Examples of shelving errors in the Education and Music Library

1. Rough shelving

Both put on the Library of Congress rough shelving. Note: one is for the Edsbooks Collection. Read the entire label.
Examples of rough shelving errors, shelving errors, stack maintenance issues

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2. Reserves

970.41 is a Dewey #. It is rough shelved in the area with Dewey call numbers.
3. Education Library Stacks

Cd shelved with DVD’s in the DVD Collection.
This item should be shelved in the Compact Disc Collection.
Please read the entire call number.

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Remember, call numbers that have a double cutter may be separated onto the next line. This is usually done to ensure the call number fits on the label spine. The catalogue numbers for these in the online catalogue are:

PE1128 .A2M83 1992
PE1128 .A2744 1991
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Do not shelf after the book ends. If there is not enough room, shelf on on the next shelf or leave the book with a permanent staff member to let them know the area needs shifting.
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4. Shelving / stack maintenance to be mindful of

This book is getting damaged as it has no support. Shelf on the row above. See example.

The book is properly supported by the items on the left.
If you are shelving and notice a book that is coming apart, pull it.

Bring it to the Circulation Desk, wand it in the Search/Holds mode and change the status to "a".

Place the item in the box for items to mend.
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