

**Paperback Series Discussion Group
Implementation
Talking Points**

Holds can now be placed on all library materials.

All fiction materials can now be found in one place in the library.

Harlequin materials are still together, by series and by date.

- All Harlequin publications may be found by checking FICTION HQN in either the regular print or large print area.
- All Harlequin series (such as Love Inspired) are shelved together.
- Each series is easily identified by issue date.
- Each series is shelved by issue date.
- Shelving is likely to be more accurate, reducing the chance that titles will be missed while browsing.
- Harlequin series may now be searched in the catalog.

Star trek and Star wars titles are kept together.

- All Star wars titles may be found by checking SCIENCE FICTION STA_WAR in the adult, young adult, or juvenile area.
- All Star trek titles are shelved immediately in front of Star wars and may be found by checking SCIENCE FICTION STA_ in the adult, young adult, or juvenile areas.
- Star trek titles are separated by TV series and easily identified by abbreviations.
- Graphic novels and text novels are shelved the same way.

Lego titles are kept together.

- All Lego fiction titles may be found by checking FICTION LEGO in the juvenile or tween area.

Materials formerly in paperback collections are made available to members more quickly.

- Series identification makes it easy for members to locate or be directed to their favorite series.
- Where applicable, date identification makes it easy for members to locate the latest publication.
- Series identification allows library staff to locate materials to fill holds easily, reducing wait time for members.
- Series identification allows library staff to return materials to shelves faster, making them available to members earlier.
- MLS staff at all levels have more free time to devote to assisting members.

Harlequin publishers series

Refers to all titles published by the Harlequin publishing group. The library receives a number of series on standing order; 4-6 titles per series are received each month.

Apply to titles in the **adult fiction collection**.

Spine labels will consist of:

The classification FICTION

The cutter HQN, followed by an underscore and an abbreviation for the individual series (in the examples below, Intrigue and Desire).

The month and year of the title's issue.

The series title, title of the work, and the author's name appear at the left side of the label.

Intrigue : Scene of the Cassidy, Carla.	FICTION HQN_INT MAR2015 LARGE PRINT		Desire : Scandalously Gates, Olivia.	FICTION HQN_DES JUL2014
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Library staff will shelve materials first by the classification, FICTION; then by the publisher, HQN; then by the series; then by the date, March 2015. If desired, materials may then be shelved based on the author's last name. See examples below.

Love inspired hist : His substitute wife	Clark, Dorothy.	FICTION HQN_LIH DEC2016
Love inspired hist : Montana cowboy family	Ford, Linda.	FICTION HQN_LIH DEC2016
Love inspired hist : Wed by necessity	Kirst, Karen.	FICTION HQN_LIH DEC2016
Love inspired hist : Cowboy Creek Christmas	Shackelford, Sherri.	FICTION HQN_LIH DEC2016
Love inspired hist : For the sake of the children	Favorite, Danica.	FICTION HQN_LIH JAN2017
Love inspired hist : The nanny's little matchmakers	Favorite, Danica.	FICTION HQN_LIH JAN2017
Love inspired hist : A hasty betrothal	Nelson, Jessica.	FICTION HQN_LIH JAN2017
Instant frontier family	Scott, Regina.	FICTION HQN_LIH JAN2017
Love inspired hist : A family for the rancher.	Gouge, Louise.	FICTION HQN_LIH FEB2017
Love inspired hist : Texas cinderella	Griggs, Winnie.	FICTION HQN_LIH FEB2017
Love inspired hist : Lawman in disguise	Kingery, Laurie.	FICTION HQN_LIH FEB2017
Love inspired hist : Rescuing the runaway bride	Navarro, Bonnie.	FICTION HQN_LIH FEB2017

In the catalog record:

The title will be preceded by the name of the individual series (i.e., Kimani, Nocturne, etc.). Some series will require abbreviation. An entry for the individual book title will be added.

