LIBRARY CIRCULATION DESK

(representative image shown — actual assembly may vary)

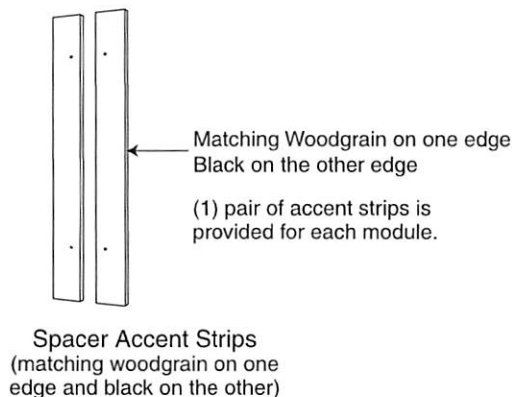## STEP-BY-STEP INSTALLATION

ATTENTION

Please unpack and assemble in an area away from children's activities. Remove all tools and excess materials from work area after assembly of unit is complete. Dispose of pallet and packaging materials in an environmentally friendly manner. If any parts are missing or damaged, please call Stevens for immediate parts replacement (1-800-350-3270). When ordering parts, give the Model Number and Color of the unit.
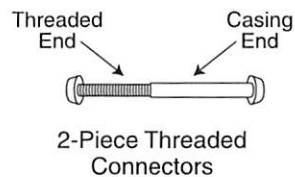
Illustrations used in these instructions depict 30" high modules.
Assembly steps are the same for both 30" and 40" high modules.

I.D.SYSTEMS Corner Circulation Desks are made up of individual Base Modules, which are interchangeable in left and right orientation.

Modules are joined together with matching or contrasting Spacer Accent Strips and 2-Piece Threaded Connectors. Black Plastic Plugs are provided to fill unused drillings in the modules at both ends of the assembly. Each Module has a notched cutout on each end panel with a corresponding grommet built into the top, to allow passage of data and electrical cables between Modules.

Matching Woodgrain on one edge
Black on the other edge

(1) pair of accent strips is provided for each module.

Spacer Accent Strips
(matching woodgrain on one edge and black on the other)

HARDWARE INCLUDED

Threaded End

Casing End

2-Piece Threaded Connectors

(4) connectors are provided for each module.

Black Plastic Hole Plugs

(8) hole plugs are provided for each assembly.

For the purposes of these instructions, illustrations depict the assembly of the Corner Circulation Desk Assembly shown above.
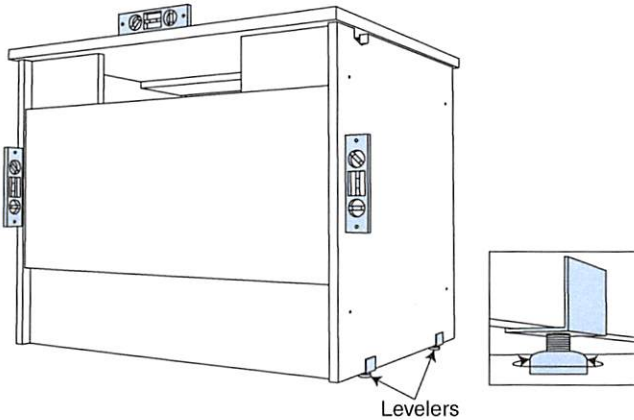
For Desks with more Modules or different Modules, the same general procedures apply.

# LIBRARY CIRCULATION DESK

STEP-BY-STEP INSTALLATION

① Determine the placement of the Base Modules. Place the left Module in the desired location.
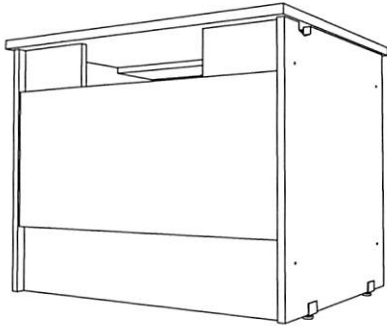
② Using a level, adjust the Levelers until the top, sidewall and front edge of the Module are plumb.

