

## VILLAGE SHELVING GUIDE

### COLLECTION LOCATIONS

#### **CHILDREN'S**

It is best practice to begin shelving in the children's area and work your way around so that, if you don't finish, you have put high-demand and harder-to-shelve children's materials back on the shelf first.

Children's audiobooks are along the north wall in Children's. Some children's books have a purple Compact Disc sticker on the spine. These items contain an audiobook inside the back cover and are shelved along the north wall. Audio enabled books, such as Vox, are shelved along the north wall.

Children's music CDs are shelved along the north wall below the children's books with the Compact Disc sticker.

Readers are along the west wall.

DVDs are also along the west wall after readers. TNF and JNF DVDs are shelved after Easy DVDs on west wall.

JMOVIE, JTVSHOW, J791.43 and J791.45 discs are interfiled following the Easy/Tween videos.

Board books are also along the north wall.

Children's Sequoyah's are shelved above Children's Magazines along the east wall, while all other award winners are interfiled.

Juvenile Non-Fiction is along the east wall with magazines.

Easys, Tween Non-Fiction and Tween Fiction fill in the center, Tween Graphic Novels are shelved after Tween Fiction. TNF Graphic Novels are shelved between Tween Fiction and Tween GN.

There is a small wooden shelving unit on top of the Easys that holds the Easy items which are much smaller than the rest. All fiction genres are interfiled in JFiction.

#### **YOUNG ADULT**

Young adult fiction is filed in the curved shelving along the YA section border. All fiction genres are interfiled.

Graphic novels are shelved in cases on the south wall.

Intermediate and HS Sequoyah's are shelved on north wall of YA, before YA new books.

DVDs and audiobooks are interfiled with adult.

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There is a shelf in the northeast corner of YA after new YA books where YANF are shelved. Overflow shelving is placed along the top of the regular bookcases.

## **ADULT FICTION**

Adult fiction is shelved along the southeast corner of the building.

Short Story items are interfiled in Adult Fiction, while the other genres, Mystery, Western, and Sci Fi, have their own sections.

Westerns come at the end of Fiction. Graphic Novels are shelved just before Science Fiction. Then comes Mystery and Large Print.

Staff Picks are now on the north end of the magazine shelves.

Facing study room 3, all Foreign Language Fiction follows, separated by language and section.

## **AV**

Adult Non-Fiction Audio and oversized audiobooks are shelved at the beginning of the ANF section.

Reserves are shelved parallel to the engagement desk.

Between the two ranges mentioned above, are perpendicular shelves holding Feature Films, and Adult and YA Fiction audiobooks.

Nonfiction DVDs are shelved after magazines and before ANF AUDIO.

Foreign Language DVD and audio is shelved in World Languages across from study room 3.

All fiction genres of audiobooks are interfiled. Playaways are interfiled with books on CD. YA are interfiled.

There are 3 music displays. One for Rock and two for all other genres of music. Oversized Music is shelved in ANF next to ANF GNs.

Music genres broken out are as follows: Blues, Classical, Country, Folk, Gospel, Holiday, Jazz, Latin, Miss, New Age, Pop, R&B, Rap, Rock, Soundtrack, and World.

## **ADULT NON-FICTION**

Adult Non-Fiction is shelved in the southwest corner of the building.

New Non-Fiction is in a wooden display between the two banks of computers in the main part of the library.

