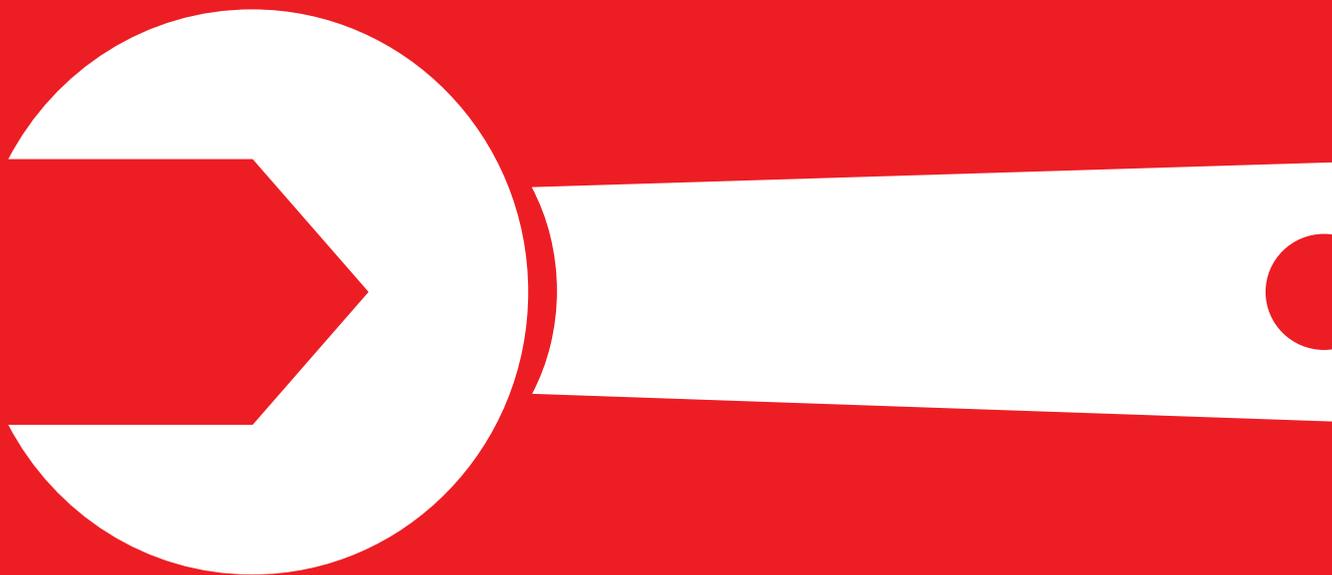
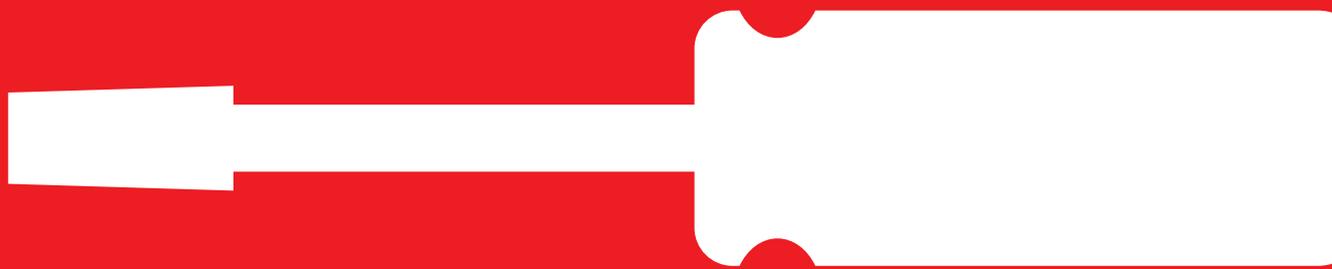


User Guide

**Thank you  
for choosing the  
Littbus shelving  
system.**



## Lustrum: Unique Library Furniture

Your library has joined more than 450 others across the world – from national libraries and information centres to local museums and schools – that have installed the Littbus system.

Littbus is a complete solution for the modern library developed by Lustrum, Sweden. Founded in 1988, we manufacture, supply, install and service high quality library shelving and accessories.

**Please read this user guide carefully and keep it for reference. Note that our five-year warranty on non-moveable parts requires you to follow the care and maintenance instructions included here.**

We're committed to ensuring that Littbus is the strongest, most functional, stable and environmentally friendly system available, flexible and versatile enough to meet your needs today and in the future.

