

Shelving Order Guide

Metropolitan Library System

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BASIC SHELVING STANDARDS

- Always shelve by call number, author, title unless specifically noted in this guide.
- When stating "author" or "title" in this guide, it is always referring to the author and title on the MLS barcode label.
- The call number should always guide how you shelve material, as that is where our customers will search for materials if they get information from the library catalog.
- The only time one looks at the title on the cover is when the title doesn't fit on the barcode label and you need to continue the wording to put in order.
- Graphic Novels are shelved by the first three characters listed on the spine, title on the back, author on the back, then volume number on the spine.
- For Non-fiction, numbers always come before letters.

NONFICTION

Nonfiction categories include:

<i>Age group</i>	<i>Designation on call number</i>	<i>Example</i>
Adult nonfiction (ANF)	none	973.7092 L736su
Young Adult nonfiction (YNF)	designated by a Y at the beginning of the call number or older YA titles that do not start with a "Y" in the call number but have a YA Sticker on the spine	Y973.7092 L736su
Juvenile nonfiction (JNF)	designated by a J at the beginning of the call number	J973.7092 L736su
Tween nonfiction (TNF)	designated by a J at the beginning of the call number & TWEEN at the end	J973.7092 L736su TWEEN

DEWEY DECIMAL SYSTEM

At MLS, we use the Dewey Decimal System to organize all nonfiction materials. Dewey numbers are read as decimals, not whole numbers. They are read and ordered column by column. Dewey numbers break up the collection into subjects. Each digit position indicates a more specific subject.

The following example shows this hierarchy. Each underlined digit represents a different class and sub-class:

<u>6</u> 00	Technology
<u>63</u> 0	Agriculture and related technologies
<u>636</u>	Animal husbandry
<u>636.7</u>	Dogs
<u>636.8</u>	Cats

"Dogs" and "Cats" are more specific than (i.e., are subordinate to) "Animal husbandry"; they are equally specific as (i.e., are coordinate with) each other; and "Animal husbandry" is less specific than (i.e., is superordinate to) "Dogs" and "Cats."¹

You can find more information about Dewey, as well as a list of all classes and subclasses, through OCLC: <https://www.oclc.org/en/dewey/features/summaries.html#ten>

This example shows how Dewey numbers are ordered column by column:

9	7	3	.	8	0	9	2		
9	7	3	.	8	2				
9	7	3	.	9	1				
9	7	3	.	9	1	1			
9	7	3	.	9	2				
9	7	3	.	9	2	0	9	2	
9	7	3	.	9	2	0	9	2	2
9	7	3	.	9	2	1			
9	7	3	.	9	2	1	0	9	2
9	7	3	.	9	2	2			

CUTTER NUMBERS

Cutter numbers are the author's name and the title of the work changed into numbers and letters. It usually consists of the first letter of the author's last name and a series of numbers. This series of numbers comes from a table that is designed to help maintain an alphabetical arrangement of author's names within a subject area.

At the end of the Cutter number may be a "work mark" or "work letter." This is a letter or combination of letters that helps distinguish multiple works by the same author. This does not necessarily mean the titles will be in alphabetical order.

For example, Jim Davis has written many Garfield books. To identify the correct book, a group of letters is added at the end of the Cutter. Here is a sample call number, with each component explained:

741.5973

D262gfc

v. 19

741.5973	Dewey number indicates comic books
D262	indicates the author's last name Davis
gfc	indicates the title "Garfield's Fat Cat 3-Pack"
v. 19	indicates that there are multiple volumes with this title; this one happens to be volume 19

¹ <https://www.oclc.org/en/dewey/features/summaries.html#ten>

In the following examples, the cutter numbers are broken down letter-by-letter and digit-by-digit to clearly illustrate how to organize these items.

796.357	V	4	1	3	b			
796.357	V	7	7	1	o			
796.357	V	7	7	1	w			
796.357	W	2	5	8	b	l		
796.357	W	4	6	9	f			
817	T	9	6	9	Z	m	c	
817	T	9	6	9	Z	m	t	a
817	T	9	6	9	Z	r	e	
817	T	9	6	9	Z	r	r	

A rule of thumb to follow when shelving is “nothing before something.” Note in the example below that at the end of the Cutter, numbers come before letters. In this case, “c” comes before both “c4” and “cw,” “T133t” comes before “T133t 2011”, and F231m2” comes before “F231mi”.

643.12	B	3	9	5	9	c	
643.12	B	3	9	5	9	c	4
643.12	B	3	9	5	9	c	w
646.433	T	1	3	3	t		
646.433	T	1	3	3	t	2011	
646.433	T	1	3	3	t	2012	
650.14	F	2	3	1	m	2	
650.14	F	2	3	1	m	i	

The following two examples are an accurate instance of “nothing before something” when numbers are involved. The examples on the left break out each of the cutter numbers, while the examples on the right are the exact same, but group by numbers to help identify the order. The number 95 will come before number 952, and the number 92 will come before number 9217.

