

## The Goal

General Services has a collection of books supporting professional development. Carla Bernskoetter used the 5S Challenge to Sort, Set in Order, Shine, Standardize, and Sustain the newly built General Services Library.

The creation of the library allows team members to search the collection via a link to a public URL site. Barcodes will show the availability of the books.

## The Approach



### Sort (Seiri)

Professional development books were located and categorized. Carla also researched what tools were available to organize a small library system.



### Set in Order (Seiton)

Carla chose a web application called "Libib", which is a cloud library management solution. She entered the books into the system, printed the barcode labels and applied to the books.



### Shine (Seiso)

The books were organized in key locations (listed within Libib) for team members to find the books and maintain the accuracy of the library system.



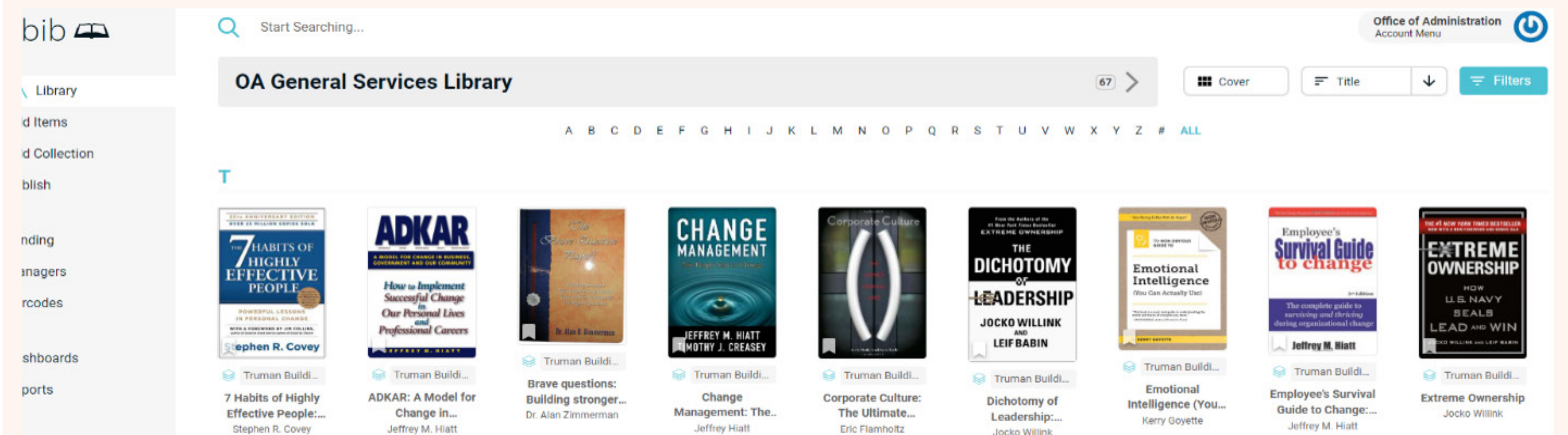
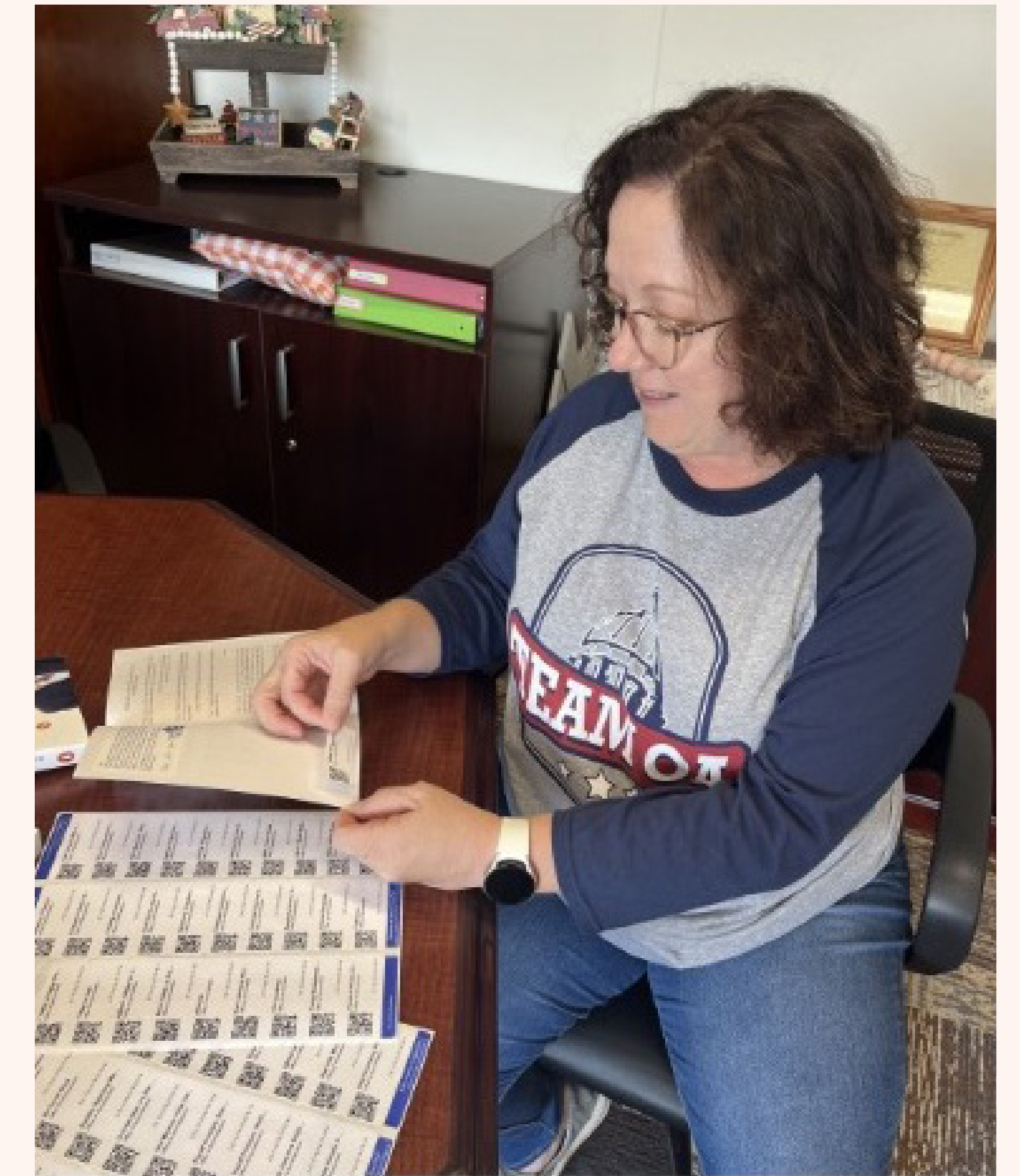
### Standardize (Seiketsu)

This process helped to build a sustainable system that will ensure future General Services' team members access to a whole library of professional development books.



### Sustain (Shitsuke)

Maintenance of the library will be a continuous process. When new books are purchased for General Services, barcodes will be printed and attached, and the URL site will be updated.



## Performance Measures



### Enhance

Enhance access to professional development resources for all General Services' team members.



### Improve

Improve percentage of team members (year over year) meeting the Leadership Development Rule.