

RULES FOR SHELVING BOOKS

After being discharged, books are placed on the appropriate "truck" behind the Circulation Desk. Reference books and then regular LC books are placed in call number order on the top of the truck; oversized books are placed flat on the bottom.

Shelve books in an upright, vertical position.

If the shelf is too full, shift books to make room. Do not pack the books tightly. Leave a little "wiggling" room.

Add or take away book supports as necessary. Extras are stored on shelves behind the Circ Desk.

Align books evenly at the front edge of each shelf.

If a book is too tall to be shelved upright, shelve the book on its spine rather than on the edges with the spine in the air.

If time allows, revise any shelving errors you may find. If not, let a member of the full-time staff know about the problem area.

Do not shelve books flat on top of other books. They can fall down behind and become lost.

If step stools are used, return them to the rear of the stacks. Left in the aisles, they present a tripping hazard.

Rev 8-00 on patience