



How to Shelf Books



All of the books in the Anderson Library have call numbers on their spines that indicate where they are to be shelved. Most of the books have two-line call numbers, but reference books have three lines.

Begin by putting the books in order on the receiving shelves behind the circulation desk.

To put books in order on the shelves...

Non Fiction Books

1. Read the **top line** of the call number of the book to be shelved
2. **Find the section of numbers** or letters in the stacks where the book belongs
3. Read the **second line** of the call number on the book which should be the first three letter's of the author or editor's last name or the first three letters of the title if there is no author.
4. Put the book on the shelf

| | | | |
|------------------|-------|-------|-------|
| Examples: | 333.7 | 333.7 | 333.7 |
| | DAI | FAL | GLO |

If you have more than one book with the same number and same author...

5. Look at the title of the book and shelve that author's books alphabetically by the **first main word in the title of the book**. (Ignore words like the, an, etc.)

Reference Books

Reference books are non fiction books that are shelved in a separate section.

Example: *McGraw-Hill Encyclopedia of Science and Technology, Vol. 1*

REF

503

MCG (first three letters of the first main word in title)

Fiction

Fiction books have two lines of call letters on their spines. The first line is always **FIC** for fiction. The second line has the first three letters of the author's last name. Fiction is located on the shelves behind the reference section.

Example: *Pride and Prejudice* by Jane Austen

FIC

Aus