













Location Code	Definition	Restrictions	Notes	Sticker
999	Miscellaneous	Cataloging only	Usually attached to temporary items and during location code deletions.	
ACC	Audio Accessories	Information Technology only	Warr Acres Auxiliary Cables	
ANF	Adult Nonfiction		Shelved by using the Dewey Decimal System	
AP	Adult Paperback		AP designation is used for tax prep manuals and holiday magazines. These are non-renewable and non-reservable.	
ART	Fine Art Collection	Downtown Only	ArtDesk Magazine along with Oklahoma Contemporary Art Center (OCAC), both part of the Kirkpatrick Foundation fund this circulating library of books and media relevant to contemporary art. The collection is housed at the Downtown Library.	
BHC	Black History Collection	Ralph Ellison only	The Black History Collection of the Metropolitan Library System houses a comprehensive reference and circulating collection about and related to the Black experience. This collection preserves and promotes a wide range of aspects in the life, history, and culture of the African diaspora with emphasis on Oklahoma.	
BKR	Backroom Storage	Temporary purposes only (30 days)		
BPR	Branch Professional Reference		Branch Professional Reference (BPR) may be used in-house for programming purposes only. For additional information on BPR see the CARL Manual.	
BRD	Board Book		Board books are intended for ages newborn to three. They have thicker pages, large words, colorful illustrations. Their Media code is BRD.	
CAT	Cataloging	Cataloging Department only		
CBK	Chromebook	Information Technology only	These are in-house use Chromebooks at Almonte. They have the Media code Mobile Device. Accrues fines. Limit one CBK per account.	
COM	Computer	Information Technology only	These are MLS Kindle Fire tablets that were used in a trial period in 2018-2019 at Choctaw and Warr Acres. Accrues fines.	
CON	Construction Management	Construction Management Department only		
CP	Collection Processing	Collection Processing Department only		
D1 - D5	Display Codes	Temporary purposes only	This location code indicates to staff and guests that the item is not in its normal location. These show as "On Display in the catalog. Though it does not specify the exact geography of where to find it, staff may keep a local listing of where the item could be found based on the code. Materials must be updated by staff before placing on display and after the display ends. Display 1-3 are reserved for libraries. Display 4-5 are reserved for travelling special collections and should not be used unless directed by Manager of Access.	
DIR	Administration	Director's Office Department only		
DVS	Development	Development and Volunteer Services Department only		
E	Easy		Children's material that are typically considered "picture books" are called Easy. These are designed to be read aloud to a child. They generally have 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. Shelved in author/title order.	
EPS	Engagement and Program Services	EPS Department Only		
F	Fiction		Adult Fiction, shelved in author/title order.	
FF	Feature Films		These include items with the call number MOVIE or TVSHOW.	
FRN	Foreign Language		Foreign Language FRN material will have the location code FRN. New material have the language listed at the top of the call number. Older material list the language at the bottom of the call number and may or may not include a sticker. These items include all Foreign Languages and will be FRN, regardless of their location in the library. Depending on your library's FRN size, they may be interfiled or pulled out in their own area. All FRN and bilingual titles will be assigned FRN and libraries may change the location code to a more appropriate location code if they're interfiled. The bilingual sticker is to note if an item is in multiple languages.	  
GCBK	Google Chromebook		These are circulating Chromebooks. They have the media code Mobile Device. Accrues fines. Limit one GCBK per account.	

