

Topic: Collection Development and Management – Collection Maintenance

3.27 Shelf Work

Board Motion Number:	24.054
Date of Original Board Motion Number:	March 10, 2008
Date of Current Issue:	May 28, 2024
Date of Next Review:	2028
Attachments:	

Signature of Board Chairperson (and Date):

The North Kawartha Public Library will ensure the undertaking of regular and adequate shelf work to keep the Library collection neat, in proper order and attractive to the public.

Procedures

1. Shelf work (involving shelving and shelf reading) must be undertaken by staff and volunteers
2. Shelving involves the following activities:
 - a. Pre-sort items to be shelved according to category.
 - b. Set aside damaged materials. The decision to repair (only if damage is minor) or discard can be made later.
 - c. Shift items from shelf to shelf if necessary and check for tidiness. Ideally shelves should be two-thirds full because it is difficult to remove books from overfilled shelves.
 - d. On each shelf, ensure that books are held upright with book-ends.
 - e. Check that shelved items are in the correct location and category.
3. Shelf reading involves the following activities:
 - a. Check the order of items on the shelves by examining the call number of each item to verify that each is in its proper place on the shelf.
 - b. Establish a shelf-reading schedule to assign responsibility for reading specific sections within a specific time to ensure that the entire collection is read regularly.