

Guidelines

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This guideline covers the process of shelf reading.

NO.	EXPLANATIONS
1	The Librarian and Designated Officer (DO) shall do the shelve reading to check on the following criteria: 1.1 Items shelved in the wrong location. For example: a reference book shelved in open collection shelves. 1.2 Items misplaced or hidden. For example books placed on top of other books or books that have fallen behind the row of books on the shelf. 1.3 Items with damaged or missing call number label.
2	The Librarian and DO shall check each item's call number to ensure that they are arranged accordingly, based on Dewey Decimal Classification's (DDC) call numbers as stated in work instruction GL-IS-05 – Shelving of Items.
3	If items are found not being arranged according to DDC, items shall be leaned down horizontally.
4	If items are found misplaced or hidden, items shall be taken out from the shelve and put back to the shelving trolley.
5	The Librarian and DO will log the shelving errors in the shelves reading log book and inform the respective Library Assistant (LA) to shelve back the items.
6	In order to ensure that the shelving errors as per recorded in log book have been corrected, the Librarian or DO shall monitor the action taken by the LA on the next shelves reading.
7	If the shelving errors are not being corrected by the respective LA, the librarian or /and DO will remind the respective LA and shall only log the action taken after the respective LA has taken the corrective action.

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