

## PAGING

- Edge each shelf
- Shift if too tight
- Misplaced books go on re-shelving cart
- Clean toy area

## SHELF READING Guidelines by Area

*Please write down where you have shelf read in the Shelf Reading binder (ask librarian).*

### **All Fiction books are in order by author's last name.**

E SMI or J SMI -- "E" stands for easy and are the picture books and "J" is for Juvenile which are generally for mid-upper elementary; "SMI" is the first three letters of the author's last name.

- E ABB – E BEC – E BED
- J HAT – J HIT – J HIZ

Series books - E AAA/IC has a green sticker & "S" and J SMI has a white and red Series sticker – are grouped together by their series name; the series names are on the shelf dividers and are alphabetical; look at the book cover to determine the series name; ask a librarian for help if needed.

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### **All Non-fiction books are in order by number (first) and then author's last name (second)**

- J 291.3 ABB before J 291.3 BEC
- J 389.01 BAC before J 389.01 CAB
- J 452.692 DIR before J 452.693 DIR
- J 92 HAR before J 92 IST ("92" stands for biographies and belong in the biography area)

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Note: If a spine label ends with "/PT" – the book belongs in a special Parent Teacher area and follows the same order rules as above.

636.01	636.01	636.01	636.01
638.2	638.2	638.2	636.8
636.8	636.8	636.8	638.2
638.83	638.83	638.83	638.83

When shelf reading, you will only be comparing two call numbers at a time.

Order one column of numbers at a time.

Blanks are treated as "0".

If all numbers are the same, then alphabetize the three letters.