150.1954	J	9	5	c				150.1954	J	95	c	
150.1954	J	9	5	r	e			150.1954	J	95	r	e
150.1954	J	9	5	2	m	2		150.1954	J	952	m	2

616.85852	K	9	2	d	k				616.85852	K	92	d	k
616.85852	K	9	2	j					616.85852	K	92	j	
616.85852	K	9	2	1	7	e	g		616.85852	K	9217	e	g
616.85852	K	9	2	1	7	t	h		616.85852	K	9217	t	h

FICTION

Categories in Fiction include:

<i>Adult Fiction categories</i>	<i>YA Fiction categories</i>	<i>Juvenile Fiction categories</i>	<i>Younger Audiences</i>
Fiction (F)	Y Fiction (YA)	J Fiction (JF)	Tween (T)
Graphic Novel (GN)	Y Graphic Novel (YGN)	J Graphic Novel (JGN)	Reader (R)
Mystery (MYS)	Y Mystery (YA)	J Mystery (JMY)	Easy (E)
Science Fiction (SF)	Y Science Fiction (YA)	J Science Fiction (JSF)	Board Book (BRD)
Short Story (SS)	Y Short Story (YA)	J Short Story (JSS)	
Western (W)		J Sports (JSP)	

ALPHABET AND TITLES

Call numbers for Fiction items include its category and the first three letters of the author's last name.

When shelving multiple items by the same author, place those items in alphabetical order by the first word of the title. If there are multiple items with the same first word, continue alphabetizing by each word within the title, as shown below:

<i>Call Number</i>	<i>Author</i>	<i>Title</i>
TWEEN PAR	Park, Barbara	Junie B., First Grader: Aloha-ha-ha
TWEEN PAR	Park, Barbara	Junie B., First Grader: Dumb Bunny
TWEEN PAR	Park, Barbara	Junie B. Jones has a peep in her pocket
TWEEN PAR	Park, Barbara	Junie B. Jones is a graduation girl

ARTICLES

All English and Spanish articles that are at the beginning of a title are ignored: "The", "A", "An", "El", "La", "Los", "Las", "Un", "Una", "Unos", "Unas". Articles are considered when in the middle of the title/subtitle.

Articles in French, German, and Italian count when shelving unless stated otherwise in the call number.

Along	Came	a	Rogue		
As	the	Devil	Dares		
An	Inconvenient	Duke			
El	Canguro	Tiene			
Una	Casa	Para	Cangrejo	Ermitano	
De	la	Cabeza	a	los	Pies
The	Hidden	Staircase			
The	Secret	Of	Shadow	Ranch	
The	Secret	Of	The	Forgotten	City

NUMBERS

When a title begins with a number that is written as a numeral (ex. 1, 2) rather than spelled out (ex. one, two), shelve that item before titles beginning with letters.

For numbers in the middle of a title, they will be treated as written. If it is written as a numeral, it will be shelved using the number, if it is spelled out, it will be shelved with the numeral spelled out.

<i>Call Number</i>	<i>Author</i>	<i>Title</i>
FICTION MAC	Macomber, Debbie	1105 Yakima Street
FICTION MAC	Macomber, Debbie	1225 Christmas Lane
FICTION MAC	Macomber, Debbie	Call me Mrs. Miracle
FICTION MAC	Macomber, Debbie	A family affair

ROMAN NUMERALS

Roman numerals in any title and at any place in the title will be treated as a number, therefore, shelved in numerical order.

<i>Call Number</i>	<i>Author</i>	<i>Title</i>
FICTION MOO	A.E. Moorat	Henry VII
FICTION MOO	A.E. Moorat	Henry VIII
FICTION MOO	A.E. Moorat	Henry IX

<i>Call Number</i>	<i>Title</i>
MOVIE STA VIDEO DISC	Star trek VIII : first contact
MOVIE STA VIDEO DISC	Star trek IX : insurrection

SPECIAL CHARACTERS

The following symbols should be ignored when shelving: ":" colons, ";" semicolons, "," commas, "!" exclamation points, "[]" brackets, "." Periods, "()" parentheses, "'" apostrophes, "#" number

The	Berenstain	Bears'	Count	Their	Blessings
The	Berenstain	Bears	Respect	Each	Other
The	Berenstain	Bears:	School	Time	Blessings
The	Berenstain	Bears	Sick	Days	
The	Berenstain	Bears'	Valentine	Blessings	

When symbols are in place of words, shelve as if the words are spelled out: "&" = and; "@=" at;

When numbers are in place of letters, shelve as if it is the letter: "Th1rteen"= Thirteen

Thirteen	Chairs			
Th1rteen	R3asons	Why		
Thirteen	Ways	Of	Looking	

HYPHENS

Hyphens should be treated as a space / separate word.

