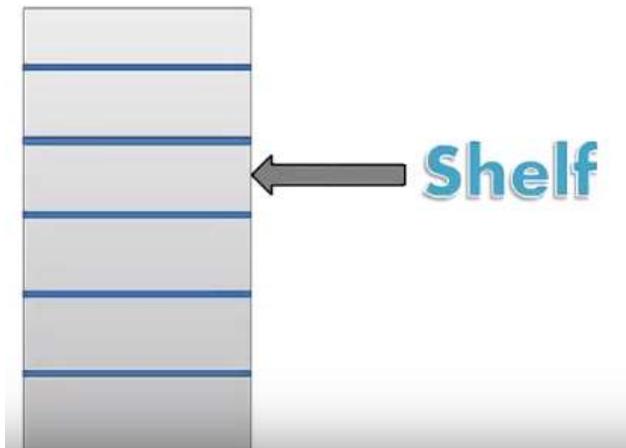
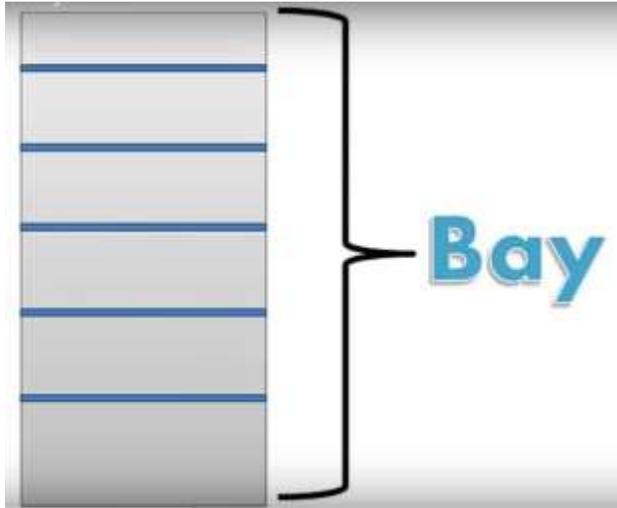


Shelf work

Shelf work is the physical maintenance of the library bays, shelves and stacks and involves: sorting, shelving, shifting, and shelf-reading.



Stacks are a set of shelves for books or other materials ranged compactly one above the other. This would be a stack with six (6) shelves. Your bell ringer will consist of taking care of the entire stack.

Guidelines for Shelving Materials:

All Kennett #39 School District School LMC's are maintained with Destiny Library Manager for circulation, cataloging, inventory, and reporting functions. In other words, the KMS Library uses a computerized system to check books in and out and locate materials in the library and this system is called Destiny. The screen will list all the copies in the system and will tell you if these copies are available for check-out. When the circulation desk checks in a book on the computer, the online catalog immediately displays the book as being available. Prompt, accurate shelving is critical to providing good service to the public and to locating materials quickly and easily.

Book Information:

On the front cover of all cataloged books is computer label which displays the printed book information, information about which library owns the book, and the barcode, and in some instances the title and call number. When shelving, always check the call number on the spine label. The spine label is the ultimate authority for where the book should go, NOT the barcode label.

The 4 Ss:

As you get into the serious business of shelving materials, a helpful phrase you may want to remember is the "Four Ss", which are

SORTING

SHELVING

SHIFTING

SHELF READING

All are interconnected when it comes to successfully maintaining order and easy accessibility to materials.

Accuracy in shelving is more important than speed, although you will improve your speed as you go along. Keep this general principle in mind as you shelve: items should be lined up neatly and positioned so patrons can remove or replace an item easily. If a patron is browsing where you need to shelve, do not excuse yourself and begin shelving there. Begin somewhere else. This rule also applies if you are already shelving somewhere and a patron wants to look at that shelf. Move out of the way immediately.

1. Sorting

Materials to be shelved come from a number of sources. Before materials can be shelved, they need to be sorted in one of 4 categories: Fiction, Non-Fiction, Biography, and Easy/Everybody.

Sorting prepares materials for efficient and quick re-shelving. Sorting is usually done on the book truck. You can drive the book truck around the library quietly!

2. Shelving

Shelvers move book trucks of sorted library materials to the appropriate location to begin shelving.

When you begin shelving, glance over the shelf where you are about to put a book. Scan the whole shelf to make sure you are not misplacing the book or material by putting it next to another misplaced item.

Before placing the item on the shelf, look for items to the left and to the right. Re-shelve anything you find out of place. Stray books which are completely out of place should be shelved in the correct location.

As the books are shelved, the shelvers should be looking for mis-shelved materials and re-shelving them properly. Shelves should be straightened by aligning all spines even with the edge of the shelf. This makes it easier for patrons to see titles and remove them from the shelves. This is called **edging**. This makes them easier to see and to pull off the shelf, and gives a uniform and neat appearance to the rows of books

At the same time, volumes should be shifted to the left side of the shelf. A book support (a wire fixture hanging from the shelf above) or bookend should be used to draw the books closely together to prevent lean.

Books should not be tightened too much with the book support or bookend. If books are too tightly packed, patrons will have difficulty removing books and may damage book spines. Also, if they attempt to re-shelve a book they will push several books to the back of the shelf.

If books are too loosely packed, the patron will push some of the books to the back of the shelf. Eventually, they fall in behind the shelf and are not easily found. Loosely packed books may fall off the front of the shelf and hurt someone. Books will sustain damage if they are leaning at sharp angles. Books very loosely shelved or with gaps in between can end up falling and sliding.

Whenever possible, try to keep the same call number or author on the same shelf.

3. Shifting

Shifting is the process of moving sections of books. A shift may be necessary because new books have arrived!

