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CIRCULATION GUIDE: TRAPHENE HICKMAN LIBRARY

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**“Circulation” is defined as:
any task related to the movement of items at the
library which are considered available for check-out.**

This is an umbrella definition designed to highlight our belief that everyone is responsible for circulation at the library. Every single employee is involved in the process, and we are all responsible for it's implementation.

This guide will cover those tasks related to shelving books, for the purpose of training new staff and volunteers.

Examples of Circulation Tasks

1

Shelving

Shelving is the act of putting items back on the shelves in the proper order. It is the most vital part of circulation, as a part of premier customer service is to have our collection available for our patrons.

2

Shelf-Reading

Shelf-Reading is where you scan the shelves to make sure that items on the shelves are in order and look neat, fixing mistakes while you work through the shelves. Any Items which are severely misplaced may be in-housed.

3

Building Carts

Building Carts involves putting items onto each cart in order, so that it is easier and more efficient to shelve them. Items will be pulled from the AMH (excluding the holds bin) and

4

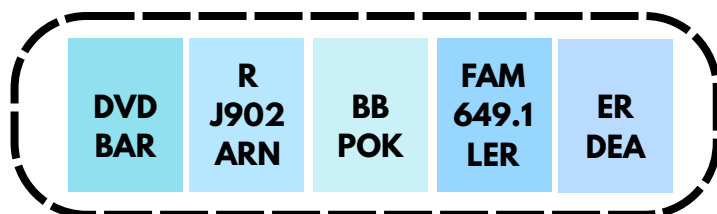
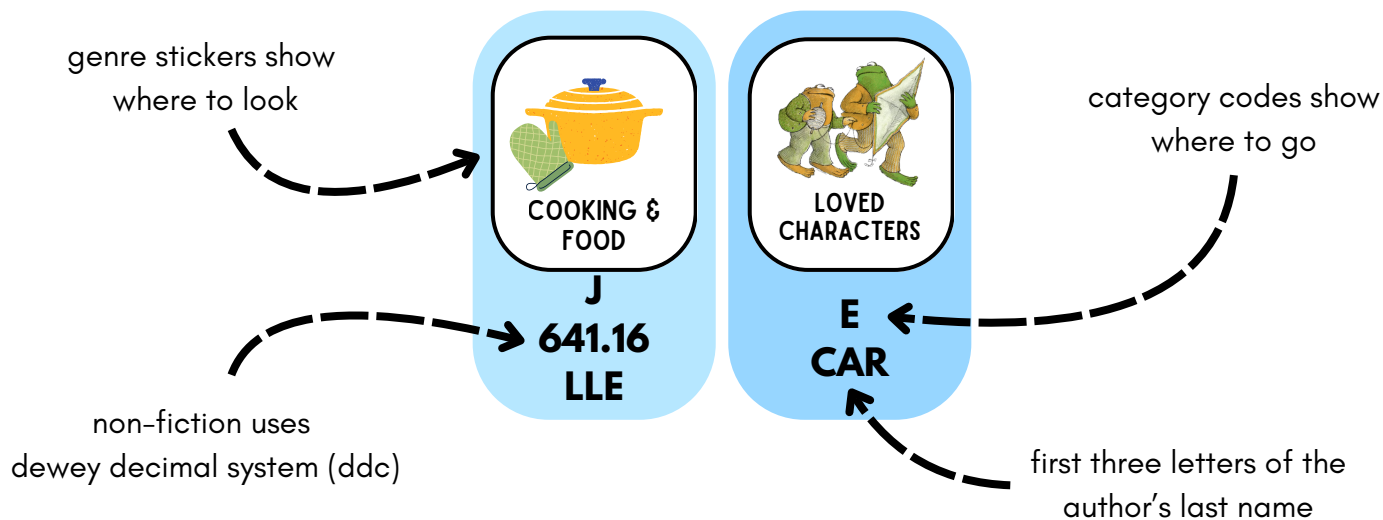
Processing Transfers

Processing Transfers involves checking-in items which we receive from our partnership libraries, to either be returned to our collection and re-shelved, or to be put on the holds shelf.

Books and How to Shelf Them

a super cool guide to shelving like a pro!

Step 1. Locate the call number on the item's spine.



No sticker? No problem!

check the directory to know where to go

Step 2. Find the item's shelving location.

