

SHELF WORK

Board motion number: 150:06

Statement

The Bonnechere Union Public Library will ensure the undertaking of regular and adequate shelf work to keep the library collection neat, in proper order and attractive to the public.

Procedures

1. Shelf work (involving shelving and shelf reading) must be undertaken by staff and trained volunteers
2. Shelving involves the following activities:
 - Pre-sort items to be shelved according to category.
 - Set aside damaged materials. The decision to repair (only if damage is minor) or discard can be made later.
 - Shift items from shelf to shelf if necessary and check for tidiness. Ideally shelves should be two-thirds full because it is difficult to remove books from overfilled shelves.
 - On each shelf, ensure that books are held upright with book-ends.
 - Check that shelved items are in the correct location and category.
3. Shelf reading involves the following activities:
 - Check the order of items on the shelves by examining the call number of each item to verify that each is in its proper place on the shelf.
 - Ensure that shelf reading is undertaken as part of daily activities.
 - Establish a shelf-reading schedule to assign responsibility for reading specific sections within a specific time to ensure that the entire collection is read regularly.
 - Conduct brief shelf reading sessions (which are preferable to a single long session).