

## MIDWEST CITY SHELVING GUIDE

### COLLECTION LOCATIONS

**Large Print:** Separate sections for Large Print Fiction, Mystery, Westerns, and Nonfiction. Large Print Harlequins are in call number order within LP Fiction. Large Print Science Fiction is interfiled with regular Large Print Fiction.

**Westerns (regular print):** Shelved before Large Print Westerns rather than with other Adult Fiction regular print genres.

**Reserves:** Shelved across from the circulation desk.

**Periodicals:** Adult magazines and newspapers are in the main magazine area. Children's magazines are shelved on slatwall displays on the first shelf of Juvenile materials. Magazine back issues are in separate holders on the same shelf. YA magazines are on the hanging magazine rack in the Teen Space.

**Music CDs:** Includes all genres plus Children's. Genres are separated. Due to space constraints, holiday CDs are pulled out only during the holidays. The rest of the year they are housed in two labeled drawers in the large filing cabinet with the Library Aide mailboxes on top.

**Adult Audiobooks:** Fiction, Mystery, and Science Fiction are interfiled; nonfiction audiobooks are shelved after the fiction audiobooks. Foreign language learning audiobooks are interfiled with 400s ANF Print and DVDs.

**Young Adult:** Fiction, Mystery, and Science Fiction, both print and audio, are all interfiled. YA Graphic Novels and Sequoyahs have their own sections within the collection. YA Nonfiction is shelved separately in the YA area. YA New Books are on the standalone display kiosk.

**Adult Fiction—Print:** Separate areas for Fiction, Mystery, and Science Fiction. Harlequins are in call number order within regular Fiction. Westerns are shelved before Large Print Westerns in the Large Print section. Short Stories are interfiled.

**Adult Nonfiction—Print and Documentary DVDs:** Print books and nonfiction DVDs are interfiled in ANF. Adult cookbooks/videos (641s) are shelved on lower standalone shelves near the main adult nonfiction shelving.

**Adult New Books:** Shelved after the Reserves. The left three banks are fiction and the right 3 are nonfiction.

**Adult Feature Films:** On stand-alone shelves near the reference desk. Due to space constraints holiday movies are stored in three labeled drawers of the large filing cabinet with the Library Aide mailboxes on top. During the holiday season, they are available as a display near with the other feature films.

**Juvenile:** Separate areas for Juvenile Fiction and Science Fiction with audiobooks interfiled. Juvenile Mysteries are interfiled with regular Juvenile Fiction. Nonfiction books, audio, and documentary DVDs are interfiled in Juvenile Nonfiction. Juvenile Feature Films are shelved in their own section between JNF and Tween Fiction. Juvenile new books and Sequoyah's have their own sections at the beginning of the Juvenile collection. Other award-winning books are interfiled.

**Tween:** Tween Fiction is on the shelves behind the Juvenile Feature Films. Tween Graphic Novels are at the start of the Tween shelving, followed by regular Tween Fiction. Audiobooks are interfiled. The Tween Nonfiction stacks come next, with print, audiobooks, and documentary DVDs interfiled.

**Children:** Easy print, Easy DVDs, and Easy Audiobooks are separated. Other areas include Board Books and Readers. Bob Books, The Reading House, and First Little Readers have their own acrylic stands on top of the Reader shelves. Babybugs are also separate and shelved next to the Bob Books. Mo Williams' Readers are on top the reader shelves between the elephant and piggie bookends. A small collection of Reader audiobooks is on top of the Reader shelving. New Easys and Readers are on the wooden floor displays.

**Graphic Novels:** Adult graphic novels are shelved after adult magazines. Oversized adult graphic novels are shelved first. Non-fiction graphic novels come after fiction graphic novels. YA, Juvenile, and Tween graphic novels have separate sections housed with other materials in that age group. Easy and Reader graphic novels are interfiled in their respective collections.

**Foreign Language:** FRN / JFRN materials for all ages are shelved near the Family Place. Shelved first by language, then in regular shelving order. Bilingual materials are interfiled in their respective collections (e.g., Board Books, Easy).

## CART ORGANIZATION

We use mixed carts, first rough sorting when checking in items, and then putting items in call number order before taking them out for shelving.

### Large Light Blue Carts Rough Sort Guide:

- Top shelf side 1: Adult Nonfiction (left); Music CDs (right)
- Top shelf side 2: Easy/Reader/Board/Tween (left); Easy DVDs and Juvenile Feature Films (right)
- Middle shelf side 1: Adult Fiction (left); Adult Large Print (right)
- Middle shelf side 2: Juvenile (left); Adult Audiobooks and Feature Films (middle); YA (right)
- Bottom shelf: Magazines

**Small Pink Cart at Circulation Desk:** Used for routes

## SHELVING ASSESSMENT

Staff shelve in all sections of the library. They conduct inventory/shelf reading in their own collection assignments. Both individual and team shelving are supported according to staff preference. Tracking slips are used to ensure first in/first out shelving and record individual and group statistics.

## MISCELLANEOUS

- Interlibrary Loans, Magazines on hold, Experience Passes, and Hotspots are kept behind the circulation desk.
- Refills for the oval displays (near public computers) and ANF wooden displays are on a cart near the reference desk. Refills for the children's oval display are on the bottom shelf of the "strays" cart in front of Easy DVDs. Refills for the Circ Desk paperback and documentaries displays are on the shelves behind the desk.
- Non-Fiction oversized items are shelved on the bottom shelf under their corresponding stack.
- Dark blue cart in workroom is staging area for new titles.