

WARR ACRES LOCAL SHELVING GUIDE – 12/12/23

Collection Locations and library specific shelving information

Large Print – All Large print is interfiled with the exception of non-fiction, which follows the fiction LP. All LP areas are located after Adult audio and before Fiction in the main FICTION section on the east side of the library.

Adult Fiction - Separate areas for Fiction (with Short Story interfiled), Graphic Novel, Mystery, Science Fiction and Western. These areas follow LP in the same order listed here.

ANF - These begin behind DVD, flowing front to back on the west side of the library.

New Books - New Easy are located on the fixture closest to the fireplace area, next to the Children's Spanish section. New Board Books are on the south side of the wooden board book fixture. Adult New Books are on the wooden shelves between the Circulation desk and the Customer Holds. There is a sign, with a list of subjects that are not to be shelved with the New Books, on the small beige cart in the staff work room. That sign also contains the dates of what is considered New Books.

Adult/YA Spanish section - This includes ANF, Fiction (with genre interfiled), DVD and magazines. It is located on the south wall in the fireplace area.

Adult Audiobooks - Interfile areas for Fiction, Mystery, Science Fiction, Western, and YA audio. Nonfiction Audiobooks are at the beginning of the audiobook section next to the Customer Holds. Fiction Audiobooks continue on the back side of the fixture.

Adult DVD/Blu Ray - Feature films and TV shows are interfiled on the fixtures starting at the beginning of ANF on the west side of the library. The ANF DVD's follow the Feature Films/TV shows.

Adult Music CDs - Adult Music CDs are shelved by genre in the wooden cases in the center of the library. Blues and R&B are interfiled as well as Classic and Classic Vocal.

Young Adult - The YGN section follows the JGN section towards the end of the Adult Fiction sections. (See the Adult GN section for organization of items.) The YA Fiction follows YGN on the other side of the fixture. The YNF is on the fixture on the south wall that separates the teen and children's area. It is followed by the YA Science Fiction section. The YA audio are interfiled with Adult Audio.

Sequoyah - All Sequoyah titles, with the current year stickered are placed on the rolling wooden endcap fixture at the end of the first JF section.

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Juvenile Fiction - Juvenile Fiction, Short stories, Science Fiction, Sports and Mystery are all interfiled in the JFiction section. They follow Juvenile Audio. Numbered series are shelved in number order.

Juvenile Graphic Novel - These are located at the end of the JFiction section. (See the Adult GN section for organization of items.)

JNF - These are located on the fixture behind the catalog computers. They follow J Feature Film/TV show DVD's and wrap around to the other side.

Juvenile Audio - Juvenile Fiction Audio is on the back side, following Westerns, at the end of the Adult Fiction section. All Genre is interfiled with Fiction. CD and Playaways are interfiled. It is followed by JNF Audio, which is followed by J Fiction Read-Alongs and JNF Read-Alongs.

Juvenile DVD's/Blu Ray - The Juvenile Feature Films and TV shows are interfiled and are located on the fixture behind the catalog computers.

Board books - The Board Books are kept alphabetized and are located on the wooden fixture located between the New Easy and the fireplace area.

Easy's - These are located in the back of the library beginning on the far south wall and ending on the west wall.

Readers - These are located on the shelving unit between Children's Audio and Tween Fiction.

Tween - These are located on the shelving unit between Readers and TNF. Numbered series are shelved in number order.

Tween Graphic Novels - These are located at the end of the Tween Fiction section. (See the Adult Graphic Novel section for organization of items.)

TNF - These are located on the shelving unit between Tween Fiction and JNF.

Children's Spanish - It is on the fixture that also houses the Easy New Books. Board books, Easy, Reader, Tween, and JFiction are separated. TNF and JNF are separated.

Children's Audio - Easy, Reader, Tween, and TNF Audio are shelved on the back side of the fixture on which Children's Spanish and Easy/Board New Books are shelved. They are in order as follows: Tween Read-Along, TNF Read-Along, Tween Fiction CD/Playaway, Easy/Reader (interfiled) CD/Playaway, Reader Read-Along, TNF CD/Playaway and TNF Purple label (interfiled), Easy Purple label, Easy Read-Along.

