Shelf reading is a necessary task which **MUST** be done in Libraries in order for patrons to find the materials they are looking for. If a book is mis-shelved, it is virtually **lost**. Basically, shelf reading is simply tidying up the shelves and making sure everything that is **supposed** to be on a specific shelf is on that shelf in correct Call Number order! You are responsible for shelf reading a few shelves every week.

**GENERAL INSTRUCTIONS FOR ALL SHELVES**

1. Arrange the books in your section in **alpha-numeric order** according to their Dewey Number. (See Shelving Information Sheet) Start your shelf reading by checking the Call Numbers of the **last few books on the shelf BEFORE your section**, to make sure your section is starting with the correct Dewey Number.

2. When you are shelf reading pick up any books which are not within the bookends and put them in their correct order **within the bookends if they are from your section (if they are not from your section, put them on the shelving cart)**.

3. While you are shelf reading bring all the books out to the **front of the shelf**. This not only makes the shelves look neater, but it will be easier for you to shelf read as your eye needs to travel in only one place to find the Call Number of each new book.

4. Be alert for any **Reference Books** (yellow “R” stickers) which may have been inadvertently shelved in the general collection, **but should have been shelved in the REFERENCE AREA!**

5. Keep checking the number to the left of the decimal! Sometimes when you have a section with a lot of decimal numbers, you tend to disregard the number **BEFORE** the decimal.

6. Clean up your section. Throw out any bits of paper, re-tape any posters that need new tape, fix any labels that are falling off.

**INSTRUCTIONS FOR SPECIFIC SECTIONS**

**NON-FICTION**

Check to make sure that all books are shelved in **ASCENDING ORDER** according to the numbers first and then the letters. Remember, the Dewey number includes a **DECIMAL**, so treat the numbers accordingly. e.g. 971.0712 goes on the shelf **BEFORE** 971.1 because .0712 is **SMALLER** than .1! (See Shelving Information Sheet)

**REFERENCE BOOKS & ENCYCLOPAEDIAS**

Check to make sure that all the encyclopaedias are on the shelves in their correct sets, and that they are arranged in ascending alphanumerical order. Hint: Sometimes it is easier to just look at the volume number/letter on the spine. Also check that all books have a **YELLOW “R” STICKER** on the spine.

**FICTION**

Check to make sure all the novels are arranged in alphabetical order by the first three letters of the author’s last name. Many Fiction books have the same Call Number so shelve them in order by the **complete last name**, hence, Agatha CHristie should be on the shelf **BEFORE** Joyce CHRistmas. Remember that when the complete Call Number is the same e.g. KINg and KINg, the books should be on the shelf arranged by **TITLE**. (Ignore the “A”, “An”, or the “The”.)

**MAGAZINES**

It is easier if you take the magazines out of the file boxes. Then check them to make sure **ONLY** the correct titles are in that box. Take out any magazines that don’t belong. Put the rest in **DATE ORDER** from oldest to most recent (left to right in the box).

*IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO ASK US!*