For example, with Littbus you can:

- reconfigure units, connecting single to double-sided units or shallow to deep shelves;
- adjust the height of individual shelves;
- lay shelves flat or sloping to display material in different ways;
- fix castors to create mobile units; and/or
- add decorative panels to customise a basic steel frame.

We also work continually to develop new products that you can incorporate into existing systems. To keep up to date with our most recent innovations, please visit [www.lustrum.com](http://www.lustrum.com)

In addition, our website has details of a range of accessories that complement the Littbus system, including:

- book trolleys
- media display systems
- counters
- desks
- computer tables
- lighting fixture systems
- partitions
- bookends
- boxes.

If you have any questions about your shelving system, other products in our range or the information in this user guide, please get in touch with us using the details on the Lustrum Contacts page. We would be happy to hear from you.

## Product Guarantee for Littbus Shelving System by Lustrum

Lustrum guarantees your new Littbus product for five years from the date of the original purchase. This guarantee applies to non-moveable parts at normal usage.

The guarantee covers faults in material and production, subject to the product being used in accordance with the Lustrum User Guide.

It is also subject to the product assembly being carried out according to Littbus assembling instructions.

With regard to castors, the product must be moved in accordance with the user guide instructions. Failure to do so will result in the castors being outside of the warranty.

Lustrum decides on a case-to-case basis whether to deliver a replacement product or carry out a repair.



## Maintenance and Cleaning Instructions

**Untreated wood** should be cleaned with a dry cloth, or with mild detergent on a very damp cloth if the surface is slightly dirty.

If marks from pencils or cups etc. do not disappear, they can be sanded off with very fine graded sandpaper. All sanding should be done on the entire section of wood, in the direction of the grain (never against the grain).

Do not use sharp or hard tools.

**Waxed wood** surfaces should be treated once a year. If the surface is extremely marked/dirty, use fine sandpaper to clean and re-wax with a soft cloth.

All sanding and re-treatment should be done on the entire section of wood, in the direction of the grain (never against the grain).

Do not use sharp or hard tools.

**Oiled wood** surfaces are treated like waxed wood.

Do not use sharp or hard tools.

**Varnished wood** surfaces should be cleaned with mild detergent on a soft, damp cloth.

Do not use sharp or hard tools.

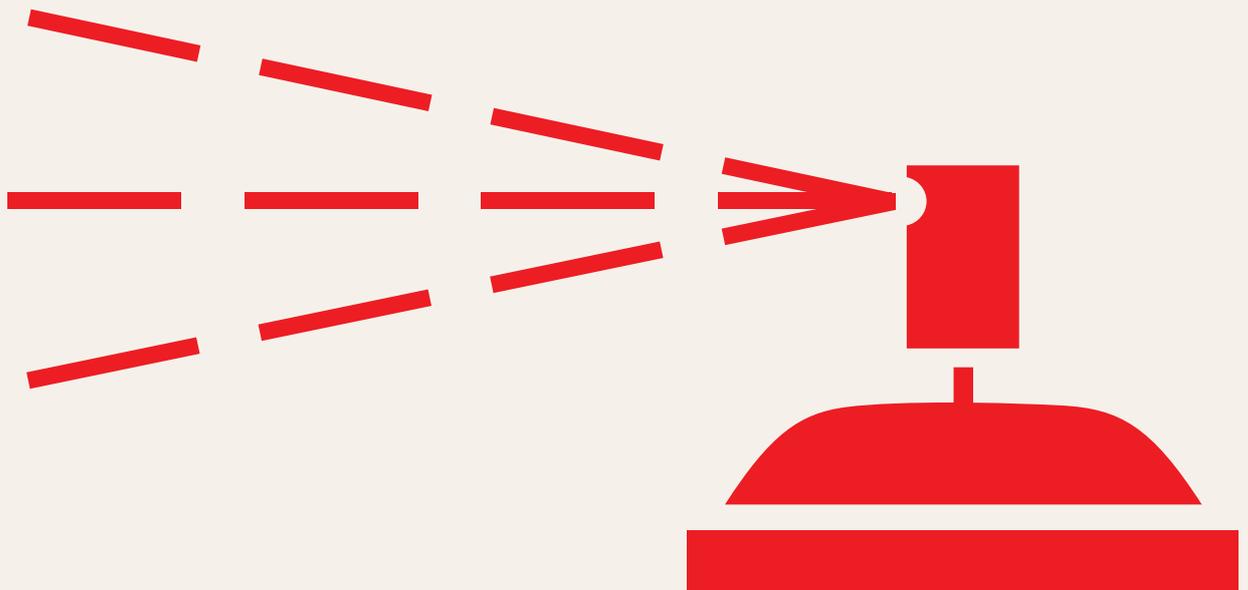
**Powder-coated metal** surfaces should be cleaned with mild detergent on a soft, damp cloth. Do not use acid or spirits.

