

Guidelines

Prepared by:

Ahmad Samsudin

Ahmad Samsudin

25th November 2021

Reviewed by:

Razak Rambili

Razak Rambili

25th November 2021

Online copy of this documented information is the latest

Document No. : GL-IS-MR-05
Revision No. : 1
Effective Date : 25th November 2021

PHASES**EXPLANATIONS****1. Check-In Items**

Staff who is assigned with shelving tasks shall follow the following procedures:

- a) When items are returned, the Library Assistant (LA) or Designated Officer (DO) must check-in the items using ANGKA.SA 2 Library Management System (Circulation Module: Item Check-In) and sensitize them.
- b) After the items had been sensitized, the LA or DO must put the items at the trolleys and arrange the items according to the call numbers.

2. Pick-up Items

The LA or DO shall collect the items. This involves picking up the items and returned to sorting items trolleys.

Items are to be picked up at:

- a) photocopy machines,
- b) on tables,
- c) on shelves or
- d) anywhere patrons leave them

3 Scan all items via using ANGKA.SA 2 Library Management

Online copy of this documented information is the latest

Document No. : GL-IS-MR-05
Revision No. : 1
Effective Date : 25th November 2021

System(Circulation Module: Item Logging).

4. **Sorting and Shelving Procedures**

When shelving item from a book trolley, the LA or DO has to identify and segregate items that have been put at the item trolley according to the type and call numbers.

Below are the major categories of items and description of how they should be shelved:

Fiction

Most Fiction books have a JEF on their spine labels. Under the JEF are the first three letters of the author's last name. Below is an example of a spine label on a Fiction book written by Dave Barry:

JEF BAR

Fiction books should be arranged alphabetically on the shelf by the author's last name. Books by Mary James would come before books by Robert Jones.

Non - fiction Books

Non-fiction books and CDs are arranged according to the Dewey Decimal Classification. The Dewey System is numerical and arranged according to

10 subject areas. Below are examples of spine labels on non-

fictionbooks:

001.4 MAR

305.2 FRE

567.9 ALI

599.746

PEN

599.747

SCH

The important thing to remember about shelving nonfiction books and CDs is that the Dewey Classification System is a decimal system. Therefore, .23 is a smaller number than .4 and should come first on the shelf. When Dewey numbers are the same (e.g. most fairy tales are 398.2), books should be arranged alphabetically by the author's last name. Below is an example of nonfiction books arranged in correct shelving order:

398. 2 ADA

398.2 DEM

398.24 WAR

Reference Books

Reference books are items such as encyclopedias, dictionaries, atlases, directories, handbooks and almanacs. Reference materials can be identified with red tag label, Dewey number and the first three letters of author's last name or book title on their spine labels. Here

Online copy of this documented information is the latest

Document No. : GL-IS-MR-05
Revision No. : 1
Effective Date : 25th November 2021

is an example:

031 WOR (for World Book Encyclopedia)

5. Correct Shelving

One of the most important ways that library staff can prevent damage and set a good example for patrons. Volumes are kept upright and neat on the shelf.

Poor shelving



Correct shelving



Online copy of this documented information is the latest

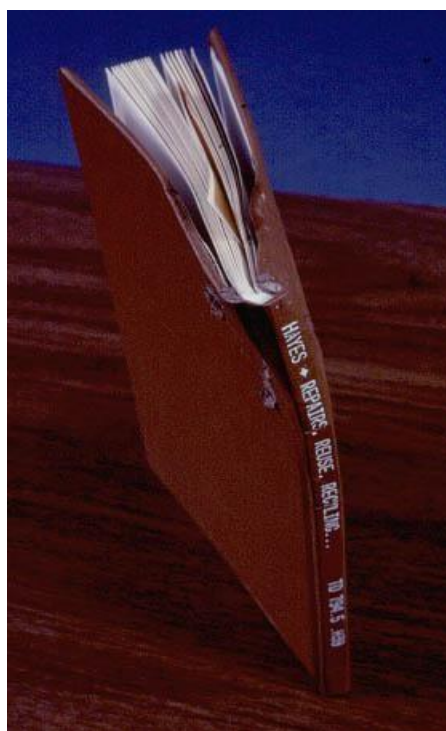
Document No. : GL-IS-MR-05
Revision No. : 1
Effective Date : 25th November 2021

Use Bookends

Support each shelf with a bookend. Push it in firmly, but not too tight, so that books can be easily removed.



Lack of bookends can cause permanent damage due to lack of proper support.



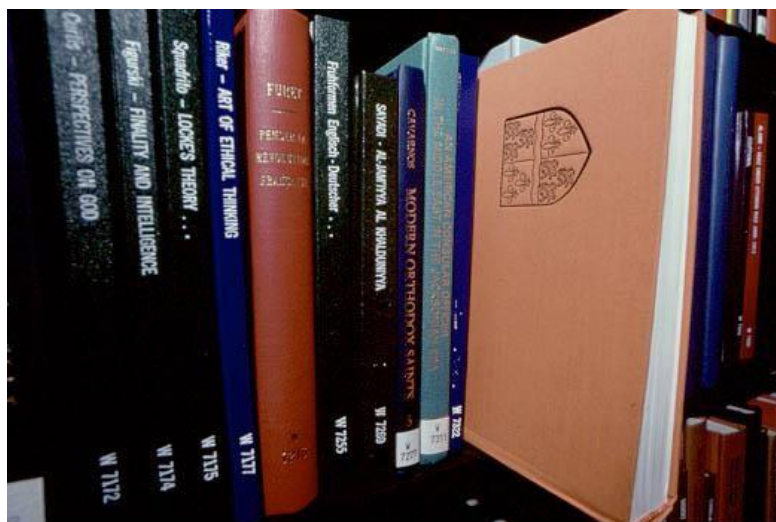
Online copy of this documented information is the latest

Document No. : GL-IS-MR-05
Revision No. : 1
Effective Date : 25th November 2021

Tall books are a problem.



