

SECTION I - General Notes on Sorting:

1. General condition of book – if you would not buy this book
-- THROW THIS BOOK AWAY!
2. Look at publishing information on second or so left page in front of book
Determine if book is 3 years old or newer for Recent Fiction
Suitable for a **BLUE DOT**
3. Familiarize yourself with the type of sort we are doing today
 - A. General Sort
 - B. Deep Sort
4. Keep textbooks for SCARCE – boxes under the table

SECTION II - General Notes on General Sorting:

1. General condition of book – if you would not buy this book
-- THROW THIS BOOK AWAY!
2. Look at publishing information on second or so left page in front of book
Determine if book is 3 years old or newer for Recent Fiction
Suitable for a **BLUE DOT**
3. Familiarize yourself with the type of sort we are doing today
 - A. General Sort
 - B. Deep Sort
4. General Sorting Categories: REFER TO HANDOUT
 - A. FICTION #1
 - B. NON-FICTION #1
 - C. CHILDREN – CURIO (Pre 1985)
 - D. CHILDREN
 - E. MYSTERY/THRILLER #2
 - F. ROMANCE #2
 - G. OTHER #2 (AudioBooks, CD's, DVD's, BlueRay, Large Print)
 - H. SETS #2
 - I. TBD (We get a large volume of another #2 type of book that will fill a box)

#1 categories are for the general sort

**#2 categories are for both sorts but at general sort these boxes
will not be touched until the sale**

SECTION III - General Notes on Deep Sorting:

1. General condition of book – if you would not buy this book
-- THROW THIS BOOK AWAY!
2. Look at publishing information on second or so left page in front of book
Determine if book is 3 years old or newer for Recent Fiction
Suitable for a **BLUE DOT**
3. Familiarize yourself with the type of deep sort we are doing today
 - A. Fiction Sort
 - B. Fiction Paperback Sort
 - C. Non-Fiction Sort
 - D. Non-Fiction Paperback Sort
 - E. Children's Sort (closer to book sale late in sorting year)
 - F. TBD (Mixed Sort – General Sort up front and Deep Sort in back)
4. Deep Sorting Categories: REFER TO HANDOUT
 - A. FICTION COLUMN (BOTH Hardback & Paperback)
Anthologies, Fiction A – G, H – R, S – Z,
Literature-Classics/Poetry/Plays, Recent Fiction [insert year - year] (HB only),
Sci FI/Fantasy/Horror, Western
 - B. NON-FICTION COLUMN (BOTH Hardback & Paperback)
Bio/AutoBio, Bus/Law/Econ, Cookbooks, Cutesy Gift, Education/Eng/Speech,
Foreign Lang, Geo/Travel, Govt/History/PoliSci, Hobbies – Games & Sports,
Hobbies – General, Hobbies – House & Garden, Hobbies – Needlework, Humor,
Personal Imp (5 yrs only)/Health, Psych/Soc/Anthro, Ref/Dictionaries/Atlases,
Religion/Philo, STEM (Science, Technology, Engineering, Math), True Crime
 - C. Children's Column
Children Non-Fiction, Children Fiction, Children Paperback, Children Easy,
Children Religion/Texts,
(Any other categories determined by Kim)

Always setup for any missed categories: (though we should have less of these)

CHILDREN – CURIO (Pre 1985)

CHILDREN

MYSTERY/THRILLER

ROMANCE

OTHER (AudioBooks, CD's, DVD's, BlueRay, Large Print)

SETS

All deep sort #2 categories will not be touched until the sale