Do not use sharp or hard tools.

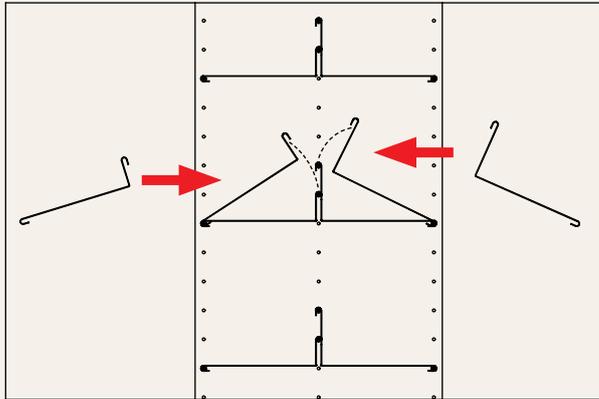
**Glass** surfaces should be cleaned with a soft cloth. Commercial window cleaners may be used on the smooth surface. Any grease spots on the reverse of the glass (the frosted side) can be removed with a small amount of alcohol.

**Castors** on mobile shelving units will need further tightening after approximately six months of use.

We recommend that you continue to check wheel attachments once a year and tighten them if necessary.



## Handling the Shelf Planes

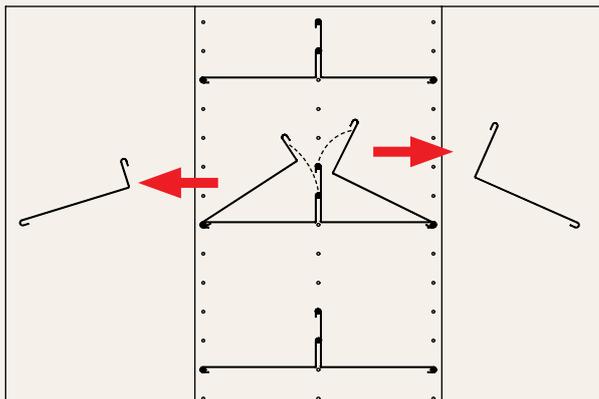


### Placing a shelf

First locate the shelf front. Use both hands to slide the lip of the shelf onto the metal pins located at the front of the system.

Then lower the back into place and clip securely onto the metal pins.

Make sure that the shelf is correctly fixed on all four metal pins.

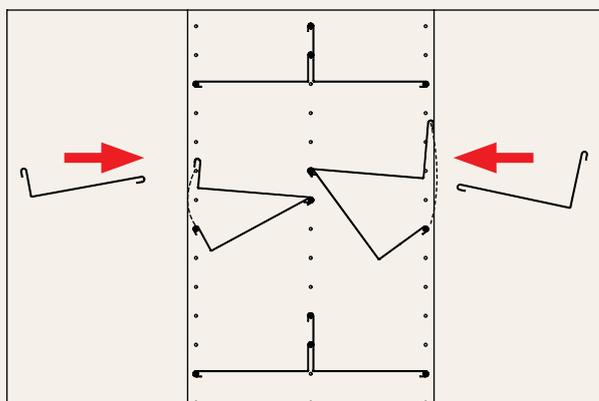


### Removing a shelf

Hold the shelf back with one hand.

Push up the shelf back from below with the other hand.

Bring the shelf towards you with both hands.



### Turning a shelf to sloping display

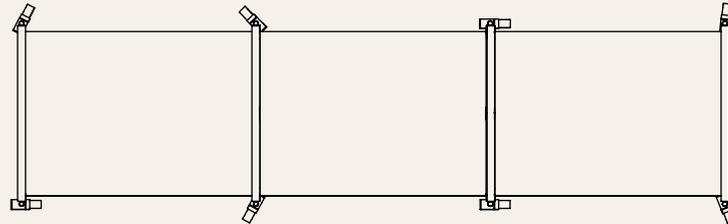
Remove the shelf and turn it around so you have the back of the shelf towards you.

Use both hands to slide the lip of the shelf onto the metal pins located at the back of the system. Then lower the shelf back into place at the front, and secure it onto the front metal pins.

