

## SHELVING AND SHELF-READING

The importance of these jobs in a library cannot be over-stressed. If a book is out of order, the person looking for it will not be able to find it, and we fail in our goal of providing excellent library service. Patrons expect us to keep accurate records of who has what checked out. When we call someone about an overdue book that we then find here on our shelves, our credibility is damaged. The same thing happens when a book that a patron has reserved is found out on the shelves.

### Non-Fiction

1. Nonfiction is arranged by the Dewey Decimal numbering system.
2. Each number following a decimal point represents a further division within that classification. You would read 616.6 as a greater number than 616.12. The “.12” is not read as twelve but as “one and then two.” The smallest number comes first. “Nothing comes before something.”  
Example: 001.1  
          001.12  
          001.4  
          001.452
3. Below the number are the first three letters of the author’s last name. Within each identical number, the books are then alphabetized according to the author’s last name.  
Example: 133.3 Low  
          133.3 Smi  
          133.3 Ton
4. If there are several books by the same identical last name, they are alphabetized by the author’s first name.

### Fiction

1. Fiction is shelved alphabetically by the author.
2. If there are several authors with an identical last name, next shelve by the first names.  
Example: Green, Gail  
          Green, Gaylord  
          Green, Thomas
3. If an author has several books, then alphabetize by title.  
Example: Green, Thomas “Blood Runs Cold”  
          Green, Thomas “High Hills”  
          Green, Thomas “Tom about Town”
4. One of the key rules to shelving library books is “nothing before something.” This means:  
Example: Green, Thomas  
          Greene, Graham  
          Greening, Carol