

## Bookcases & Shelving

### 1 Adjustable Shelves Are Non-Negotiable

Always specify adjustable shelf bookcases. Your storage needs will change — binders vs. books vs. equipment vs. display items all have different height requirements. Fixed shelves become limiting immediately. The cost difference is minimal.

### 2 15-16" Depth for Binder-Heavy Storage

Standard binders are 11" deep and need a minimum 12-13" of shelf depth to sit properly. Many bookcases advertise 12" depth but measure closer to 11.5" — binders then hang over the edge. Specify 15-16" depth for any binder-primary application.

### 3 Anchor Everything Over 42" Tall

Wall anchoring of tall bookcases prevents tip accidents and is required in most commercial environments. Always mention and include anti-tip hardware. It costs nothing and prevents serious accidents.

### 4 Veneer for Executive, Laminate for Working Storage

Match the material to the environment. Executive offices justify veneer's premium look. Supply rooms, work areas, and back offices are better served by durable laminate. Don't put a veneer bookcase in a supply room and don't spec laminate in an executive suite.

### 5 Buy 20% More Than Current Need

Shelving fills up faster than any other office furniture. Always recommend buying slightly more than the immediate need. It's much easier to buy extra now than to reorder and match finishes and dimensions later.

### 6 Glass Doors Elevate Executive Spaces

Glass-door bookcase units add significant visual polish to executive offices and conference rooms. The incremental cost is modest; the visual impact is substantial. Include as an upgrade option in executive office quotes.

### 7 Coordinate Finishes With Desk and Credenza

A bookcase that doesn't match the desk or credenza finish in an executive office looks like an afterthought. Always specify bookcase finishes to coordinate with the desk system. Matching finishes across all pieces in a space creates a designed, intentional look.

### 8 Label Shelves and Organize From Day One

New bookcases get organized well for about 3 weeks and then devolve into chaos. A labeling system applied from day one maintains organization far longer. Even simple adhesive label strips on each shelf edge make a big difference.

### 9 Credenzas Provide Versatile Low Storage

For executive offices and conference rooms, a credenza (low, wide, 29-36" tall) combined with a bookcase above provides storage plus working surface. This combination is more functional than a bookcase alone and makes better use of wall space.

### 10 Industrial Shelving for High-Density Storage

For supply rooms, mailrooms, and back-office areas with high storage density requirements, industrial wire or steel shelving supports far heavier loads (300-600 lbs per shelf) than furniture-grade bookcases. Match the product to the environment — don't use furniture-grade bookcases for heavy supply room storage.