GEN	Genealogy	Downtown Special Collections Only	Genealogy material assist guests with genealogical research. 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. 95% of the collection is non-circulating.	
GN	Graphic Novels		Graphic Novels have a sticker to signal they are GN. Both fiction and nonfiction adult GN are shelved here. GNs are defined as multi-panel works written to be read in relatively long segments, like short stories or novels. Includes manga. There are adult, young adult, and juvenile graphic novel sections. Easy and Reader graphic novels are interfiled in their respective collections.	
HOT	Hotspots		These are the circulating hotspots. They have the media code Mobile Device. Accrues fines. Limit one HOT per account.	
HRC	Holocaust Resource Center	Downtown only	The Holocaust Resource Collection, HRC, was primarily gifted to the Downtown Library by Mack Schiff and the Jewish Federation of Greater Oklahoma City. It includes adult and juvenile nonfiction, fiction books, as well as DVDs. All materials are interfiled and are marked "HRC" at the bottom of the call number. These materials are circulating.	
HUM	Human Resource	Human Resource Department only		
ILL	Interlibrary Loan	Interlibrary Loan only	Accrues fines.	
JAW	Juvenile Award Winners		Juvenile Award Winners; indicates Caldecott, Newberry, Pure Belpre, and Coretta Scott King awards when shelved separately. These materials may have generic blue stickers that note "Award Winner" or may have a Caldecott Medal or Newbery Award sticker.	
JF	Juvenile Fiction		This section includes fiction titles for 5 th to 7 th grade level readers. These have the word JFiction on the spine label. Many libraries interfile all JFiction genres (JMystery, JScience Fiction, JShort Stories, JSports). Shelved in author/title order.	
JFF	Juvenile Feature Film		These include items with the call number JMOVIE or JTVSHOW.	
JFRN	Juvenile Foreign Language		Juvenile Foreign Language JFRN material will have the location code JFRN. New material have the language listed at the top of the call number. Older material list the language at the bottom of the call number and may or may not include a sticker. These items include all Juvenile Foreign Languages and will be JFRN, regardless of their location in the library. Depending on your library's JFRN size, they may be interfiled or pulled out in their own area. All JFRN and bilingual titles will be assigned JFRN and libraries may change the location code to a more appropriate location code if they're interfiled. The bilingual sticker is to note if an item is in multiple languages.	
JGN	Juvenile Graphic Novels		Juvenile Graphic Novel titles have a graphic novel sticker and are shelved in their own area, both fiction and nonfiction. JGNs are defined as multi-panel works written to be read in relatively long segments, like short stories or novels. Includes manga. There are adult, young adult, and juvenile graphic novel sections. Easy and Reader graphic novels are interfiled in their respective collections.	
JM	Juvenile Music		Juvenile Music CDs are shelved artist then title.	
JMY	Juvenile Mystery		May be interfiled in JFiction, depending on the library. Shelved in author/title order.	
JMZ	Juvenile Magazine			
JNF	Juvenile Nonfiction		Juvenile Nonfiction (JNF) is intended for the audience of 5 th grade and above. It is indicated by a "J" in front of the Dewey number. They are shelved using the Dewey Decimal System.	
JSF	Juvenile Science Fiction		May be interfiled in JFiction, depending on the library. Shelved in author/title order.	
JSP	Juvenile Sports		May be interfiled in JFiction, depending on the library. Shelved in author/title order.	Obsolete - delete
JSS	Juvenile Short Story		May be interfiled in JFiction, depending on the library. Shelved in author/title order.	Obsolete - delete
LAP	Laptop	Information Technology only	These are in-house use Dell Laptops at Almonte. They have the Media code Mobile Device. Accrues fines.	
LO	Library Operations	Library Operations Department only		
LOT	Library of Things	LOT Libraries and Materials Only	LOT is inclusive of unique material that may not fall under our standard location codes.	

LP	Large Print		Adult fiction and nonfiction books with a larger type size that is easier to read for individuals with low vision. These items have genres that may or may not be interfiled, depending on the library. Shelf in author/title order.	
M	Music		Music CDs are shelved by the genre listed on the barcode label. Within the genre, shelf by artist then title.	
MAC	Marketing and Communications	Marketing and Communications Department only		
MF	Microfilm	Only to be assigned by Cataloging Staff.	This will aid users in the Catalog to find microfilm titles.	
MTC	Maintenance	Obsolete Location Code. Do not use.		Obsolete - delete
MYS	Mystery		May be interfiled in Adult Fiction, depending on the library. Shelved in author/title order.	
MZ	Magazine			
OK	Oklahoma Collection	Downtown Special Collections Only	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 available by appointment. The Oklahoma Collection contains materials that either pertain to the state of 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.	
OVR	Oversize Reference		Indicates non-circulating materials that cannot fit on regular shelving in their collection area and are therefore shelved in a separate area or on shelves above/below the regular area.	
OVZ	Oversize		Indicates circulating materials that cannot fit on regular shelving in their collection area and are therefore shelved in a separate area or on shelves above/below the regular area.	
PASS	Experience Pass		Indicates the item is a system Experience Pass. Accrues fines.	
PLA	Planning Services Office	Planning Department only		
R	Reader		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.	
REF	Reference Adult Nonfiction		Reference materials are noted with an "R" at the beginning of the call number. They also have a sticker on them to alert to staff that it is a Reference item. All reference materials are in-house use only.	Please Use In Library Only Not For Checkout
SEQ	Sequoyah		Current and past Children's level Sequoyah award winners and current masterlist. Libraries will have discretion on where to place Intermediate Sequoyah materials. This designation will always hold Children's materials and may hold Intermediate materials if they are co-located with Children's.	 
SF	Science Fiction		May be interfiled in Adult Fiction, depending on the library. Shelved in author/title order.	
SS	Short Story		May be interfiled in Adult Fiction, depending on the library. Shelved in author/title order.	Obsolete - delete
STK	Stacks (Second Floor)	Downtown Special Collections Only	Notes the item is stored in Stacks inside Special Collections.	
T	Tween Fiction		Tween Fiction is commonly called "chapter books". These are designed for the growing independent reader in 2 nd -4 th grades. These typically have multiple chapters, many words on a page, but the print is still large, and vocabulary is still moderately easy. Tweens have the word TWEEN on the spine and are shelved in author/title order.	
TEQ	Technical Equipment	Information Technology only	Typically, these go with the Media Codes iPad and Video Gaming Equipment. Accrues fines.	
TGN	Tween Graphic Novel		Tween Graphic Novel titles have a graphic novel sticker and are shelved in their own area, both fiction and nonfiction. TGNs are defined as multi-panel works written to be read in relatively long segments, like short stories or novels. Includes manga. There are adult, young adult, and juvenile graphic novel sections. Easy and Reader graphic novels are interfiled in their respective collections.	

