

CHOCTAW SHELVING GUIDE

COLLECTION LOCATIONS

Adult Audiobooks:

- Nonfiction audiobooks are shelved numerically at the beginning of the audiobook section.
- Fiction, Mystery, Science Fiction, Western audiobooks are separated by genre and are shelved alphabetically (by author's last name) after the nonfiction audiobooks.

➤ **Tip:** If we have two copies of the same title, the AMP should proceed with the book on CD in shelf order.

Adult Fiction - Print: Separated into genre:

- Fiction
- Mystery
- Science Fiction
- Graphic Novel
- Western including Western Large Print
- Large Print (Fiction, Mystery, & Science are interfiled)

Adult Non-Fiction – Print and Documentary DVDs: Print books and non-fiction DVDs are interfiled in ANF (Adult Non-Fiction).

- **Tip:** Shelf an oversize item normally if it fits. If not, lay the item on its side (spine out) on the bottom shelf of the bank in which it would normally be shelved.

Magazines: Current issues are shelved face out. Previous issues are in the vertical magazine holder section behind the face out display section.

New and Display Books:

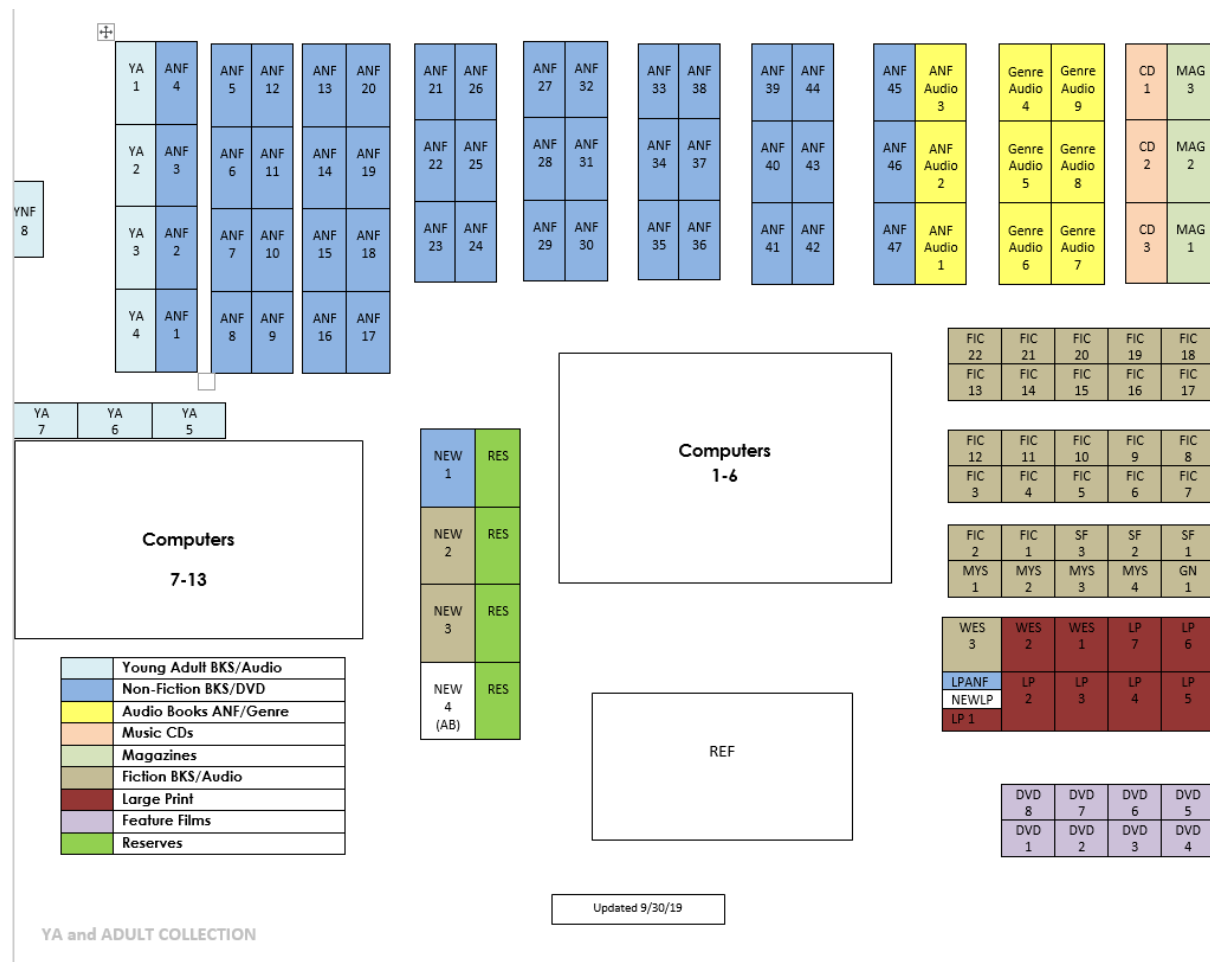
- Check the date on the barcode labels of each book to see if there are any new ones. Refer to the dry-erase board in the backroom for what range of dates are considered "new."
- Put new Adult Fiction (including fiction genres) and ANF books on the designated cart in the backroom or on the new books display close to the library entrance. Before shelving new books on the display, double check the first edition date on the back of the title page (sometimes it is just a new copy of an older book and in that case, the book does not go on display)
- New Easys, Readers, JFiction, and Tweens go on the wooden cart in the backroom or shelved in the correct display area. For Easys and Readers, it is okay to put new copies of old books on the new book display.
- Scan your carts for books that fit other display themes and place them on the wooden cart (for Easys and Readers) or shelve them in the correct display area.
- New print and audio materials can be placed on the blue metal cart in the back room or shelved in the New Book section near the entrance of the library.

