

EDMOND SHELVING GUIDE

Children's Area

DVD's

All children's media sits on the east wall of the Children's area. Easies, JFiction, and Tween are interfiled. JNF DVD's are next. JFF and JTV come next and are interfiled.

Audio Books

After DVD's are JAudio books. We interfile formats. JNF comes first. JFIC after that. We interfile genre. There are a scant few tween audiobooks that are interfiled with the JAudio by author. After the JAudio is our Launchpad collection.

Books

JNF along the south wall. JFIC comes next; genres and award winners are interfiled. Next comes TNF then Tween Fiction. We have a bank of shelves reserved for Oversize between the JF and TNF areas. On the north wall nearest to the JFIC collection sits our J Graphic Novel collection and Current Sequoia Masterlist/New books.

Easies are next. After that is our VOX and Books with CD's. Vox sits at the beginning of this "read-along" section. TNF with CD's come next, then Easies with CD's.

Readers are across from the Easy DVD collection.

Board books have a bank of shelves in the corner of the children's section. We rough sort the shelves by call.

Music CD's

We file our Holiday Music CD's with the Children's music.

Adult Area

Audio Books

Starting with fiction. Genres and formats are interfiled. Next comes ANF Audio. Formats are interfiled.

DVDs

Next are the ANF/YNF DVD's. Next are the FF and TV Series. Interfiled.

Books

Large print comes after DVDs. ANF LP comes first. Fiction next. Genres are interfiled with general LPF.

General Fiction comes next. The short story collection is interfiled with the general fiction collection.

Romance novels have their own section in the general fiction collection.

Date: 4/2021

Mysteries come after the Fiction section, then Western, then Sci-fi. The graphic novel collection sits at the end of the sci-fi section. ANF GN's are filed at the beginning of the GN collection.

YA is next. We interfile genre and audio/print formats of Y-Fiction. Y Graphic Novels sit at the end of the YA section. Manga are interfiled...even though they shouldn't be. YNF Books and DVDS are interfiled at the end of the Y Graphic Novels. 😊

ANF is next. At the back of the ANF stacks sits our magazine/news paper collection. At the end of ANF sits our Oversize and Adult Launchpad collections.

CART ORGANIZATION

We build carts by sorter location as follows:

- AUDIO
- DVD
- Easy/Reader (vox books sort here)
- Fiction (General, Genre, Graphic Novel, YA, LP)
- ANF 500-799
- ANF (Everything Else)
- J
- Tween
- Magazine/Board Books

We rough sort our carts out of a necessity for speed. For fiction we sort by call, but disregard all other information.

- o *Example: A cart has books where Baldwin comes before Baldacci. As long as the BAL books are together, you will be in the right neighborhood in the stacks when it comes to shelve them correctly.*

We rough sort Non-Fiction by call to the 2nd decimal.

SHELVING ASSESSMENT

Shelving is tracked by shift. We try and set a goal of 1.5 carts per ASI and we set shift goals depending on staffing levels. We generally have 4-5 ASI's every shift so each shift goal is generally between 6-7.5 carts. We shelve first-in-first-out. ASI's aren't assigned to shelve in certain areas. The odd 1.5 per staff target is because we encourage team shelving. Two ASI's working together can shelve 3 carts over the course of a shift with little difficulty. ASI's are trained to scan shelves as they go and fix any errors. They report to management if they notice a significant number of items out of order, but that's fairly rare and mostly confined to the children's collections.

Now that we have our Office 365 logins, we plan on training up for inventory and working 15 minutes per ASI into the workflow in the coming weeks.

MISCELLANEOUS

Date: 4/2021

Our ILL's are shelved in the back room with empty dvd cases with patron labels sitting out on the hold shelves as proxies.