**Basic Shelving Guidelines**

Shelve fiction alphabetically by author’s last name, first name, then by title.

Shelve non-fiction by Dewey Decimal number.

Shelve Biography by the subject’s last name.

Shelve DVDs alphabetically by title.

Shelve music CDs alphabetically by artist’s last name or by group’s name.

The Spine Label should give you most of the information you need to shelve any materials.

**Pay attention to:**

The Location (LP, Fiction, Mystery, J or JUV, Biography, for example)

The Call Number

The Author’s Last Name

Any stickers—New, Best Seller, LP, Science Fiction, Mystery, Western, etc.

Make sure the item belongs to our library.

**Things that may trip you up:**

Authors’ names with prefixes should be treated as one word.

Hyphenated authors’ names should be treated as one word.

A, An, The: Ignore these when at the beginning of a title.

Numbers: If a title begins with a numeral, file as though it were spelled out—e.g., 9 should be shelved as Nine.

Arrange initials (e.g. A.A., AAA Foundation for Traffic Safety) as one-letter words

Dewey Decimal Classification: Pay special attention to the numbers after the “.” (e.g. 100.54 would come before 100.544)

**Prioritize:**

Part of the job of a shelver is to keep the holding shelves as clear as possible and get materials back into the hands of patrons as quickly as possible. So, if one area of the holding shelves is full, work on that first. Keep an eye on the cart behind the circulation desk and empty as necessary.

Keep in mind that we have some volunteers that work only on certain materials—CDs, audios, videos—so check with the circulation desk before you start to shelve those. There may be a volunteer coming in who will be surprised to find their job already done.

**Shelf Reading:**

If the holding shelves are free, do some shelf reading.

Check for:

Full shelves. If one shelf is packed and others nearby are not, shift the books to even things out.

Sloppy shelves: Straighten shelves where the book ends have slid. Neatness counts.

Misplaced materials: Make sure materials are in proper order. One book out of order can affect an entire section.