

Pre-Test for Library Aide Applicants

Name: _____ Date: _____

Many tasks in the library involve organizing materials, alphabetically, numerically, or chronologically. This is a test of both your organizational skills and your ability to follow directions. Read the directions carefully for each section below and organize the examples as directed by numbering them from 1 to 6.

1. Put these in alphabetical order:

___ hamburger ___ homburg ___ Hamish ___ homeless ___ hapless ___ helpful

2. Put these in numerical order:

___ 123.5 ___ 132.7 ___ 153.2 ___ 123.8 ___ 132 ___ 153.02

3. Put these in chronological order from oldest to newest:

___ June 12, 1987 ___ July 10, 1986 ___ June 27, 1988 ___ June 23, 1987 ___ July 1, 1988 ___ July 3, 1986

4. Put these titles in alphabetical order. Ignore the words **a, an, the** at the *beginning of the title*.

___ A Murder is Announced ___ Requiem for a Heavyweight ___ She Stoops to Conquer
___ The Remains of the Day ___ And the Band Played On ___ It Never Rains, it Pours

5. Put these in order, consider title first and then date:

___ Time, August 10, 1986 ___ Newsweek, January 12, 1985 ___ Time, July 22, 1989
___ Newsweek, March 10, 1985 ___ Science, February 7, 1984 ___ America, January 2, 1993

6. Put these in order, numerically and then alphabetically:

___ 304.2 Chavez ___ 304.4 Alberts ___ 304.02 Robinson ___ 304.4 Kellogg
___ 304.1 Shannon ___ 304.2 Aldama