UNDERSCORES

Outside of Harlequins, underscores should be treated as a space / separate word.

Call Number	Author	Title
JFICTION STA	Starkey, Scott	Revenge of the Bully
JFICTION STA	Stauffacher, Sue	Donutheart
JFICTION STA_WAR	Rucka, Greg*	Guardians of the Whills
JFICTION STA_WAR	Dawson, Deliah*	Skywalker Saga

**See next section Inconsistencies with series regarding call number not listing author below for explanation on the author order. If the call number does not have the author's last name but instead the character or series, we will shelve based on what the call number says and ignore the author.*

INCONSISTENCIES WITH SERIES REGARDING CALL NUMBER NOT LISTING AUTHOR

When shelving various series, mainly Readers, where the call number does not have the author's last name but instead the character or series, we will shelve based on what the call number says and ignore the author.

Call Number	Author	Title
READER DIN	Nakamaura, May	Dinosaurs Explore
READER DIN		Dinotrux, Thirsty Day in the Summer
READER DOC		Doc McStuffins: Peaches pie
READER DOC	Scollon, Bill	Doc McStuffins: Take your pet to the vet
READER LEGO_STA	Hugo, Simon	Lego Star Wars choose your path
READER LEGO_STA	Dolan, Hannah	Lego Star Wars: The phantom menace
READER STA_WAR	Davies, Beth	Han on the run

READER STA_WAR	Millici, Nate	Star Wars: chaos at the castle
READER STA_WAR	Schaefer, Elizabeth	Star Wars rebels: Kanan's Jedi training

SURNAMES WITH PREFIXES AND MULTIPLE SURNAMES

Some authors have two last names and others may have last names beginning with a prefix (ex. they start with a word like Van or De).

Authors with two last names (ex. McCall Smith) should be treated like hyphenated names, as if there is a space between the two names. We honor all spaces in the cataloged record. For example, McCall Smith will be shelved as cataloged, McCall Smith.

For authors with last names beginning with a prefix, the space may or may not be honored. This is because the three-letter call number on the spine takes precedence over how the author's name appears on the back barcode label. For example, Van Draanen (call number VAN) is shelved as Van Draanen, honoring the space. However, names like De Paola (call number DEP) and de las Casas (call number DEL) are shelved without honoring the space. In other words, the space is ignored when it falls *within* the first three letters of the last name; the call number guides how it should be shelved.

This is how we shelve reserve material for customers. When shelving material for customers with a space in their last name, the space should be honored.

<i>Call Number</i>	<i>Author</i>
JFICTION VAN	Van Draanen
JFICTION VAN	Van Eekhout
JFICTION VAN	Vande Velde
JFICTION VAN	Vanderpool

<i>Call Number</i>	<i>Author</i>	<i>Title</i>
FICTION DEM	DeMaio, Joanne	Cardinal cabin : a novel /
FICTION DEM	De Mariaffi, Elisabeth, 1973-	The devil you know: a novel /
FICTION DEM	DeMarino, Rebecca	To follow her heart /
FICTION DEM	Demas, Corinne.	The writing circle /
FICTION DEM	DeMille, Nelson	The Cuban affair : a novel /

FICTION DEM	De Muriel, Oscar	Loch of the dead /
FICTION DEM	De Muriel, Oscar	A mask of shadows /

INITIALS AND ABBREVIATIONS

Names that are initials are treated as if each initial is an entire word. "C. J." (C space J) is shelved before "Charles" and "D. H." (D space H) is shelved before "Delores."

<i>Call Number</i>	<i>Author</i>	
FICTION FLY	Flynn,	Vince
FICTION FLY	Flynn-Hui,	Kathleen
FICTION PHI	Phillips,	D. H.
FICTION PHI	Phillips,	Delores

Due to cataloging guidelines, author last names beginning with "St." are spelled out as spoken, "SAI" on the spine label and should be shelved alphabetically.

Abbreviations in titles are recognized in the form they are written and are shelved letter by letter. This includes abbreviated honorifics like "Mr.", "Mrs.", etc.

<i>Call Number</i>	<i>Author</i>	<i>Title</i>
FICTION SAI	Saint, Steve	<i>End of the Spear</i>
FICTION SAI	St. Claire, Roxanne	<i>Edge of Sight</i>
FICTION SAI	Saint-Exupery, Consuelo	<i>The Tale of the Rose</i>
FICTION SAI	St. James, Dorothy	Oak and Dagger
FICTION WOO	Woolf, Virginia	Monday or Tuesday
FICTION WOO	Woolf, Virginia	Mrs. Dalloway
FICTION WOO	Woolf, Virginia	Night and Day

TITLES WITHOUT AUTHORS

Sometimes items are catalogued without author names. You should treat the first word of the title as the last name and the second word of the title as the first name.

