

Downtown Local Shelving Guide

Collection Locations

We have several collections in the library. There are three general areas, which reflect the cart slips we use when shelving: 2nd Floor, 1st Floor , Children's

2ND FLOOR

The 2nd floor of the library houses our **Adult Non-Fiction** shelved by using the Dewey Decimal System with the 000s in the southwest corner of the floor moving to the 900s in the northeast corner. The 400s (Foreign Language materials) include both books and audiobooks, interfiled together by Dewey.

Adult DVDs are located next to the Box. Feature Films and TV Show are interfiled based on the call number, then title on the back of the barcode.

Foreign Language DVDs will have the language at the top of the call number. These are shelved at the beginning of the DVD collection alphabetically by language, then by call number, then title on the back of the barcode.

Nonfiction DVDs are interfiled with books by Dewey number.

Oversized materials will be found on the bottom shelf of the bank they should be shelved in. Oversized materials have an "Oversized" sticker on the spine and have the location code OVR.

Reference materials are interfiled in the collection based on Dewey. They are noted with an "R" at the beginning of the call number. All reference materials are in-house use only.

Genealogy materials assist customers with genealogical research. However, there are other uses for some of these materials. The genealogy section is located across the north bridge on the 2nd floor. All of these materials have "Genealogy" at the bottom of the call number. Most of the materials have a call number in the 900s. These materials are non-circulating. Genealogy materials are shelved by their state of interest and then by Dewey number. Part of the Genealogy collection is located in the compact shelves in Special Collections.

Art material is shelved next to genealogy across the north bridge on the 2nd floor. All of these materials have "ART" at the bottom of the call number. Most of these materials have a call number in the 700s. These materials are fully circulating and include items for all age ranges. ART materials are shelved by Dewey number.

7.5 Minute Series Maps are shelved in the file drawers along the southwest wall of the 2nd floor. These materials were printed by the USGS and pertain mostly to Oklahoma and the surrounding states. The items are laid flat in alphabetical order in their respective drawer. These items can circulate but require a temporary bibliographic record be created by circulation staff to do so.

The ART, GEN and MAP collections are maintained primarily by Special Collections. Downtown staff are expected to shelve material in these sections as normal.

The **Oklahoma Collection** is housed in the Oklahoma Room. Materials must remain in this room and are reshelfed by staff that work in the room. The Oklahoma Room is only open by appointment. The Oklahoma Collection contains materials that pertain to Oklahoma or were created by an Oklahoman. Special Collection librarians maintain this collection. All Oklahoma Room materials are in-house use only and do not go out on reserve.

1ST FLOOR

The 1st floor houses the rest of the DN collection.

Adult Fiction and Genre books can be found on the 1st floor of the library. Adult fiction is shelved by author/title. The fiction collection begins in the southwest corner and extends toward the center of the building.

Genres are shelved separately by their genre: Mystery, Science Fiction, Western, Short Story, Large Print Non-Fiction, Large Print, Large Print Mystery, Large Print Science Fiction, Large Print Short Story, then Large Print Western. All genres are shelved by author/title.

Periodicals

All newspapers are available in-house only. They are shelved by date, with the most recent copy face out behind the plastic flip top. Back issues go behind the face-outs in date order.

Magazines are all able to be checked out. We shelve the most recent copy face out behind the plastic flip top. Older titles may be found in alphabetical order in magazine holders below their most recent issue. They should be shelved in issue/date order. We keep one year of magazines for monthly titles and six months for weekly titles.

Spanish / Foreign Language

The Adult Spanish collection (FRN) is shelved before the periodicals. Spanish materials will say SPANISH at the top of the call number. Older materials may have a sticker on the spine or have SPANISH at the bottom of the call number. All materials will have code FRN.

Other World Languages are interfiled with their corresponding collection. Their code should match that collection.

Graphic Novels (GN) are shelved together before the periodicals. They are shelved based on the call number, ignoring genres. All adult GN have a sticker to signal they are GN. Both fiction and nonfiction adult GN are shelved here, with nonfiction following fiction.

Young Adult YA Fiction materials are shelved by author/title, and genres are ignored. YNF are located within the YA section. YGN are located on the outside of YA facing the Info Desk. High School Sequoyah books may be found next to the windows. All HS Sequoyah titles have the location code YAS and have the designated Sequoyah sticker to differentiate between the different Sequoyah categories. YA DVDs, audiobooks, and Playaways are found after the YA fiction. Genres are ignored and they are shelved in author/title order. YNF Cliff Notes are separated out and shelved by Dewey toward the beginning of the YNF.

Juvenile Nonfiction (JNF) is intended for 3rd through 8th grade. It is indicated by a "J" in front of the Dewey number. It does not have TWEEN at the end of the call number. JNF is between YA and the hold shelf.

New Books are located next to the Info Desk. There are nonfiction titles shelved by Dewey. The fiction titles are broken out into genres and shelved by author/title.

Music/Audio is located behind new books and next to the Info Desk. Music CDs are shelved by genre, then Artist/title.

Immediately following the Music CDs, we have the Audiobooks. Playaways and Audiobooks are interfiled together. We shelve by genre. The order should be Adult Fiction, Mystery, Science Fiction, Western, then Adult Nonfiction. 400 adult nonfiction audio material are shelved on the 2nd floor, interfiled in the 400 adult nonfiction collection.

