

Sample Exercise for the Library Page Assessment

The purpose of the exercise is to assess your ability to be a Library Page. Emphasis is placed on filing in a correct manner.

The following instructions describe the two basic systems for determining the correct location for a book in the library. The first is for Fiction; the second for Nonfiction. Read these instructions carefully. This is the procedure you will use in filing index cards during the assessment.

FICTION

Fiction books are not factual. Although they may be based on a true event, they are primarily the product of the author's imagination.

- A. Fiction books are arranged alphabetically according to the last name of the author.

Example: Which author would be filed first?

Short
Sherwood

Answer: ShErwood would be filed before ShOrt

- B. When two authors have the same last name, alphabetize according to the first names.

Example: Which author would be filed first?

Sherwood, Austin
Sherwood, Alice

Answer: Sherwood, ALice would be filed before Sherwood, AUstin.

- C. When there are several books by one author, find the correct place on the shelves according to the author's name, then arrange all of that author's books alphabetically by title. (The articles "A", "An", and "The" are not considered.)

Example: Which book would be filed first?

Sherwood, Alice. Night Hawk
Sherwood, Alice. Open Window

Answer: Sherwood, Alice Night Hawk would be filed before Sherwood, Alice Open Window

NONFICTION

Nonfiction books are factual or informative books.

- A. Each non-fiction book title is assigned a CALL NUMBER. The CALL NUMBER consists of two sections:

Example: Call Number 694.15 - Dewey Decimal Classification number
B6555c - Cutter Number

- B. The **Dewey Decimal Classification number** (or Dewey Number) is based on the subject of the book and serves to keep all the books on one subject together on the shelf. The numbers are arranged in **ascending numerical order**. Each number following the period is a decimal number.

Example: What is the correct order for the following Dewey Numbers?

Answer: 694.15 is smaller than 695.2 or 694.5. Therefore, 694.15 would be filed before 694.2 and 694.5.

694.5
694.15
694.023
694.2

694.023
694.15
694.2
694.5

- C. After the books on the same subject are filed by the Dewey Number, the **Cutter Number** serves to file the books alphabetically by the names of the authors, and if there are several books by one author, to file them alphabetically by title. The Cutter Number begins with a capital letter which usually represents the author's last name. This is followed by 3 or 4 numbers, treated also as a decimal number, and a letter at the end that usually stands for the first letter of the first word of the book's title.

Example: The book is: Festival Menus Round the World by Sula Benet

641.5 Dewey Decimal Classification number for cookbooks
B466f B stands for Benet
f stands for Festival

The book described above would be filed before the book described below:

641.5 Madame Benoit Cooks at Home by Jehane Benoit
B473m B stands for Benoit
m stands for Madame

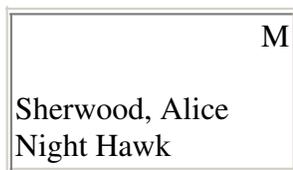
The different combinations of numbers make Benoit come after Benet.

INSTRUCTIONS FOR COMPLETING THE PAGE ASSESSMENT EXERCISE

All applicants will be given **20 minutes** to complete the assessment exercise. The exercise consists of 26 cards with information similar to what you would find on the label on the spine of a library book. Some of the cards are for fiction books and some are for nonfiction books. The fiction cards should be arranged first followed by the nonfiction cards.

Arrange the cards in the order you think is correct and list the letters found in the upper right hand corner of the card on the answer sheet. For example, if card "M" is the card on the top after you have arranged them, place the letter "M" on the answer sheet next to number 1 and so on.

Example: You would place "M" next to number 1 on the answer sheet as shown below.



1. M
2. ____

When the monitor tells you to begin, arrange the cards according to the instructions. Place your answers on the answer sheet.

After you have listed all your answers and you feel they are correct, submit your answer sheet to the monitor. Return to your seat and put the exercise cards back in alphabetical (A-Z) order. Submit your materials to the monitor and, at this point, you may leave.

If you score 18 or above, you will be rated "well qualified" and will be placed on the eligible list for 6 months. While on the eligible list, you may be interviewed and selected for a page position. If you score 17 or below, you will not have successfully passed the assessment exercise, and you will need to re-apply when another 6-month recruitment period is announced for the Library Page.