Thomas,	Peggy	Snow Dance
Thomas	The	Really Useful Engine
Thomas,	Valerie	Winnie the Witch
Thompson,	Colin	The little book of happy sadness

HARLEQUIN PAPERBACKS

These materials are cataloged alphabetically by series title, then chronologically by the month and year they are published, then in author/title order.

Call Number	Series	Publication	Author	Title
FICTION HQN MAY2018	HQN	MAY2018	Rimmer, Christine	Nanny's Double Trouble
FICTION HQN AUG2018	HQN	AUG2018	Ferrarella, Marie	Adding up to Family
FICTION HQN_LI OCT 2018	HQN_LI	OCT2018	Major, Michelle	Second Chance in Stonecreek
FICTION HQN_LI OCT 2018	HQN_LI	OCT2018	Martin, Kat	Against the Sun
FICTION HQN_ROM OCT2018	HQN_ROM	OCT2018	Hardy, Kate	A Diamond in the Snow
FICTION HQN_ROM OCT2018	HQN_ROM	OCT2018	Wilson, Scarlet	Cinderella's New York Christmas

NON-GRAPHIC NOVEL VOLUME NUMBER IN THE SPINE

Any non-Graphic Novel item that has a volume number in the call number will be *ignored* when shelving. If the volume number is listed in the title on the MLS barcode, that is when we shelve by the volume number.

Call Number	Author	Title
FICTION CAS	Cassidy, Dakota	Accidental Genie
FICTION CAS	Cassidy, Dakota	Accidental Human
FICTION CAS V.2	Cassidy, Dakota	Accidental Werewolf 2: Something about Harry

FICTION POW V.4	Powell, Anthony	A dance to the music of time, fourth movement
FICTION POW V.2	Powell, Anthony	A dance to the music of time, second movement

OTHER MATERIAL FORMATS

GRAPHIC NOVELS

Print graphic novels are cataloged similarly to other print items but are shelved separately to improve access for our customers. These items will be designated as Fiction, YFiction, or JFiction in their call numbers. Graphic novels are identified by a sticker placed above the spine label. They are given the location code of GN, YGN, or JGN in CARL.X. Easy, Reader, and Tween are not to be interfiled in JGN nor have the JGN location code. They are to be shelved in their respective location area, ignoring the graphic novel sticker.

Fiction Graphic Novels should be shelved in the following order: first set of letters on the spine label, then alphabetically by title listed on the MLS barcode, then alphabetically by author, then numerically by volume number listed on the spine.

Genres should be ignored when shelving graphic novels.

Nonfiction materials are shelved in Dewey order in the graphic novel section.

Please note: Collections of comic strips (ex. Garfield) do not meet the MLS definition of "graphic novel" and are shelved in nonfiction. Additionally, manual sorting may be required when doing inventory.

Call Number	Author	Title
JFICTION YOK V. 11	Konishi, Noriyuki	Yo-kai watch 11 : The way of the samurai
JFICTION YOK V. 13	Konishi, Noriyuki	Yo-kai watch. 13, The Ghoulfather arc
JFICTION YOK V. 8	Konishi, Noriyuki	Yo-kai Watch. Vol 8, A boohoo battle

Call Number	Author	Title
YFICTION AVE	Brisson, Ed	Avengers of the wastelands
YFICTION AVE v. 2	Waid, Mark	The Avengers unleashed, Vol. 2, Secret Empire
YFICTION AVE v. 2	Thompson, Kelly	West Coast Avengers. Vol 2, City of evils

Call Number	Author	Title
FICTION CAP	Spencer, Nick	Captain America, Sam Wilson Vol. 5, End of the line
FICTION CAP V. 5	Fazekas, Michele	Captain Marvel, vol. 1: Rise of the alpha fight
FICTION CAP V. 3	Brubaker, Ed	Steve Rogers: super-soldier: the complete collection
FICTION GRE V. 1	Bechko, Corinna	Green Lantern: Earth one. Volume one
FICTION GRE V. 2	Morrison, Grant	The Green Lantern. Vol. 2, The day the stars fell
FICTION GRE V. 1	Rosenberg, Matthew	Phoenix resurrection: the return of Jean Grey [1]

Call Number	Author	Title
FICTION STA V. 1	Sacks, Ethan	Old man Quill. Vol. 1, Nobody's fault but mine
FICTION STA V. 2	Sacks, Ethan	Old man Quill. Vol 2, Go your own way
FICTION SUP	Bendis, Brian Michael	Man of Steel
FICTION SUP V. 2	Yang, Gene	New Superman: Vol 2, Coming to America
FICTION SUP V. 3	Yang, Gene	New Superman: Vol 3, Equilibrium
FICTION SUP	Tomasi, Peter	Super sons of Tomorrow
FICTION SUP V. 2	Tomasi, Peter	Super sons. Vol. 2 / Planet of
FICTION SUP V. 1	Andreyko, Marc	Supergirl. Vol. 1, The Killers
FICTION SUP V. 1	Bendis, Brian	Superman action comics

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

POKÉMON

Pokémon Adventures titles have a similar spine label to Harlequin novels. The spine label will look like POK_SERIES with the volume underneath. This only applies to books.

