Shelf Reading

May, 2018

Shelf reading is going over the entire collection in the Library - book by book. We want to make sure that each and every book is in its proper place.

Read each line of the call number carefully to make sure that the books are in the correct order. Pay close attention to multiple issues of books and in particular to the year and volume number. **Shelf-reading can be fatiguing, so limit your session to no more than 1/2 hour.** Please shelf-read slowly and carefully as accuracy is very important.

Please make the time to work on your assigned section of the stacks during each of your shifts. **You are responsible for keeping your assigned area maintained as a regular part of your duties, and also for doing each other’s section when you switch shifts.** This ensures that all sections are tended to regularly. **You do not have to shelf-read your entire sections each and every week!** Work at it over time – a good rule of thumb would be to complete 2 – 3 bays of your assigned sections per week.

1. To help you **keep track of where you are in your shelf-reading** there is a log for each of you in this binder. Please be sure to record your shelf-reading activity in the log so that you know where to begin working again at your next shift.

2. While you are shelf reading, **take your time to straighten up the books as you go.** If you notice the book-end has moved and the books have fallen or slid down move the book-end to tighten up the row. Check to make sure no books have fallen behind the others. Add more book ends to prop up books when needed.

3. **When a shelf is so tightly packed** that shelving another book would be impossible then shift everything either forward or backward into some empty space. The idea is to create enough space on the shelf to hold another book or two.

4. **Pick up any books that have been removed by patrons for browsing and left in an empty space** at the end of a shelf. Take these items to the Circ desk and wand the barcodes in Sierra’s “Count Use” function before re-shelving.

5. **Place any books that need to be mended or require new call number labels** on the circulation desk with a note for your supervisor indicating what needs to be done.

6. **Let your supervisor know about any particular problem areas** (extreme lack of space, etc.), and leave any items that you are unsure about at the circ desk with a note on it for your supervisor.

7. **Remember also to make sure the books are flush to the front edge of the shelf;** this makes the books and the library look nice and tidy.

8. **Books that are slightly out of order (maybe 1 or 2 books out of order)** can be placed in their proper place while you are shelf reading. **BUT if you notice any books that are way out of order** (for example if you notice a call number QR book in with the SF books) bring that book(s) back to the Circ desk and check it in. Or even if the book is only out of place by a whole row or more,
bring it back and check it in. The book may have been marked as missing and is a book that we are searching for. Once again, be careful and read the screen for any instructions.

9. **REMEMBER:** the number on the 3rd line is read as a decimal number, like a fraction, and not as a whole number.

So, for example a book with the call number:

```
SF
772.6
.C4312
2007
```

SF
772.6
.C5
2007

would come before 1998

The first line of the call number should read either Science or Nat Sci. Books that belong to another branch library will be identified with their name...LAW, VET, EDUC, ENGIN, MED, etc. Murray (Main) Library has no identification name on the spine, so be aware of any of these when shelf reading. If you find a book that belongs to another branch, bring the book back to the Circ desk and check it in. If a message comes up on the screen, “Clear Missing Item?” answer YES, and place it in the blue plastic bin.