Children's DVD/Blu Ray - The fixture is located on the south wall separating the teen and children's area. It begins with TNF followed by JNF, then Easy/Reader (interfiled).

Children's Music - These are located in a wooden box on top of the Easy fixtures.

Learn to Read (Hooked on Phonics) Box Sets - These are located in their cataloged section (ANF DVD's) on the bottom shelf.

Magazines/Newspapers - These are located in the fireplace area. The newest issues are on the slanted shelving. Older issues are kept under the shelves. We keep only 2 weeks of Oklahoman, USA Today, Wall Street Journal, and Journal Record. We keep 2 months of Black Chronicle, OKC Herald, Investor's Business Weekly, NW OKC Tribune, News For You, and OKC Friday. We keep only the current issues of OK Observer and Easy English News. Older weekly magazines are kept in boxes on the top shelf above the magazine display. We keep a rolling year of magazines.

Adult Graphic Novels – These are located following Adult Fiction. Graphic novels are sorted in a series of steps that are intended to help customers find graphic novels easier by keeping characters and teams together on the shelves.

1. On spine label, the Graphic Novel sticker indicates that item is a graphic novel. Under the sticker, FICTION, YFICTION, JFICTION or a J/Y/(Adult) call number indicate the collection the item belongs in.
2. On the spine label, under the J/Y/FICTION, there will either be a call number or a series of letters.

- a. If there is a call number, the item is shelved in the nonfiction section of that Graphic Novel section, which is at the end of their respective sections.
- b. If there are letters, those letters will correspond to one of three things (all of which can be found in the title): 1. The title itself; 2. The character; 3. The team.

Note: this information may not be on the back barcode, because the back barcode has limited space - the titles can be very long.

- i. Shelf the item using alphabetical order, using the whole title, character name, or team name.
- ii. Once in the correct section, if there are multiple books with the same character or team, then shelf by the entire title. Please see the charts below for the Wrong vs Correct ways.

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FICTION SUP V. 2	New Superman: Vol 2, Coming to America	Yang, Gene
FICTION SUP V. 3	New Superman: Vol 3, Equilibrium	Yang, Gene
FICTION SUP	Super sons of Tomorrow	Tomasi, Peter
FICTION SUP V. 2	Super sons. Vol. 2 / Planet of	Tomasi, Peter
FICTION SUP V. 1	Supergirl. Vol. 1, The Killers	Andreyko, Marc
FICTION SUP V. 1	Superman action comics	Bendis, Brian
FICTION SUP	Superman: American alien	Landis, Max
FICTION SUP	Superman: Lois and Clark	Jurgens, Dan
FICTION SUP V. 1	Superwoman. Vol. 1, Who	Jimenez, Phil

CORRECT

Call Number	Title	Author
FICTION SUP	Super sons of Tomorrow	Tomasi, Peter
FICTION SUP V. 2	Super sons. Vol.2 / Planet of	Tomasi, Peter
FICTION SUP V. 1	Supergirl. Vol. 1, The Killers	Andreyko, Marc
FICTION SUP	Man of Steel	Bendis, Brian Michael
FICTION SUP V. 2	New Superman: Vol 2, Coming to America	Yang, Gene
FICTION SUP V. 3	New Superman: Vol 3, Equilibrium	Yang, Gene
FICTION	Superman action comics	Bendis, Brian

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SUP V. 1		
FICTION SUP	Superman: American alien	Landis, Max
FICTION SUP	Superman: Lois and Clark	Jurgens, Dan
FICTION SUP V. 1	Superwoman. Vol. 1, Who	Jimenez, Phil

CART ORGANIZATION

There are 5 moveable signs on the carts in the workroom that list what belongs where on the carts. There is a separate cart for **New books, Adult, A/V, Juvenile & YA**, and **Children's**.

SHELVING ASSESSMENT

All staff shelve in all sections. They shelf read/inventory their own collection assignments, which are posted on the Access dry erase board in the work room. There is also a copy of the collection assignments in the Collection folder on the Warr Acres SharePoint.

MISCELLANEOUS

ILLs, Hotspots, Oversize books, and Magazine holds are held behind the circulation desk.