

ALMONTE SHELVING GUIDE - REVISED 06-24-2022

COLLECTION LOCATIONS

East side of building

Children's area – Shelved alphabetically by author last name or title (i.e. Star Wars), except DVDs and Tween and Juvenile nonfiction (see below)

Children's Spanish editions (all genres) are located on center shelving structure on the right side; Including children's Spanish DVDs and Audio.

Board Book (BB) – are located on the shelving structure after the Easy's. The Bilingual Board Books are shelved on top of the shelving unit above the Board Books.

Easy (E) – are located on the two shelving structures to the left of the front door. Beatrix Potter books are on the top of the shelving unit above the EASY P's.

Reader (R) – are located on the center shelving structure on the left side. The BOB Books and other Phonics Books are shelved together on top of Readers.

DVD – Easy, Reader, Tween, JNF, JFiction are shelved along the east wall and separated as follows: EASY, JNF (until the Feature Films/TV Shows), J791.43/TWEEN/JFF (Feature Films and TV Shows), and ending with the JNF call #s past Feature Films/TV Shows.

Sequoyah Master List: Shelved along the east wall before the Easy DVD's. These are children's & Juvenile Sequoyah's. YA is not located here.

Award Winners (Children's & Juvenile): Interfiled in the respective genres.

Tween (T) – Located opposite the children's DVDs. All genres are interfiled, except Tween Graphic Novels which follow the Tween Fiction. These are filed alphabetical, NOT by series order.

J Fiction (JF) – Located west of the Tween. All genres are interfiled. JGN are located at the end of J Fiction. All the American Girl titles are shelved together after JGN.

Tween Nonfiction (TNF) – is shelved on the structure west of JF.

Juvenile (JNF) is found on shorter shelves in front of TNF.

Read Alongs and Books w/CD - are interfiled in their respective genre.

Young Adult (YA) Fiction – Shelved alphabetically by author last name;

YA is shelved in the Teen Lounge located in the north-east corner of the library. Science fiction and short stories are interfiled in this section. YA **Playaways** and YA CD **Audio** are interfiled with adult Playaways, Cd's, and audio books.

YA **New Books** (last 4 months) are shelved in the New Books area and are interfiled with the Adult Fiction on the far west wall of the library. The YA **Sequoyah** books are shelved in their own section to the right of the Programming Room doors (they have a location code SEQ).

YA **Graphic novels and Manga** are shelved at the beginning of the YA Fiction.

Southeast corner of building

Music CD's

Shelved in music cabinets and separated alphabetically by genre: Blues, Classical, Country, Folk, Gospel, Holiday, Jazz, JMUSIC, Latin, New Age, Pop, R&B, Rap, Rock, Soundtrack, World.

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Feature Films/TV Shows

All Adult Feature Films and TV/Shows are shelved by title and are interfiled.

[Southwest corner of building](#)

This area contains our study cubicles.

[South side of building](#)

Nonfiction 000-999

Note: Non-circulating and interfiled reference: These materials have an **R** above the call number. These materials also have a bright yellow sticker above the call number that says, "Please Use in Library Only/Not for Check Out."

This section also includes YA nonfiction (YNF), which are indicated with a YA sticker on spine.

Visual materials – Nonfiction

This includes all Nonfiction Audio (Nonfiction DVD's, Playaway's & CD's). They are interfiled with the ANF books.

Spanish Language Material

Adult Spanish Language materials are shelved before the Adult Nonfiction. This section includes Adult Fiction, Audios, Feature Films, and Non-Fiction.

[West side of building](#)

New Books Display

Books with copyrights of the current year, and a creation date within the last 4 months are placed on display here and shelved in sub-sections:

Adult Fiction (including Mystery, Westerns & Science Fiction), Large Print, Adult Nonfiction, Feature Films, TV SHOWS, and YA.

DVD's with a creation date within the last 4 months are also shelved in the New Book Area.

Harlequin Romances

Harlequin Romance paperbacks are shelved together at the front of the New Books section and shelved according to General Fiction guidelines.

Periodicals & Customer Self-Serve Reserves

Customer Self-Serve Reserves are before the Newspapers. DVD's and Hotspots Reserves are shelved behind the Circulation desk. These items are on reserve for Almonte Library customers.

Newspapers and Magazines are displayed alphabetically. Older issues are stacked underneath the display shelves.

Fiction – Shelved alphabetically by author last name then title

Starting from the front of the building, Fiction is shelved under Large Print Fiction, Large Print Nonfiction, General Fiction (short stories interfiled), Genres (Mystery, Westerns, Science Fiction/Fantasy, and Graphic Novels. Graphic Novels start with the ANF graphic novels and are followed by the fiction/science fiction graphic novels. They are shelved by what the spine label states.

Sound Recordings (books on CD and Playaways)

Against the west wall to the left of the new books/romances are Fiction CD audio books. Playaways are shelved on the same structure as Newspapers, but on the opposite side. All genres are interfiled. Note: Adult Fiction and **YA** Fiction are interfiled in both these areas.

CART ORGANIZATION

- If the items to be shelved can fit on one cart, they are organized as such:

CART SIDE 1

Adult Nonfiction/ANF Audio & CD's

Adult Fiction/Large Print/Mystery/Science Fiction/AF Audio & CD's/Foreign Language

CART SIDE 2

Easy/Readers/Board Books/Juvenile Fiction/Tween/Juvenile Non-Fiction/Tween Non-Fiction/Young Adult/Award Winners

Children's Media (DVDs/CDs)

- If more than one cart is used, they are generally split into an Adult cart and a Children's cart.
- At the front desk, the cart of AL materials is organized as shown above. The cart of returned materials going to other locations is organized as such:

Date: 05-28-21

CART SIDE 1

All locations **EXCEPT** the following that go on the **second** shelf:

BE (Bethany) / ED (Edmond) / DN (Downtown) / WA (Warr Acres)

Withdrawn items of on the bottom of the cart

SHELVING ASSESSMENT

- All staff shelve from all carts. If there are multiple carts waiting to be shelved, staff should start with carts in the backroom. The cart closest to the backroom door should be shelved first.
- Each staff member is assigned a specific section or sections for shelf reading. Shelf reading is monitored by Access Manager.
- Team shelving is encouraged when appropriate. However, if there is more than one cart waiting to be shelved, each team member should work from their own cart.

MISCELLANEOUS

- *Harlequin romances are shelved differently than the MLS shelving guide.* They are shelved using the Fiction guidelines (by author last name).
- Currently, Graphic Novels are shelved by the information on the spine label.
- Harlequin Romances/Magazines are kept at the front desk and shelved by Access Specialists.
- Customer reserved DVDs and ILLs are shelved behind the Circulation desk.