**MATERIALS HANDLER Duties**

**~The primary duty of a Materials handler is to get items back on the shelf~**

**Providing Great Customer Service**

Provide customer service from the stacks when asked for the location of items. If a question requires a computer search, bring the patron to the desk. We should all help patrons become familiar with our catalog computers and our self-check-out.

**Tips for Working the YS Stacks**

**Shelving tips:** When you begin shelving, scan the whole shelf; make sure you are not misplacing the item by putting it next to another misplaced item. Re-shelve anything you find out of place. (This depends on the number of carts waiting to be shelved.)

Avoid tightening bookends/brackets against items too tightly. We want the patrons to be able to easily remove an item.

Dress comfortably. This job is physically demanding.

**Shifting tips:** Ideally only one half to two thirds of a shelf should contain items. And a book should be displayed cover out on each shelf. If shifting is needed look at the shelf above and below for room to shift. Keep in mind, to try to keep the same call number or author on same shelf.

**Shelf Reading:** Shelf reading means reading the spines of the items on the shelf and rearranging any items which are out of order. If a spine label is too worn to read, is incorrect or is missing, pull the item and give it to a CC2 or librarian.

**New Items:** New items are shelved in a separate area (front power wall) for a specific period of time (3 months). \*\*\*Please see the latest dot specifics.

**Holds Procedure:** Marking items missing:

* If there is another district copy (AVAILABLE OR CHECKED OUT) - mark the item missing immediately.
* If the only other available copy is at a satellite, inform a C2 or a librarian.
* If it is the last district copy, mark it missing on the 3rd day.

**Basic Shelving 101**

**NONFICTION is shelved by its Dewey number -**

Then by Letter (usually author last name)  **Example:**

Then by Last name, then first name j133.1 R

Then by Title (alphabetically) (Rom, Christine. *Creepy castles*)

Examples: **398.209 G** *Stories from the silk road*, by **Gilchrist** is shelved before

**398.209 G** *The elves and the shoemaker*, by **Grimm**

**FICTION is shelved ALPHABETICALLY by AUTHOR**

Shelve by last name, then by first name:

**Example:** Mays, Joan is shelved before Mays, John

Brown, Ruth is shelved before Browne, Anthony

***\*\*\*When shelving books by authors with the same last name, (in the JE picture books only), we shelve by title order. The only exception to this rule is “Brown”.***

All names beginning with **MAC** are shelved **before** all names beginning with **MC**

**Example:** MacPherson is shelved before McAlley

**Ignore Punctuation, signs and symbols** in a name or title:

**Example Type 1:** O’Hara is shelved as Ohara

St. Olaf is shelved as Stolaf

Saint Paul is shelved before St. Germain (Stgermain)

**Example Type 2:** Arthur’s Underwear is shelved before  
 Arthur Turns Green

**Exception,** the ampersand (&) is shelved as its spelled-out language equivalent (and).

**Articles, “**A”, “An”, and “The”, are disregarded when they appear as the first word in a title.

**Prepositions** such as “of”, “for”, “into”, etc. are considered part of the title when shelving.

**Example:** The Frog House is shelved as Frog House

Into the Woods is shelved as Into the Woods

* + **Titles are compared to each other word for word.** If the first two words of two different titles are identical, go to the third word, or beyond to determine the shelving order.
  + **Numerals** usually are shelved as if they are spelled out. Otherwise, they are shelved in numerical order.
  + Books with **no author** are shelved by title.
  + **DVD** movies are **shelved** by **TITLE** (except for those with Dewey numbers)
  + **Books on CD** and **Playaways** are filed in their respective areas according to author or Dewey number.

**~Any material that you have a question about, please see a Librarian LA or CSR~**