

SHELVING ORIENTATION TERMINOLOGY

Call Number: This call number is always listed on the spine of the material. 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. In the rare instance where you would deviate from the call number to shelve, you would refer to the Shelving Order Guide.

Canopy: A canopy is a shelving fixture that has a wooden or steel top that is installed at the top of the vertical uprights. The canopy top adds stability, protects books on the top shelf from getting dusty, and gives a finished appearance to the range. MLS typically only installs canopies on ranges that are 42" tall.

Coach: The direct supervisor for the person being trained or a local Access Manager.

Double-faced: These shelving fixtures are shelves hung on both sides.

End Panel: End Panels are shelving fixtures that are vertical panels installed at the end of ranges to be aesthetically pleasing and provide a place for signage. End Panels may also include opportunities for face-out display or other accessories.

Interfile: This is when specific location codes are shelved together in author/title order, ignoring the location code listed in the call number. For example: many libraries interfile their Juvenile fiction collection, which would include Juvenile Fiction (JF), Juvenile Mystery (JMY), Juvenile Science Fiction (JSF), Juvenile Sports (JS), and Juvenile Short Stories (JSS). When interfiled, material would be shelved in author/title order, regardless of the location stated on the call number.

Learner: The employee being trained.

Location Codes: Location codes help staff and guests know where to find the materials (location) and to identify an intended age group or audience (audience). Location codes are noted in CARLX.

Media Codes: Media codes help staff and guests know the format (type) of the item. For example, the item "How the Grinch Stole Christmas" has several different types/formats of the item, such as book, DVD, and audiobook. The media code BK signals the item is a book and would be found in the Easy collection under the author's name. The media code DVD would signal the item is a DVD and would be found in the children's DVD section under the title. With the media code AEB, AMP, or CD, it would signal the item is an audiobook/player or a read along, and depending on your local shelving order guide, it would be found in general Easy collection or in the children's audio collection. Media codes are noted in CARLX.

Range: A number of shelving fixture sections lined up end to end. Ranges are aligned parallel to each other. Sections of freestanding shelves are usually bolted together and made more aesthetically pleasing by installing end panels.

Section/Stack: A vertical shelving fixture series of shelves, between two uprights. A section is typically 42", 66", or 90" tall. The section is the basic unit of shelving and may be single-faced or double-faced.

Shelf Reading: The process of ensuring the collection is in order, reading each call number to ensure it follows the shelving order guide.

Shelf: A flat piece of wood or metal that is placed horizontally between two uprights to hold books. Shelves are hung in a series of slots running the length of each side of the upright. This permits shelves to be easily adjusted for materials of varying heights. A 3ft. shelf length is the standard.

Shelving Order: This is overall order that the Metropolitan Library System shelves by. We follow the Dewey Decimal system for nonfiction and author then title for Fiction. However, we do have cataloging quirks that need to be defined how to shelve for consistency purposes. This allows staff and guests to find the item with ease.

Shelving: Shelving consists of shelving, straightening, shifting for balance, filling empty display easels, and checking five on each side (5+5) to ensure accuracy.

Single-faced: These shelving fixtures are shelves hung on one side only and are usually placed against a wall.