Newspapers:

- Newspapers are in the first column of the face-out displays. Current issues are on the face-outs. They are in alphabetical order by title.
- Older issues are placed under the face out display. They should be in order from the newest to oldest (newest on top).

YFiction (YA):

- YA fiction is not separated by genre.
- New YA is shelved before YA fiction.
- YA graphic novels are shelved at the end of the YA collection.
- YA non-fiction items are shelved across from YA fiction.
- YA Sequoyah books have white stickers on them that say, Sequoyah High School Master List and Intermediate. They are shelved before the YA Graphic Novel collection.

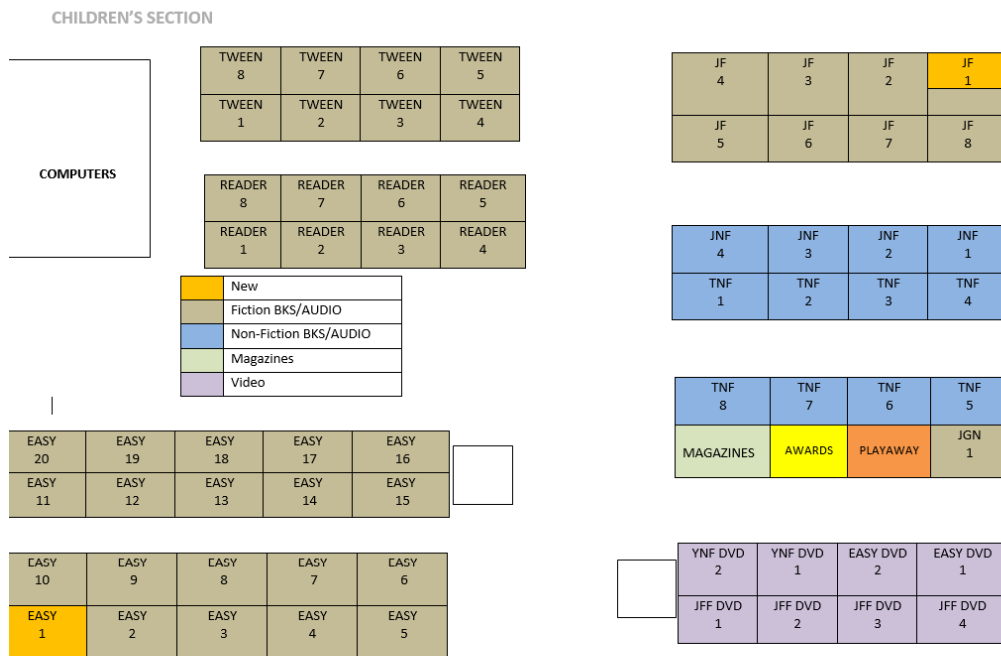


Children's DVDs

- Easy and Reader DVDs are shelved together at the beginning of the Children's DVD section.
- JDVDs that are not labeled "JMOVIE," or "JTV/SHOW," are shelved at the beginning of the JDVD section in numerical order. Some of them will say "Tween" under the call number.
- JDVDs that are labeled "JMOVIE," or "JTV/SHOW," are interfiled alphabetically in the section following.

Children's Audiobooks

- Children's audiobooks are grouped into Easy, Reader, Tween, Tween Nonfiction, JFiction, and J Nonfiction. Reader, Tween, Tween Nonfiction, JFiction, and J Nonfiction audiobooks are interfiled with the books.
- Some of the Easy and Reader audiobooks will have a book accompanying the CD(s).
- Easy books with CDs, VOX books, and Wonder books are located at the end of Easy books. Playaways are interfiled with Easy books.



Our JNF and TNF are separated but are next to each other. Our JAWs (Juvenile Awards) are in their own place.

Easys, Readers, and Board books:

- Board books are shelved in the Reading nook section. They are shelved by spine label (no need to refer to the author and title on the barcode label).
- Bilingual and Spanish Easy, Reader, Tween and Juvenile Fiction materials are shelved below the Children's magazines.

Tween Fiction and JFiction:

- J Fiction genres are interfiled (like Large Print and YA).
- Sequoyah Books: Both Children's Sequoyah nominees are shelved near the JGraphic Novels and Spanish/Bilingual books.
- Tween Graphic Novels are shelved at the end of Tween.

CART ORGANIZATION

Carts are separated into an Adult Cart or a Children's Cart.

Adult Cart:

- Top shelf: ANF, YNF, SEQ, YGN, YA*
- Middle shelf: FIC, SF, MYS, LP, GN
- Bottom shelf: DVDs, Audio

Children's Cart

- Top shelf: Easy*, Reader*, TNF*
- Middle Shelf: Tween*, TGN, SEQ, JFIC*, JNF, JGN
- Bottom shelf: DVDs, Board Books, CDs

*Including corresponding audio

SHELVING ASSESSMENT

- Shelving is tracked by shifts. Since we regularly hit the 24-hr. turnover, we only investigate if there is an anomaly in the number of carts older than 24 hrs.
- LA are scheduled for shelf reading- usually 15 mins a day. They sign in-begin where the last staff member ended then record where they have ended.
- We will run the inventory list for a particular area and have team shelving when an area is especially out of order. We stress nipping that problem in the bud before it becomes everyone's problem.

MISCELLANEOUS

The ILLs are held behind the circulation desk, and we place an empty DVD container with their name on it as a placeholder on the reserve shelf.