Pokémon Adventures titles should be shelved based on the series listed on the spine then volume number.

For non- Pokémon Adventures, these should be shelved based on the call number POK, then title on the back of the book, then volume number on the spine.

Call Number	Author	Title
JFICTION POK V. 4	Kusaka, Hidenori	Pokémon: Ruby & Sapphire. Volume 4
JFICTION POK V. 3	Kusaka, Hidenori	Pokémon: Sun & Moon. Volume 3
JFICTION POK V.2	Kusaka, Hidenori	Pokémon: XY 2
JFICTION POK_BW V. 8	Kusaka, Hidenori	Pokémon Adventures: Black & White. Volume 8
JFICTION POK_DPP V.7	Kusaka, Hidenori	Pokémon Adventures: Diamond & Pearl Platinum. Volume 7
JFICTION POK_EME V.26	Kusaka, Hidenori	Pokémon Adventures: Emerald. Volume 26
JFICTION POK_FL V.25	Kusaka, Hidenori	Pokémon Adventures: FireRed & LeafGreen. Volume 25
JFICTION POK_GS V.2	Kusaka, Hidenori	Pokémon Adventures: Gold & Silver. Volume 2
JFICTION POK_HS V.1	Kusaka, Hidenori	Pokémon Adventures: heartgold & soulsilver. Volume 1
JFICTION POK_RGB V.1	Kusaka, Hidenori	Pokémon Adventures: Red, Green & Blue. Volume 1

JFICTION POK_YEL V.3	Kusaka, Hidenori	Pokémon Adventures: Yellow. Volume 3
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Call Number	Author	Title
JFICTION POK		Pokémon. Battle with the ultra beast
JFICTION POK V.3	Ihara, Shigekatsu	Pokémon diamond and pearl adventure! vol. 3.
JFICTION POK V.2	Yabuno, Ten'ya	Pokémon Horizon Sun & Moon. 02
JFICTION POK	Mizobuchi, Makoto	Pokémon mystery dungeon: Ginji's rescue team.
JFICTION POK V.4	Kusaka, Hidenori	Pokémon Omega Ruby Alpha Sapphire. Volume 4
JFICTION POK_BW V. 8	Kusaka, Hidenori	Pokémon Adventures: Black & White. Volume 8
JFICTION POK_DPP V.10	Kusaka, Hidenori	Pokémon adventures: Diamond and Pearl platinum. Volume 10

AUDIO-VISUAL

Call numbers for audio-visual materials will include information about the format type. This is true of both fiction and nonfiction items.

<i>Format</i>	<i>Call Number</i>	<i>Author</i>	<i>Title</i>
Audio Player (Playaway)	FICTION WOO AUDIO PLAYER	Wood, Naomi.	Mrs. Hemingway
	FICTION WOO AUDIO PLAYER	Woodroof, Martha, 1947-	Small blessings
	FICTION WOO AUDIO PLAYER	Woods, Sherryl.	Dogwood Hill
	FICTION WOO AUDIO PLAYER	Woods, Sherryl.	Willow Brook Road /

	303.483 M3462m AUDIO PLAYER	Markoff, John.	Machines of loving grace
	303.483 M6638o AUDIO PLAYER	Mindell, David A	Our robots, ourselves
	303.4834 W3652b AUDIO PLAYER	Webb, Amy, 1974-	The Big Nine
	303.484 B5927r AUDIO PLAYER	Biggers, Jeff, 1963-	Resistance : reclaiming an American tradition
Compact Disc	940.311 M1677w COMPACT DISC	MacMillan, Margaret	The war that ended peace
	958.104 EL469w COMPACT DISC	Elliott, Steven	War story: sometimes the real fight starts after the battle
	958.107 J953w COMPACT DISC	Junger, Sebastian	War
	EASY HEN COMPACT DISC	Henkes, Kevin	Kitten's first full moon
	EASY HIM COMPACT DISC	Himmelman, John	Katie loves kittens
	EASY LON COMPACT DISC	Long, Loren	Otis and the kittens
Video Player (Playaway View)	J500 M1941ms V.1 TWEEN VIDEO PLAYER		The Magic School Bus, vol. 1
	J551.5 W3624w V.1 TWEEN VIDEO PLAYER		Weather for children 1