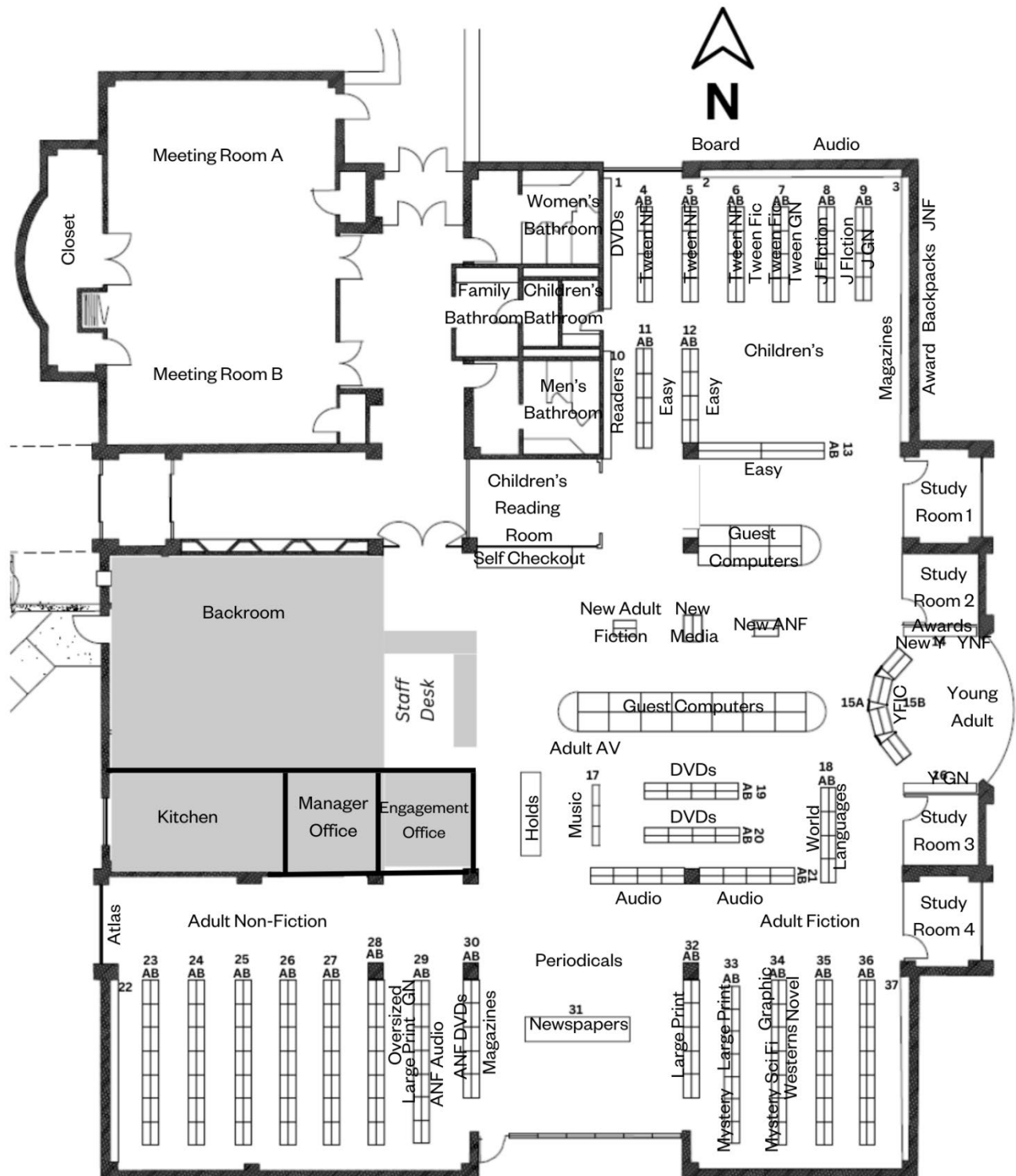
The first row begins with magazines and ANF DVD. The second row begins with ANF Audio, ANF Graphic Novels, oversized media, and Large Print ANF, before starting on the regular ANF section.

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Oversized atlases are shelved in the lateral shelf at the end of the 900s.

Reference items are interfiled with circulating items.



## CART ORGANIZATION

The Village shelves mixed carts that include all media types and location codes. Carts are built with no more than 2/3rds full per shelf unless no other carts are available. Carts are broken into 4 zones:

- Side 1 TOP: Adult Non-Fiction (including ANF, New ANF, ANF Large Print, ANF Graphic Novels, ANF and YANF DVDs, ANF and YANF AUDIO, and ANF Reference)
- Side 1 MIDDLE: Adult Fiction (including Fiction, Large Print, Mystery, Western, Sci Fi, Short Stories, and Graphic Novels)
- Side 2 TOP: Children's (including Easy, Reader, J Fiction, Tween Fiction, Board Books, J Non-Fiction, Tween Non-Fiction, Tween Graphic Novels, J Graphic Novels, Easy DVD, J DVD, Easy Audio, Tween Audio, J Audio, Playaway Views, and Children's CDs)
- Side 2 MIDDLE: AV Material (including Adult Fiction-DVDs, Adult and YA Fiction Audiobooks, and Adult CDs of all genres), all World Languages Material, and YA (including Y Fiction, YA Non-Fiction, and YA Graphic Novels)
- BOTTOM: Magazines and Newspapers

## SHELVING ASSESSMENT

Shelves are assessed based on their correct order as well as being edged to within a quarter inch of the edge of the shelf, having all gaps closed, being free of debris and dust, and being no more than 2/3rds full.

## MISCELLANEOUS

### CHILDREN'S

Items shelved between dividers rather than with book ends (Easy, Reader, TNF, and Tween) lean to the left, not the right. Leave 2 finger space between dividers to keep from overfilling shelves.

### AV

Music CDs had previously been processed with color coding. Most of the collection still has these labels. However, due to revised procedures we are no longer processing these items, so newer discs will not have color-coded labels.

Watch the difference between a DVD and a nonfiction audiobook. DVDs have VIDEO DISC at the end of the call number. Audiobooks have COMPACT DISC at the end of the call number.

### ADULT

While shelving, please pay attention to duplicates.

- If the title is 6 months old or less, keep 3 copies on the shelf. These can go on the new book display.
- If the title is 1 year to 6 months old, keep 2 copies on the shelf. These will go on the regular shelf.
- If the title is more than a year old, keep 1 copy.

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- For DVDs, if there is an older title such as coded 791.43 or 791.45 as well as a newer copy, the older may be withdrawn.

## **FOREIGN LANGUAGE**

Shelve the books right-side-up even though the title on the spines might appear up-side-down (reading bottom to top), as this is the traditional direction for Latin American publishing standards.

## **MAGAZINES**

Current issues go on the face out displays while previous issues go behind the displays, with the oldest date on the bottom of the stack and the newest date on top.