Fiction Books: shelving

What is listed on the Spine Label is primary.

1. **Genre--all of the books must be shelved within their genre location.**

2. **Author.** If there are several authors that have the same last name, put them in order of the author's first name. In other words Bill Smith, Henry Smith, Mary Smith, Susie Smith Veronica Smith.

3. The first thing to do when shelving fiction books is to see if the book is already on **display.** (Don't forget to check the top shelves for books that have multiple copies.) If the book is on display (cover facing out rather than the spine), put the book you are shelving behind the one that is on display. If your book is not on display, you can shelve it alphabetically by author within the correct genre.

4. All **books by the same author need to be alphabetized by title** unless the author has written several series of books. In that case arrange the books alphabetically by Series Title, and then by volume within the series. If the title begins with "The" or "A" you can ignore that word. Some authors write both stand along books, and series books.

5. When placing a book on the shelf, look at the books to both the right and the left of the book to make sure it goes between them. Sometimes you will find books that are out of order on the shelves; please arrange them properly.

6. If a shelf already has a lot of books on it, please do not force another book onto the shelf. If there is not enough space you'll need to make space: If there are books on display on that shelf, you can un-display them in order to create space. You also might need to move books to the shelf (or shelves) preceding or following the shelf that is too packed. Don't be afraid to ask Litch for help with this!

7. Neatness is crucial. The spine of the books on the shelves need to be lined up evenly, not staggered.

8. Please don't rush. It is essential that books are placed in proper order on the shelves, or we won't be able to find them. Library staff will occasionally spot check your work, or have you shelved with tags to maintain the high standards of our library.

If you feel ready, there are two quizzes to take before you are ready to shelve books.

🟪Quiz 1️⃣ can be found here.
🟪Quiz 2️⃣ can be found here.

Or if you'd like, re-read the information above, then take the quiz. Let us know when you've finished the quiz.