

Adult & Teen Dept. Shelf Reading Task Description

Task	Read shelves
When does the task have to be done?	Ongoing
What day and time?	Any time the library is open
How often does it need to be done?	Ongoing
Where does it need to be done?	Adult & Teen Department stacks
Approximately how much time is involved?	1-2 hours each time
What skills are required?	Putting decimal numbers in order and alphabetizing
Personality traits needed?	Likes working alone
How many people are needed?	Unlimited
Who will train, supervise and evaluate the volunteer?	Tammy Keith
Comments	Requires standing, and squatting to read on upper and lower shelves.

Detailed description of task:

Go to the assigned shelf area and make sure the items are in correct order by reading the call number on the spine or front of each item. Rearrange items as necessary

Fiction

Arrange alphabetically by the author's last name.

Small, J.
Smith, I.
Snow, B.

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

Stone, Irving
Stone, James B.
Stone, James H.

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

The Passions of the Mind
Past Presidents
The President's Lady

Non-fiction

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

618.034
618.135
822.008
822.03

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

614 Ad
614 Bl
614 De

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

158.1 Dyer, Wayne The Sky's the Limit
158.1 Dyer, Wayne Your Erroneous Zone