

Shelving Order Guide

Metropolitan Library System

Last Updated: August 5, 2024

CONTENTS

| | |
|---|----------|
| Quick Reference: Shelving Non-Dewey Call Numbers | 3 |
| Basic Shelving Standards | 3 |
| A Note on World Languages | 4 |
| Nonfiction | 4 |
| <i>Dewey Decimal System</i> | <i>5</i> |
| <i>Cutter Numbers.....</i> | <i>5</i> |
| Fiction..... | 7 |
| <i>Articles.....</i> | <i>7</i> |
| <i>Numbers.....</i> | <i>7</i> |
| <i>Roman Numerals</i> | <i>7</i> |
| <i>Symbols</i> | <i>8</i> |
| <i>Hyphens, Underscores, and Periods</i> | <i>8</i> |
| <i>Series/Characters as Call Number</i> | <i>8</i> |
| <i>Harlequin Paperbacks.....</i> | <i>9</i> |
| Graphic Novels and Pokemon | 9 |

| | |
|--|-----------|
| Graphic Novels | 9 |
| Pokémon..... | 10 |
| Audio-Visual..... | 11 |
| Audio Player (Playaway / amp) | 11 |
| Book on CD (Compact Disc / cd) | 12 |
| Read Alongs (Audio Enabled Book / aeb) | 12 |
| Music CDs (Compact Disc / cd) | 13 |
| Feature Films and Television Series (Video Disc / dvd) | 14 |
| Holds | 16 |
| Change Log | 17 |

QUICK REFERENCE: SHELVING NON-DEWEY CALL NUMBERS

Call number takes precedence and should guide how to shelve.

We shelve by Call Number > Author as written > Title unless noted otherwise below.

Only use title on the cover/spine when it won't fit on the barcode and you need to continue the wording to put in order.

| | |
|---|---|
| Articles | Ignore English & Spanish articles at <i>beginning</i> of titles: The, A, An, El, La, Los, Las, Un, Una, Unos, Unas. Do <i>not</i> ignore articles in the middle of title/subtitle. |
| Numbers | Shelve as written, whether in numeral form or spelled out. Numbers (ex. 1, 2, 300) come before letters. Treat Roman numerals as a number (not letters) and shelve in numerical order. |
| Symbols | <ul style="list-style-type: none"> When symbols take the place of words/letters, shelve as if spelled out: & = and @ = at When numbers or symbols take the place of letters, shelve as if it is the letter: Th1rteen = Thirteen Ke\$ha = Kesha R3asons = Reasons |
| Hyphens Underscores, and Periods | Shelve as space. |
| Series/Character as Call Number | Ignore author. 3 Letters on Call Number > Title. |
| Harlequins | Series Name (HQN_SERIES) > Chronologically by month and year |
| Graphic Novels | 3 Letters on Call Number > Title |
| Pokémon (Books) | <i>Pokémon Adventures</i> have spine labels indicating series: POK_SERIES with volume underneath. Shelve by Series Name (POK_SERIES) > Volume # on Spine. Shelve non- <i>Pokémon Adventures</i> by Call Number (POK) > Title > Volume # on Spine. |
| Music CDs | Genre > 3 Letters on Call Number > Artist Name > Title. |
| Feature Films/TV | 3 Letters on Call Number > Title. If we notice it's a series, we want to use the season/book/volume on the spine. |

BASIC SHELVING STANDARDS

- The call number should always guide how you shelve material, as that is where our guests will search for materials if they get information from the library catalog.
- Always shelve by call number, author as written, title unless specifically noted in this guide.
- When stating "author" or "title" in this guide, it is referring to the author and title on the MLS barcode label.
- The only time one looks at the title on the cover is when the title doesn't fit on the barcode label and you need to continue the wording to put in order.
- For Non-fiction, numbers come before letters.
- In general, unless it's a hyphen, underscore, or period, punctuation is ignored.

