

**STACKS MANAGEMENT
 SELF-TRAINING GUIDE 1/G
 CATEGORY: TRAINING
 TITLE: SHELFREADING WRITTEN TEST**

STUDENT	
DATE	

- A. WHEN SHELFREADING, SHELVING, OR SEARCHING IN THE MAIN COLLECTION, IT IS IMPORTANT THAT YOU BE ABLE TO SPOT ERRORS IN CALL NUMBER ORDER ON THE SHELVES. IT HELPS IF YOU CAN DETECT EXACTLY WHAT THE ERROR IS, BUT IT IS ESSENTIAL THAT YOU RECOGNIZE AN ERROR EVEN IF YOU CAN'T FIGURE OUT WHY SOMEONE WOULD HAVE PUT THE BOOKS IN THAT ORDER. AFTER ALL, MANY SHELVING ERRORS ARE PROBABLY MADE BY PATRONS RATHER THAN SHELVERS, AND THESE ERRORS MAY NOT HAVE ANY EXPLANATION OTHER THAN SOMEONE JUST PUTTING A BOOK BACK WITHOUT CARING IF IT IS IN THE CORRECT PLACE OR NOT.
- B. THE FOLLOWING 22 EXAMPLES OF POSSIBLY MISHELVED BOOKS WERE TAKEN FROM ACTUAL SHELVING DONE IN PAST SEMESTERS. EACH EXAMPLE LISTS 3-4 CALL NUMBERS AS THEY WERE FOUND ON THE SHELF AFTER RESHELVING. CAREFULLY STUDY EACH EXAMPLE, AND THEN, IN THE SPACE PROVIDED EXPLAIN WHAT YOU THINK THE ERROR IS, OR WHY THE SHELVER MAY HAVE THOUGHT THIS WAS THE CORRECT ORDER.
1. IF YOU THINK THE CALL NUMBERS IN THE EXAMPLE ARE IN THE CORRECT ORDER, SIMPLY WRITE NO ERROR IN THE SPACE PROVIDED.
 2. IF YOU CAN'T THINK OF AN EXPLANATION, AT LEAST WRITE DOWN THE CALL NUMBER YOU THINK IS IN THE WRONG PLACE.
 3. EXAMPLE 1 HAS BEEN FILLED IN WITH A PROPER RESPONSE, TO ILLUSTRATE WHAT I AM LOOKING FOR.

	EXAMPLE	DESCRIPTION OF ERROR
1	GV995 .B6923 1987 GV995 .B6832 1995 GV995 .B6924 c.2	The .B6832 was shelved as though it was .B6923. The shelver transposed the numbers.
2	HQ784 .T4 C5 HQ784 .T4 C35 HQ784 .T4 C49	
3	PN1992.6 .L64 1990 PN1993.3 .S38 1994 PN1995.9 .H6 C72 1994	
4	PS338 .P6 D8 1992 PS338 .P28 N28 PS338 .P6 R3	
5	R 121 .S8 1936 R 121 .S8 1961 R 121 .S8 1976	
6	PN2091 .M6 P37 PN2091 .E4 S4 1982 PN2091 .S6 K3 1992	

**STACKS MANAGEMENT
SELF-TRAINING GUIDE 1/G
PAGE 2**

	EXAMPLE	DESCRIPTION OF ERROR
7	PQ2387 .P7 PQ2387 .R5 A235 1952 PQ2387 .R5 A245 PQ2387 .R5 1960	
8	E 184 .B38 E 184 .A1 B43 E 184 .B428 1994	
9	E 185.5 .A67 E 185.5 .B28 E 185.5 .B57 E 185.5 .C37	
10	B 945 .D44 W45 B 945 .D4 W45 1967 B 945 .D84 H37	
11	PQ1126 .C36 1961 .K12 1989 PQ1126 .C36 U7 1962 PQ1126 .C36 1963-64 .D8 PQ1126 .C36 1970	

**STACKS MANAGEMENT
SELF-TRAINING GUIDE 1/G
PAGE 3**

12	K 147 .B32 1922	K .K47 B34	K 149 .D21	
DESCRIPTION OF ERROR:				
13	BS 1248 .C384 1926 .F179 1989	BS 1248 .C384 1988 .A675	BS 1248 .C384 F42 1980	BS 1258 .C21 1965
DESCRIPTION OF ERROR:				

**STACKS MANAGEMENT
SELF-TRAINING GUIDE 1/G
PAGE 3**

14	PS 208 .B7	PS 208 .B7 1950	PS 208 .B7 c.2	
DESCRIPTION OF ERROR:				
15	E 99 .E7 L68	E 99 .E7 M285 1995	E 99 .E7 M2313 1999	
DESCRIPTION OF ERROR:				
16	PS 3545 .G22 Z25318 1994	PS 3545 .G22 Z2539 1996	PS 3545 .G22 Z25319 1999	PS 3545 .G22 Z26314 1990
DESCRIPTION OF ERROR:				
17	E 99 .Y3 C288	E 98 .Y3 C29	E 99 .Y314 C295	E 99 .Y32 C298
DESCRIPTION OF ERROR:				
18	RC 440 .N31	RC 440 .N311	RC 440 .N32	
DESCRIPTION OF ERROR:				

**STACKS MANAGEMENT
SELF-TRAINING GUIDE 1/G
PAGE 4**

19	E 807 .R3	E 807 .R635	E 807 .R634	
DESCRIPTION OF ERROR:				
20	BL 80.2 .M38 1973	BL 80.2 .R257 1960	BL 80 .S51 1995	BL 80.2 .Z21
DESCRIPTION OF ERROR:				
21	DD 247 .M37 D68	DD 247 .K2 A22	DD 25 .L33 12 1978	DD 264 .L213 1988
DESCRIPTION OF ERROR:				
22	RJ 101 .B25 1960	RJ 101 .B3 1944	RJ 111 .B28 K21 1912	
DESCRIPTION OF ERROR:				

ONCE YOU HAVE FINISHED THIS TEST, EITHER TAKE IT TO ME TO BE CORRECTED OR LEAVE IT FACE DOWN IN THE "SELF-TRAINING GUIDE" BASKET. UNTIL THIS TEST HAS BEEN COMPLETED SUCCESSFULLY, YOU ARE NOT APPROVED TO SHELF READ IN THE MAIN COLLECTION. **READING ANYONE'S ELSE'S TRAINING GUIDES IS STRICTLY FORBIDDEN, AND IS GROUNDS FOR IMMEDIATE DISMISSAL. PLEASE RESPECT EVERYONE'S PRIVACY!**