I. ADOPT-A-SHELF SHELF READER

FICTION NONFICTION TEEN JUVENILE DVD CD

FICTION
Shelf reading means simply making sure the books are in the right order. FICTION BOOKS are shelved in order by author’s last name, and within the same author, by the title. Also, if there are many Smiths, be sure to shelve Adele Smith before Zachariah Smith. Put the titles by the same other together alphabetically as well, so that if an author has written many books the specific book can be found.

There are also Genre Fiction books, such as
MYSTERY FICTION
SCIENCE FICTION
WESTERNS
FANTASY
HORROR
ROMANCE
HISTORICAL
INSPIRATIONAL

For example, a Mystery Fiction book spine label might look like this:

F
MYS
CHILD

or a Historical fiction book would look like this:

F
HISTORY
PHENIX

It is very important to shelve the fiction books in the plain fiction or Genre sections as labeled on the spines because that is where our patrons will look for them.

Each section, Juvenile, Teen, Adult and Audio have different rules about intershelving the genre fiction with the regular fiction, so be sure you know what is common practice in the library you sidekick in.
NONFICTION
At Anythink, we use a word-based organization system called WordThink instead of a number classification system, such as Dewey or LC.
Here’s how it works:
- Items are grouped by subject. Some WordThink subjects are History, Parenting, Travel, and Nature.
- Within a subject, there may be a secondary subject, like Nature—Dinosaurs.
- There may also be a third category, like Nature—Animals—Insects.

<table>
<thead>
<tr>
<th>NATURE</th>
<th>ANIMALS</th>
<th>BIRDS</th>
<th>INSECTS</th>
<th>LAND</th>
<th>OCEAN</th>
<th>DINOS</th>
<th>PLANTS</th>
</tr>
</thead>
</table>

Items are put in order by:
1. Top level subject
2. Secondary subjects
3. Tertiary subjects
4. Item title

When shelf-reading, it is also important to straighten shelves by removing any refuse, aligning the spines of all books with the front edge of the shelves, and ensuring that books that are on display are in the correct area. Please record your progress on the appropriate shelf-reading log so that other shelf-readers can pick up where you left off.