Western romance : Her Colorado sheriff

Her Colorado sheriff

A series added entry will include the term "Harlequin", the individual series, and the month and year of the title's issue.

Harlequin Western romance ; February 2017

Harlequin publishers series

Harlequin series	Call number	Title entry	Series entry
American romance	FICTION HQN_AME [month][year]	American romance : [Title]	Harlequin American romance ; [month] [year]
Bianca	FICTION HQN_BIA [month][year]	Bianca : [Title]	Harlequin Bianca ; [month] [year]
Blaze	FICTION HQN_BLA [month][year]	Blaze : [Title]	Harlequin Blaze ; [month] [year]
Desire	FICTION HQN_DES [month][year]	Desire : [Title]	Harlequin Desire ; [month] [year]
Heartsong	FICTION HQN_HEA [month][year]	Heartsong : [Title]	Harlequin Heartsong ; [month] [year]
Historical	FICTION HQN_HIS [month][year]	Historical : [Title]	Harlequin Historical ; [month] [year]
Intrigue	FICTION HQN_INT [month][year]	Intrigue : [Title]	Harlequin Intrigue ; [month] [year]
Intrigue large print	FICTION HQN_INT [month][year] LARGE PRINT	Intrigue : [Title]	Harlequin Intrigue ; [month] [year]
Kimani	FICTION HQN_KIM [month][year]	Kimani : [Title]	Harlequin Kimani ; [month] [year]
Love inspired	FICTION HQN_LI [month][year]	Love inspired : [Title]	Harlequin Love inspired ; [month] [year] Love inspired ; [month] [year]
Love inspired large print	FICTION HQN_LI [month][year] LARGE PRINT	Love inspired : [Title]	Harlequin Love inspired ; [month] [year] Love inspired ; [month] [year]
Love inspired historical	FICTION HQN_LIH [month][year]	Love inspired hist : [Title]	Harlequin Love inspired historical ; [month] [year] Love inspired historical ; [month] [year]
Love inspired suspense	FICTION HQN_LIS [month][year]	Love inspired susp : [Title]	Harlequin Love inspired suspense ; [month] [year] Love inspired suspense ; [month] [year]
Love inspired suspense large print	FICTION HQN_LIS [month][year] LARGE PRINT	Love inspired susp : [Title]	Harlequin Love inspired suspense ; [month] [year] Love inspired suspense; [month] [year]

Harlequin publishers series

Nocturne	FICTION HQN_NOC [month][year]	Nocturne : [Title]	Harlequin Nocturne ; [month] [year]
Romantic suspense	FICTION HQN_RMS [month][year]	Romantic suspense : [Title]	Harlequin Romantic suspense ; [month] [year]
Western romance	FICTION HQN_WES [month][year]	Western romance : [Title]	Harlequin Western romance ; [month] [year]
Harlequin presents	FICTION HQN [month][year]	Harlequin presents : [Title]	Harlequin presents ; [month] [year]
Harlequin presents large print	FICTION HQN [month][year]	Harlequin presents : [Title]	Harlequin presents ; [month] [year]
Harlequin presents Arabesque	FICTION HQN [month][year]	Harlequin Arabesque : [Title]	Harlequin presents Arabesque ; [month] [year]
Harlequin presents Bestselling author	FICTION HQN [month][year]	Harlequin Bestselling : [Title]	Harlequin presents Bestselling author ; [month] [year]
Harlequin romance	FICTION HQN [month][year] LARGE PRINT	Harlequin Romance : [Title]	Harlequin Romance ; [month] [year]
Harlequin romance large print	FICTION HQN [month][year] LARGE PRINT	Harlequin Romance : [Title]	Harlequin Romance ; [month] [year]
Harlequin special edition	FICTION HQN [month][year]	Harlequin Special : [Title]	Harlequin Special edition ; [month] [year]
Harlequin superromance	FICTION HQN [month][year]	Harlequin Super : [Title]	Harlequin Superromance ; [month] [year]

Star Trek series

Refers to fiction titles that utilize characters, settings, etc., based on Star trek television programming. Series included are: Star trek (the original series, known as TOS), Star trek: the next generation (TNG), Star trek: Deep space 9 (DS9), and Star trek: Voyager (VOY).

