

DEL CITY LOCAL SHELVING GUIDE

- New Items
 - New children's items are shelved in the display on the east side of the children's area above the board books and children's magazines.
 - Only current month's items are stocked
 - New Adult items
 - Displayed on one side of the quiet reading area, opposite the magazine and newspaper display. The new items collection is rotated/replenished approximately every day or close to it.
- All Graphic Novels are separated out from general collection
 - Adult, YA, Juvenile and Tween have their own sections.
 - Adult - shelved in the first long low shelving unit immediately after the customer holds and before the foreign language collection.
 - YA - in teen section
 - Juv - shelved at the beginning of the Juvenile section – between the Sequoyah books and JFic.
 - Tween – shelved at the end of the Tween fiction
 - Non-Fiction GNs are shelved with their same-age Fiction counterparts (i.e. ANF GNs are shelved in the AGN section, etc.)
- A/V
 - All A/V materials are shelved along the west side of the building. The collection begins with Juvenile DVDs, followed by adult documentaries, feature films, music CDs, and lastly audio books.
- JNF
 - separated out, shelved along the south wall of the children's area.
- Spanish Language Items
 - Shelved separately immediately after the adult graphic novels in the first long, low shelving unit.
- All YA items – YFIC, YNF, YAudio, YGN are all shelved together in the YA section