When Shelving

- Ensure that all items on the shelf where you are placing an item are in the correct order to avoid a double run. It is best practice to read 5 items before and 5 items after the item you are shelving.

- Ideally, shelves should be no more than 2/3rds full. Shift the collection as needed so that sections remain balanced and even.
- Refill empty display easels as you shelve. As possible, straighten items so that gaps between items are closed and shelves are free of debris and dust.

Call Number Interfiling

- With the May 2023 updates to the call number format, changes in format designations will result in interfiling until the old format is outdated. Here is a list of what we interfile:

| Old | New |
|--------------|-----|
| COMPACT DISC | CD |
| BLU-RAY | BLU |
| VIDEO DISC | DVD |
| READ ALONG | AEB |
| AUDIO PLAYER | AMP |
| BIOGRAPHY | BIO |
| LARGE PRINT | LP |

A NOTE ON WORLD LANGUAGES

All World Language and Bilingual material will be received at locations with the location code FRN or JFRN. If libraries interfiled these collections in the main location area, they need to change the location code from FRN/JFN to the appropriate location code.

As of May 2023, the call number will start with the World Language. New World Language items will be interfiled with the older format with the language at the end of the call number.

NONFICTION

Nonfiction categories include:

| Age group | Designation on call number | Example |
|------------------------------|---|------------------------------|
| Adult nonfiction (ANF) | | 973.7092 L736su |
| Young Adult nonfiction (YNF) | Designated by a Y at the beginning of the call number or older YA titles that do not start with a "Y" in the call number but have a YA Sticker on the spine | Y973.7092 L736su |
| Juvenile nonfiction (JNF) | Designated by a J at the beginning of the call number | J973.7092 L736su |
| Tween nonfiction (TNF) | Designated by a J at the beginning of the call number and TWEEN at the end | J973.7092 L736su TWEEN |

DEWEY DECIMAL SYSTEM

At MLS, we use the Dewey Decimal System to organize all nonfiction materials. Dewey numbers are read as decimals, not whole numbers. They are read and ordered column by column. Dewey numbers break up the collection into subjects. Each digit position indicates a more specific subject.

The following example shows this hierarchy. Each underlined digit represents a different class and sub-class:

| | |
|--------------|--------------------------------------|
| <u>600</u> | Technology |
| <u>630</u> | Agriculture and related technologies |
| <u>636</u> | Animal husbandry |
| <u>636.7</u> | Dogs |
| <u>636.8</u> | Cats |

"Dogs" and "Cats" are more specific than (i.e., are subordinate to) "Animal husbandry"; they are equally specific as (i.e., are coordinate with) each other; and "Animal husbandry" is less specific than (i.e., is superordinate to) "Dogs" and "Cats."0

You can find more information about Dewey, as well as a list of all classes and subclasses, through OCLC: <https://www.oclc.org/content/dam/oclc/dewey/resources/summaries/deweysummaries.pdf>

This example shows how Dewey numbers are ordered column by column:

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 9 | 7 | 3 | . | 8 | 0 | 9 | 2 | | |
| 9 | 7 | 3 | . | 8 | 2 | | | | |
| 9 | 7 | 3 | . | 9 | 1 | | | | |
| 9 | 7 | 3 | . | 9 | 1 | 1 | | | |
| 9 | 7 | 3 | . | 9 | 2 | | | | |
| 9 | 7 | 3 | . | 9 | 2 | 0 | 9 | 2 | |
| 9 | 7 | 3 | . | 9 | 2 | 0 | 9 | 2 | 2 |
| 9 | 7 | 3 | . | 9 | 2 | 1 | | | |
| 9 | 7 | 3 | . | 9 | 2 | 1 | 0 | 9 | 2 |
| 9 | 7 | 3 | . | 9 | 2 | 2 | | | |

CUTTER NUMBERS

Cutter numbers are the author's name and the title of the work changed into numbers and letters. It usually consists of the first letter of the author's last name and a series of numbers. This series of numbers comes from a table that is designed to help maintain an alphabetical arrangement of author's names within a subject area.

