Shelf reading means reading the spines of the items on the shelf and rearranging any materials that are out of order. Straightening shelves and correcting shelving errors are ongoing tasks. High use areas such as new books and media need to be straightened more often than areas which are less frequently used.

SHELVING BY ALPHABETICAL ORDER/FICTION

Alphabetizing is done by letter rather than word. This applies to collections that are shelved by the authors last name and then by title (or series if one exists). First you would alphabetize by author’s last name \*(only 3 letters will be on the spine label) then author’s first name, then book title/series if necessary.

1. ALPHABETICAL ORDER BY AUTHOR
   1. Please number the order of how the authors would be organized.

Anders, Kirk

Andrew, Austin

Anderson, Derek

Andersen, Thomas

Anderson, Katie

If the last name and first name are identical, further alphabetize by middle initial if applicable.

1. Please arrange the names in order.

Kellerman, Fay

Kellerman, Jesse

Kellerman, John

Kellerman, Jon

Kellerman, Jonathan

Kellerman, John Kelly

When a last name has a unique spelling, it will still be shelved in the way it is spelled. For instance, McDaniel would be shelved under MCD, not just MC

1. Place the names in the correct order.

McCallister, Kevin

Depp, Johnny

DePaola, Tomie

McDonald, Elizabeth

MacDonald, Robert

If the author had multiple titles, it would be shelved by title order.

1. Please arrange the books in order

Anderson, Derek *Romero and Lou Blasts off*

Anderson, Derek *How the Easter Bunny Saved Christmas*

Anderson, Derek *Glady Goes out to Lunch*

Articles such as “a”, “an” and “the” are disregarded when they appear as the first word in the title. Preposition like “of”, “for” and “into” are considered part of the title. Spaces in a name or title are disregarded

Example: *The Giving Tree* is shelved as ***Giving Tree, The***

*Of Mice and Men* is shelved as ***Of Mice and Men***

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 shelving.

1. Number the following titles in order

*What if everybody did that?*

*What if you got lost?*

*What if I lost a tooth?*

*What if you met a Pirate?*

With abbreviation, file in alphabetical order exactly as written on the label or on the title of the book.

Ex. ***Doctor Zhivago*** would come before ***Dr. Doolittle***

***Saint Louis Cardinals*** would come before ***St. Anthony***

**Dewey Decimal**

In order to organize the non-fiction section, you just need to know how to keep your section in order by number or genre and author. Our adult and children’s non-fiction materials are organized by the Dewey decimal number.

Place books in order:

641.5 DEW

650.1 MIN

650.02 DEW

641.58 THO

641.58 WIN

641.058 SCI

641.625 BRI

641.58 FUN