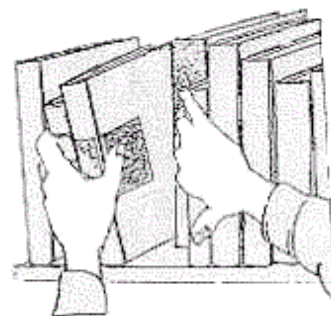


Shelving Library Books Lesson

Of all your library responsibilities, shelving library books is the most important, and therefore counts the most heavily in your grade. It is essential that you make a sincere effort to shelve the books in the correct order. If a book is shelved incorrectly (whether by you or someone else) it is a lost book. It is your job to:

- Shelf the books belonging to your section accurately
- Find books that have been shelved incorrectly in your section
- Keep the shelves clean and orderly



Your shelving will be inspected and evaluated periodically. Below is a general overview of what you will do and what will be looked for when your sections are inspected. Your sections should be ready for inspection at any time. Checking the order of the books on your shelves will take some time (if done properly). Manage your time, so that you have checked the order of the entire section at least once a week. See your instructor for how often they will evaluate you and what they are specifically looking for.

Clean & Orderly Shelves

- The shelves should be free of dust and trash. Dust your shelves regularly.
- Books should be able to be easily removed from shelves. If a book is too tall turn it sideways so the spine is facing up. Never cram a book on the shelf.
- If books are too crowded on a shelf you will need to SHIFT BOOKS FROM THE END OF THE SHELF ABOVE TO FRONT OF SHELF BELOW , OR FROM THE BEGINNING OF THE SHELF BELOW TO END OF SHELF ABOVE. Arrange the books so the break at the end of the shelf is logical (see your instructor for assistance).
- Keep the books' spines at the edge of the shelf, except for those wider than the shelf. Be sure there is a bookend holding up the books, and all books are standing upright.

Correct Dewey Order - Fiction

- Books are arranged in alphabetical order by the author's last name. Use the author's entire last name. Do not only go by the first three letters you see in the call number (as in **ST**ock and **ST**owe in the example below).
Example: Steinbeck Stock Stowe Strauss
- Story Collection books – **SC** - are arranged in alphabetical order by the author's last name OR the title of the book, if there are several authors. It is then shelved by the title.
Example:
SC WIT is the call number for *The Witches Brew*, which has several authors. It is arranged on the shelf using **WITCHES**
SC CRU is the call number for *Athletic Shorts*, which has a single author, Chris Crutcher. It is arranged on the shelf using **CRUTCHER**
- All books with the same title and author should be shelved together.

Correct Dewey Order – Nonfiction

- Arrange books by their Dewey Decimal number (see Dewey lesson).
Example: 973 973.01 973.019 973.03 973.1 973.42
- If there is more than one book with the same number, arrange them in alphabetical order by the author's last name.
Example: 973 973 973 973
APP BAN CAR DON
- Individual Biographies are located in the 921 section. They are arranged in alphabetical order by whom they are about. All books about the same person must be shelved together.
Example: 921 921 921 921
JAC JOH JON JUS
(Jackson) (Johnson) (Jones) (Justin)
- Picture Books – **E** – have both non-fiction and fiction books in the collection. Shelf the nonfiction books first, using the non-fiction rules for shelving, followed by the fiction books, using the fiction rules for shelving.
- All books with the same title and author should be shelved together.

Correct Dewey Order – Reference

- Refer to the portion of the call number following REF. Shelf reference books using the nonfiction rules for shelving. Make sure the volumes in multi-volume sets are in numerical order.

Un-shelved Books

- Part of your daily routine, or Mantra, should be to check the cart containing books to be shelved and shelf them. If we notice that books have not been shelved from your sections, you will be have points taken away.