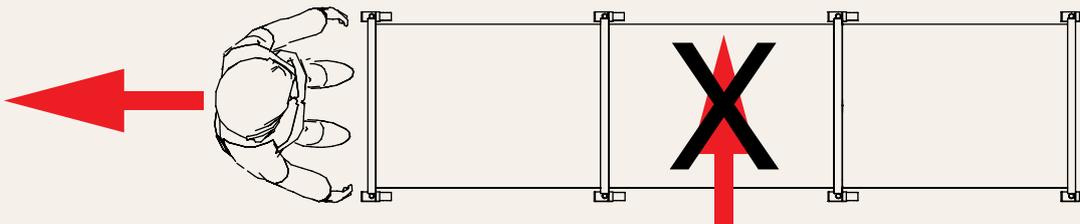
Make sure that the shelf is correctly fixed on all four metal pins.

## Moving a Mobile Shelving Unit

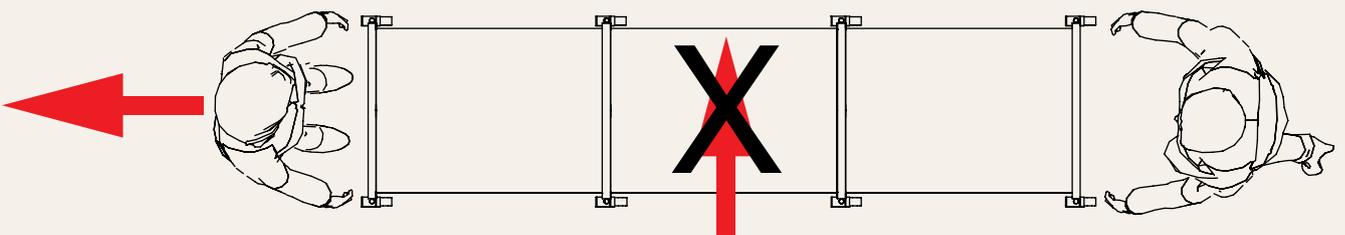
Moving a shelving unit on castors must be done with extreme caution and by two people. A shelving unit can have a total weight of up to 800 kg.



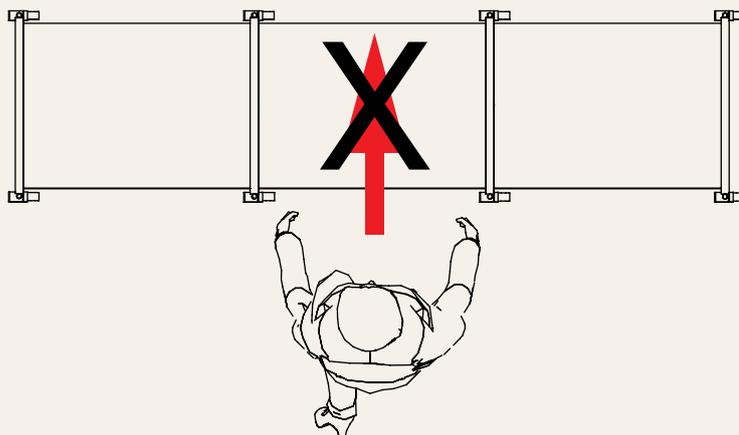
Before you start to move the unit, ensure that all castors are standing in the same direction and are not set on the brake position.



First, grip the unit at the end panel. Drag it towards you until all castors stand in the same direction.



Now the second person can help by gently pushing from the opposite side of the unit.



**IMPORTANT!** Never try to move a shelving unit by pushing it from the long side, as this may cause it to tip over and fall.

## Lustrum Environmental Policy

We are committed to minimising the impact of Lustrum's activities on the environment.

From the earliest development and design stages, environmental concerns are at the forefront of our thinking. This means striving now and in the future to:

- use as few components as possible;
- use materials that are environmentally sound;
- make economical use of these materials;
- use effective production methods;
- use recyclable packing; and
- keep our transport emissions low.

Our products are designed to be high quality and long-lasting.

### **Environmental Management Standards**

Our library systems meet the requirements for the ISO 14001 standard. All of our suppliers also work to the same standard.

### **Materials**

We use the following standard materials:

- solid alder or birch wood from replanted forests;
- powder-coated steel; and
- glass.



We use no materials that are environmentally unsustainable.

### **Reuse and Recycle**

All the components that we use in our products are recyclable.

They are also easily repurposed: because our library systems can be built up in different ways, individual components can be adapted and reused.

