Basic Alphabetizing:

1) 1st look at the author’s last name
   - Dorothy Allison is shelved before Brent Anderson
   - Mark Anthony is shelved before Bill Beggs

2) Less comes first
   - Melissa Johns is shelved before Allan Johnson
   - Candace Gold is shelved before Abraham Goldstein

3) If the last name is the same, look at the first name
   - Brenda Johnson comes before Caleb Johnson
   - Jo Johnson comes before Joseph Johnson

4) If the first and last name are the same, shelve by title
   - Don’t Eat this Puppy by Kim Smith comes before Vegetable Soup Recipes by Kim Smith
   - Cats Can’t Read by Mike Miller comes before Cats on the Prowl by Mike Miller

5) Ignore articles a, an, the at the beginning of titles.
   - All the King’s Women by Anne Perry comes before A Life of Crime by Anne Perry
   - Born Wild by Lillian Smith comes before A Dinner Date by Lillian Smith

Examples of books in correct order:

Zoro by Alanis Miller
Cats on the Prowl by Mike Miller
Breaking Up by Elizabeth Mueller
Don’t Eat this Puppy by Kim Smith
Vegetable Soup Recipes by Kim Smith
Happy Endings by Emily Stevens
All Together Now by Andrew Stevenson
Waking Up by Sam Wilson
The Walk in the Woods by Sam Wilson
A Zen Master by Sam Wilson