	J551.5 W3624we VIDEO PLAYER		Weather
	J590 W4259w VIDEO PLAYER		Weird animals
	J590 W6738wi VIDEO PLAYER		Wildlife
	TWEEN ELO VIDEO PLAYER		Eloise goes to Hollywood
	TWEEN ELO VIDEO PLAYER		Eloise goes to school
	TWEEN ELO VIDEO PLAYER		Eloise's rawther unusual Halloween
Tablet (Launchpad)	790.1 M6637m TABLET		Mind maker. Casual games.
	790.1 M6637mi TABLET		Mind mastery. Brain games.
	790.1 M6637min TABLET		Mind alert! Brain games.
	EASY DAY TABLET		A day at the zoo! Zoo.
	EASY DAY TABLET		A day away! Brain breaks
	EASY DAY TABLET		A day of stories!
Music (Compact Disc)	CLASSICAL MOZ COMPACT DISC		Mozart, Beethoven :
	CLASSICAL VOCAL MOZ COMPACT DISC	Mozart, Wolfgang	Don Giovanni

	FOLK MOR COMPACT DISC	Moreland, John, 1985-	High on Tulsa Heat
	FOLK MOR COMPACT DISC	Morrissey, Flo	Tomorrow will be beautiful
	FOLK SHI COMPACT DISC	Shimabukuro, Jake	Nashville Sessions
	FOLK MOR COMPACT DISC	Shires, Amanda	My Piece of Land
DVD	781.65 G525g VIDEO DISC		The Girls in the Band
	TV/SHOW DOC SER2/PT.1 VIDEO DISC		Doctor Who: the complete second series, discs 1-4
	791.45 D7517d SEASON6 VIDEO DISC		Downton Abbey, season 6
	MOVIE SHA VIDEO DISC		The Shape of Water
	791.43 SI617s VIDEO DISC		Singin' in the Rain
	JTV/SHOW TEE SSN2/PT. 2 VIDEO DISC		Teen titans go! Season one, part two, Couch crusaders
	JTV/SHOW TEE SSN5/PT. 1 VIDEO DISC		Teen titans go! Season 5, part 1, Lookin' for a fight
	JTV/SHOW TEE SEASON4 VIDEO DISC		Teen titans. The complete fourth season
	JTV/SHOW TEE VIDEO DISC		Teenage Mutant Ninja Turtles II: the secret of the ooze

	JTV/SHOW TEE SEASON7 VIDEO DISC		Teenage Mutant Ninja Turtles. Season 7
	JTV/SHOW TEE V.6 VIDEO DISC		Teenage Mutant Ninja Turtles. Vol. six

MUSIC CDS

Call numbers for music CDs will include information about the format type. This is true of both fiction and nonfiction items. Music CDs will have the genre listed first, then the first three letters of the artist, then the title of the album. Music CDs will be shelved by genre, then the first three characters of the call number, then the full name of the artist (numbers will be shelved before written numbers), then title.

Numbers will be shelved how they are written.

Symbols should be ignored when shelving: ":" colons, ";" semicolons, "," commas, "!" exclamation points, "[]" brackets, "." Periods, "()" parentheses, "'" apostrophes, "#" number

When symbols are in place of words, shelve as if the words are spelled out: "&" = and; "@" = at;

When numbers are in place of letters, shelve as if it is the letter: "Th1rteen" = Thirteen, "Ke\$ha" = Kesha

Children's Music CDs are cataloged using the Dewey Decimal number J782.42083. They are shelved in cutter number order.

<i>Call Number</i>	<i>Author</i>	<i>Title</i>
GOSPEL BET COMPACT DISC	Bethel Music (Collective)	Victory /
GOSPEL BET COMPACT DISC	Bethel Music (Musical Group)	Have it all : Live at Bethel
JAZZ COL COMPACT DISC	Coltrane, John	Blue Train
POP NOW COMPACT DISC		Now! 67
POP NOW COMPACT DISC		Now that's what I call 90s pop.

POP NOW COMPACT DISC		Now that's what I call music! 35
POP NOW COMPACT DISC		Now that's what I call music! Volume 2. 20th anniversary.
POP NOW COMPACT DISC		Now that's what I call party anthems. 4.

<i>Call Number</i>	<i>Author</i>	<i>Title</i>
ROCK ADE COMPACT DISC	Adele	21
ROCK ADE COMPACT DISC	Adele	25
ROCK NIN COMPACT DISC	1975 (Musical group)	A brief inquiry into online relationships /
ROCK NIN COMPACT DISC	Nine Inch Nails (Musical group)	Bad witch /
ROCK PIN COMPACT DISC	P!nk, 1979-	Greatest hits ... so far!!! /
ROCK PIN COMPACT DISC	Pink Floyd (Musical group).	Echoes : the best of Pink Floyd.
ROCK THR COMPACT DISC	3 Doors Down (Musical group).	Away from the sun
ROCK THR COMPACT DISC	311 (Musical group).	Stereolithic

ROCK THR COMPACT DISC	Three Days Grace (Musical group).	Transit of venus
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<i>Call Number</i>	<i>Author</i>	<i>Title</i>
J782.42083 D6121ka V.2 COMPACT DISC		Disney karaoke. Volume 2.
J782.42083 D6911d COMPACT DISC	Doo-Dads (Musical group).	Doo Dads
J782.42083 K469k NO.28 COMPACT DISC	Kidz Bop Kids.	Kidz bop 28
J782.42083 K469k NO.30 COMPACT DISC	Kidz Bop Kids.	Kidz bop 30 /
J782.42083 K469kg COMPACT DISC	Kidz Bop Kids.	Kidz bop gold

FEATURE FILMS AND TELEVISION SERIES

To improve browsability, Feature Films and TV Series are interfiled by title. Although newer Feature Films and TV Series are no longer cataloged using 791.43 and 791.45, many items with these call numbers remain. These items are interfiled by title. Because the call number cannot guide how to shelve it, staff will need to use their best judgment.