At the end of the Cutter number may be a "work mark" or "work letter." This is a letter or combination of letters that helps distinguish multiple works by the same author. This does not necessarily mean the titles will be in alphabetical order.

For example, Jim Davis has written many Garfield books. To identify the correct book, a group of letters is added at the end of the Cutter. Here is a sample call number, with each component explained:

741.5973

D262gfc

v. 19

| | |
|----------|--|
| 741.5973 | Dewey number indicates comic books |
| D262 | indicates the author's last name Davis |
| gfc | indicates the title "Garfield's Fat Cat 3-Pack" |
| v. 19 | indicates that there are multiple volumes with this title; this one is volume 19 |

In the following examples, the cutter numbers are broken down letter-by-letter and digit-by-digit to clearly illustrate how to organize these items.

| | | | | | | | |
|---------|---|---|---|---|---|---|---|
| 005.133 | O | A | 1 | 1 | 8 | j | |
| 005.133 | O | D | 2 | 3 | 7 | p | 3 |
| 005.133 | S | A | 2 | 1 | 5 | 9 | l |
| 005.133 | S | A | 2 | 5 | 7 | 6 | c |
| 005.74 | A | L | 4 | 2 | 1 | t | |
| 005.74 | D | 1 | 6 | 1 | l | 2 | |
| 817 | T | 9 | 6 | 9 | Z | m | c |
| 817 | T | 9 | 6 | 9 | Z | m | t |

A rule of thumb to follow when shelving is "nothing before something." Note in the example below that at the end of the Cutter, numbers come before letters. In this case, "c" comes before both "c4" and "cw," "T133t" comes before "T133t 2011", and F231m2" comes before "F231mi".

| | | | | | | | |
|---------|---|---|---|---|---|------|---|
| 643.12 | B | 3 | 9 | 5 | 9 | c | |
| 643.12 | B | 3 | 9 | 5 | 9 | c | 4 |
| 643.12 | B | 3 | 9 | 5 | 9 | c | w |
| 646.433 | T | 1 | 3 | 3 | t | | |
| 646.433 | T | 1 | 3 | 3 | t | 2011 | |
| 646.433 | T | 1 | 3 | 3 | t | 2012 | |

The following two examples are an accurate instance of "nothing before something" when numbers are involved. The examples on the left break out each of the cutter numbers, while the examples on the right are the exact same but grouped by numbers to help identify the order. The number 95 will come before number 952, and the number 92 will come before number 9217.

| | | | | | | | | | | | | |
|-----------|---|---|---|---|---|---|---|-----------|---|------|---|---|
| 150.1954 | J | 9 | 5 | c | | | | 150.1954 | J | 95 | c | |
| 150.1954 | J | 9 | 5 | r | e | | | 150.1954 | J | 95 | r | e |
| 150.1954 | J | 9 | 5 | 2 | m | 2 | | 150.1954 | J | 952 | m | 2 |
| | | | | | | | | | | | | |
| 616.85852 | K | 9 | 2 | d | k | | | 616.85852 | K | 92 | d | k |
| 616.85852 | K | 9 | 2 | j | | | | 616.85852 | K | 92 | j | |
| 616.85852 | K | 9 | 2 | 1 | 7 | e | g | 616.85852 | K | 9217 | e | g |
| 616.85852 | K | 9 | 2 | 1 | 7 | t | h | 616.85852 | K | 9217 | t | h |

FICTION

Categories in Fiction include:

| Adult Fiction | YA Fiction | Juvenile Fiction | Younger Audiences |
|----------------------|------------------------|-------------------------|---------------------------|
| Fiction (F) | Y Fiction (YA) | J Fiction (JF) | Tween (T) |
| Graphic Novel (GN) | Y Graphic Novel (YGN) | J Graphic Novel (JGN) | Tween Graphic Novel (TGN) |
| Mystery (MYS) | Y Mystery (YA) | J Mystery (JMY) | Reader (R) |
| Science Fiction (SF) | Y Science Fiction (YA) | J Science Fiction (JSF) | Easy (E) |
| Short Story (SS) | Y Short Story (YA) | J Short Story (JSS) | Board Book (BRD) |
| Western (W) | | J Sports (JSP) | |

Note: As of Spring 2024, Short Story, Y Short Story, Juvenile Short Story, and Juvenile Sports are obsolete location codes that are being removed from the system.

