

WRIGHT LOCAL SHELVING GUIDE

Most of the shelving at Wright is not adjustable, therefore sections are moved as often as needed to make space for new material that may not fit in the current space.

COLLECTION LOCATIONS

East side of building

Adults Area

Adult DVDs - On the North wall (NE side) - first shelf unit is alphabetical straight across. Others are on the 2nd and 3rd shelves of the next unit.

Adult PlayAways and Books on CD - On the North wall (NE side) – First shelf on the second unit

Adult Fiction – On the North wall (NE side). Starts on the second row of 2nd half of the second unit. Large print is on top of the shelf over the 3rd unit. Most paperbacks are located on the top shelf of the 3rd unit from A-Z straight across UNLESS the author has other larger books, in which case they are shelved with them. The regular print books are shelved A-Z down and across.

Adult Western, Mystery and Sci Fi – On the east wall (NE corner) – Westerns are top shelf. Sci-Fi is on the second shelf. Mysteries are on the third and fourth shelf.

Adult and YA Graphic Novels – On the east wall (NE corner) on top of the shelf

All Young Adult books, books on CD, and Playaways – On the east wall (NE corner) – second unit

Adult Non-Fiction – On the Southeast corner. The top shelf is used for display, most books are shelved numerically down and across. Any books that do not fit on the shelves are on top of the shelf. They are split into three sections – instructional NF for adults, instructional NF to help kids, and then anything else

Periodicals (newspapers and magazines) – On the south wall in front of the large windows or bottom shelf.

Adult Spanish – On the south wall under the window. Non-fiction, then Fiction. Tall books are on top of the shelf with the magazines.

West side of building

Kids Area

Sequoia Award Nominees (last year) – Juvenile and teen are on West wall on the top of the shelf.

Juvenile DVDs – South wall, first unit A-Z

Tween DVDs and Spanish Juvenile DVDs – South wall, first unit, 3rd shelf

Juvenile and Tween Playaways and books on CD – South wall, first unit, 3rd shelf

Easy DVDs – South wall, first unit, bottom shelf

Readalongs and Books with CDs – South wall in front of the window

Board books – South wall, under the window

Juvenile Fiction (and Spanish) – South wall, SW corner

Tween Fiction (and all Tween Spanish) – West wall, SW corner

Reader Fiction (and Spanish) – West wall, BOB books are on the top shelf

Easy (and Spanish) – West wall, NW corner. Spanish and bilingual are on the top row

Juvenile and Tween NF – North wall (NW corner, south facing) adjustable shelving. They are interfiled.

MATERIALS NEEDING TO BE SHELVED

Material needing to be shelved are placed on the shelf on the North wall behind the desk, however, staff keep up with shelving as it's returned. Typically everything is shelved by the end of the day.

MISCELLANEOUS

- Holds are kept on the shelves on the North wall behind the desk
- ILLs are kept behind the desk.