

## MOVING PLAN – MOVABLE TIMELINE 6 WEEK PLAN

### PRE-WEEKS 1 & 2

1. PRE-NOTICE TO CUSTOMERS
2. ADVERTISE CLOSING AND MOVING DATE
3. FINISH TATTY BOOK STOCK
4. SIGN OFF RISK ASSESSMENT
5. CONTINUE TO BOX UP SLEEPING BOOK STOCK
6. Inform CC of ARRANGEMENTS AND HOURS

**ADVERTISING  
THROUGH  
6 WEEKS**

### WEEK 3 & 4

1. **CLOSE LIBRARY**
2. BOX UP BOOKS FOR
  - A. TAKING TO STATION
  - B. STORAGE
3. UNPLUG & BOX ELECTRICAL EQUIPMENT FOR MOVING WITH CORNWALL COUNCIL
  - A. PUBLIC COMPUTERS
  - B. STAFF COMPUTERS
4. PREPARE KIOSKS FOR MOVING/STORAGE

### WEEK 5

#### SERVICE TEAM MOVING WEEK

1. START MOVING BOXES, SCREENS & ELECTRICAL EQUIPMENT TO STATION
2. MOVE GONDOLAS, BOOK SHELVES, TABLES & REST OF LIBRARY INVENTORY

### WEEK 6

#### PREP TO OPEN WEEK

1. PREPARE BROWSING AREAS
2. PREPARE CLICK & COLLECT AREA
3. PREPARE STOCK TABLES (USE OUR TABLES FOR 2 & 3)
4. TEST SAPRANO SOFTWARES ON COMPUTERS
5. TEST IPAD
6. POSS' SET UP PUBIC OFFLINE COMPUTER & PRINTER