

NORTHWEST LIBRARY - LOCAL SHELVING GUIDE

Contents

Collection Locations	2
Non-fiction Books.....	2
Adult/ YA Fiction Books.....	2
Fiction/Genre/Large Print:	2
Young Adult Fiction Books.....	2
Children's Fiction Books	3
Easy, Readers, and Board Books.....	3
Tween Fiction and Juvenile Fiction	3
Audio/Visual.....	3
Audiobooks:	3
Adult Audiobooks:.....	3
Children's Audiobooks:	3
DVDs:	4
Adult DVDs:	4
Children's DVDs:	4
Foreign Language Items:.....	4
Adult's Foreign Language:	4
Children's Foreign Language:	4
Periodicals	4
Magazines:	4
Newspapers:	5
Awards and Sequoyah.....	5
New and Display Books:	5
Cart Organization.....	6
General Rules.....	6
Adult Non-Fiction	6
Adult Fiction.....	7
Juvenile & Tween	7
Easy & Reader.....	7

A/V	7
Shelving Assignments.....	8
Miscellaneous	8

Collection Locations

Non-fiction Books

- JNF, Foreign Language Non-fiction, TNF, and YNF have their own sections and are not interfiled with ANF.
- Large print ANF is shelved at the beginning of the Fiction LP section.
- Oversized ANF books have designated "Oversize" stickers on the spine. Shelf an oversize item horizontally on the bottom shelf of the bank in which it would normally be shelved. Staff should sticker and change location code of items that do not fit vertically on shelves.
- YA non-fiction is shelved at the beginning of YA.
- ANF GN are shelved at the end of GN. Non-Fiction JGN are shelved at the beginning of the JGN.
- Includes bilingual items, interfiled.

Adult/ YA Fiction Books

Fiction/Genre/Large Print:

- Check the genre on the spine label to make sure you are shelving the item in the right area. SS, LP, MYS, SF, and W are shelved in separate areas.
- LP fiction is not separated by genre. LP YA is shelved in LP.
- Adult Graphic Novels are not separated by genre, except for Adult Non-Fiction Graphic Novels, which are shelved at the end of AGN.
- Keep an eye out for new items (refer to the dry-erase board in the back room for dates that are "new"). New adult fiction and non-fiction can be placed on the "New Books" cart in the back room or shelved in the New Book section near the entrance of the library.
- Includes bilingual items, interfiled.

Young Adult Fiction Books

- YA fiction is not separated by genre.
- YA graphic novels are shelved at the end of the YA collection. They are not separated by genre. May be marked with either/both a Graphic Novel or YA sticker.
- YA Sequoyah books have yellow stickers on them that say, "Sequoyah High School Master List." They are shelved between YNF and YA Fiction.

- Includes bilingual items, interfiled.

Children's Fiction Books

Oversized children's items are shelved on a display at the end of the Juvenile Graphic Novels. Staff should sticker and change location code of items that do not fit vertically on shelves.

Easy, Readers, and Board Books

- Board books are shelved at the end of the Readers section. They are shelved fully by author and then title.
- Includes bilingual items, interfiled.

Tween Fiction and Juvenile Fiction

- J Fiction genres are interfiled (like Large Print and YA).
- Tween Graphic Novels are shelved at the end of Tween Fiction.
- Includes bilingual items, interfiled.

Audio/Visual

Audiobooks:

Adult Audiobooks:

- Adult audiobooks are sorted by genre. Genres (in order) are:
 - Adult Non-Fiction
 - Fiction (includes Short Stories interfiled)
 - Mystery
 - Science Fiction
 - Western
 - Young Adult Non-Fiction
 - Young Adult
- Audio Playaway's are interfiled with audiobooks.

Children's Audiobooks:

- Children's audiobooks are sorted by genre. Genres (in order) are:
 - Easy
 - Reader
 - Tween
 - Tween Nonfiction
 - J Non-Fiction
 - JFiction.
- Some of the Easy and Reader audiobooks will have a book accompanying the CD(s). "COMPACT DISC" on the spine label indicates the item is treated as an audiobook.
- VOX/Readalong/Playaway items are interfiled in their respective sections.

DVDs:

Adult DVDs:

- ANF DVDs are shelved numerically at the beginning of the DVD section.
- TV Shows and Feature Films are interfiled and shelved after Nonfiction DVDs.
- Foreign language DVDs are interfiled.
- Boxed Phonics kits are shelved at the beginning of the ANF DVDs

Children's DVDs:

- Playaway Views are interfiled with DVDs.
- Easy and Reader DVDs are shelved together at the beginning of the Children's DVD.
- JNF/ TNF DVDs that are not labeled "J791.43," "J791.45," are shelved at the beginning of the JDVD section in numerical order. Some of them will say "Tween" under the call number.
- JFF that are labeled "J791.43," "J791.45," "JMOVIE," or "JTV/SHOW," are interfiled alphabetically in the section following Non-fiction. Tween DVDs are interfiled in JFF.
- Children's Foreign language DVDs are interfiled.

Foreign Language Items:

Adult's Foreign Language:

- Shelved in front of the Periodicals.
- Includes all Adult books and audiobooks with a Foreign Language sticker, separated by genre.
- Adult Foreign Language DVDs are interfiled with all other Adult DVDs.

