

Shelving Guide

Thanks for helping us get materials back on the shelves. We are so grateful for reliable volunteers. When you shelve books and other materials it is important to remember that when an item is *mis-shelved*, it is virtually lost to our students and teachers. It is critical that we are careful when we shelve and that when we find materials that are misplaced, we move them to their proper places in the library. If you see a book that appears to have the wrong call number, show it to a member of the library staff.

Special Library Sections	How to Shelve Them
Biography	<p>In this section, books are arranged by the subject's last name. If the library has several biographies about the same person, within that subject, shelve by author.</p> <p style="text-align: center;">B WAS</p>
Fiction	<p>Fiction books are shelved alphabetically by the last name of the author. If an author has several books, within that author's work, the books are arranged alphabetically by title.</p> <p style="text-align: center;">F KIN <i>Carrie</i> F KIN <i>Fire Starter</i> F KIN <i>Pet Cemetery</i></p> <p>If two authors have the same last name, shelve by last name, then by first:</p> <p style="text-align: center;">King, Stephen King, William</p> <p>We shelve Mc and Mac as if both spellings looked like Mac.</p> <p>Our mysteries, science fiction, and romance books have special labels, but they are interfiled in the regular fiction area.</p>
Nonfiction	<p>Nonfiction materials will have Dewey Decimal numbers on their spines. Shelve nonfiction books first by numbers, then by the letters under the numbers that usually stand for the author's last name or the title of the book. Nothing comes before something! Example:</p> <p style="text-align: center;">973 HAR 973 STE 973.03 HAR 973.3 HAB 973.73 CAT 973.73 STE 973.734 CAT</p>

Reference	<p>Follow the instructions for shelving nonfiction, but make sure to shelve these materials separately in the Reference Area. A reference call number looks like this:</p> <p style="text-align: center;">R 973.73 ZIN</p>
Reading list books	<p>These are shelved by grade, then alphabetically by author in a special area. Most of these titles are fiction. Color labels note grade levels.</p>
Videos/DVDs	<p>Shelve videos and DVDs together on the shelves behind the desk. They are arranged by Dewey numbers just like our books. Fiction titles and nonfiction titles are arranged separately.</p> <p style="text-align: center;">VID or VID ALD 973.4</p>
Magazines and newspapers	<p>Shelve today's newspaper on the newspaper rack. Stack older issues by date in the back room.</p> <p>Shelve the current issue of a magazine in the spinning rack near the circulation desk.</p> <p>Shelve older issues by date in the boxes in the stacks.</p>
Professional collection	<p>The professional collection is shelved at the end of our nonfiction books. Arrange these books by Dewey numbers. These books are of special interest to teachers and administrators.</p>

Bring back to the circulation desk, any materials that:

- Do not have spine labels
- Have spine labels that are hard to read
- Have call numbers that do not appear to be right
- Are in poor physical condition
- Have date due cards in their pockets (They may not have been checked in.)

When in doubt, ask for help!