Upper Level

F
[ddc #] only
YA
YA [ddc #]
DVD
SP F or [ddc#]
YA SP
B
R
G
*contains device

adult fiction
adult non-fiction
y/a fiction
y/a non-fiction
pg-13+ dvds
adult spanish
y/a spanish
biography
reference material
genealogy
playaways

Lower Level

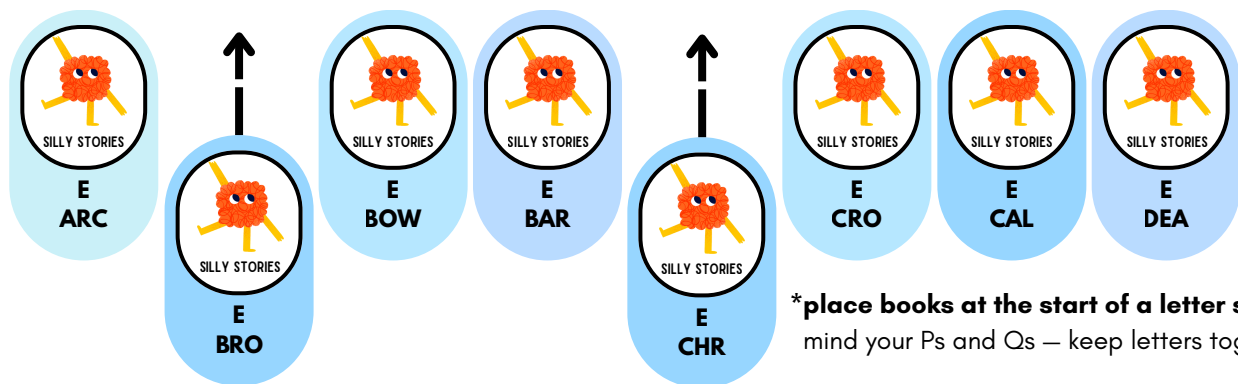
BB (see note)
ER
E
J
J [ddc #]
J B
*contains device
DVD
*items are in bags
FAM
R J [ddc #]
SP E & SP J

board books
easy readers
easy books
juvenile fiction
juvenile non-fiction
juvenile biography
playaways/wonderbooks
g & pg dvds
library of things
family reference
juvenile reference
easy & juvenile spanish

NOTE: items marked BB are not alphabetized and are shelved in the children's area rolling bins.

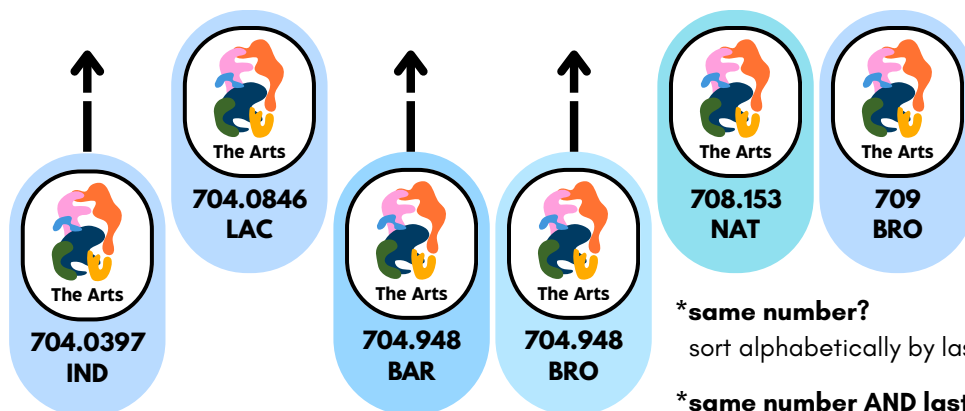
*not sure where to go? consult the floor plan or ask a staff member!

Step 3. Is it an item marked E or ER? Shelf according to the first letter of the call number only.



***place books at the start of a letter sequence!**
mind your Ps and Qs — keep letters together!

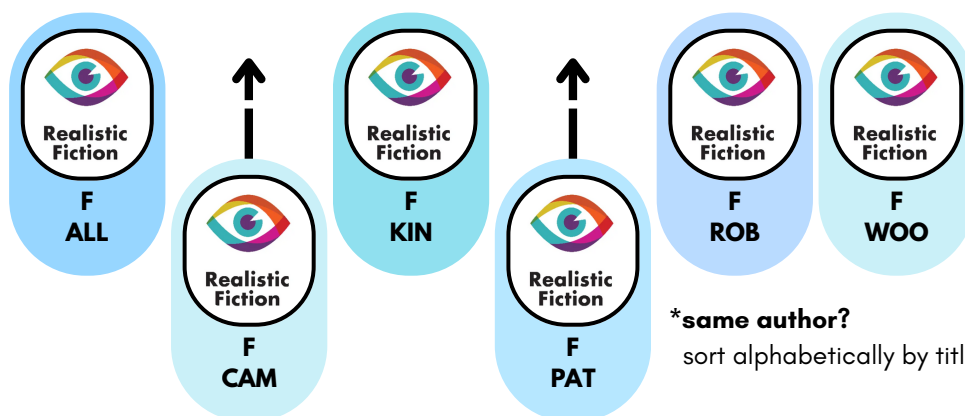
Step 4. Non-fiction? Shelf the item according to its Dewey Decimal Number.



