

CAPITOL HILL SHELVING GUIDE

COLLECTION LOCATIONS

Southwest Corner of Building

Children's Area

Easy, Readers, Graphic Novels, Tween, J Fiction, Current Sequoyah, Tween Non-Fiction, and J Non-Fiction all have their own sections.

- Playaways and Audiobooks are interfiled in their respective sections.
- Short Stories, Mystery, and Science Fiction are interfiled in their respective sections.

Board Books are on the left side of the shelving in the family lounge area, with English and Spanish interfiled.

Magazines are in the middle of the family lounge area shelving, the children's Spanish section, and Tween Non-Fiction.

Audio / Visual:

- Children's DVDs have separate sections for FF/TV shows, Easy(Reader and Tween interfiled), and Non-Fiction.
- Children's music CDs are on the top of the Children's Spanish shelves.
- Audio-enabled books/Read-Alongs and books with CDs each have their own section. The AEB books are on the right side of the shelving in the family lounge area. The books with CDs are below the music CDs.

Spanish:

- Easy, Readers, Tween, and JFIC have their own sections.
- TNF and JNF are interfiled with each other in their own section.
- Spanish Audio-Enabled books are interfiled with the other AEB books, in the family lounge area.
- Bilingual books are interfiled with their respective sections and are not included in Spanish.

Young Adult Area (YA)

Fiction, Mystery, Science Fiction, Playaways, and Audiobooks are interfiled. Graphic Novels, High School SEQ, Spanish, YA magazines and Nonfiction have their own sections within the YA collection.

Northwest Corner of Building

Adult Fiction

Includes separate areas for Adult Fiction, Short Stories, Graphic Novels, Mystery, Science Fiction, Western, Large Print Western, Large Print, Large Print Mystery, Spanish print, Spanish magazines, and Spanish Playaways / audiobooks.

Periodical Lounge area

Includes magazines for adults and our newspaper subscriptions.

DVDs, Music CDs, Audio Books

Located on either side of the main central reading area of the library, directly north of the service desk.

- **Feature Film DVDs** are located on the west side of the central reading area.
- **Spanish Feature Films** are located at the end of the Spanish Fiction section.
- **Adult non-fiction DVDs** are interfiled with ANF books.
- **Music CDs:** located on the east side of the central reading area, organized by genre in drawers below.
- **Audio books:** Fiction audio books and Playaways are located on the shelves above the music CDs.

Northeast Corner of Building

Adult Non-Fiction

- Separate shelving for Spanish Non-Fiction.
- Spanish non-fiction Playaways and DVDs are interfiled with print materials.
- Non-fiction Playaways, audio books, and DVDs are interfiled with print materials.
- Large print non-fiction items are interfiled with regular print non-fiction.
- Oversize editions are housed on the bottom shelf of the center section of each row.

CART ORGANIZATION

- Generally, all children's materials are organized on a single cart.
- All other materials including adult materials, DVDs, and YA are organized on another 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.
- Each staff member is assigned a specific section or sections for shelf reading and inventory. This is monitored by the 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

Updated 06/05/2022

- ILLs are kept in a labeled, lower drawer behind the information desk
- Customer DVD holds are kept in a labeled lower drawer behind the information desk.