TNF	Tween Nonfiction		Tween Nonfiction is nonfiction material written for the 2 nd -4 th grade reader. These still generally have more pictures than words. They may have chapters and the print is fairly large. TNF materials have a Dewey call number that begins with J and has the word TWEEN at the bottom of the spine. They are shelved using the Dewey Decimal System.	
VL	Virtual Library	Central Information Services Department only		
W	Western		May be interfiled in Adult Fiction, depending on the library. Shelved in author/title order.	
YA	Young Adult		Young Adult materials are targeted to the high school to 30-something readers. These have more mature content than materials in the Juvenile Fiction area. They may discuss relationships, sex, drugs, or contain more violence. The call number begins with YA or it has a YA sticker on the spine. The spine alerts guests to different genre. However, they are shelved in author/title order, ignoring the genre on the spine.	
YAA	Young Adult Awards		Indicates Intermediate and Senior level Young Reader's Choice Award (or any non-Sequoyah Senior/teen level award) when shelved separately.	
YAS	Young Adult Sequoyah		Current and past high school level Sequoyah award winners and current masterlist. Libraries will have discretion on where to place Intermediate Sequoyah materials. This designation will always hold High School materials and MAY hold Intermediate materials if they are co-located with YA materials. All HS Sequoyah titles have the location code YAS and have the designated Sequoyah sticker to differentiate between the different Sequoyah categories.	
YGN	Young Adult Graphic Novels		YGN titles have a graphic novel sticker and are shelved in their own area, both fiction and nonfiction. YGNs are defined as multi-panel works written to be read in relatively long segments, like short stories or novels. Includes manga. There are adult, young adult, and juvenile graphic novel sections. Easy and Reader graphic novels are interfiled in their respective collections.	
YNF	Young Adult Nonfiction		Targeted to high school audience. Items start with a Y or have a YA sticker on them. They are shelved using the Dewey Decimal System.	

Media Code	Definition	Restrictions	Special Notes	Sticker
999	Miscellaneous	Cataloging only	Usually attached to temporary items and during media code deletions.	
AEB	Audio Enabled Book		These are often children's material. They may be interfiled in their location or shelved in a special audio section.	
AMP	Audio Media Player		Depending on the location code and library, these may be in their own section, interfiled with CD (Book on CDs), or interfiled in the location.	
BK	Book			
BLU	Blu-Ray			
BRD	Board Book			
CAS	Cassette	Special Collections Staff Only		
CD	CD-ROM		It could be a Music CD or Book on CD. This is where the location code is key to determine where to find the item. Children read-along items may have the purple CD sticker to alert staff it is a read-along.	
DVD	DVD-ROM			
IPAD	iPad	Information Technology Only	Notes the item is an iPad for libraries with a Media Surfer (CH, RE, SO). Accrues fines. Limit one IPAD per account.	
KIT	Kit	OES use only	Sensory kits purchased by OES and children's gardening backpacks.	
LOT	Library of Things	LOT Libraries and Materials Only	The Library of Things media code (LOT) is specific to needing a waiver.	
MAG	Periodical		Notes both children and adult magazines.	
MF	Microform	Downtown and Ralph Ellison Only		
MOB	Mobile Device	Information Technology Only	Circulating Hotspots and Chromebooks, Almonte Dell and Chromebook Laptops, Warr Acres Audio Cables.	
PASS	Experience Pass	Limit one PASS per account.		
PBK	Paperback		Notes the item is a non-hardback book.	



