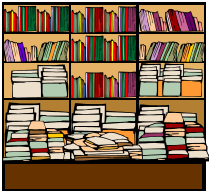


Shelf Reading (Power Shelf-Reading 101)

Revised August 4, 2004

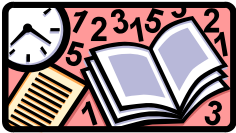


What are the key components of shelf reading?

- Books arranged alphabetically by Author
- Books arranged by Dewey Decimal
- Books on biographies

How do you shelve or shelf read these items?

Fiction: Whether adult or juvenile, all books are filed alphabetically by author and then title.
(Practice your alphabet and you will excel)



The Dewey Decimal number arranges **non-fiction** in numerical classification from 000.01-999.999. The numbers are strictly in numerical order.

For example - 398.024 comes before 398.241
(Forget higher math functions-strictly number order)

Biographies are all filed alphabetically by the name of the person for whom the biography was written.

For example: J/BIO/Jordan

Written by Lipsyte, Robert, (about) **Michael Jordan: a life above the rim.**

What do you look for while shelf reading?

- Does the spine have a "J" before "Fic" or Nonfiction number?
("J" indicates Juvenile area, no "J" indicates Adult area)
- Does the item have a Bernardsville Bar Code?
- Does the item indicate ownership to the Bernardsville Library?
- Is the item in the correct location in the library?
- Is the item in the proper place on its shelf?