Levelers

③ Note that Modules are designed to attach to each other using 2-Piece Threaded Connectors through pre-drilled and located holes in the End Panels and Spacer Accent Strips.
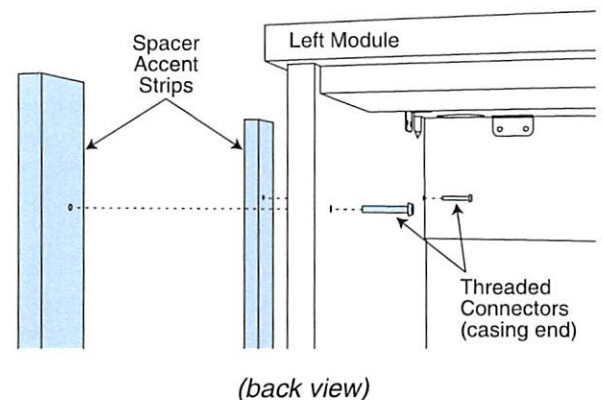
2-Piece Threaded Connector

Module End Panel

Module End Panel

Spacer Accent Strip
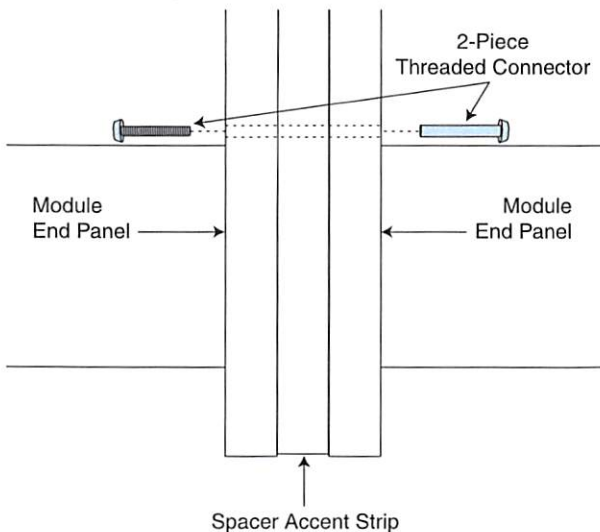
④ Note that two Spacer Accent Strips are required between adjoining Modules -- one along the front edge and one along the back edge. These Strips have one edge in matching woodgrain and the other edge in contrasting black. The Strips can be used to create a matching or black accent line between the Modules.

Note:
Due to drilling patterns, Spacer Accent Strips are provided in sets of two.

Pre-drilled Holes for 2-Piece Threaded Connectors (typ.)

Woodgrain or Black Edge

Spacer Accent Strips
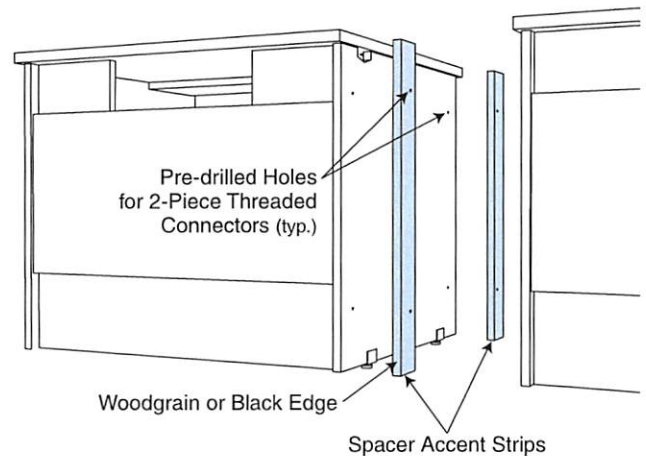
⑤ From the inside of the Left Module, insert the casing end of a 2-Piece Threaded Connector through a pre-drilled hole in the End Panel, then through the corresponding pre-drilled hole in the appropriate Spacer Accent Strip. Repeat for the other Spacer Accent Strip. This will provide initial positioning for attachment of the adjacent module.