Apply to titles in the adult and young adult collections, both text and graphic format. Do not apply to graphic format series which have been established under the character name.

Spine labels will consist of:

The classification SCIENCE FICTION

The cutter STA, followed by an underscore and an abbreviation for the individual series.

Titles which do not feature a specific program are designated TRE. (In the examples below, the left label is for the original series; the right label does not feature a specific program).

The series title, title of the work, and the author's name appear at the left side of the label.

SCIENCE FICTION STA_TOS		YSCIENCE FICTION STA_TRE
Star trek TOS : Cast no shadow Swallow, James.		Star trek : A singular destiny DeCandido, Keith R. A.

Library staff will shelve materials first by the classification, SCIENCE FICTION; then by the grouping, STA; then by the series. Materials may then be shelved based on the author's last name and/or the title. See examples below.

Star trek, DS9 : Force and motion	Lang, Jeffrey	SCIENCE FICTION STA_DS9
Star trek, DS9 : The missing	McCormack, Una	SCIENCE FICTION STA_DS9
Star trek, TNG : Resistance	Dillard, J. M.	SCIENCE FICTION STA_TNG
Star trek, TNG : Immortal coil	Lang, Jeffrey	SCIENCE FICTION STA_TNG
Star trek, TOS : Captain to captain	Cox, Greg	SCIENCE FICTION STA_TOS
Star trek, TOS : Child of two worlds	Cox, Greg	SCIENCE FICTION STA_TOS
Star trek, TOS : Purgatory's key	Ward, Dayton	SCIENCE FICTION STA_TOS
Star trek : Takedown	Miller, John Jackson	SCIENCE FICTION STA_TRE
Star trek : Sight unseen	Swallow, James	SCIENCE FICTION STA_TRE
Star trek, VOY : The eternal tide	Beyer, Kirsten	SCIENCE FICTION STA_VOY
Star trek, VOY : A pocket full of lies	Beyer, Kirsten	SCIENCE FICTION STA_VOY

In the catalog record:

The title will be preceded by "Star trek" and, if applicable, an abbreviation for the associated television program. If there is no associated program, the title will simply be preceded by "Star trek". An entry for the individual book title will be added.

Star trek, TNG : Dark mirror

Dark mirror

A series added entry will include the term "Star trek", and the program name spelled out. If the title is part of another named series, a second series added entry will be included.

Star trek, the next generation ; Dark mirror

Star Trek series

Star trek series	Call number	Title entry	Series entry
Star trek : Deep space nine	SCIENCE FICTION STA_DS9	Star trek DS9 : [Title]	Star trek, Deep space nine
Star trek : The next generation	SCIENCE FICTION STA_TNG	Star trek TNG : [Title]	Star trek, Next generation
Star trek : The original series	SCIENCE FICTION STA_TOS	Star trek TOS : [Title]	Star trek, Original series
Star trek	SCIENCE FICTION STA_TRE	Star trek : [Title]	Star trek
Star trek : Voyager	SCIENCE FICTION STA_VOY	Star trek VOY : [Title]	Star trek, Voyager

Star Wars series

Refers to fiction titles that utilize characters, settings, etc., based on the Star wars films. All fiction titles relating to Star wars are considered to be part of one series.

Apply to titles in the adult, young adult, and juvenile areas, both text and graphic format. Do not apply to graphic format series which have been established under the character name.

Spine labels will consist of:

The classification SCIENCE FICTION

The cutter STA_WAR

The series title, title of the work, and the author's name appear at the left side of the label.