ARTICLES

All English and Spanish articles that are at the beginning of a title are ignored: "The", "A", "An", "El", "La", "Los", "Las", "Un", "Una", "Unos", "Unas". Articles are considered when in the middle of the title/subtitle.

Articles in French, German, and Italian are considered when shelving unless stated otherwise in the call number.

| | | | | | |
|-------|--------------|-----------|----------|-----------|------|
| Along | Came | a | Rogue | | |
| As | the | Devil | Dares | | |
| An | Inconvenient | Duke | | | |
| | | | | | |
| El | Canguro | Tiene | | | |
| Una | Casa | Para | Cangrejo | Ermitano | |
| De | la | Cabeza | a | los | Pies |
| | | | | | |
| The | Hidden | Staircase | | | |
| The | Secret | Of | Shadow | Ranch | |
| The | Secret | Of | The | Forgotten | City |

NUMBERS

When a title begins with a number that is written as a numeral (ex. 1, 2) rather than spelled out (ex. One, two), shelve the numeral item before titles with letters.

For numbers in the middle of a title, will be treated using the same rule.

ROMAN NUMERALS

Roman numerals in any title and at any place in the title will be treated as a number, therefore, shelved in numerical order.

SYMBOLS

When symbols are in place of words, shelve as if the words are spelled out: "&" = and; "@ "= at.

When numbers are in place of letters, shelve as if it is the letter: "Th1rteen"= Thirteen, "R3asons" = Reasons.

| | | | | |
|----------|---------|-----|---------|--|
| Th1rteen | R3asons | Why | | |
| Thirteen | Ways | Of | Looking | |

HYPHENS, UNDERSCORES, AND PERIODS

Hyphens, underscores, and periods should be treated as a space / separate word.

SERIES/CHARACTERS AS CALL NUMBER

When shelving various series, mainly children's, where the call number does not have the author's last name but instead the character or series, we will shelve based on what the call number says and ignore the author.

Note: as of November 2021, Berenstain Bears is considered to be the character not the author's last name.

| Call Number | Author | Title |
|--------------------|---------------------|--|
| READER DIN | Nakamaura, May | Dinosaurs Explore |
| READER DIN | | Dinotrux, Thirsty Day in the Summer |
| READER DOC | | Doc McStuffins: Peaches pie |
| READER DOC | Scollon, Bill | Doc McStuffins: Take your pet to the vet |
| READER LEGO_STA | Hugo, Simon | Lego Star Wars choose your path |
| READER LEGO_STA | Dolan, Hannah | Lego Star Wars: The phantom menace |
| READER STA_WAR | Davies, Beth | Han on the run |
| READER STA_WAR | Millici, Nate | Star Wars: chaos at the castle |
| READER STA_WAR | Schaefer, Elizabeth | Star Wars rebels: Kanan's Jedi training |

HARLEQUIN PAPERBACKS

These materials are cataloged alphabetically by series title, then chronologically by the month and year on the call number.

| Call Number | Series | Publication |
|-------------------------------|---------|-------------|
| FICTION HQN MAY2024 | HQN | MAY2024 |
| FICTION HQN AUG2024 | HQN | AUG2024 |
| FICTION HQN_LI OCT2024 | HQN_LI | OCT2024 |
| FICTION HQN_LI OCT2024 | HQN_LI | OCT2024 |
| FICTION HQN_ROM OCT2024 | HQN_ROM | OCT2024 |
| FICTION HQN_ROM OCT2024 | HQN_ROM | OCT2024 |

