

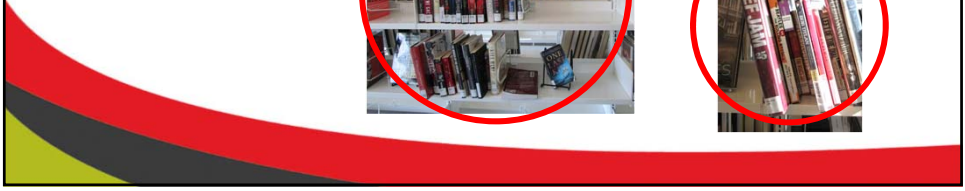


## **Adopt-A-Shelf Training: Introduction**

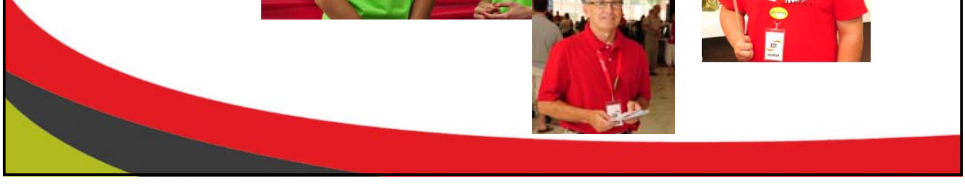
### **Virtual Training Components**

- Training videos
- Practice tools
- Online quiz
- Brief in-person training

## Why this program matters...



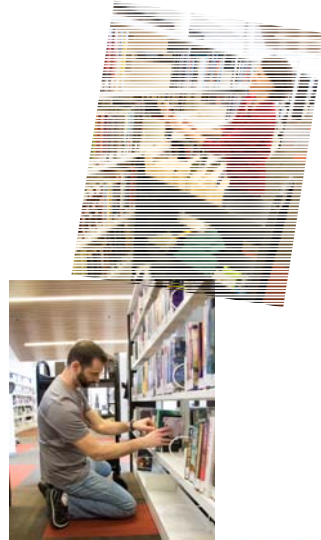
## Why this program matters...



## Why this program matters...

On average each year, we have:

- 60 volunteers
- 600 hours
- Reshelve over 6,500 books
- Pull over 300 damaged books



## What Adopt-A-Shelf is...

The opportunity to engage community members in supporting the Library and those it serves by keeping our materials and shelves looking their best!



## What Adopt-A-Shelf is not...

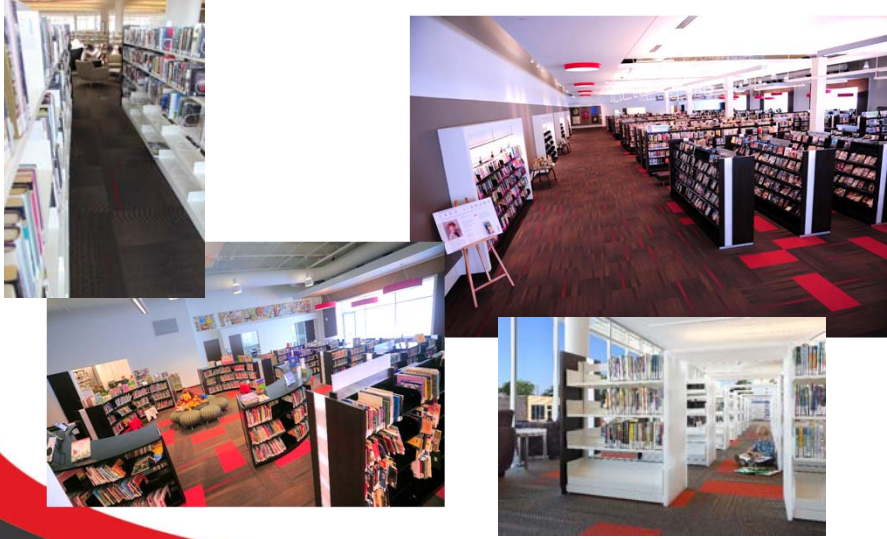
It is not shelving.