YSCIENCE FICTION STA_WAR Star wars : Lost stars Gray, Claudia.		JSCIENCE FICTION STA_WAR Star wars : Smuggler's run Rucka, Greg.
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With this call number scheme, library staff will shelve materials first by the classification, SCIENCE FICTION; then by the grouping, STA_WAR. This allows Star wars titles to be shelved separately from Star trek. Materials may then be shelved based on the author's last name and/or the title. See examples below.

Star wars : Honor among thieves	Corey, James.	SCIENCE FICTION STA_WAR
Star wars : Twilight company	Freed, Alexander.	SCIENCE FICTION STA_WAR
Star wars : Dark disciple	Golden, Christie.	SCIENCE FICTION STA_WAR
Star wars : Tarkin	Luceno, James.	SCIENCE FICTION STA_WAR
Star wars : Warrior women		SCIENCE FICTION STA_WAR

In the catalog record:

The title will be preceded by "Star wars". An entry for the individual book title will be added.

Star wars : Ahsoka

Ahsoka

No series added entry will be added for "Star wars". Many titles are part of other named series; series added entries to reflect those series will be included.

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Series	Call number	Title entry	Series entry
Star wars	SCIENCE FICTION STA_WAR	Star wars : [Title]	Star wars ; [series title if needed]

Lego series

Refers to fiction titles that utilize character illustrations in the Lego style.

Apply to titles in the **juvenile**, **tween**, and possibly **reader** collections, both text and graphic format.

Spine labels will consist of:

The appropriate classification

The cutter LEGO

The series title, title of the work, and the author's name appear at the left side of the label.

JFICTION LEGO		TWEEN LEGO
Lego : Ninja, go! March, Julia.	Lego : A new hope Landers, Ace.	

Library staff will shelf materials first by the classification, then by the grouping LEGO. Materials may then be shelved based on the author's last name and/or the title. See examples below.

Lego : Ghost ninja	Hector, Christian	JFICTION LEGO
Lego : Fright night!	Howard, Kate	JFICTION LEGO
Lego : The quest for the crystal	Howard, Kate	JFICTION LEGO
Lego : Heroes to the rescue	Ripley, Esther	JFICTION LEGO
Lego : The new ninja	Rusu, Meredith	JFICTION LEGO
Lego : The power of the Fortrex	Schmidt, Rebecca L.	JFICTION LEGO
Lego : Graduation day	West, Tracey	JFICTION LEGO
Lego : Battle of the mask makers	Windham, Ryder	JFICTION LEGO
Lego : Escape from the underworld	Windham, Ryder	JFICTION LEGO

In the catalog record:

The title will be preceded by "Lego". An entry for the individual book title will be added.

Lego : Batman's missions

Batman's missions

A series added entry will be added for **only if** the title is part of a separate named Lego series.

Lego Bionicle

Lego DC Comics super heroes

Lego Nexo knights

Lego Ninjago

Series	Call number	Title entry	Series entry
Lego	TWEEN LEGO	Lego : [Title]	Lego ; [series title if needed]

Relabeling/New Labels

Cataloging will not recall and relabel cataloged materials in newly designated series. Libraries are not to send materials to Cataloging specifically for relabeling.

Libraries are not to create temporary BIDs nor item numbers for any material, including mass market paperbacks.

If a library sends an individual item to Cataloging for replacement of the barcode/spine label due to loss, damage, etc., Cataloging staff will change the spine/barcode label to reflect the series designation. The call number and title appearing in the catalog record will not be changed.

If all copies of an individual title are requested by Cataloging for correction of issues not related to series, staff will change the call number and title in the catalog record and on all items to reflect the series designation, and relabel all items before return.

Important Dates

March 17, 2017 - Last day to send materials to Cataloging for addition to mass market browsing collections

April 10, 2017 - All materials leaving Cataloging are fully cataloged

August 1, 2017 - First day to send Cataloging Consideration requests for evaluation of other series

December 1, 2017 - All weeding and intershelving of mass market paperback collections completed