Some DVDs may have an author listed. In this case, the author is ignored, and the item will only be shelved by the three characters in call number and then title. See the *EASY* examples below.

DVDs will be shelved by the three characters listed on the spine then by the title on the back of the barcode.

Due to Cataloging standards, only letters are used in a call number's cutter; this includes DVD titles that begin with numerals. Numerals will come before numbers spelled out. Numbers will be shelved as written on the MLS barcode. Abbreviations should be shelved as written.

When a Television series lists the season/book/volume in the call number, titles should be shelved in order based on the title on the back of the MLS barcode. We do not consider the season/book/volume on the spine until we reach the text in the barcode title. See the below *Batman* examples.

DVDs will be shelved by the three characters listed on the spine then by the title as written on the back of the barcode.

<i>Call Number</i>	<i>Author</i>	<i>Title</i>
EASY BAR VIDEO DISC		Barney: Tee-rific bugs & animals /
EASY BAR VIDEO DISC		Barney: This is how I feel /
EASY BAR VIDEO DISC	Barnett, Mac.	Extra yarn /
EASY BAR VIDEO DISC	Barnett, Mac.	President Taft is stuck in the bath /
EASY BEE VIDEO DISC		Beetle mania & other stories
JTV/SHOW BAT VIDEO DISC		Batman & Mr. Freeze. Subzero
JTV/SHOW BAT SEASON2 VIDEO DISC		Batman Beyond. Season two
JTV/SHOW BAT SEASON3 VIDEO DISC		Batman Beyond. Season three
JTV/SHOW BAT VIDEO DISC		Batman. Mystery of the Batwoman
JTV/SHOW BAT V2 VIDEO DISC		Batman: the animated series. Volume 2
JTV/SHOW BAT SEASON1 VIDEO DISC		Batman: the complete first season
JTV/SHOW BAT VIDEO DISC		Batman vs. Two-Face

JMOVIE SHR VIDEO DISC		Shrek
JMOVIE SHR VIDEO DISC		Shrek 2
JMOVIE SHR VIDEO DISC		Shrek the third

<i>Call Number</i>	<i>Title</i>
MOVIE DOC VIDEO DISC	Doctor Dolittle
MOVIE DOC VIDEO DISC	Doctor Who. An adventure in space and
MOVIE DOC VIDEO DISC	Dr. Dolittle
MOVIE DOC VIDEO DISC	Dr. Jekyll [and] Mr. Hyde
MOVIE DR VIDEO DISC	Dr. No
TV/SHOW HOM SEASON1 VIDEO DISC	Homeland the complete
TV/SHOW HOM SEASON4 VIDEO DISC	Homeland the complete
MOVIE I VIDEO DISC	I am not a witch
MOVIE I VIDEO DISC	I am number four
MOVIE I VIDEO DISC	I believe
MOVIE I SEASON 1 VIDEO DISC	I'm dying up here season 1

MOVIE I SEASON 2 VIDEO DISC	I'm dying up here season 2
MOVIE IM VIDEO DISC	I'm in love with a church girl
MOVIE IM VIDEO DISC	I'm not ashamed
MOVIE MIS VIDEO DISC	Miss Hokusai
MOVIE MIS VIDEO DISC	Mr. Brooks
TV/SHOW MIS SEASON2 VIDEO DISC	Mr. Robot. Season_2.0
TV/SHOW MIS SEASON3 VIDEO DISC	Mr. Robot. Season_3.0
MOVIE MRS VIDEO DISC	Mrs. Santa Claus
MOVIE MS VIDEO DISC	Ms. Matched

<i>Call Number</i>	<i>Title</i>
MOVIE TWE VIDEO DISC	12 strong
MOVIE TWE VIDEO DISC	The 12th man
MOVIE TWE VIDEO DISC	21 Jump Street
MOVIE TWE VIDEO DISC	25th hour
MOVIE TWE VIDEO DISC	28 days later

MOVIE TWE VIDEO DISC	2010: the year we make
MOVIE TWE VIDEO DISC	20,000 leagues under the sun
MOVIE ONE VIDEO DISC	One bedroom /
MOVIE ONE VIDEO DISC	One day /
MOVIE ONG VIDEO DISC	Ong bak 2 : the beginning /
MOVIE ONG VIDEO DISC	Ong bak 3 : the final battle /