Note:
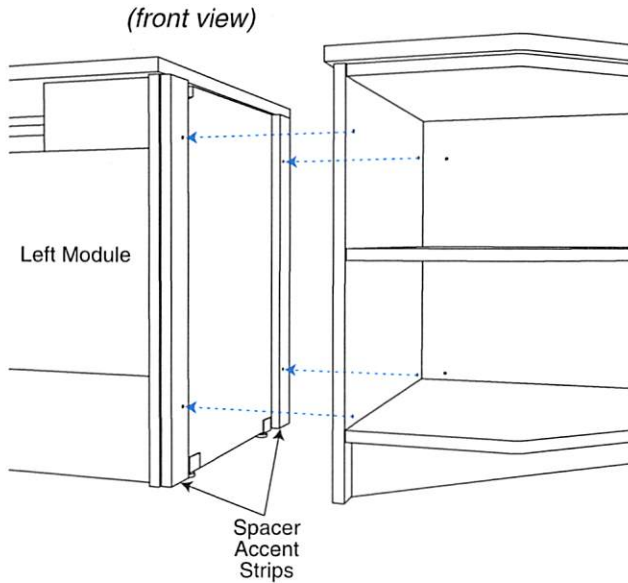*Make sure to have the desired Spacer Accent Strip edge facing out (woodgrain or black).*

Spacer Accent Strips

Left Module

Threaded Connectors (casing end)

(back view)

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STEP-BY-STEP INSTALLATION

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6 Align the next Module with the Left Module and Spacer Accent Strips.

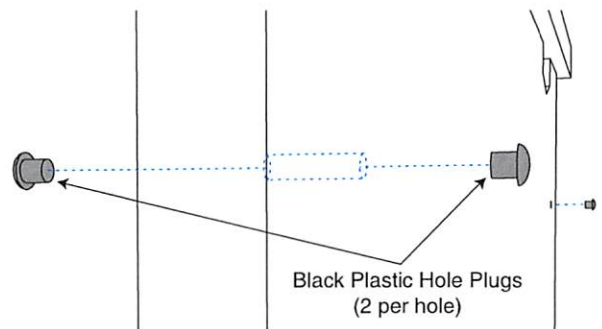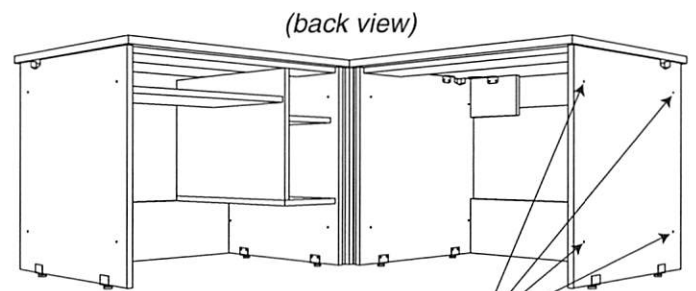*(front view)*

Left Module

Spacer Accent Strips

7 Use two Threaded Connectors per Spacer Accent Strip to draw the Modules together, holding and aligning the top edges and surfaces.

(back view)

