

LOCAL SHELVING GUIDE

When shelving please check the date/time on the cart slip and shelve the oldest cart first. Have Access specialist or AM check cart before shelving. Oldest carts are placed closest to the Access Manager's desk.

COLLECTION LOCATIONS

- JNF and ANF are separated.
- JNF is located following the J Fic and beside TNF.
- YAS, YAA, JAWs, SEQ, and Board Books are currently located in the children's alcove. JGN are shelved on the first 2 banks in the middle children's section.
- Tween Graphic novels are located at the start of the Tween section
- The Audiobooks and books on CD are interfiled.
- Spanish and Bilingual Language are shelved together between the FF and ANF.
- Children's music CDs are shelved above the adult music CDs.
- YA Graphic novels begin on the last bank of science fiction. YA is located in the teen section area.

For a more in depth look at the SO collection feel free to follow this link:

https://metrolib.sharepoint.com/:w:/r/sites/sostaff/_layouts/15/Doc.aspx?sourcedoc=%7BD4E94336-8DDC-4091-A231-B5502A513F5D%7D&file=Tempoary%20Revised%20GUIDE%20TO%20THE%20SO%20COLLECTION.docx&action=default&mobileredirect=true

CART ORGANIZATION

We use mixed carts.

Side 1 Side 2

Shelf 1 ANF/Spanish Shelf 1 All Children's

Shelf 2 Fiction Shelf 2 AV and YA

Shelf 3 Oversize and Magazines Shelf 3 Usually empty

Adult Audiobooks are shelved with ANF or Fiction.

SHELVING ASSESSMENT

Team shelving is not encouraged, but staff may team-shelve if that is the best option for completing a cart or there is only one cart to shelve. Shelving is tracked using cart slips (Examples of a blank and a filled cart slip are below.) Slips are placed on a cart when the first items from the sorter are placed on the cart. When the cart has been completely shelved then the slip or slips are placed in the case on the Library Aide shelves. If you are unable to complete a cart, simply place it back at the beginning of the cart line. The next staff member will add a new cart slip and fill in the last four rows to show that they completed the cart. The Access Manager I keeps track of cart stats data.

Library Aides and Access Specialists have assigned shelf reading assignments. Inventory on the iPads is used to assist in shelf reading.

Cart Slip		
Cart Started:	10/8/2020	3:37 PM
Sorted By:	CK	
# of Shelves:	4	
Check for Damage:	✓	
Checked By:	BL	
Shelved By:	CK	
Shelving Started:	10/8/2020	3:30
Shelving Ended:	10/8/2020	4:25
# of Shelves Left:	0	

Cart Slip		
Cart Started:	Date	Time
Sorted By:		
# of Shelves:		
Check for Damage:		
Checked By:		
Shelved By:		
Shelving Started:	Date	Time
Shelving Ended:	Date	Time
# of Shelves Left:		

MISCELLANEOUS

ILLS are held behind the Public Service Desk.

Oversized ANF are shelved on the bottom shelf in the correct bank.