Call Number	Title
MOVIE THR VIDEO DISC	3 days of the condor /
MOVIE THR VIDEO DISC	3 faces /
MOVIE THR VIDEO DISC	300 /
MOVIE THR VIDEO DISC	3:10 to Yuma /
MOVIE THR VIDEO DISC	3022 /
MOVIE THR VIDEO DISC	Three billboards outside Ebbing, Missouri /
MOVIE THR VIDEO DISC	Three kings /
TV/SHOW VIK SSN4/V.1 VIDEO DISC	Vikings. Season 4, Volume 1 /

TV/SHOW VIK SSN5/V.2 VIDEO DISC	Vikings. Season 5, volume 2 /
TV/SHOW VIK SSN6/V.1 VIDEO DISC	Vikings. Season 6, volume 1 /
TV/SHOW VIK SEASON1 VIDEO DISC	Vikings The complete first season.
TV/SHOW VIK SEASON2 VIDEO DISC	Vikings. The complete second season.
TV/SHOW VIK SEASON3 VIDEO DISC	Vikings. The complete third season /

HOLDS

Holds are shelved alphabetically by the customer information printed on the white hold labels and placed on the spines of hold materials. This information is what we call a 4x4. A customer's 4x4 is the first four letters of the customer's last name and the last four numbers of a customer's card number. It typically looks like this: SMIT4653. You would shelve these materials alphabetically by the first "4" and then numerically by the last "4" in the designated hold area. When shelving material for customers with a space in their last name, the space will be honored and shelved as if there is a space.

SHELVING BASICS

Ensure that all items on the shelf where you are placing an item are in the correct order to avoid a double run. It is best practice to read 5 items before and 5 items after the item you are shelving.

Ideally, shelves should be no more than 2/3rds full. Shift the collection as needed so that sections remain balanced and even.

Refill empty display easels as you shelve.

As possible, straighten items so that gaps between items are closed and shelves are free of debris and dust.

CHANGE LOG

MARCH 17, 2021

Made the following updates:

- Included the number “#” symbol to be treated as a special character.
- Updated to explain how to handle numbers mid-title in fiction and non-DVD titles.
- Added examples to multiple sections.
- Created a section specifically for Music CDs.

The following rule changes will take effect 3/25/2021:

- Changed rule for Roman Numerals to be treated as a number (not as a letter).
- Changed rule for DVDs and Music CDs. DVDs will be shelved by the three characters on the spine then by the title as written on the MLS barcode. Music CDs will be shelved by the three characters on the spine, then by artist name, then by title. This solves the problem of how numbers and abbreviations (Dr, Mr, etc) are handled in DVDs and Music CDs. Regarding numbers, they will be shelved as written, therefore, numbers will come before letters.

NOVEMBER 12, 2020

Updated the Pokémon section to reflect the completed CAT project for Pokémon Adventure titles.

Clarified nothing before something and numbers before letters in Nonfiction.

Clarified Fiction GN using the letters in the call number, not the characters in the spine to account for older GN with authors still on the call number.

Added additional examples throughout the guide.

Moved shelf nomenclature to the shelving 101 terminology document.

Removed template for local shelving guide.

SEPTEMBER 22, 2020

Clarified how to shelve TV SHOW when the season/book/volume is listed in the spine.

Corrected the Graphic Novel example chart to match how we shelve graphic novels.

AUGUST 25, 2020

Clarified how to shelve when underscores are in a call number when the series is not a Harlequin.

NOVEMBER 27, 2019

These changes will take effect on December 9, 2019

- Added the *Basic Shelving Standards* on page 4.
- Roman Numerals added to treat all Roman Numerals as a letter.
- Apostrophes will be ignored when shelving.
- Hyphens will be treated as a space / separate word.

- Surnames with Prefixes and Multiple Surnames will be treated like a Hyphen, therefore as a separate word as well as call numbers taking precedence over prefixed author names.
- Non-Graphic Novel volume numbers in the call number will be ignored when shelving.
- Inconsistencies with series regarding the call number was added to clarify we shelve based on the leading information on the call number.
- Graphic Novels was clarified to shelve by the character classification on the spine, then alphabetically by title on the MLS barcode, then author, then numerically by the volume number in the call number.
- Pokémon information was added on the coming Pokémon shelving changes to be cataloged similar to Harlequin novels.
- Clarification on DVDs was added to state DVDs should be shelved based on the information on the spine label.

JULY 18, 2019

Provided more examples regarding Graphic Novels and Harlequin novels.

JUNE 26, 2019

Clarified ignoring spaces in names when shelving reserves, how to handle shelving all numerals in DVD titles, how to handle MIS in DVD call numbers when the title under the barcode reads Mr, and how Harlequin paperbacks are to be shelved.