

**STACKS MANAGEMENT
 SELF-TRAINING GUIDE 1/H
 CATEGORY: TRAINING
 TITLE: SHELFREADING WRITTEN TEST – answer key**

	EXAMPLE	DESCRIPTION OF ERROR
1	GV995 .B69 23 1987 GV995 .B68 32 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	.T4 C5 should come after .T4 C49. Shelver forgot the decimal point rule.
3	PN1992.6 .L64 1990 PN1993.3 .S38 1994 PN1995.9 .H6 C72 1994	NO ERROR
4	PS338 . P6 D8 1992 PS338 . P28 N28 PS338 . P6 R3	.P28 should come before .P6. Shelver skipped the third line and went from D8 to N28 to R3.
5	R 121 .S8 1936 R 121 .S8 1961 R 121 .S8 1976	NO ERROR
6	PN2091 . M6 P37 PN2091 . E4 S4 1982 PN2091 . S6 K3 1992	.E4 comes before .M6. Shelver missing the E4 and went from M6 to S4 to S6.
7	PQ2387 .P7 PQ2387 . R5 A235 1952 PQ2387 . R5 A245 PQ2387 . R5 1960	.R5 1960 should come before .R5 A235. Shelver forgot the Nothing Before Something rule.
8	E 184 . B38 E 184 . A1 B43 E 184 . B428 1994	.A1 B43 should come before .B38. Shelver missed the A1, and then forgot the decimal point rule for the .B428.
9	E 185.5 .A67 E 185.5 .B28 E 185.5 .B57 E 185.5 .C37	NO ERROR
10	B 945 . D44 W45 B 945 . D4 W45 1967 B 945 .D84 H37	.D44 comes after .D4. Shelver read both call numbers as .D4

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11	PQ1126 .C36 1961 .K12 1989 PQ1126 .C36 U7 1962 PQ1126 .C36 1963-64 .D8 PQ1126 .C36 1970	All the plain .C36 call numbers should come before .C36 U7, because they have the basic PQ1126.C36 call number. Use the Nothing Before Something rule. Shelver missed the U7, and went 1961,1962,1963-64.		
12	K 147 .B32 1922	K .K47 B34	K 149 .D21	
DESCRIPTION OF ERROR: K 147 .B32 should come after K .K47. Shelver forgot the Nothing Before Something rule				
13	BS 1248 .C384 1926 .F179 1989	BS 1248 .C384 1988 .A675	BS 1248 .C384 F42 1980	BS 1258 .C21 1965
DESCRIPTION OF ERROR: NO ERROR				
14	PS 208 .B7	PS 208 .B7 1950	PS 208 .B7 c.2	
DESCRIPTION OF ERROR: The second copy of .B7 should come before the 1950 edition of the same book. Shelver either forgot the Something Before Nothing rule or missing the '1950'.				
15	E 99 .E7 L68	E 99 .E7 M285 1995	E 99 .E7 M2313 1999	
DESCRIPTION OF ERROR: .M 285 comes after .M2313, according to the Decimal Point Rule. Shelver either forgot that rule, or skipped that line, going from 1995 to 1999.				

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16	PS 3545 .G22 Z25318 1994	PS 3545 .G22 Z2539 1996	PS 3545 .G22 Z25319 1999	PS 3545 .G22 Z26314 1990
DESCRIPTION OF ERROR: .G22 Z539 should come after .G22 Z5319, according to the Decimal Point rule. Shelver either saw this as another .G22 Z5319, or skipped the line, going from 1994 to 1996 to 1999.				
17	E 99 .Y3 C288	E 98 .Y3 C29	E 99 .Y314 C295	E 99 .Y32 C298
DESCRIPTION OF ERROR: The second call number is an E 98, not E 99.				
18	RC 440 .N31	RC 440 .N311	RC 440 .N32	
DESCRIPTION OF ERROR: NO ERROR				
19	E 807 .R3	E 807 .R635	E 807 .R634	
DESCRIPTION OF ERROR: .R634 comes before .R635. Shelver just got careless.				
20	BL 80.2 .M38 1973	BL 80.2 .R257 1960	BL 80 .S51 1995	BL 80.2 .Z21
DESCRIPTION OF ERROR: The third call number is B 80, not B 80.2, and should come first. Shelver either read the number as 80.2, or skipped that line and went from .M38 to .R257 to .S51 to .Z21, or forgot the straight numerical order rules.				
21	DD 247 .F37 D68	DD 247 .H2 A22	DD 25 .L33 12 1978	DD 264 .L213 1988
DESCRIPTION OF ERROR: The third call number is DD25, and according to the numerical order rules should come first. Shelver either forgot those rules, thought there was a third digit in that line, or was following the Decimal Point Rule.				

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22	RJ 101 .B25 1960	RJ 101 .B3 1944	RJ 111 .B28 K21 1912	
DESCRIPTION OF ERROR: NO ERROR				