GRAPHIC NOVELS AND POKEMON

GRAPHIC NOVELS

Print graphic novels are cataloged similarly to other print items but are shelved separately to improve access for our guests. These items will be designated as Fiction, YFiction, JFiction, and Tween in their call numbers. Graphic novels are identified by a sticker placed above the spine label. In CARLX., they are given the location code of GN, YGN, JGN, or TGN. Easy and Reader titles are not to be interfiled in JGN/TGN nor have the JGN/TGN location code. They are to be shelved in their respective location area, ignoring the graphic novel sticker.

Fiction Graphic Novels should be shelved in the following order: first set of letters on the spine label, then alphabetically by title listed on the MLS barcode. Genres should be ignored when shelving graphic novels.

Nonfiction materials are shelved in Dewey order in the graphic novel section.

| Call Number | Author | Title |
|------------------------|------------------|---|
| FICTION CAP V. 5 | Spencer, Nick | Captain America, Sam Wilson Vol. 5, End of the line |
| FICTION CAP V. 1 | Fazekas, Michele | Captain Marvel, vol. 1: Rise of the alpha fight |

| | | |
|------------------------|--------------------------|--|
| FICTION CAP | Brubaker, Ed | Steve Rogers: super-soldier: the complete collection |
| FICTION STA V. 1 | Sacks, Ethan | Old man Quill. Vol. 1, Nobody's fault but mine |
| FICTION STA V. 2 | Sacks, Ethan | Old man Quill. Vol 2, Go your own way |
| FICTION SUP | Bendis, Brian Michael | Man of Steel |
| FICTION SUP V. 2 | Yang, Gene | New Superman: Vol 2, Coming to America |
| FICTION SUP V. 3 | Yang, Gene | New Superman: Vol 3, Equilibrium |
| FICTION SUP | Tomasi, Peter | Super sons of Tomorrow |
| FICTION SUP V. 2 | Tomasi, Peter | Super sons. Vol. 2 / Planet of |
| FICTION SUP V. 1 | Andreyko, Marc | Supergirl. Vol. 1, The Killers |
| FICTION SUP V. 1 | Bendis, Brian | Superman action comics |
| FICTION SUP V. 1 | Jimenez, Phil | Superwoman. Vol. 1, Who |

POKÉMON

Pokémon Adventures titles have a similar spine label to Harlequin novels. The spine label will look like POK_SERIES with the volume underneath. This only applies to books.

Pokémon Adventures titles should be shelved based on the series listed on the spine then volume number.

For non-Pokémon Adventures, these should be shelved based on the call number POK, then title on the back of the book, then volume number on the spine.

| Call Number | Author | Title |
|-------------------------|------------------|------------------------------------|
| JFICTION POK V. 4 | Kusaka, Hidenori | Pokémon: Ruby & Sapphire. Volume 4 |

| | | |
|-----------------------------|------------------|--|
| JFICTION POK V. 3 | Kusaka, Hidenori | Pokémon: Sun & Moon. Volume 3 |
| JFICTION POK V.2 | Kusaka, Hidenori | Pokémon: XY 2 |
| JFICTION POK_BW V. 8 | Kusaka, Hidenori | Pokémon Adventures: Black & White. Volume 8 |
| JFICTION POK_DPP V.7 | Kusaka, Hidenori | Pokémon Adventures: Diamond & Pearl Platinum. Volume 7 |
| JFICTION POK_EME V.26 | Kusaka, Hidenori | Pokémon Adventures: Emerald. Volume 26 |
| JFICTION POK_FL V.25 | Kusaka, Hidenori | Pokémon Adventures: FireRed & LeafGreen. Volume 25 |
| JFICTION POK_GS V.2 | Kusaka, Hidenori | Pokémon Adventures: Gold & Silver. Volume 2 |
| JFICTION POK_HS V.1 | Kusaka, Hidenori | Pokémon Adventures: heartgold & soulsilver. Volume 1 |
| JFICTION POK_RGB V.1 | Kusaka, Hidenori | Pokémon Adventures: Red, Green & Blue. Volume 1 |

AUDIO-VISUAL

Call numbers for audio-visual materials will include information about the format type. This is true of both fiction and nonfiction items.

