Shelver Training 2019 Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Trainers: Initial and Date each item as it is gone over with new shelver**

## Week 1 –Shifts 1-3

* Focus on:
  + Adult Fiction
  + New Adult Fiction
  + Youth (X) Fiction
  + Young Adult (YA) Fiction
  + Adult Mystery
  + Adult Sci Fi
  + Adult LP
  + Adult Romance
* Workflow of organization and putting carts in order
* What to watch for: anomalies and wrong items
* A close look at labels
* How to organize carts for shelving
* Directing patron questions/concerns to Service Desks

Use/make carts that have a minimum of tricky areas which will be covered more thoroughly in next shift. Focus on: New Adult cart, DVD carts, Adult & YA Fiction, various children’s fiction areas. Dewey NF will be introduced later.

## Week 2 – Shifts 4-5

* Focus on:
  + Adult DVDs
  + Youth DVDs
  + Adult Audiobooks
  + Youth (X) Audiobooks
  + Young Adult (YA) Audiobooks
* Walk-throughs and pickups
* Closing procedures

## Week 3 – Shifts 6-7

* Shelf reading
* Straightening
* Shifting

Remaining training shifts – 8-10+ depending on needs

* Minimum one day for each type of cart
* Spend extra time on hardest carts as needed

# Recommended Training Plan

10 days: minimum recommended, excluding shelvers who have a great deal of experience and may only need brief overview of differences at Whitefish Bay.

12 days: room to spend extra time as needed on topic areas OR shelving but not both.

15 days: maximum recommended, with extra time on both topic areas and most cart types.

5 day speed training: for trainees who come in with a great deal of experience, including dealing with variable labels. Can cover all topics in one shift or cover topics while you shelve carts (shelve half or ¾ full carts per shift to cover each type and all topics.)

**NEW SHELVER TRAINING CHECKLIST**

**SHELVE: DATE COMPLETED**

Adult fiction \_\_\_\_\_\_\_\_\_

Adult Mystery \_\_\_\_\_\_\_\_\_

Adult Science Fiction \_\_\_\_\_\_\_\_\_

Adult Romance \_\_\_\_\_\_\_\_\_

Adult Large Print \_\_\_\_\_\_\_\_\_

Adult DVD’s \_\_\_\_\_\_\_\_\_

Adult Audiobooks \_\_\_\_\_\_\_\_\_

Adult non-fiction \_\_\_\_\_\_\_\_\_

Adult New Fiction/Non-Fiction/Hot reads \_\_\_\_\_\_\_\_\_

Adult biographies \_\_\_\_\_\_\_\_\_

Adult graphic novels \_\_\_\_\_\_\_\_\_

Adult language \_\_\_\_\_\_\_\_\_

Adult Music CD’s \_\_\_\_\_\_\_\_\_

Adult Magazines \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kids’ Fiction (X) \_\_\_\_\_\_\_\_\_

Young Adult (YA) fiction \_\_\_\_\_\_\_\_\_

Kids’ DVD’s \_\_\_\_\_\_\_\_\_

Kids’ Audiobooks \_\_\_\_\_\_\_\_\_

Young Adult (YA) Audiobooks \_\_\_\_\_\_\_\_\_

Easy readers (E) \_\_\_\_\_\_\_\_\_

Comic books \_\_\_\_\_\_\_\_\_

Kids’ series \_\_\_\_\_\_\_\_\_

Beginning readers (XBER) \_\_\_\_\_\_\_\_\_

Picture books \_\_\_\_\_\_\_\_\_

Kids’ non-fiction \_\_\_\_\_\_\_\_\_

Young Adult (YA) non-fiction \_\_\_\_\_\_\_\_\_

Kids’ biographies \_\_\_\_\_\_\_\_\_

Teen graphic novels \_\_\_\_\_\_\_\_\_

Kids’ graphic novels \_\_\_\_\_\_\_\_\_

Kids’ Music CD’s \_\_\_\_\_\_\_\_\_

**NEW SHELVER TRAINING CHECKLIST**

Kids’ Magazines \_\_\_\_\_\_\_\_\_

Kids’ book kits \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Opening procedures \_\_\_\_\_\_\_\_\_

Closing procedures \_\_\_\_\_\_\_\_\_

Pulling pagings slips \_\_\_\_\_\_\_\_\_

Shelf reading \_\_\_\_\_\_\_\_\_

Entering time into time reporting system \_\_\_\_\_\_\_\_\_