

Thank you for volunteering in the Willow Hill Library!

Job Description: Volunteering will involve shelving books, straightening up books, and helping students to find books. The time commitment is 30 min during class visits. We can only manage 1-2 volunteers at a time. The sign up list has opportunities to volunteer up to the end of the school year.

If you would like to volunteer, but would like an opportunity to get to know the library first, reach out and arrange a time with Mr. Stoddard at stoddardsc@tcaps.net

Reminder – all volunteers must have a current TCAPS volunteer application approved and on file to participate. **The volunteer form can be accessed** [HERE](#).

SHELVING BOOKS 101

Non-Fiction

- Decimals matter! 398.2 comes before 398.24
- Books with the exact same number- alphabetize by author
- Books with the same number AND same author- alphabetize by title

Fiction (FIC) & Graphic Novels (GN)

- Alphabetize by spine label.
- Spine labels with the same three letters, first check full name of author and alphabetize by author's last name (ie CLE could be Cleary, could be Clements. All books by Cleary come before all books by Clements. Also PEC- could be Richard Peck. Could be Robert Peck. All of Richard Peck books come before all of Robert Peck books)
- Books that share the same author, alphabetize by book title. Ignore "A" and "The". Place titles that start with a numeral at the beginning.
- If a book is part of a series and the numbers are prominently displayed on the spine of the book then put the books in numerical order within the series.
- An author may have more than one series, i.e. books by Riordan. The Heroes of Olympus series would be shelved before the Percy Jackson series, and within each series they should be in numerical order.

Picture Books (E)

- Picture books are alphabetized loosely by what's on the spine label, i.e. books with E BRE sit together on the shelf but not alphabetized otherwise.

BIO (B)

- Alphabetize first by who it's about (line 2 on the spine label). Is it John Adams or Samuel Adams? John Adams books are shelved first. If there are multiple books about the same person then place them in alphabetical order by author (line 3 on the spine label)

Paperbacks and other specific titles

- Picture book paperbacks are loosely placed alphabetically by author's last name in the paperback case. Early readers are placed in plastic bins by level 1,2,3. There are bins for early reader nonfiction titles. [Pokemon/Minecraft/Video gaming](#), [Who Would Win](#), [superhero/star wars/lego](#), [Princess/Fairy/Mermaids](#) have a separate space on the shelves as well.

Thank you for paying attention to the details! Accuracy is more helpful than speed.

After Shelving, what next?

1. Straighten - stand up books, pull books to edge of shelf. Clear tables of stray books. Push in chairs.
2. Shelf read - make sure books are in exact order.
3. Check fiction section for series books that belong in bins.
4. Check paperback books - are they all where they need to be? (right level, 1,2,3,4? Superhero books/lego books on the Lego/star wars shelf? Non-fiction in NF bin? Random sized paperbacks in ABC bins by author last name?)
5. Find princess/unicorn/etc books from E section to go on the princess/fairy shelf. Beatrix Potter books on the shelf below Princess/Fairy shelf.