A/V formats include Audio Player (AMP), Compact Disc (audiobook or music CD), Read Alongs (AEB), and Video Disc (DVD).

Here are some examples of what Audio Player (AMP), Compact Disc (audiobooks), and Read Alongs (AEB) look like. They follow standard shelving order. Music CDs and DVDs have their own rules on how to shelve.

AUDIO PLAYER (PLAYAWAY / AMP)

| Call Number | Author | Title |
|--------------------------------|-------------------------|-----------------|
| FICTION WOO AUDIO PLAYER | Wood, Naomi. | Mrs. Hemingway |
| FICTION WOO AMP | Woodroof, Martha, 1947- | Small blessings |

| | | |
|------------------------------------|----------------------|---|
| FICTION WOO AMP | Woods, Sherryl. | Dogwood Hill |
| 303.483 M6638o AMP | Mindell, David A | Our robots, ourselves |
| 303.4834 W3652b AUDIO PLAYER | Webb, Amy, 1974- | The Big Nine |
| 303.484 B5927r AMP | Biggers, Jeff, 1963- | Resistance : reclaiming an American tradition |

BOOK ON CD (COMPACT DISC / CD)

| Call Number | Author | Title |
|-----------------------------------|-------------------|---|
| 958.104 EL469w COMPACT DISC | Elliott, Steven | War story: sometimes the real fight starts after the battle |
| 958.107 J953w CD | Junger, Sebastian | War |
| EASY HEN CD | Henkes, Kevin | Kitten's first full moon |
| EASY HIM CD | Himmelman, John | Katie loves kittens |

READ ALONGS (AUDIO ENABLED BOOK / AEB)

| Call Number | Author | Title |
|-------------------------------------|-----------------|-----------------|
| J551.21 SCH3781v TWEEN AEB | Schreiber, Anne | Volcanoes! |
| J551.55 B9773s TWEEN AEB | Busch, Miriam | Storms |
| EASY BYE READ ALONG | Byers, Grace | I am enough |
| EASY BYE AEB | Byers, Grace | I believe I can |

MUSIC CDS (COMPACT DISC / CD)

Call numbers for music CDs will include information about the format type. Music CDs will have the genre listed first, then the first three letters of the artist, then the title of the album.

Music CDs will be shelved by genre, then the first three characters of the call number, then the full name of the artist (numbers will be shelved before written numbers), then title (numbers will be shelved before written numbers).

As a reminder:

- Numbers will be shelved how they are written.
- When symbols are in place of words, shelve as if the words are spelled out: "&" = and; "@" = at;
- When numbers are in place of letters, shelve as if it is the letter: "Th1rteen" = Thirteen, "Ke\$ha" = Kesha

| Call Number | Author | Title |
|--------------------------------|---------------------------------|--|
| FOLK MOR COMPACT DISC | Moreland, John, 1985- | High on Tulsa Heat |
| FOLK MOR CD | Morrissey, Flo | Tomorrow will be beautiful |
| FOLK SHI CD | Shimabukuro, Jake | Nashville Sessions |
| FOLK SHI CD | Shires, Amanda | My Piece of Land |
| ROCK NIN CD | 1975 (Musical group) | A brief inquiry into online relationships / |
| ROCK NIN CD | Nine Inch Nails (Musical group) | Bad witch / |
| ROCK PIN COMPACT DISC | P!nk, 1979- | Greatest hits ... so far!!! / |
| ROCK PIN CD | Pink Floyd (Musical group). | Echoes : the best of Pink Floyd. |
| ROCK THR CD | 3 Doors Down (Musical group). | Away from the sun |