2-Piece Threaded Connectors

Left Module End Panel
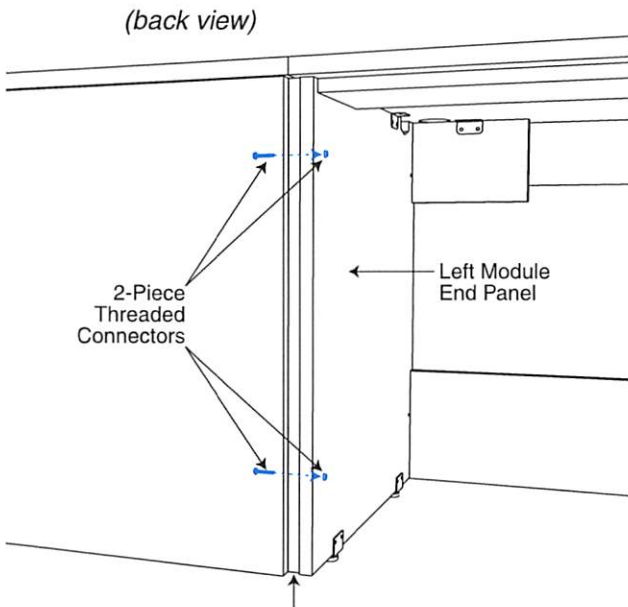
8 Repeat the alignment and joining procedures in Steps #5 through #7 to attach the remaining Modules. Level as necessary.
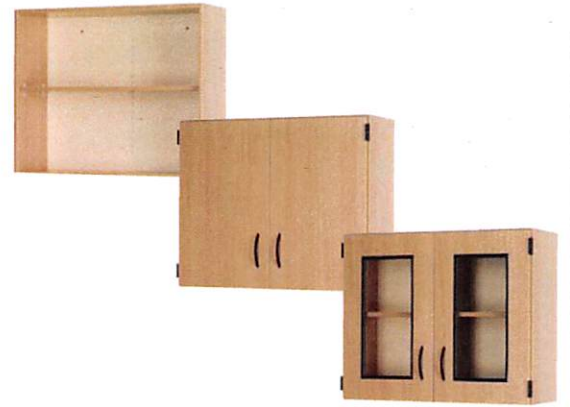
(front view)
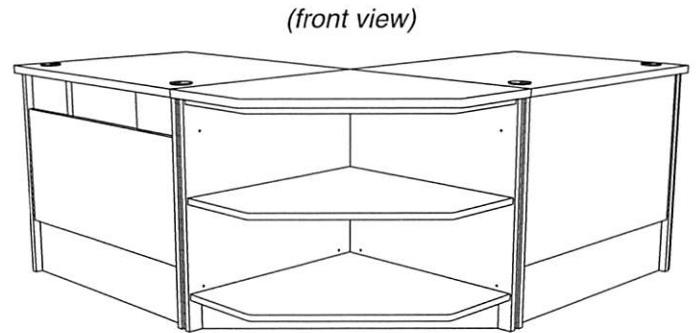
9 Insert Black Plastic Hole Plugs into *both ends* of the open holes on the outside finished End Panels. There are four (4) holes in each End Panel; sixteen (16) Plugs are provided.

(back view)

Open Holes in End Panels (typ.)
(Plugs to be inserted into both ends of holes)

Black Plastic Hole Plugs
(2 per hole)

STEP-BY-STEP INSTALLATION

ATTENTION

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NOTE:
Pulls are preinstalled on the inside of fronts and must be reinstalled on the outside. However, they are shown in their final mounting position on installation drawings.

① Note that there are two (2) Mounting Rails on the back side of the Wall cabinet.

Mounting
Rails

(back view)
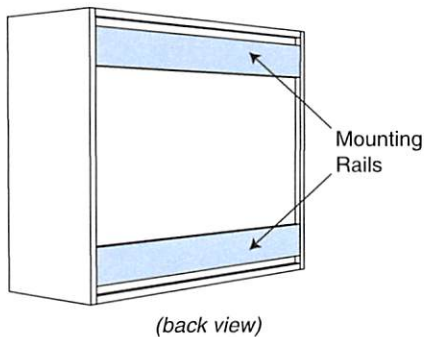
② Note that there is a minimum of four (4) standard locations for attachment of the Wall cabinet to the building structure, as illustrated below. Two (2) additional mid-point locations are recommended for cabinets that are 30" wide and wider. Anchoring devices *(not provided)* must pass through the Mounting Rails on the back of the cabinet.

