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
- **Grab** signal
- **Limit** control
- **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
**BOOKS & ARTICLES**

- 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

**VENDORS & RESOURCES**

- Visual Workplace Inc. Photo Galleries http://www.visualworkplaceinc.com/5s-examples.html
- Creative Safety Supply http://www.creativesafetysupply.com/