Children's Foreign Language:

- Shelved at the end of Children's Audiobooks.
- Includes all Children's books and audiobooks with a Foreign Language/Spanish sticker, separated by genre.
- Children's Foreign Language DVDs are interfiled with all other Children's DVDs.
- Foreign Language Board Books are interfiled in the Board Book section.

Periodicals

Magazines:

- Shelved behind the Adult Foreign Language section.
- A colored sticker on the spine indicates that the magazine is from the current year. All current year issues are shelved in the face out display

section. Issues from the previous year are in the vertical magazine holder section behind the face out display section.

- Issues from the previous year are in alphabetical order by title. Only one previous year is kept.
- Current issues are shelved in alphabetical order on the face-out magazine display. Older issues are placed under the face out display. They should be in order from newest to oldest, with newest on top.

Newspapers:

- Shelved near the middle of the Magazines for visibility. Current issues are on the face-outs. They are in alphabetical order by title.
- Older issues are placed under the face out display. They should be in order from newest to oldest, with newest on top.

Awards and Sequoyah

- Both Children's and Intermediate Sequoyah nominees are shelved to the left of the JGN section. Intermediate Sequoyah books are located on the top shelf of the section. Children's Sequoyah are located on the second shelf.
- Highschool Award winners are shelved in the YA section.

New and Display Books:

- Check the date on the barcode labels of each book to see if there are any new ones. Refer to the dry-erase board in the backroom for what dates are considered "new."
- Put new ANF, Adult Fiction (including fiction genres), and DVDs on the "New Books" cart in the backroom or on the new books display close to the library entrance. If the shelves are overly full, check the first edition date on the back of the title page to see if it's just a new copy of an older book and in that case, the book can be pulled to allow more room.
- New TNF, JNF, Easy, Readers, JFiction, and Tweens go on the wooden cart in the backroom or shelved in the correct display area.
- Scan your carts for books that fit other display themes and place them on the wooden cart (for Easy and Readers) or shelve them in the correct display area.

Cart Organization

At NW, carts are arranged according to how the sorter separates materials. We have separate carts for different sections of the library. There are 5 different types of carts:

- **FIC Cart:** FIC, Genre, LP, GN, YA, and YGN.
- **ANF Cart:** ANF, JNF, and YNF. When building carts, staff separate the JNF and YNF items at the beginning of the ANF. Large Print ANF is placed at the beginning of the LP on the Adult Fiction cart.
- **T/J Cart:** TNF, Tween, TGN, JFIC, and JGN.
- **E/R Cart:** Easy, Readers, and Board Books.
- **A/V Cart:** DVDs, Audiobooks, Playaway's, Vox/Readalongs, Music CDs, and magazines. The cart is built with adult items on one side and children's items on the other.

General Rules

These are the basic guidelines for organizing items on carts.

- Order only the oldest carts.
- Do not place carts in order that are not full enough to shelve.
- Carts are **not ordered A-Z by shelf.** Carts are ordered by the following guidelines and A-Z within each section/genre.
- Foreign Language items are placed at the end of each of their respective sections.

PLACEMENT INSTRUCTIONS BELOW ARE GUIDELINES AND CAN BE ADJUSTED
ACCORDING TO MATERIALS AVAILABLE.

SECTIONS CAN WRAP UP OR DOWN TO THE NEXT SHELF.

Adult Non-Fiction

- For the purposes of shelving, six shelves (both sides) comprise a complete Adult Non-Fiction cart.

YNF, 000-399
400-699
700-999

Adult Fiction

- For the purposes of shelving, six shelves (both sides) comprise a complete Adult Fiction cart.

ANF Large Print, Large Print Fiction (Interfiled), Adult Fiction
Mystery, Sci-Fi, Western
YA (genres interfiled), YA Graphic Novels

Juvenile & Tween

- For the purposes of shelving, three shelves (or one side) comprise a complete Juvenile & Tween cart.

JNF and TNF
Tween and TGN
Juvenile Fiction (interfiled), JGN

Easy & Reader

- For the purposes of shelving, three shelves (or one side) comprise a complete Easy & Reader cart.

Easy
Reader
Board Books

A/V

- Periodicals are often set on top of the AV cart.

Children's DVDs and Audiobooks
Adult DVDs and Audiobooks
Overflow and All Music CD's

Shelving Assignments

Shelving: The general expectation is that Library Aides shelve at least one cart per shift, two for a full day, within reason. When the backroom begins to build up with carts, Access Specialist may be assigned to shelve AV and other carts as well.

Three shelves is considered a cart.

NW Staff shelve independently, not in teams.

Shelf Reading: Each staff member is expected to routinely spend at least 10-15 minutes of their shift completing section work, which includes shelf reading, shuffling, dusting, and edging. Library Aides Staff track their progress by completing their daily activity report. Activity reports are online.

Miscellaneous

ILLs, tech, and magazines 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.

Watch out for the following easy-to-mix-up categories:

- Tween and J-Fiction
- Easy and Reader
- Adult, Juvenile, and YA graphic novels
- JNF (Juvenile Non-Fiction) and TNF (Tween Non-Fiction)
- DVDs in audiobook cases.
- Audiobooks in DVD cases.
- Hotspots and Experience Passes in Audiobook cases.