

BELLE ISLE LIBRARY SHELVING GUIDE – 8/29/24

Collection Locations

Large Print (LP): All genres, including Short Story, are interfiled with LP Fiction. LP Non-Fiction is at the end of the LP section. Western LP is interfiled with regular print Westerns and are housed within the regular print Fiction and Genres sections, following Mystery.

Westerns: Large Print Westerns are interfiled with regular print Western and are shelved following Mystery.

Adult Fiction—Print: Separate areas for Fiction, Graphic Novels, Mystery, and Science Fiction.

Adult Audiobooks: All genres are interfiled with Fiction. Non-Fiction is at the end of the section. Playaways and Books on CD are interfiled.

Young Adult (YA): YNF begins the section and is followed by Y Graphic Novels. Fiction and Science Fiction are interfiled and begin following YGN. They jump from the floor fixtures to the wall to complete that section. YA audiobooks are shelved on top of the YGN section. All these sections are housed in the teen room.

Children's Audiovisual Materials (A/V): Easy, Reader, and Tween DVDs are interfiled. JNF and TNF DVDs are interfiled. Easy, Reader, Tween, and JFiction Audiobooks are interfiled. Playaways and Books on CD are interfiled. Read-Alongs are separated by Easy, Reader, Tween, JFic, and TNF.

Juvenile Fiction (JFiction): Juvenile Fiction, Mystery, Science Fiction, and Sport are interfiled.

Music CDs: Adult music CDs are shelved alphabetically by Artist within their genre. Rock, Soundtrack and World are on one side of the fixture and the remaining genres on the other. This fixture is in the area where Adult DVDs and Audiobooks are. Children's music is on the top of the Easy section in the kid's room.

Graphic Novels: Adult, YA, Juvenile, and Tween Graphic Novels all have separate sections housed with/near the other materials for that age group.

Sequoyah (SEQ): All Sequoyah titles are interfiled. Sequoyah labels are placed on the spine of the books each year to bring attention to those items in-section as well as help customers distinguish the different Sequoyah age groups.

- Red – Children's
- Green – Intermediate
- Blue – High School

Spanish: Both our Children's and Adult Spanish sections house both print and A/V materials.

Date: 2024

Bilingual books are interfiled with their respective sections and are not included in Spanish. Tween and Juvenile Non-Fiction are interfiled.

New Books: Adult New books are shelved in their own section close to the Circ/Reference desk. There is a separate selection of each for ANF, Fiction, Mystery, and Science Fiction.

CART ORGANIZATION

Carts are separated into Adult and Children's. Please only fill up three shelves on a cart to help with consistent measurement of shelving productivity across different types of carts and staff. Carts are also fine sorted. This means that sections are not only grouped together (e.g. Easy with Easy, Reader with Reader), but items are also in order within each section (ANF 000-999, Fic A-Z).

SHELVING ASSESSMENT

All staff shelf in all sections of the library and conduct inventory on a regular basis. Both individual and team shelving is supported and selected based on staff preference.

Cart slips are used to track shelving productivity and are attached to each cart upon creation. Cart slips should be turned into the black box labeled "Cart Slips" next to the Circulation Report/Activity Sheet inboxes.

MISCELLANEOUS

ILLs are held in the backroom on the shelving units near the door to the Circulation Desk. Experience passes are kept by the middle computer at the Circulation Desk.

Oversized ANF items are shelved at the end of Adult Non-Fiction. If the item is labeled as Oversized but can fit within its section, please shelf in-section instead.