| | | |
|-------------------|-----------------------------------|------------------|
| ROCK THR CD | 311 (Musical group). | Stereolithic |
| ROCK THR CD | Three Days Grace (Musical group). | Transit of venus |

| Call Number | Author | Title |
|---|--------------------|-----------------------------|
| JMUSIC BAB CD | | Baby Einstein: Baby Neptune |
| JMUSIC BAB CD | | Baby Einstein: baby Noah |
| JMUSIC BAB CD | Babypants, Caspar. | Beatles baby! / |
| JMUSIC KID CD | | Kidwinks |
| JMUSIC KID NO.28 COMPACT DISC | Kidz Bop Kids. | Kidz bop 28 |
| JMUSIC KID CD | Kidz Bop Kids. | Kidz Bop dance party |

FEATURE FILMS AND TELEVISION SERIES (VIDEO DISC / DVD)

To improve browsability, Blu-Ray, Feature Films, and TV Series are interfiled by title.

Due to Cataloging standards, only letters are used in a call number's cutter; this includes DVD titles that begin with numbers. Numbers will come before numbers spelled out. Numbers will be shelved as written on the MLS barcode. Abbreviations should be shelved as written.

DVDs will be shelved by the three characters listed on the spine then by the title as written on the back of the barcode. If we notice it's a series, we want to use the season/book/volume on the spine.

Some DVDs may have an author listed. In this case, the author is ignored, and the item will only be shelved by the three characters in call number and then title. See the *EASY* example below.

| Call Number | Author | Title |
|---------------------------|---------------|---------------------------------------|
| EASY BAR VIDEO DISC | | Barney: Tee-rific bugs & animals / |
| EASY BAR DVD | Barnett, Mac. | President Taft is stuck in the bath / |
| EASY BEE DVD | | Beetle mania & other stories |

| Call Number | Title |
|------------------------------------|---|
| TV/SHOW DOC SER2/PT.1 DVD | Doctor Who: the complete second series, discs 1-4 |
| TV/SHOW DOW SEASON6 DVD | Downton Abbey, season 6 |
| MOVIE MIS DVD | Miss Hokusai |
| MOVIE MIS VIDEO DISC | Mr. Brooks |
| MOVIE MRS DVD | Mrs. Santa Claus |
| MOVIE MS DVD | Ms. Matched |
| MOVIE SHA DVD | The Shape of Water |
| MOVIE SIN DVD | Singin' in the Rain |
| MOVIE THR VIDEO DISC | 3 days of the condor / |
| MOVIE THR DVD | 3 faces / |

| | |
|--|---|
| MOVIE THR DVD | 300 / |
| MOVIE THR DVD | 3:10 to Yuma / |
| MOVIE THR VIDEO DISC | 3022 / |
| MOVIE THR DVD | Three billboards outside Ebbing, Missouri / |
| MOVIE THR DVD | Three kings / |
| TV/SHOW VIK SEASON1 DVD | Vikings The complete first season. |
| TV/SHOW VIK SEASON2 VIDEO DISC | Vikings. The complete second season. |
| TV/SHOW VIK SEASON3 DVD | Vikings. The complete third season / |
| TV/SHOW VIK SSN4/V.1 DVD | Vikings. Season 4, Volume 1 / |
| TV/SHOW VIK SSN5/V.2 DVD | Vikings. Season 5, volume 2 / |
| TV/SHOW VIK SSN6/V.1 VIDEO DISC | Vikings. Season 6, volume 1 / |

HOLDS

Holds are shelved alphabetically by the guest information printed on the hold slips. This information is what we call a 4x4. A guest's 4x4 is the first four letters of the guest's last name and the last four numbers of a guest's card number. It typically looks like this: SMIT4653. You would shelve these materials alphabetically by the first "4" and then numerically by the last "4" in the designated hold area. When shelving material for guests with a space in their last name, the space will be honored and shelved as if there is a space.

