



Shelf Reading Teams and Rules

Spring 2008
Curriculum Center

Shelf Reading 101



Training Manual for Shelf Reading Teams

Curriculum Center/First Floor Service Desk

Note to Student Assistants

The Curriculum Center staff will institute a new way to shelf-read. Each student assistant will be part of a team. The team will be responsible for shelf-reading a section of the collection. It is your responsibility to make sure that your area has been properly given the attention necessary to maintain an orderly collection. I will come to you and your team members when we have questions concerning your part of the collection. Please take these inquiries seriously as I value your contributions and count on you to make sure that the collection is in order. Our patrons also count on you to know your area and other areas in order to give them the best service.

Additionally, I would like each of you to look at the collection and record such things as “**action within the collection**” this could be action such as heavy use, or notice of a certain theme of books being used. For example, if you see a collection of books being pulled but not checked out it might be that the books are outdated and while desired, not appropriate for the classroom because the books have outdated information, are in poor shape, or are weak in content. It is possible that when books are returned from patrons you noticed that a certain theme emerges. From what you see in the collection you may suggest that we buy more of that particular subject or theme.

For example last semester *The Magic School Bus* Series was getting a lot of use. We didn't have many different titles from the series, but a great demand for such. Some of our patrons waited up to 28 days to access the titles. To solve this problem I ordered four to five new titles in the series, all hard covered.

I would also like you to record such things as “needs repair,” “needs new cover,” “needs new label,” “needs replacement,” etc. Slips to record such are found in the folder located in the folder where the old shelf reading slips were kept.

Putting the returned books back in their proper collection

Each team member will be responsible for putting away books (relative to their section) that are returned by patrons. This should be done in a timely manner. If you see books that are from your collection on the cart, you or your teammates should separate them from other collections on the cart, and put them in order before returning them to their proper shelf. If you are on duty I should not see books from your collection on the cart.

The Curriculum Center has two types of classification

Library of Congress
and Dewey Decimal

How to determine if a book is cataloged LC or Dewey

- You need to examine the spine of the book to see if the book is LC or Dewey
- Books that are classified LC will have letters before numbers.

Shelf Reading Teams and Rules

Team Members

Team 1 Easy Readers

1. Arrange alphabetically by the author's last name

Wilcox, M.
Williams, C.
Willmont, A.

2. If two or more authors have the same last name, shelve alphabetically by the author's first name.

Miller, Karen
Miller, Lisa
Miller, Penny

3. If an author has more than one title, shelve the books alphabetically by the title. (Ignore the words A, An, and The) as the first words of the title.

Team Members Team 2 All Juvenile Fiction

1. Arrange alphabetically by the author's last name

Wilcox, M.
Williams, C.
Willmont, A.

2. If two or more authors have the same last name, shelve alphabetically by the author's first name.

Miller, Karen
Miller, Lisa
Miller, Penny

3. If an author has more than one title, shelve the books alphabetically by the title. (Ignore the words A, An, and The) as the first words of the title.

Team Members

Team 3

All Juvenile
Non-Fiction

The Dewey system has ten main classes which are listed below.

- 000 Generalities
- 100 Philosophy and Psychology
- 200 Religion
- 300 Social Science
- 400 Language
- 500 Natural Science and Mathematics
- 600 Technology (Applied Sciences)
- 700 Arts
- 800 Literature
- 900 Geography and History

- Each of the classes has 10 divisions
- These divisions are broken down further.
- Each division becomes more specific.
- The more numbers, the more specific the subject.

The Dewey classification system progresses from the general to the specific. The decimal place is used to make the number even more specific.

Rules for putting away books

Shelve numerically by the Dewey Decimal number the numbers after the decimal point are evaluated one number at a time.

595.789 BOC
595.789 HEI
595.789 WHA

If two or more books have identical numbers then you should shelve by the author's last name. In the above example these books would be in order.

If an author has more than one book under the same call number, shelve alphabetically by the title. Pretend these books were both written by Carol Miller. They are in the correct order.

710.034 MIL My Yellow Balloon
710.034 MIL Panda's Secret

Team Members

Team 4
All Biographies
& Big Book
Drawers

Shelve books in the following order:

Biographies

1. Shelve the book by the name of the person that the book is about: Last Name and then First Name.
2. Title of the book
3. Author of the biography
4. If the book is about a whole family, place it before books about a particular member. For example if you had a book about the Clinton family you would place this title before Bill Clinton or Hillary Clinton.

Clinton Family Bill Clinton Hillary Clinton

Big Book Drawers

Make sure that drawers are neat and that the titles listed on the magnets are those that are found in drawers. Also, make sure that the top of the cabinet has new books displayed weekly. Additionally, make sure that side of cabinet is decorated when needed.

Team Members

Team 5

All Curriculum LC
Reference LC Collection
Books on Tape
Special Displays
Videos
Banned & Challenged
Child Lit Collection

Reference Books, and LC Videos are shelved by LC Call Number. **Dewey Videos** are shelved following Dewey rules.

Special Displays should be checked daily and materials should be replaced either from a list (bibliography) or from returned books on same topic.

Special Collections (Non-Circulating-Children's Literature Collection)

These collections include the non-circulating collection:

- Children's Literature Collection
- Newbery Award Books
- Caldecott Award Books
- Pop-ups
- Grimm's Fairy Tales
- Aesop's Fables
- Oversized
- Banned & Challenged Collection (Organize by list)

Shelving Rules

Children's Literature Collection-Newbery and Caldecott Award Collection

- Shelved by year of award, see list located by collection.
- Shelving begins with upper left corner by most recent year.

Children's Literature Collection-Pop-Up Collection
Grimm's Fairy Tales, Aesop's Fables & Mother Goose & Rest of Children's Collection.

1. Shelved by author

2. If no author is listed on the title page, then by illustrator.

3. If no illustrator is listed then by editor.

4. If none of these are listed on the title page, then shelve by title.

Shelf Reading Feedback Form

Must be done on a weekly basis

I would like each of you to look at the collection and record such things as “**action within the collection**” this could be action such as heavy use, or notice of a certain theme of books being used. For example, if you see a collection of books being pulled but not checked out it might be that the books are outdated and while desired, not appropriate for the classroom because the books have outdated information, are in poor shape, or are weak in content. It is possible that when books are returned from patrons you noticed that a certain theme emerges. From what you see in the collection you may suggest that we buy more of that particular subject or theme.

Date

Area

Team Members

Suggestions for improvement

Action within the collection