4 standard attachment locations:
3" down from top of cabinet
3" up from bottom of cabinet
2" in from end panels
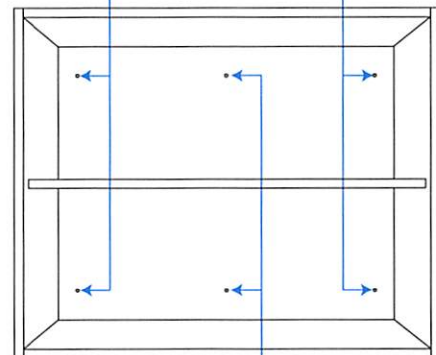
2 additional attachment locations
for cabinets 30W and wider:
3" down from top of cabinet
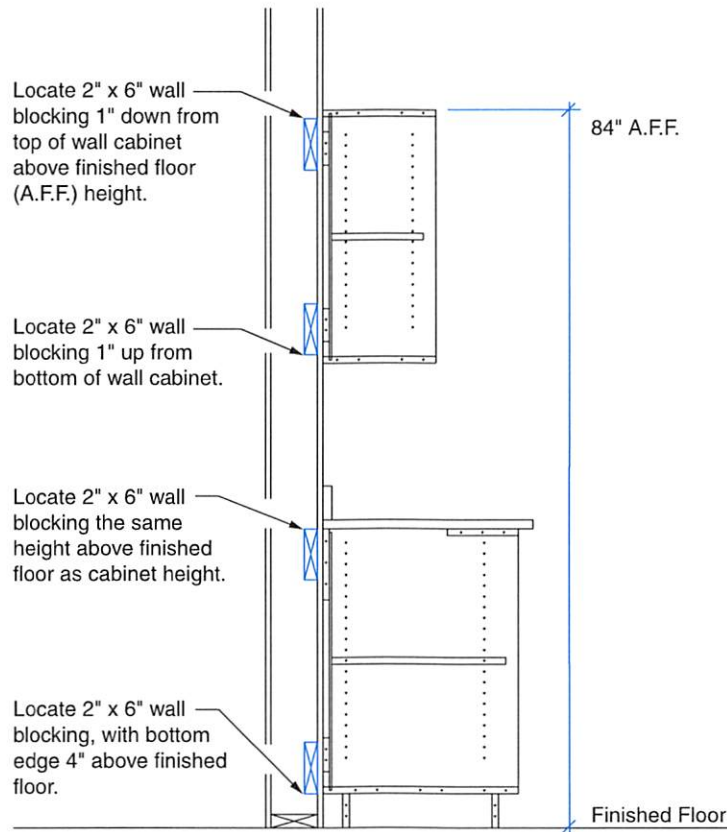3" up from bottom of cabinet
Mid-width of cabinet

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STEP-BY-STEP INSTALLATION

(3) Locate top of Wall cabinet at desired height above finished floor (A.F.F.). Typical A.F.F. height is 84".

NOTE:
Internal wall blocking required for attachment of cabinets to wood and metal stud walls, as illustrated below.

IMPORTANT!
Do not mount Wall cabinet in area or at height where the bottom could come into contact with children's heads.

Locate 2" x 6" wall blocking 1" down from top of wall cabinet above finished floor (A.F.F.) height.

84" A.F.F.

Locate 2" x 6" wall blocking 1" up from bottom of wall cabinet.

Locate 2" x 6" wall blocking the same height above finished floor as cabinet height.

Locate 2" x 6" wall blocking, with bottom edge 4" above finished floor.

Finished Floor

CAUTION!
Never rely on simply anchoring into gypsum, plaster or thin paneling wall. Always fasten into hard areas of masonry walls, studs and internal wall blocking.

NOTE:
Block or concrete walls require no blocking. Attachment to wall with proper concrete or masonry anchors required.

WALL ANCHORING REQUIREMENTS:
AWI (Architectural Woodwork Institute) compliant shelf loading is a maximum of 50# per square foot of shelf, up to a maximum of 200# per individual shelf.

*Using a 24" wide x 12" deep cabinet with one adjustable shelf as an example:*

A rule of thumb would be to count the cabinet bottom, adjustable shelf and cabinet top each as a 2 square foot shelf – plus, one extra shelf length to allow for cabinet weight. Thus, a total of 8 square feet of shelf at 50# per square foot yields a minimum anchorage of 400# loading without any safety overload possible. A factor of 1.5 to 2 would indicate 600# to 800# anchorage strength.

