

The OLS School Library is ready to serve the information needs of students and teachers every school day. Keeping our shelves in order is a big part of this and we're so grateful for your help.

## Thank you!

Special thanks to Ann Marie Daughtery ([amdbham@gmail.com](mailto:amdbham@gmail.com)) our Library Volunteer Coordinator this year!

Students are required to grab a shelfmarker from the basket at circulation before they begin browsing the shelves. It marks the place on the shelf for the book they are browsing – the shelfmarker show them *exactly* where to put it back if they don't want to check it out.

\*K's learn how to use a shelfmarker in Nov. & choose from the hallway bookracks until then.



Even though shelfmarkers are required, some still struggle to use it correctly and will put books back close-ish to where they belong. And sometimes books fall over on the shelf. **As a Library Volunteer**, you will manage the books on the beige "Returns" cart at the circulation desk and keep the shelves in order. It really does make finding the books easier for the students which makes checking out easier... which leads to them reading more books. YAY!

**Our School Library Volunteers schedule regular times to shelve each month, but we welcome drop in's too!**

Just like we all have a home address, every book has one too. Some libraries say “call #” but you’ll hear us talk about “addresses” in our library. And just like us, if a book can’t find it’s way home (to it’s one right spot on the shelf), it’s LOST (possibly until inventory in May) making your job as a Super Shelver vital to ensuring students can find the books they want, when they want them.

## Following is everything you need to know about shelving books in our school library...

Each book’s “address” consists of the SECTION and SHELF information.

We have 3 main SECTIONS in our library (each with its own large wall sign):

### 1) INFORMATION 2) EVERYBODY 3) FICTION

Each book is marked on the spine with a white label showing the book’s specific *address*. Sometimes it’s just letters, sometimes it has numbers too. It’s important to know what they mean. Here are examples...

**INFORMATION** is the ONLY section that uses numbers for the address. These books are shelved numerically by Dewey Decimal Number first, *then* alphabetically. Use the number signs at the top of each bookcase to guide you.

Ex: **973** In the INFO section, look for bookcase with 970’s range,  
**Ame** then find 973 collection. Shelf alphabetically using Ame within that group. \*note: please let us know if the other books around the one you just shelved do not appear to be related in any way!

Ex: **398.24** In the INFO section, look for bookcase with 398 range,  
**Afr** then find 398.24 collection. Shelf alphabetically using Afr within that group. \*note: please let us know if the other books around the one you just shelved in Info do not appear to be related in any way!

When shelving in this section, please keep in mind that lower numbers are shelved before higher numbers – or – “Nothing is shelved before Something.” Such as...  
**629 , 629.2 , 629.13 , 629.23**

***Biography*** books are a subsection of **Information** and are located along the back wall. Their address shows **B** for section and the shelf information is based on *last* name of person the bio is about.

Ex: **B** Go to the Biography wall, look for bookcase with R at the top,  
**Roo** check addresses of books on those shelves until you arrive at the alphabetically correct spot for Roo. \*note: if more than one person has that “address” please try to “group” accordingly.

**EVERYBODY** books are shelved alphabetically by author's last name (mainly).  
Use the letters at the top of each bookcase to guide you.

Ex: **E** In the Everybody section, look for a bookcase with **M** at the top,  
**Mar** check addresses of books until you arrive at the alphabetically  
correct spot for Mar. \*note: **when more than one author shares** the same  
"address," please try to group author's books accordingly.  
(\*Some of the larger "shared" address are E Bro, Mar, Wil, and Woo.)

**Early Readers** are the last bookcase, divided by Level 1, Level 2, Level 3.

Ex: **ER** In the Everybody area, find "Early Readers" bookcase. Each shelf  
**Arn** is a different level, 1-3. CHECK # written in sharpie on back cover  
(see # on back!) barcode then shelve alphabetically by "address" only on that shelf.  
\*note: when more than one series shares the same "address," please make  
sure those series' books are "grouped" together.

**FICTION** is divided into **two subsections** based on interest level. Within each  
subsection, books are shelved alphabetically by the author's last name.

**FICTION SOUTH** is for **Grades 1 and up**.

Ex: **F** Go to the FICTION South row, look for bookcase with P at the top,  
**Pat** check addresses of books on those shelves until you arrive at the  
alphabetically correct spot for Pat. \*note: when a series and other books  
share the same "address," please make sure series are "grouped" together.  
(\*F Bar: *Ivy & Bean* or *Terrible Two*, both series share that address.)

**FICTION NORTH** for **Grades 4-8 only**

Ex: **FIC** Go to the FICTION North area, look for rows of bookcase labeled  
**Pat** with P address ranges, look on those shelves until you arrive at the  
alphabetically correct spot for Pat. \*note: when more than one author  
shares the same "address," please make sure each author's books are "grouped"  
together. As in Katherine Paterson vs. James Patterson (both are FIC PAT)

- As you shelve, please straighten, especially if books are starting to get horizontal. Grab a bookend if that shelf is missing one or remove one if it's too tight.
- When you see books whose spines aren't showing please turn them around.
- Please ask questions, especially when a shelf is too tight or address doesn't seem to make sense.

Thank you for being a SUPER SHELVER Library Volunteer this year. You are **vital** to keeping this library heart healthy and beating for our whole school!

Sincerley,

Mrs. Karen Sullivan (Librarian-Teacher) & Miss Elaine Kinnaird (Library Aide)