***same number?**
sort alphabetically by last name!

***same number AND last name?**
sort alphabetically by title!

Step 5. Is it something else? Shelf according to call number.

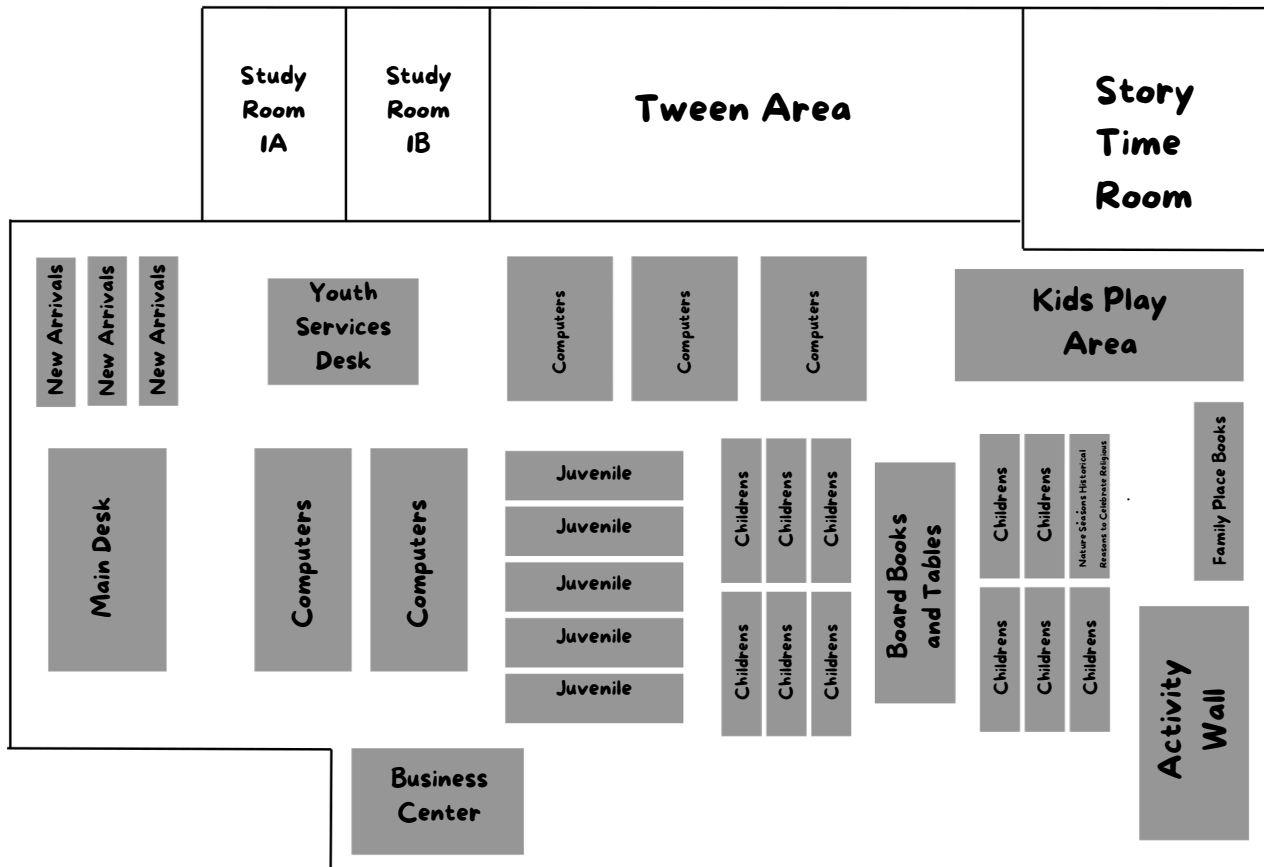


***same author?**
sort alphabetically by title!

Step 6. See something out of place? Take it down and bring it back!

items that are in the wrong place are in-housed by the library for statistical purposes, so bring any in-house materials to the circulation room at the end of your shelving run.

Main Floor



Upper Floor

