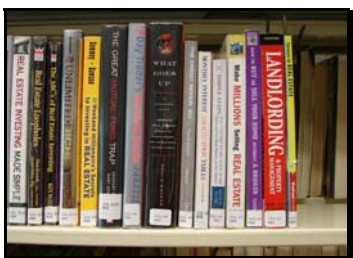


# ADOPT - A - SHELF

A VOLUNTEER OPPORTUNITY AT HILLSDALE FREE PUBLIC LIBRARY

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## Adjust Bookends



Help maintain the life of our books. Make it easier to find them. Through constant pulling and re-shelving you will notice that the books tend to lean to one side. They also sometimes fall between shelves or become mis-shelved.

To Do:

- Move all of the books on the shelf so that they stand upright. Adjust the bookends accordingly.
- Pull or push the books to the front of the shelf. Some books are oversized. It is okay to let these overhang the edge of the shelf.
- Shelf read. Inspect the order of the books on the shelf. Are any out of place? Fiction books are arranged by the last name of the author, then by the first name. We do attempt to arrange all of the books by the same author by title.

## Align Spine with Shelf Edge



The Dewey Decimal Numbers used to classify non-fiction books often confuse people. The three digits to the left of the decimal point should be arranged in ascending order and then by the three letters underneath the number:

001 BAL  
001 CAB  
010 RON  
011 TUR

The main numbers are subdivided using numbers to the right of the decimal. These are arranged in ascending order.

973.0976 ROL  
973.12  
973.1222  
973.1224