RBLU	Restricted Blu-Ray		
RDVD	Restricted DVD		
REC	Records	Special Collections Staff Only	
TAB	Tablet	Library by Mail Staff Only	
VGE	Video Gaming Equipment	Information Technology Only	Almonte XBox Controllers
VHS	Video Recording	Special Collections Staff Only	
VMP	Video Player	Obsolete, do not use	Obsolete - delete when empty

Branch Code	Definition	Notes
AL	Almonte Library	
ALDU	Almonte Drive Up	
ALLK	Almonte Lockers	
BE	Bethany Library	
BI	Belle Isle	
CAT	Cataloging	Used for SC Staff Holds
CH	Capitol Hill Library	
CP	Collection Processing	Used by Sorter
CT	Choctaw Library	
DC	Del City Library	
DN	Downtown Library	
ED	Edmond Library	
EDMP	Edmond Kiosk Mitch Park	
EY	Edmond YMCA	
HR	Harrah Library	
ILL	Interlibrary Loan	ILL Material for MLS Guests
JN	Jones Library	
LU	Luther Library	
MC	Midwest City Library	
NP	Nicoma Park Library	
NW	Northwest Library	
ONE	ONECard	
OR	Outreach	
RE	Ralph Ellison Library	
SO	Southern Oaks Library	
SY	System Materials	For Departments
VI	Village Library	
VRTL	Virtual Library	Renewals in Catalog
WA	Warr Acres Library	
WR	Wright Library	
ZAD	Z Test Aspen Discovery	For Aspen Test Instance

Patron Type	Name	Note
AA	Annual Fee Adult	
AS	Annual Fee Student	
ASR	Annual Fee Student Restricted	
CRUPS	Crutch ONEcard Restricted	
DA	Discovery Admin	For Aspen; Masquerade
IAO	Internet Access Only	
ILL	Interlibrary Loan	
MS	Media Surfer Staff	
OKCPS	OKC ONEcard Restricted	
OSL	Onsite Library	9 week checkout period
OUT	Outreach	4 week checkout period
PA	Primary Adult	
PS	Primary Student	
PSR	Primary Student Restricted	
RA	Reciprocal Adult	
RS	Reciprocal Student	
RSR	Reciprocal Student Restricted	
SA	School Adult	
SS	School Student	
SSR	School Student Restricted	
SYS	System	

Status	Description	Staff May Manually Change
Checked out	This status is applied when an item is checked out. It will keep this status until the item is checked back in.	
Custom Status 1	Reserved for New / Temporary Branches.	
Custom Status 2	Reserved for New / Temporary Branches.	
Custom Status 3	Reserved for New / Temporary Branches.	
Damaged	When items are returned/checked in using "damaged" then items will have the damage status.	x
Display	This status indicates materials that are being utilized for Engagement activities. Staff will return items to the appropriate status within 30 days.	x
Hold Pending	This status is applied when clicking 'Found' in CARL.Connect when pulling morning holds. Items with the "hold pending" status will automatically be coded "not on shelf" overnight.	
Hold Shelf	Items with this status have been checked in at their Hold Pickup location. There have been reports that items will show up on Report 17 if the pickup location is your library even if it is not the owning library.	
In Library Use Only	This status is reserved for Special Collections use only.	
In Process	This status reflects materials that have been received and are In Process at the Service Center. This status will automatically update when materials are sent to the libraries.	
In Transit	This status is applied when an item is checked in at any location other than the owning location AND there is NOT a hold on the item.	
In Transit Hold	The status is applied when an item is on hold for a guest being routed to another branch.	
Lost	This status is applied when an item is still on an account 60 days after its due date. Hidden in catalog.	
Missing	This is used for materials that have not been located. Typically used if an item is not found after performing inventory or clearing the not on shelf list.	x
Not On Shelf	This status is applied when materials are marked Not Found in CARL.Connect when searching for holds. Select this status to manually add something to that list.	x
On Shelf	These are materials that are currently checked in at their owning location. If it has one of the other statuses listed here, staff can manually set an 'On Shelf' status. Otherwise, the material must be checked in at the owning location to revert to On Shelf.	x
On Shelf Temporary	This status is typically applied when an item that was Not Converted (and Create Temporary was selected) is checked back in.	
Ordered	This status is applied when Collection Development adds a BID record for materials that are being ordered.	

Overdue	This status is applied when material is checked out and it is past the due date.
Received	This status is applied when Cataloging receives the Ordered item.
Shelving Delay	Shelving Delay is a setting that can be applied to delay the status of "on shelf" after an item is returned in CARL. If Shelving Delay is set, when an item is scanned through Return it will go to "Shelving Delay" status. Shelving Delay is set by the number of days. Libraries may have different days of Shelving Delay. Once an item is in the Shelving Delay for the set number of days, the <i>next</i> overnight process will reset the status. This is mainly used during Summer Reading for high circulating branches. Once removing the Shelving Delay status, a Global Update needs to reset any "Shelving Delay" statuses to "On Shelf". A server cycle is required before and after.
Traced	This status is applied when someone has put a Trace on an item or an item has been in transit for 7+ days.
Withdrawn	This is used for materials that are removed from the collection. Anything marked withdrawn must be stamped Withdrawn and sent to the Friends. This status hides the item from the public catalog.