workplace: The Sourcebook for 5S Implementation*, Hiroyuki Hirano (Productivity Press, 1995)

VENDORS & RESOURCES

- Visual Workplace Inc.
<http://www.visualworkplaceinc.com/>
- Visual Workplace Inc. Photo Galleries
<http://www.visualworkplaceinc.com/ss-examples.html>
- Brady
<http://www.bradyid.com/bradyid/cms/contentView.do/6974/Visual-Workplace.html>
- Creative Safety Supply
<http://www.creativesafetysupply.com/>