The **Holocaust Resource Collection**, HRC, was primarily gifted to the Downtown Library by Max Schiff and the Jewish Federation of Greater Oklahoma City honoring Holocaust survivor Henia Ring Schiff. It is next to the audiobooks. It includes adult and juvenile nonfiction, fiction books, as well as DVDs. Adult and juvenile nonfiction materials are shelved in collection order. Some items are Reference only, but they are interfiled with the other materials. The Adult Non-Fiction materials start on the back wall. Dewey numbers 909-940 are pulled out and shelved on the west wall. All materials in this collection are marked "HRC" at the bottom of the call number. These materials are circulating.

CHILDREN'S COLLECTION

Children and Intermediate Sequoyah books are found at the beginning of the Juvenile Fiction section. All items in this collection have the location code SEQ and have the designated Sequoyah sticker to differentiate between the different Sequoyah categories.

Children's Foreign Language: Children's Spanish or Bi-lingual Spanish materials will be shelved in the Children's Area. Board, Easy and Reader materials will be shelved at the beginning of the Easy collection. Tween, TNF, and JFiction materials will be shelved at the beginning of the JFiction collection. All materials will have code JFRN.

Other World Languages are interfiled with their corresponding collection. Their code should match that collection.

Children's Music: Children's music are in small CD cases shelved in the pull-out drawers before the readers. These are shelved like adult music and are in artist/title order. Some Children's Music CDs have the call number 782.42083 while others have JMUSIC. They should be interfiled in author/title order.

Easy, Tween, Juvenile DVDs: Located on the north wall next to the Castle Room. The first bay contains Easy DVDs are indicated by EASY at the top of the call number. The second bay has Tween DVDs, TNF DVDs, and then JNF DVDs. Note that TNF and JNF are filed separately. The last three bays are JMOVIE and JTVSHOW. These are interfiled by call number, followed by title on the back label.

Easy and Reader Audiobooks, and Audio Enabled Books: Easy Audiobooks and Easy Audio Enabled Books are interfiled on the short range near the front of Children's. Reader Audiobooks and Reader Audio Enabled Books are interfiled immediately following Easy's.

Easy: Children's materials that are typically considered "picture books" are called Easys. These are designed to be read aloud to a child. There are more pictures than words, and the words have a higher difficulty level than children learning to read would have. Easy books have the word EASY on the spine and are shelved in author/title order. New Easys can be found as you enter the children's area through the arc.

Readers: Readers are material that are designed for the emerging reader. Books on the Pre-K to 2nd grade level are shelved here. These have fewer words on a page, have larger text, more spacing between the words, and pictures to help tell the story. Some readers at the upper end of difficulty have short chapters, but these are not typically considered "chapter books". Readers have the word READER on the spine and are shelved in author/title order. They are not broken out by reading level.

Tween: These are designed for the growing independent reader and are shorter than Juvenile Fiction. Tweens have the word TWEEN on the spine and are shelved in author/title order. Tween Graphic Novels are shelved at the end of Tween Fiction and do have a GN sticker.

Tween Nonfiction (TNF): TNF is nonfiction material written for the K-3rd grade reader. TNF materials have a Dewey call number that begins with J and has the words TWEEN NON-FICTION at the bottom of the spine.

Juvenile Graphic Novels (JGN): This section includes Juvenile Non-fiction and Fiction graphic novels. They are the shelves close to the family restroom. JGN material is shelved like adult GN: spine label (ignoring volume), title on the sticker, author on the sticker, volume on the spine label. Graphic Novel Non-Fiction is at the end of the section. Graphic Novel AEBs are interfiled with the other AEB titles.

Juvenile Fiction: This section includes fiction titles for 3rd to 8th grade readers. These have the word JFiction on the spine label and are shelved in author/title order. Ignore the genre labels when shelving. Juvenile fiction includes all genres, such as JMystery, JScience Fiction, JShort Stories, and JSports. All the genres in this area are interfiled so they are shelved as author/title, regardless of the genre listed on the spine.

Children's Magazines: Children's magazines are in magazine holders on top of the board book and Read Along shelf.

Juvenile and Tween Audiobooks and Audio Enabled Books: These are shelved in the wooden shelves along the wall near the castle. Tween Non Fiction are first with CDs and Playaways interfiled on the first shelf. Non Fiction AEBs are pulled out on the shelves below. Next is Tween CDs and Playaways interfiled on the top two shelves. Tween Fiction AEBs are pulled out on the shelves below. Next we have JFiction AEBs, followed by JFiction CDs and Playaways, and then JNF CDs and Playaways. Ignore Genre labels within Juvenile and shelve by call number, author, then title.

Cart Organization

There are three types of carts in the backroom: Children's, 1st Floor (Also contains all Young Adult and the JNF collection), and 2nd Floor (contains both ANF and adult DVDs). We place items on the cart as they come in. The cart at the Circulation Desk should be emptied several times per day and put on the appropriate cart.

Cart Slips

Each cart has a cart slip that identifies the cart type, material on the cart, and the start/end date. We shelve first in, first out to ensure we are as close as possible to maintain a 24-hour turnaround time. Completed cart slips go in the designated basket.

Miscellaneous

ILLs and hotspots 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.