CHANGE LOG

August 5, 2024

Updated CD and DVD examples to have updated media code abbreviations.

September 27, 2023

Updated CD and DVD examples to have updated media code abbreviations.

April 26, 2023

Added abbreviations of media codes and how World Languages are listed in the call number.

April 4, 2023

Updated "hold label" language to "hold slip".

January 19, 2023

Updated "customer" language to "guest".

March 2, 2022

Addition of Tween Graphic Novels (TGN).

January 10, 2022

Simplified shelving order rules.

November 1, 2021

Berenstain Bears is considered to be the character not the author's last name.

July 2, 2021

Removed VMP and TAB examples from the guide.

Added Read Along examples.

Updated link to Dewey Decimal System breakdown.

Reformatted text.

May 18, 2021

Included how to handle "=" equals to special characters.

Added nonfiction cutter examples with multiple letters.

Added Tween examples to Inconsistencies with series regarding call number and authors.

Noted to interfile Blu-Ray with Feature Films and TV Series.

April 20, 2021

Included how to handle slashes (/ and \).

Added quick reference sheet at end of document for shelving rules.

Updated Children's music CDs to the reclassification from J782.42083 to JMusic. Expected to be completed by end of 2022.

March 17, 2021

Made the following updates:

- Included the number "#" symbol to be treated as a special character.
- Updated to explain how to handle numbers mid-title in fiction and non-DVD titles.
- Added examples to multiple sections.
- Created a section specifically for Music CDs.

The following rule changes will take effect 3/25/2021:

- Changed rule for Roman Numerals to be treated as a number (not as a letter).
- Changed rule for DVDs and Music CDs. DVDs will be shelved by the three characters on the spine then by the title as written on the MLS barcode. Music CDs will be shelved by the three characters on the spine, then by artist name, then by title. This solves the problem of how numbers and abbreviations (Dr, Mr, etc) are handled in DVDs and Music CDs. Regarding numbers, they will be shelved as written, therefore, numbers will come before letters.

November 12, 2020

Updated the Pokémon section to reflect the completed CAT project for Pokémon Adventure titles.

Clarified nothing before something and numbers before letters in Nonfiction.

Clarified Fiction GN using the letters in the call number, not the characters in the spine to account for older GN with authors still on the call number.

Added additional examples throughout the guide.

Moved shelf nomenclature to the shelving 101 terminology document.

Removed template for local shelving guide.

September 22, 2020

Clarified how to shelve TV SHOW when the season/book/volume is listed in the spine.

Corrected the Graphic Novel example chart to match how we shelve graphic novels.

August 25, 2020

Clarified how to shelve when underscores are in a call number when the series is not a Harlequin.

November 27, 2019

These changes will take effect on December 9, 2019

- Added the *Basic Shelving Standards*.
- Roman Numerals added to treat all Roman Numerals as a letter.
- Apostrophes will be ignored when shelving.
- Hyphens will be treated as a space / separate word.
- Surnames with Prefixes and Multiple Surnames will be treated like a Hyphen, therefore as a separate word as well as call numbers taking precedence over prefixed author names.
- Non-Graphic Novel volume numbers in the call number will be ignored when shelving.
- Inconsistencies with series regarding the call number was added to clarify we shelve based on the leading information on the call number.
- Graphic Novels was clarified to shelve by the character classification on the spine, then alphabetically by title on the MLS barcode, then author, then numerically by the volume number in the call number.
- Pokémon information was added on the coming Pokémon shelving changes to be cataloged similar to Harlequin novels.
- Clarification on DVDs was added to state DVDs should be shelved based on the information on the spine label.

June 26, 2019

Clarified ignoring spaces in names when shelving reserves, how to handle shelving all numerals in DVD titles, how to handle MIS in DVD call numbers when the title under the barcode reads Mr, and how Harlequin paperbacks are to be shelved.