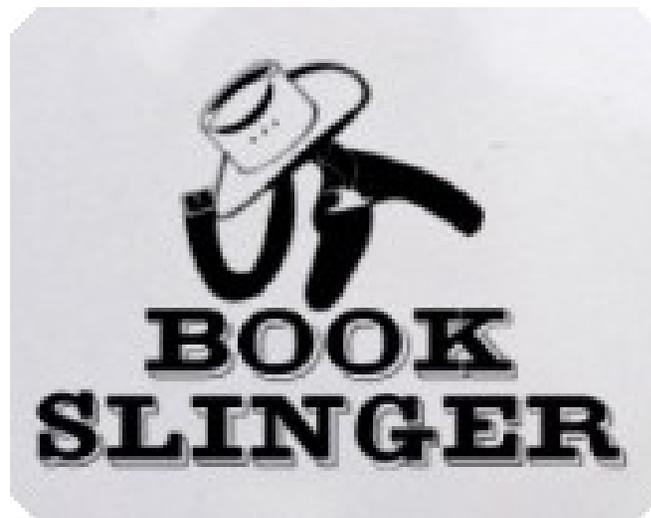


Thank you for donating your time to help us re-shelve our books.

Please feel free to enjoy the library when you are done shelving—

- ask how else you may assist us
- read a book or a print magazine
- use a computer to visit our website, online magazines, or recommended books & websites

Please remember  
This is the library,  
NOT the gym--  
No horsing around!



## Welcome to the Library Information Center

Thank you for being a **BookSlinger** by giving your time to help us more fully serve our students.

Putting returned books back on the shelves is the most valuable task you can do for us. It means students have the books they need, when they need them.

This handbook will guide you through the re-shelving process. If you have any additional questions, just ask the Librarian.



Example of alphabetical order

ABC | BAC | CAB | EBC

MAC | MAD | MCD | MCD

(Put these 2 alpha by title)



Example of numerical order

353.45 | 364.34 | 375.04

796.092 | 796.323 | 796.332

551.21 | 551.21 | 551.21

BRA      MON      STE



It usually takes about a  $\frac{1}{2}$  hour to sort books to a cart & then re-shelve one side of the cart, regardless of the *neighborhood*, the *street*, or the *address*.

(That includes the time it takes to make sure books already on the shelf are in their proper order.)

## How do I put the books in proper order?

Put books already on the shelf into proper order before "delivering" books from the cart. If a book doesn't belong on that *street*, put it on the cart to shelve when you get to that street later.

Books are arranged in proper order according to the address on the spine label.

**Fiction & Biography** books are in alphabetical order by the 3 letters on the bottom line.

Fiction with same 3 letters are alphabetized by Titles. (Don't include "A", "An", or "The".)

Biographies with same 3 letters are alphabetized by the name of the person.

B or FIC  
ABC

796.332  
ABC

**Dewey**-numbered books are in numerical order, first by numbers to the LEFT of the decimal, then by numbers to the right of the decimal. Books with all numbers the same are alphabetized by letters under the number.



## How is the library organized?

The library is like a city with neighborhoods, streets, and addresses. Books in different *neighborhoods* "live" on a certain *street* at a particular location or *address*.

One *neighborhood* is the **Dewey** area where books live on streets according to the Subject of the book, for example, Science or History. Each subject has its own 3-digit number and a decimal point with some more numbers that group similar topics: Science = 500s and History = 900s.

Another *neighborhood* is the **Fiction** area where books also live on separate *blocks* depending on the Subject of the book, for example, "Fantasy" and "Adventure."

The **Biography & Memoir neighborhood** is "around the corner" from the Dewey *neighborhood*.

**Reference** is across the *street* from Biography.

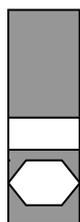


### How are books sorted?

Books are sorted by the **2-line address** on the SPINE LABEL near the bottom of the book.

The top line tells you the *neighborhood* where the book "lives":

**FIC** goes in the Fiction *neighborhood*,  
a **Number** goes in the Dewey *neighborhood*, and  
**B** is the Biography *neighborhood*.

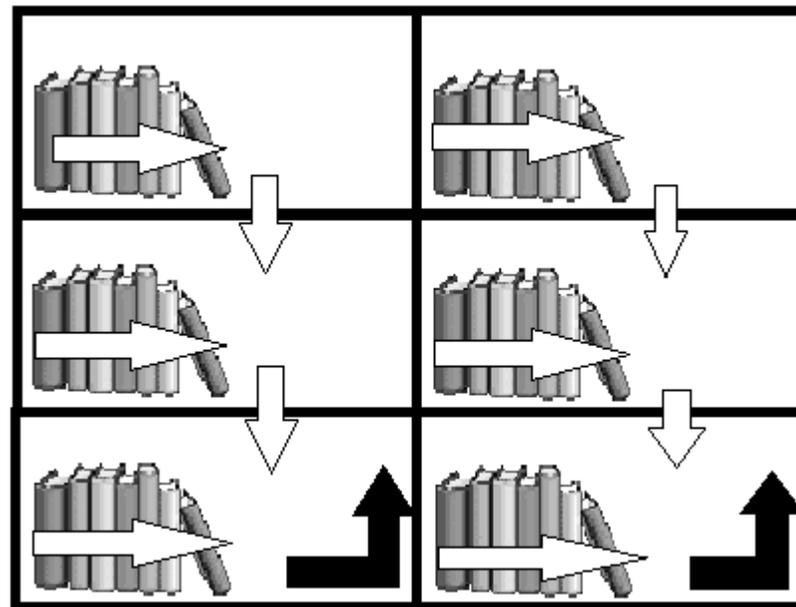


For Fiction books, we use a color on the label & a sticker under the label to show the *blocks* where the book "lives." To sort Fiction books, just match the label colors or stickers.

Put books on the bookcart according to their *neighborhood*, so once you have the books sorted to the carts, you can head to the correct *neighborhood* & "deliver" your books to the correct *addresses* !

### How are shelves organized?

Each shelf is labeled to tell you the *addresses* that go on that shelf. *Addresses* are in order like words on a page: Left-to-Right, then down to the next shelf; at the bottom go up to the top of the next section of shelves.



It's just like delivering mail: put a book on a shelf according to the *address* on the label!