

Russiaville Branch

Shelf Reading Volunteer

Task Description

Task	Shelf read.
When does the task have to be done?	Ongoing
What day and time?	Hours are flexible but limited to the hours that the Russiaville Branch is open. May include evening and Saturday hours.
How often does it need to be done?	Ongoing
Where does it need to be done?	Russiaville Branch
Approximately how much time is involved?	1 to 2 hours each time.
What skills are required?	<ul style="list-style-type: none"> • Able to concentrate and pay attention to details. • Able to use alphabetical and numerical filing systems. • Able to follow written and oral instructions. • Able to work independently following training. • Able to keep track of time worked by signing in and out. • Able to interact well with staff.
Personality traits needed?	<ul style="list-style-type: none"> • Strong sense of order. • Detail oriented. • Pleasant and courteous. • Dependable.
How many people needed?	Unlimited.
Who will train, supervise and evaluate the volunteer?	The Head of Russiaville Branch. Clerical staff will supervise when the Head of the Branch is out of the library.
Comments	Physical stamina is required – lifting, stooping, standing, walking, pushing carts, and reaching up to higher shelving, sometimes with the aid of a step stool.
Training provided:	<ul style="list-style-type: none"> • Orientation to library. • Training in using the Dewey Decimal System.

Detailed description of task:

- Go to the assigned area and make sure the items are in correct order by reading the call number on the spine (or front cover) of each item.
- Rearrange items as necessary.
- If a large number are out of order, notify the supervisor.

Fiction

Arrange alphabetically by the author's last name.

Barrie, J. M.
Baum, L. Frank
Boston, L.M.

If two or more authors have the same last name, shelve alphabetically by the author's first name.

Brontë, Anne.
Brontë, Charlotte.
Brontë, Emily.

If two or more authors have the same first and last name, shelve alphabetically by the author's middle name or initial.

Smith, John E.
Smith, John L.
Smith, John P.

If an author has more than one title, shelve the books alphabetically by the title (ignore the words *A*, *An*, and *The* as the first word of the title).

Murakami, Haruki. *Hard-Boiled Wonderland and the End of the World*
Murakami, Haruki. *A Wild Sheep Chase*
Murakami, Haruki. *Wind-Up Bird Chronicle*

If an author has more than one title, and some of the titles belong to a series, shelve the non-series titles first alphabetically by the title and then the series title according to the series number.

Tolkien, J. R. R. *The Children of Húrin.*
Tolkien, J. R. R. *The Hobbit.*
Tolkien, J. R. R. *The Silmarillion.* FIC Tolkien, J 100
Tolkien, J. R. R. *The Two Towers.* FIC Tolkien, J 200.2
Tolkien, J. R. R. *The Return of the King.* FIC Tolkien, J 200.3

Non-fiction

Shelve numerically by the Dewey Decimal number. The numbers after the decimal point are evaluated one number at a time.

229.8
793.3
909.07

If two or more books have identical numbers, then shelve by the author's last name.

641.5636 Katzen, Mollie.
641.5636 Salloum, Habeeb.
641.5636 Shulman, Martha Rose.

If an author has more than one book under the same call number, shelve alphabetically by title.

811.54 Sexton, Anne. *The Awful Rowing Toward God.*
811.54 Sexton, Anne. *The Complete Poems.*
811.54 Sexton, Anne. *To Bedlam and Part Way Back.*