STEP-BY-STEP INSTALLATION

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④ Use a level on the sidewall, front edge and cabinet floor to plumb the cabinet to the wall. Shim as necessary to accommodate irregular wall conditions.
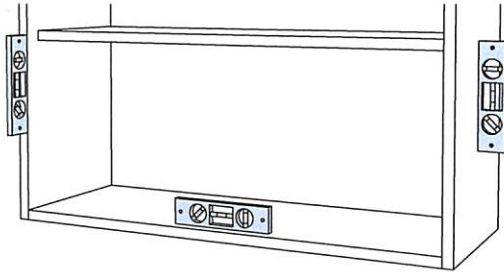
⑤ Securely attach cabinet to building structure through both Mounting Rails, in the locations illlustrated in Step #2.

Fastening anchors (not provided) to be of type suitable for wall structures such as block and concrete, wood stud walls and metal stud walls. Do not attach directly to drywall or thin paneling.

IMPORTANT!
Assembly must be securely attached to building structure with anchoring devices of appropriate type, size and quantity in accordance with applicable codes and accepted installation practices.

⑥ If additional Wall cabinets were purchased as an assembly, continue to mount the additional units side-by-side, using previous installation steps. Align cabinet bottoms and front vertical edges for a professional appearance. 1 1/4" screws and predrilled location holes have been included to additionally attach cabinet sides together, as may be necessary.
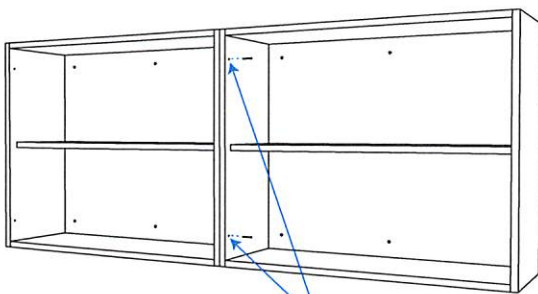
Predrilled Location Holes
(approx. 1" from front cabinet edge, 3" down from top, 3" up from bottom)

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Stevens I.D.SYSTEMS®
800.350.3270
www.IDSystemsStorage.com

TALL CABINETS

## STEP-BY-STEP INSTALLATION

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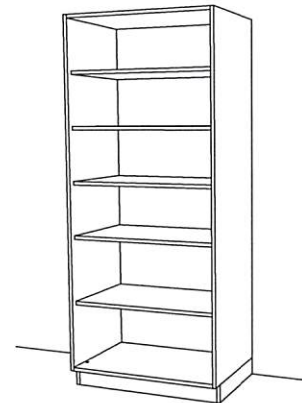
NOTE:
Pulls are preinstalled on the inside of fronts and must be reinstalled on the outside. However, they are shown in their final mounting position on installation drawings.

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(1) Note that there are three (3) Mounting Rails on the back side of the Tall cabinet.

Mounting Rails

(back view)
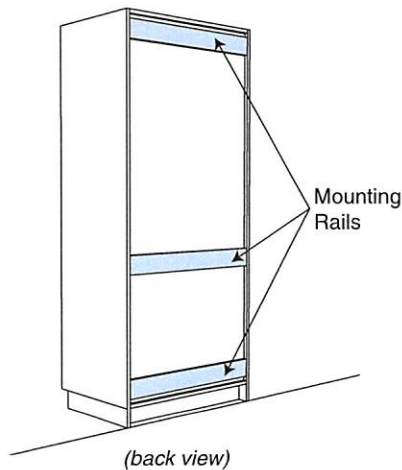
(2) Position cabinet against wall in desired location.

(3) Note that there are two (2) front corner Levelers located behind the toe kick and accessible through drilled access holes in the cabinet floor. Remove the plastic plugs from the access holes in order to perform the leveling adjustments in the next step.

Drilled Access Holes

Levelers