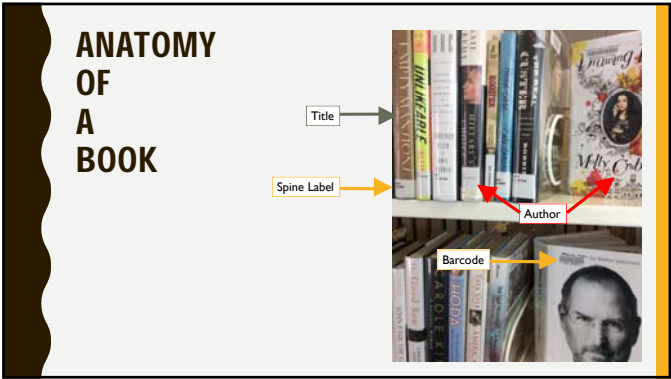
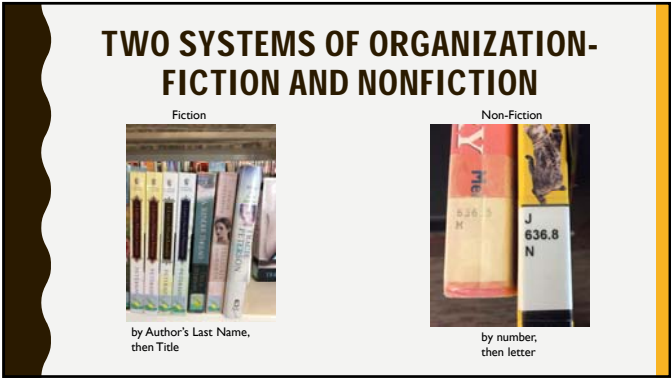


SHELVING GUIDELINES





ORGANIZE YOUR CART BEFORE SHELVING

- Organize the cart by section and then in order and have staff check for the first few times you work at a location.



GENRE LABELS – MIXED OR SEPARATE DEPENDING ON LOCATION

Genre Labels



VIDEO GAME DISCS KEPT SEPARATELY FROM CASES



HOLD SLIPS PLACED ON BACK OF ITEM- ALPHABETIZED BY CUSTOMER'S NAME



STRAIGHTEN AS YOU GO-PULL ITEMS FORWARD



SHIFTING – IF YOU CAN, PLACE ITEMS ON ROW ABOVE OR BELOW IF TOO FULL



**SPECIAL COLLECTIONS – ASK THE
BRANCH IF THEY HAVE ANY**