Shelving Instructions
Revised August 4, 2004

Check every book for:
1. Damage (if damaged, write a note, date it, add your initials and return book to Circulation staff with the note)
2. Anything patron may have left in the book (keep the item with the book and return to Circulation desk)
3. Does the book belong to the Bernardsville Library? (it should have Bernardsville barcode)
4. Is the book on the correct cart?
   a. "J" books go on Juvenile cart
   b. Adult books go onto adult carts for Fiction and Nonfiction
   c. Videos, CD's, Booktapes, Magazines, "New" Books, LT (large Type), DVD's all go onto special carts.

Nonfiction Notes

Examples of nonfiction numbers/letters in correct order:

    001.001 Lab
    001.0012 Mot
    001.0012 Moz
    001.01 Art
    001.0123 Ban (Bancold)
    001.0123 Ban (Bandit)

Look at the entire number and the three letters following it.
You will have to look at the complete title and author's name to clear up any questions you have as to the order of shelving, when the numbers and three letters on the spine are the same.

Examples of proper order: (remember " A"," An" and "The" don't count if they are first in the title)

    970 Rab
    974 Bat
    974.3 Arc
    974.5 Lac
    974.51 Car
    974.51223 Mer
    974.94 Bun
    974.94 Cun (Cunard)
    974.94 Cun (Cunningham, Alice)
    974.94 Cun (Cunningham, John)
        The Best of New Jersey
        New Jersey and You
        A Scrapbook of New Jersey
        This is New Jersey
        Wild New Jersey

Fiction Notes

Skim each shelf, organizing by author before you shelve. Shelf read the titles for each author, making sure they are in order. Before you shelve a book at the end of a shelf, double check the next shelf down to be sure of the order and where your book should go.

It is very easy to make the mistake of alphabetizing all the book titles under the wrong author, simply because you are only looking at the three letters on the label, and not the author's name on the book cover.

Examples of authors whose spine labels would read: Fic/Pow

       Powell, Dawn
       Powell, Padget
       Powell, Patricia
       Power, Susan
       Powers, J.F.
       Powers, John R.
       Powers, Martha

Authors whose last name begins with Mac (such as MacDonald) or Mc (such as McCarter) are shelved in strict alphabetical order (ie Maa, Mac, Mcu, Mde, etc.)

Example: MacDonald, John
         McAfee, Virus
         McDonald, Oldham

Test Yourself (put these numbers in shelving order, then flip the page over to see how you did)

356.001 Adl, 355.0092 Atk, 355.02 Ada, 355.021Fin, 355.0092 Mea, 358.6 Bos, 356.0012 Aar