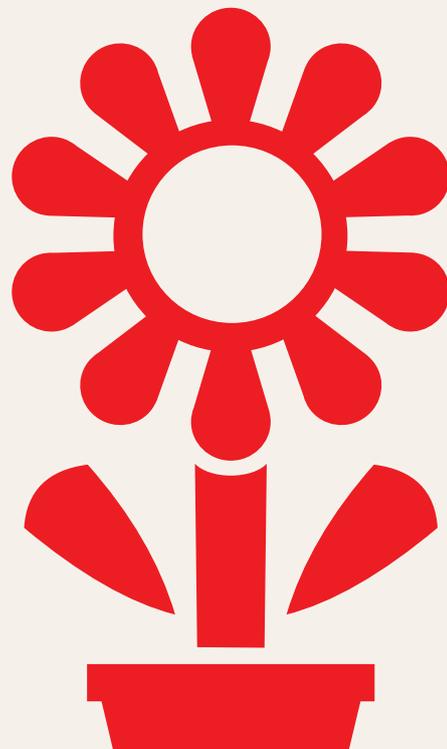
### **Transport**

We use shared transport with forwarders, to make better use of transport capacity. Locally, our suppliers are concentrated in a small area and we use low emission transport vehicles.

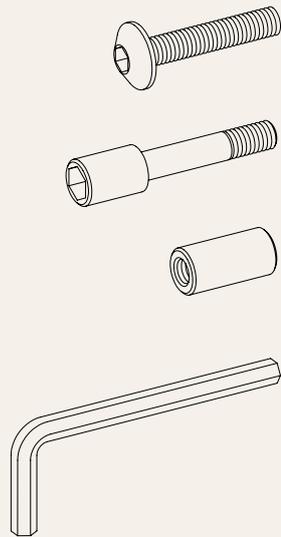
### **Packaging**

The packaging that we use to deliver our product is reusable and recyclable.

At our headquarters in Sweden, we belong to a pool for recycling and reusing materials.



## Assembling Details



**No. 1 - Screw M6x38**

Art.no: TO5910

**No. 2 - Bolt M6x32**

Art.no: TO5911

**No. 3 - Sleeve M6x20**

Art.no: TO5912

**Allen key**

Art.no: TO5918

**Shelf with low back**



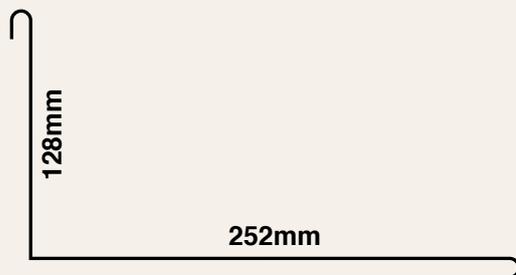
Art.no:	<b>HP0110</b>	<b>HP1110</b>	<b>HP3110</b>
	(c/c 516)	(c/c 725)	(c/c 900)
Width:	488 mm	698 mm	873 mm

**Structural shelf with low back**



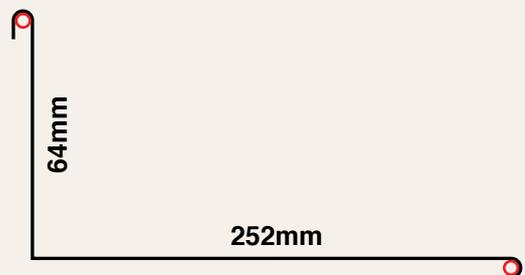
Art.no:	<b>HP0110-MM</b>	<b>HP1110-MM</b>	<b>HP3110-MM</b>
	(c/c 516)	(c/c 725)	(c/c 900)
Width:	490 mm	700 mm	875 mm

**Shelf with high back**



Art.no:	<b>HP0130</b>	<b>HP1130</b>	<b>HP3130</b>
	(c/c 516)	(c/c 725)	(c/c 900)
Width:	488 mm	698 mm	873 mm

**Structural shelf with high back**



Art.no:	<b>HP0130-MM</b>	<b>HP1130-MM</b>	<b>HP3130-MM</b>
	(c/c 516)	(c/c 725)	(c/c 900)
Width:	490 mm	700 mm	875 mm

For further details please refer to red Lustrum catalogue enclosed



## Lustrum Contacts

### **Factory**

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SE 382 23  
Nybro  
Sweden

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Fax: +46 481 344 49

### **MD Sales & Marketing**

Ulf Elander  
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Email: ulf.elander@lustrum.com

### **Sales Support UK & Ireland**

Julia Fielden  
Phone: +44 79 0411 8215  
Email: julia.fielden@lustrum.com

### **Purchasing & Logistics**

Pelle Anarp  
Phone: +46 481 344 40  
Email: pelle.anarp@lustrum.com

*Please note that our factory opening hours are 07.00–12.00 and 12.30–16.30 Central European Time, Monday to Friday.*

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