Each shelf should be left roughly two thirds (2/3) full. This gives enough room to shelve new books and returned books without overcrowding.



The first and second shelf are considered $\frac{3}{4}$ full.

The bottom shelf is considered $\frac{2}{3}$ full.

4. Shelf reading

Every day when you check your shelves, you should shelf read. Shelf-reading is the process of checking the shelves to make sure that each item is in its proper place. You are responsible for shelf reading as you shelve. This ensures that the areas that are getting the most use are kept tidy. Books get out of order because of staff and patron errors. To keep the collection in order, each shelder is usually assigned a particular section of the stacks that they are responsible for reading on a daily basis.

As the shelves are read, any materials on crowded shelves should be shifted. Shelf-reading usually turns up lost or long overdue items that were incorrectly shelved.

Shelving Rules:

These rules are followed at the KMS Library so everyone can locate items easily and quickly. Most of the rules listed here follow the American Library Association Filing Rules. The general rules are listed first, followed by instructions for specific and/or unusual cases. Please study the rules and ask questions where necessary. When in doubt, ask Mrs. Johnson.

Alphabetizing:

Alphabetizing is done letter by letter, then word by word. Articles, "A," "An," and "The," are disregarded when they appear as the first word in a title. Prepositions such as "of," "for," "into," etc. are considered part of the title when shelving.

The Killing Tree is shelved as Killing Tree.

Into the Forest is shelved as Into the Forest.

Titles are compared to each other word for word. If the first two words of two different titles are identical, go to the third word or beyond to determine the shelving order. All character strings beginning with numerals are arranged before character strings beginning with letters. The principle "nothing files before something" applies with spaces and their equivalents being considered as nothing. Spaces, dashes, hyphens, and periods are all considered a space.

SAMPLE:

Hand – Anatomy

Hand in Art

Hand-to-hand Fighting

Hand Washing

Hand – Wounds and Injuries

Handbags

Red Cloud

Redbird

Redmond

Fiction books are filed by author (last name, then first name, then middle name) then by title of book.

Non-fiction books are filed by the Dewey Decimal number, then by Cutter (found under the Dewey Number and generally the first two letters of the author's last name), and finally by title.

Abbreviations:

File in alphabetical order exactly as written on the computer label or title page of the book.

Doctor Bard of Hyde Park

Dr. Austin's Guests

Mister Fish Kelly

Mr. Deeds goes to Town

Saint Lambert

St. Louis

Staach, John George

Numerals:

Numerals usually file as if they were spelled out. Otherwise they are filed in numerical order.

Unusual last names:

A prefix that is part of the name of a person or place is treated as a separate word unless it is joined to the rest of the name directly or by an apostrophe without a space.

Darby, William

D'Arcy, Ella

De Paola, Tomie

Death, William

Del Mar, Eugene

Dell, William

Mach, John

MacLaren, Joseph

Van Dyke, Henry

Vanden Berg, Glen

Vandenberg, Arthur

Hyphenated Names:

Ignore the hyphen and take each name as it comes.

Campbell, Arthur

Campbell-Bannerman, Henry

Campbell, Charles

Campbell-Copeland, Thomas

Punctuation, signs and symbols:

Ignore punctuation and file as if there were no symbol or space there.

Le Strange, Roger

Le'Strange, Alfred

L'engle, Madeline

Lester, John

Life: a book for young men

Life – a bowl of rice Life, mind and spirit

Exception: The ampersand (&) is filed as its spelled-out language equivalent (and).

A & B Poetry

A and G motor vehicle

Art and beauty

Art & common sense

Initials in Title:

Initials separated by spaces, dashes, hyphens or periods are considered separate words. Initials not separated at all are considered one word. If there is a space before a letter follow the nothing before something rule.

I. D. A.

I Q

IBM

IEEE

Biographies:

Biographies are shelved alphabetically by the name of the person the book is about, not by the author's name. However, if there are several John Adams biographies, they would then be shelved by the author's name.

Fiction Books with the same last name:

Fiction Books are shelved alphabetically by the author's last name, first name, and then by title. If two authors have the same last name, arrange by first name or initials so that all the books by the same person will be found together on the shelf. If there are several books by the same author the books are further arranged alphabetically by title.

Shelving Everybody or Easy Books:

Everybody or Easy books are shelved by the Lexile Level. Each blue crate has a Lexile Level on it. It begins with OPEN. OPEN simply means the Lexile Level has not been determined because the book is written like poetry or prose. Next comes BR – BR stands for Beginning Reader. Then 100 – 1300. Please them in order in the blue crates.

Shifting:

Ideally only two thirds to three quarters of a shelf should contain books. Though most libraries own many more books than will fit on their shelves at any one time, they can keep their shelves at the ideal level because many books are always in circulation. Sometimes, however, the shelves get crowded and tight. When this occurs it is time to shift. If the whole section is tight, you might need to ask Mrs. Johnson which direction she wants you to shift toward.

Major shifting (whole sections) shouldn't have to be done too often if you are shifting as you shelve. Should you find a major shift necessary, report it to Mrs. Johnson. Do not undertake major shifting unless given permission to do so.

Be sure that you check behind the books and down the backs of the shelves as you shift and shelve for items which may have slipped out of place or falling down to the bottom shelf.

Shelf Reading:

Straightening shelves and correcting shelving errors are ongoing tasks. High-use areas will need to be straightened more often than areas which are less frequently used. Shelf reading means reading the spines of the items on the shelf and rearranging any materials which are out of order. If the spine label is too worn to read, is incorrect in some way, or is missing, pull the book and show it to Mrs. Johnson. If she is unavailable, place a note on with a description of what needs done. Remember do not place items in the Book Hospital without Mrs. Johnson's permission.