You will be working with materials already on the public floor – not bringing materials from the sorter room to put on the shelves.

## Adopt-A-Shelf Duties

- Shelf reading
  - Reviewing materials to ensure they are in the correct order
  - Reshelving or processing if incorrect
- Straightening shelves
- Dusting shelves – including behind the materials
- Examining book condition
- Examining shelf condition
- Tracking volunteer time and impact

## How Library Shelves Function



## How Library Shelves Function

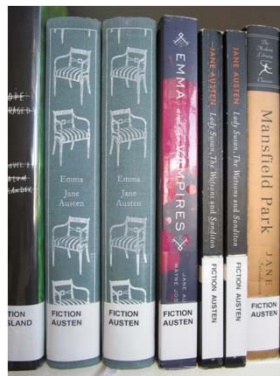




## Adopt-A-Shelf Training: Shelf Reading 101

### Shelf Reading 101

- Reading the spines of items on the shelf
- Rearranging items that are out of order



## Shelf Reading 101

- **Fiction** = Alphabetical Order
  - By author
  - By title
  
- **Non-Fiction** = Dewey Decimal Order
  - By number
  - By author

## Shelf Reading 101: Fiction

### What's on the Spine Label?

- Genre
- Author's Last Name
  - First seven letters only



## Shelf Reading 101: Fiction

### Level 1: Alphabetical Order by Author

The following authors would be placed in this order on the shelf:

- Anders, Kirk
- Anderson, Derek
- Anderson, Katie
- Andrew, Austin

If the last name and first name were identical, further alphabetize by middle initial, if applicable.

## Shelf Reading 101: Fiction

### Level 1: Alphabetical Order by Author

When a last name has a unique spelling, it will be shelved the way it is spelled.

- DePaola, Tomie
- Depp, Johnny
- MacDonald, Robert
- McCallister, Kevin
- McDonald, Elizabeth

*Note: When there is not an author listed, the spine label should indicate how to shelve the book. It will typically be by title but other examples are by band name, editor's name, medical condition, software name, etc.*



## Shelf Reading 101: Fiction

### Level 2: Alphabetical Order by Title

If an author had multiple titles, they would be shelved as follows:

- Anderson, Derek *Gladys Goes Out to Lunch*
- Anderson, Derek *How the Easter Bunny Saved Christmas*
- Anderson, Derek *Romeo and Lou Blast Off*

## Shelf Reading 101: Fiction

### Level 2: Alphabetical Order by Title

Articles such as “a,” “an,” and “the” are disregarded when they appear as the first word in a title. Prepositions like “of,” “for,” and “into” are considered part of the title. Spaces in a name or title are disregarded.

- *The Giving Tree* is shelved as *Giving Tree, The*
- *Of Mice and Men* is shelved as *Of Mice and Men*

## Shelf Reading 101: Fiction

### Level 2: Alphabetical Order by Title

Titles are compared to each other word for word. If the first two words of two different titles are identical, go to the third word or beyond to determine shelving.

- *What if Everybody Did That?*
- *What if You Get Lost?*
- *What if You Met a Pirate?*

With abbreviations, file in alphabetical order exactly as written on the label or the title of the book.

- *Doctor Zhivago* would come before *Dr. Dolittle*
- *Saint Louis Cardinals* would come before *St. Anthony*

## Shelf Reading 101

If you are adopting **Fiction** shelves only, you can stop this video here. Your next video will be “Shelf Reading and Displays.”

If you are adopting **Non-Fiction** or **Biography** shelves, please keep watching.

