

Guidelines

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This guideline covers the process of organizing library materials.

1.0 Check-In Items

- 1.1 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.SA2 Library Management System (Circulation Module: Item Check-In) and deactivate them.
 - b) After the items have been deactivated, the LA or DO must put the items at the designated trolleys and arrange the items according to the call numbers.

2.0 Pick-Up Items

- 2.1 The LA or DO shall collect the items. This involves picking up the items and returned to sorting items trolley.
- 2.2 Items are to be picked up at:
- a) Photocopy machines;
 - b) On tables;
 - c) On shelves; or
 - d) Anywhere patrons leave them.

3.0 Scanning Items

- 3.1 Scan all items via using ANGKA.SA2 Library Management System (Circulation Module: Item Logging)

4.0 Sorting and Shelving Procedures

- 4.1 When shelving item from a book trolley, the LA or DO must identify and segregate items that have been put at the item trolley according to the type and call numbers.
- 4.2 Below are the major categories of items and description of how they should

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be shelved:

4.2.1 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:

4.2.1.1

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.

4.2.2 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-fiction books:

001.4 MAR

305.2 FRE

4.2.2.1 567.9 ALI

599.746 PEN

599.747 SCH

4.2.3 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

4.2.3.1 398.2 DEM

398.24 WAR

4.2.4 Reference Books

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

4.2.4.1 **031 WOR (for World Book Encyclopedia)**

5.0 Correct Shelving

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

Poor Shelving



Correct Shelving

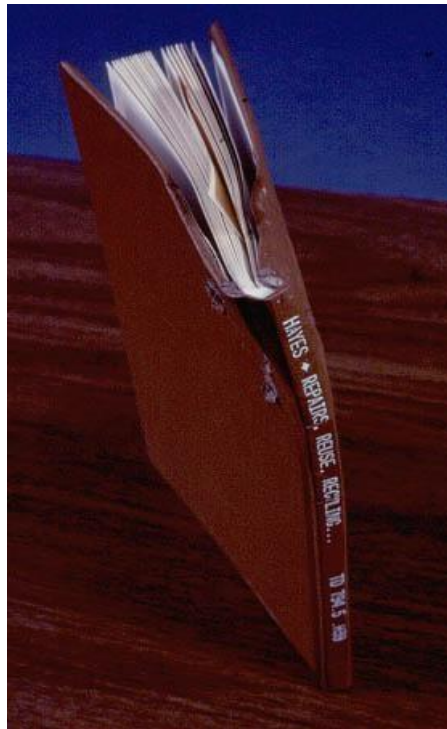


Use Bookends

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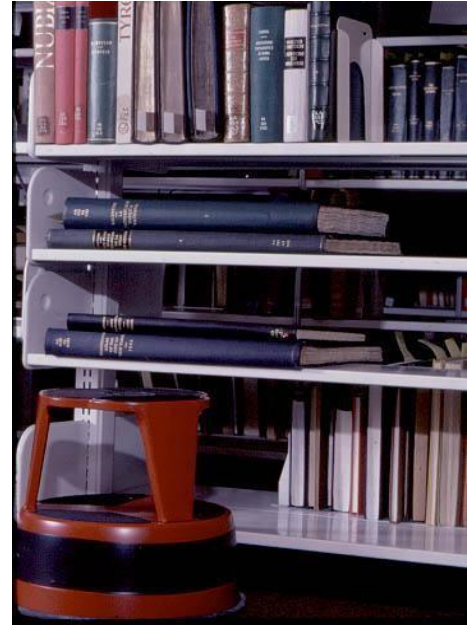
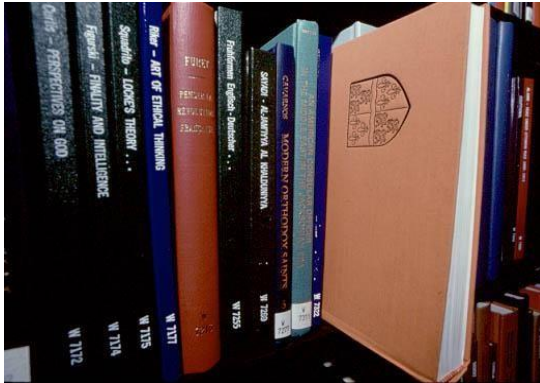
Support each shelf with a bookend. Push it in firmly, but not too tight, so that books can be easily removed.



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

5.2 Tall Books

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Tall books shall be shelve with the spine facing downward and place very large books flat on the shelf. Where possible, books shall be stacked no more than two (2) to three (3) units high to ensure they can be easily accessed by patrons.

5.3 Book Trolleys

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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



Correct use of book truck



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

5.4 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...

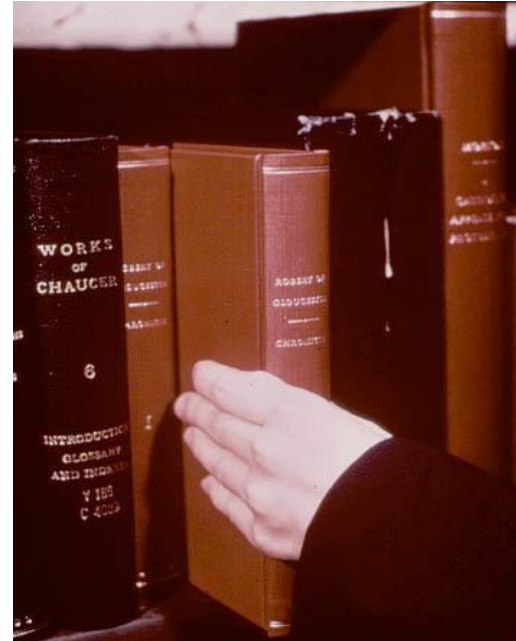
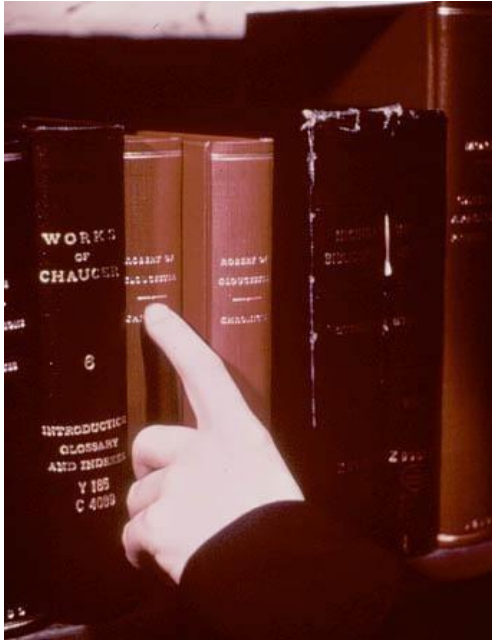


Causes this...



The right way is to push the neighbour(s) in and pull the book you want.

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6.0 Damaged Items

- 6.1 For damaged library materials, the LA or DO shall complete the **FRM-IS-SB-04 Damaged and Repairing Library Material Form** and submit it to the Technical Services Division for repair.
- 6.2 After the items have been identified and segregated accordingly, the LA or other Designated Officer shall shelve the items on their respective shelves. The items shall be arranged according to the Dewey Decimal Classification (DDC) call number, and all materials shall be placed neatly and in proper order on the shelves.

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