

# Sorting Guidelines for Adult Books

*In sorting, **use your own judgment**; it's the best guideline we have. There is no such thing as a mistake. We cannot codify to any degree of exactitude how to sort books, but we can try to answer questions that we all have as we sort.*

## **Which books should go on the shelves for sale in the store?**

- Top tier books
- In most cases, hardcover books should have dust jackets intact
- Good bindings, no rips, no underlining
- Preferably no yellowing or very slight yellowing
- Classics and prize winning fiction may be a little less perfect
- Nonfiction should be of current or lasting interest

## **Which books should go into boxes?**

- Second tier books
- Cover and pages intact, firm binding
- In fair to good condition, relatively clean

## **Which books should go to be recycled?**

- All books that do not meet the above standards
- Old, shabby, falling-apart, deeply yellowed, water damaged, smelly
- Textbooks older than 7 years
- Encyclopedia sets older than 5 years

## **Which books should go to collectibles?**

- First editions of early novels by popular writers (i.e. the first book published by Stephen King, John Grisham, )
- Signed books
- Books with unusual bindings
- Limited edition books
- Most old books are of little value, but you may choose to pass them on to the research team for a second opinion.
- Use your best judgment. Remember even seasoned collectors make mistakes.

## **And, if all else fails and no one is there to give another opinion ?**

- Throw the item back into the bin.

# CHECKLIST FOR TRAINING

(Can you do this now? Would you like to know more about this?)

<b>Starting a Shift</b>	<b>Pricing Books for Store</b>
Sign in and sign out, pick up your name tag	Consult price chart and use judgment
Meet the librarians in charge	Remove books from the left side of shelves
Locate the back door key	Clean books and remove any unsightly labels
Unlock, empty, and relock donation box	Check CDs and repair broken cases
Use donation chute, break up any jams	Gain general knowledge of used book market
Take out trash, deposit in proper receptacle	Understand what sells in book store
Check for new messages on hall board, white board, and pricing table	
<b>Maintaining Book Store</b>	<b>Keeping Basement Tidy</b>
Straighten books and fill empty easels	Locate broom, dustpan, and other cleaning supplies
Alphabetize fiction, only	Empty trash
Pick up and reshelve books left lying about	Determine which boxes to save and which to toss
Replace hand baskets and stool if missing	Be alert to water or insect problems that need to be reported to the librarian in charge
Set up and take down special displays	Neatly stow clean used paper bags
Dust shelves when necessary	Weed out stock on hand
<b>Sorting and Boxing in Adult Area</b>	<b>Children's Books</b>
Apply current sorting criteria	Read children's books manual for special guidelines
Determine publication date and edition	Observe categories of children's books
Check for signed books	Feel free to tidy or restock children's books in store
Put aside books of suspected special value	
Set up, label, pack, and seal boxes	<b>Collectibles and On Line Sales</b>
Load tape dispenser and adjust tension	Recognizes a book of potentially higher value
Tidy work area before leaving	Research and calculate prices
	Market books online
	Monitor online sales, pack and send, followup
<b>Shelving Books in Basement</b>	
Place books in appropriate categories	
Shelve fiction alpha by author, first letter only	
Add books to right sides of shelves	
Keep books upright, no leaning	
Carefully arrange books in overflow boxes	√
<b>Stocking Store</b>	
Observe layout and consult current display lists	
Keep supplies in glass-front cabinet	
Use check sheet to take inventory	
Weed and rotate stock according to schedule	
Wear apron and ID when in the store	
Greet customers and offer help	
Get to know our clientele	
Coordinate displays with community and library events	

**Here's a comprehensive list of skills used by our volunteers.**

- You may be surprised to find how many of them you can check off.
- There may be others you would like to learn more about.
- Then again, there may be some you would like to pass by altogether.

**You may find this list helpful as you move through your training. Feel free to ask your mentor or other volunteers to help you with an area of interest to you.**