*(Our Fiction viewers are certainly welcome to keep watching to learn more about the Library!)*

## Shelf Reading 101: Non-Fiction

### What's on the Spine Label?

- Dewey Decimal point
  - You do not need to know the Dewey Decimal system.
  - Only need to know which number is bigger or smaller.
  - Dewey is a classification system for organizing materials.
- Author's last name
  - First seven letters only



## Shelf Reading 101: Non-Fiction

### Level 1: Numerical by Dewey Decimal

- Starts with 000 – goes to 999
- Many books in a section will have same Dewey Decimal number – example: *COOKING 641.5*
- Can go up to 4 decimal points
  - 356
  - 356.1567
  - 356.54
  - 356.8789
  - 356.89
  - 357



## Shelf Reading 101: Non-Fiction

### Level 2: Alphabetical by Author

The following books would be placed in this order on the shelf:

- 641.56 GATES
- 641.56 THOMAS
- 641.5637 BOURDAI
- 641.5736 RAY
- 641.58 PATTERS
- 641.5898 STEWART
- 641.624 GREEN
- 641.624 TAYLOR
- 642 BELL

## Shelf Reading 101: Non-Fiction

### Level 2: Alphabetical by Author

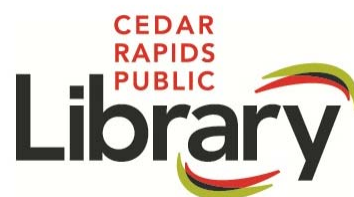
If there are multiple books with the same Dewey Decimal number by the same author, you would further alphabetize by book title. For example, there are several works by William Shakespeare with the same call number; you would place them as follows:

- 822.33 SHAKESP Much Ado About Nothing
- 822.33 SHAKESP Othello

## Shelf Reading 101: Non-Fiction-Biographies

Biographies are non-fiction materials, but they are shelved a little differently. They are placed in order of the last name then first name of the subject. If there are multiple books on a particular subject, further alphabetize by the author's name then by title. For Abraham Lincoln, the biographies would be in the following order:

- **BIO LINCOLN**      *Abraham Lincoln* by Collins, David R.
- **BIO LINCOLN**      *Lincoln* by Donald, David Herbert
- **BIO LINCOLN**      *Abraham Lincoln* by Keneally, Thomas
- **BIO LINCOLN**      *Mary Todd Lincoln: A Biography* by Baker, Jean



## Adopt-A-Shelf Training: Shelf Reading and Displays

## Shelf Reading



## Misshelved Items from Other Areas

### Process:

1. Put on sorter, in return box, or on red cart
2. Track item on Tracking Sheet



## Straightening Shelves

Straightened Shelves



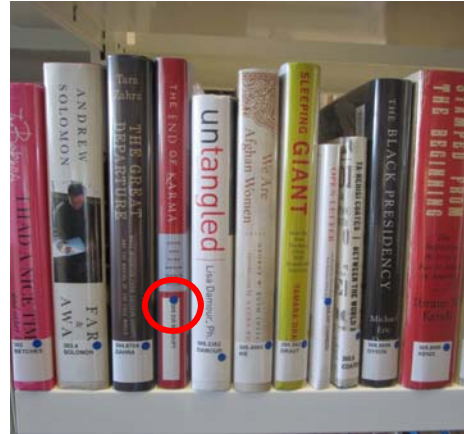
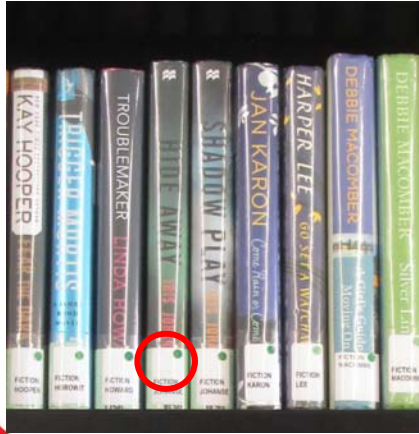
Un-straightened Shelves



## Display Books



## New Materials



## Adopt-A-Shelf Training: Damaged Books



## Reporting Damaged Books



### Non-reportable:

- Worn
- Dog-eared pages
- Bent paperback covers

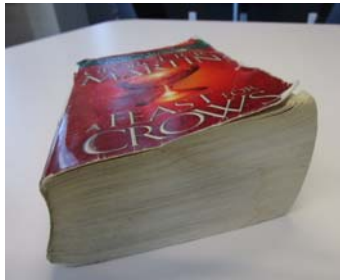
## Reporting Damaged Books



### Reportable:

- Broken spines
- Detached binding

## Reporting Damaged Books



### Reportable:

- Water damage – visible, tactile
- Unidentified “goo”
- Spine glue separating
- Pages falling out