Shelve tall books spine down.



Online copy of this documented information is the latest

Document No. : GL-IS-MR-05
Revision No. : 1
Effective Date : 25th November 2021

Shelve very large books flat. If possible, pile them no more than 2-3 high so patrons can take them off the shelf easily.



Book trolleys

Follow the same rules as for book shelves. Don't pile books on top of trucks -- they crush the lower books and fall off easily.

Wrong use of book truck

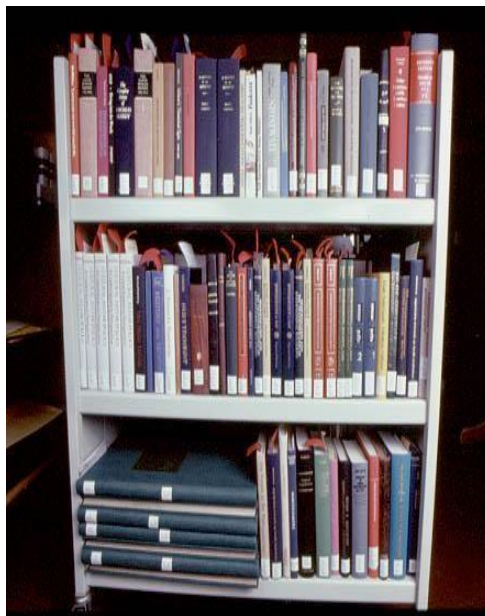


Online copy of this documented information is the latest

Document No. : GL-IS-MR-05
Revision No. : 1
Effective Date : 25th November 2021

Correct use of book truck

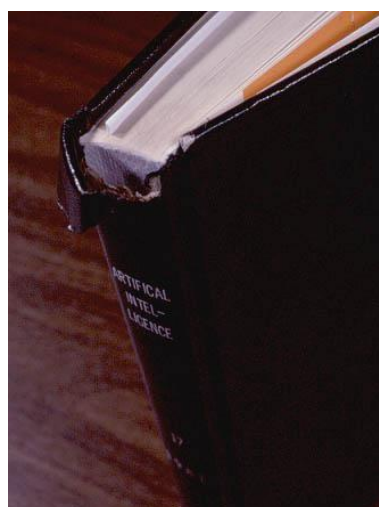
Nothing piled on top, everything standing up straight and all items lie flat.

**Pulling books in the stacks**

Pulling books off the shelf by grabbing the top of the spine (the head cap) can cause the spine to tear. Remove a book from the shelf by pushing its neighbours back slightly and then grasping it firmly in the middle.

Pulling books the wrong way:

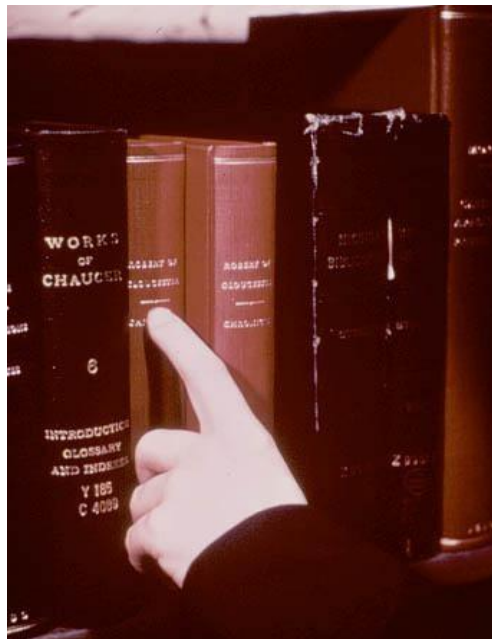
Doing this.....Causes this.



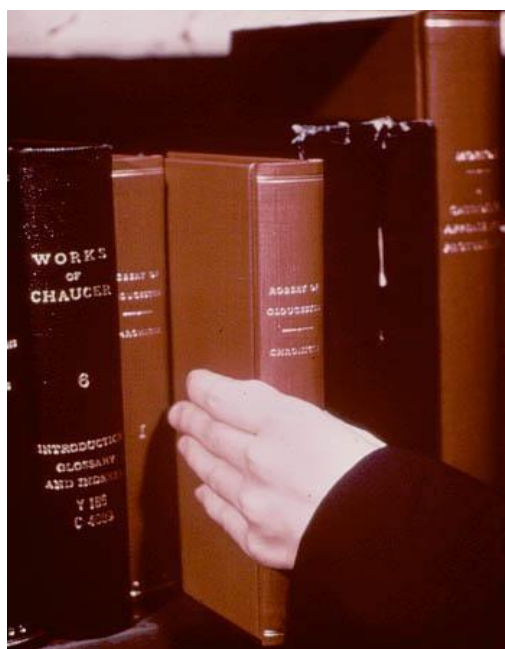
Online copy of this documented information is the latest

Document No. : GL-IS-MR-05
Revision No. : 1
Effective Date : 25th November 2021

Push the neighbors in....



Pull out the book you want.



Online copy of this documented information is the latest

Document No. : GL-IS-MR-05
Revision No. : 1
Effective Date : 25th November 2021

6. Damaged Items

Damaged materials, the LA or DO shall fill-up the **Damaged And Repairing Library Material Form** and submit to Technical Services Division for repair.

After the items have been identified and segregated accordingly, the LA or DO then shelved the items to the respective shelves. At the respected shelves, the LA or DO shelves item according to Dewey decimal classification's call number and ensure all items are arrange neatly and accordingly on shelves.