

## Shelving Books Activity

### **Part 1: Vocabulary Check** 12 possible Score: \_\_\_\_\_

1. The part of the book that faces out when standing on the shelf is the \_\_\_\_\_.
2. The system that assigns a number to a book's subject is called \_\_\_\_\_.
3. The Dewey major division containing numbers whose starting digit is a 6 is called \_\_\_\_\_ or \_\_\_\_\_.
4. Books whose subject is sports would be found in the \_\_\_\_\_ division whose range is from \_\_\_\_\_ to \_\_\_\_\_.
5. What is described as a book's address in the library is the \_\_\_\_\_.
6. The label containing the call numbers is known as a \_\_\_\_\_.
7. Books that contain several short stories are called \_\_\_\_\_.
8. The first page of a book is the \_\_\_\_\_.
9. Your daily routine is called your \_\_\_\_\_.
10. Books that are written about one person is called an \_\_\_\_\_.

### **Part 2: Numerical Order** 20 possible Score: \_\_\_\_\_

Place each Dewey number in the correct order on the grid. The grid reads like a bookcase, each row representing a shelf, reading from left to right.

<b>002.014</b>	431.32	604.46	431.348	102.014	973.034	431.384
434.01	122.304	973.1	315.012	784	782	784.432
315.122	588.88	316.121	315.1	654	700.54	430.01

002.014	002.04			304.10					430
	430.2	430.32	430.344					489.01	
598.001		640							

**Part 3: Alphabetize** 20 possible Score: \_\_\_\_\_

Alphabetize each three-letter unit on the grid. The grid reads like a bookcase, each row representing a shelf, reading from left to right.

TOL ALE STR STA TAL ARE STO TOS  
VIS VEN WAA MAC MAD MIS MED


Alphabetize the following names used for biography:

James Madison \_\_\_\_\_  
Lance Armstrong \_\_\_\_\_  
Dolly Madison \_\_\_\_\_  
Louis Armstrong \_\_\_\_\_  
John Madison \_\_\_\_\_

**Part 4: General Shelving Rules** 8 possible Score: \_\_\_\_\_

1. When shelving, it is your job to:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
2. Shelves should be free of \_\_\_\_\_
3. If a book is too tall for the shelf \_\_\_\_\_
4. If books are too crowded on a shelf you should \_\_\_\_\_  
\_\_\_\_\_
5. The spine of the book should be positioned at \_\_\_\_\_
6. Books with the same author and title must be \_\_\_\_\_

**Part 5: Shelving the Fiction Section**

20 possible Score: \_\_\_\_\_

Shelve the following fiction call numbers in the correct order.

FIC FIC FIC FIC FIC SC FIC FIC FIC FIC  
SHU SCH SCA CUS MCC CHO MCA CHO ARM CHA

FIC SC FIC FIC FIC FIC FIC SC FIC  
MAS CRU MAC FRA POE CRA ARN AND CAN FOS


**Part 6: Shelving Nonfiction**

20 possible Score: \_\_\_\_\_

Shelve the following nonfiction call numbers in the correct order.

623.8 537 921 423 793.7 921 793.7  
SEM MOR STU WEB LEW STA POR

808.1 623.091 921 810 623.109 808.8 808.01  
COL ESK JOR WED COL MON JEN

623.02 808.81 311.12 511.12 793.7 031  
FIT MAS STE PAL LAG GUI