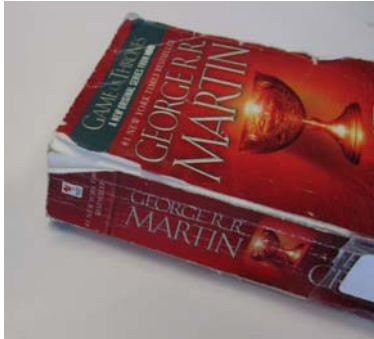
## Reporting Damaged Books



### Reportable:

- Missing discs
- Missing spine label or other library identification

## Reporting Damaged Books



**Reportable:**

- Torn hardback plastic cover
- Peeling paperback cover
- *Staff will evaluate these questionable items and repair if possible*



## Adopt-A-Shelf Training: Tracking Sheet

# Tracking Sheet

## ADOPT-A-SHELF TRACKING SHEET

NAME:

SECTION:

DATE	TIME SPENT	# OF BOOKS RESHELVED	# OF BOOKS DAMAGED	NOTES TO SELF

# Shelf Reading



# Tracking Sheet

## ADOPT-A-SHELF TRACKING SHEET

NAME:

SECTION:

DATE	TIME SPENT	# OF BOOKS RESHELVED	# OF BOOKS DAMAGED	NOTES TO SELF

# Tracking Sheet

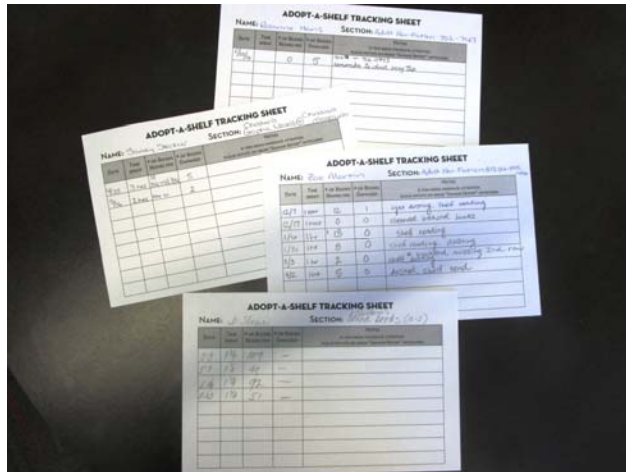
## ADOPT-A-SHELF REMINDERS

- JOB DUTIES:**
- Review materials on shelf to ensure they are in the correct alpha/numeric order.
  - Reshelve if incorrect materials fall within your adopted shelves.
  - Put materials outside of your adopted shelves on the sorter for processing.
  - Pull books with damage and place in Damage Bin.
  - Note shelf damage on a piece of paper and place in Damage Bin. Notify staff if urgent.
  - Straighten shelves:
    - ⇒ Face/edge books
    - ⇒ Update displays if empty or need refreshing
    - ⇒ Tighten up bookends
  - Record your time and notes on the other side of this sheet.
  - Dust shelves - including behind the books and any brackets or ledges.

**EXAMPLES OF DAMAGED BOOKS:** Broken spines, pages falling out, binding detached, unidentified "goo" on material, spine glue separating, spine label missing, missing materials (media).

**SHELF DAMAGE:** If reporting shelf damage, please note the specific area of the damage in your report (ex. "242.3" or "SCI FI FRANKLIN").

# Tracking Sheet Samples



## Adopt-A-Shelf Training: Miscellaneous Tidbits

## Frequently Asked Questions

- How do I put series in order? Title or series number?
  - Adult – Alphabetical by title (*with a few exceptions: westerns*)
  - Teen/YA – By series order
  - Children's – Alphabetical by title
- What if I'm not sure of the status?
  - Ask staff person to look up status for a few
  - Put on sorter
- Do I track titles of moved/damaged books in notes section?
  - No, we do not need to track titles. This section is for more generic notes to us, for your team, or for yourself.

# Thank You!

