

SORTING & SHELVING GUIDE

There are a number of materials in the library ranging from books to CDs to DVDs and audio books.

Materials can either be classified as **Fiction** or **Non-Fiction**.

FICTION

There are four genres (or categories) of adult fiction: F, MYS, SCI, WES

| <u>GENRE</u> | <u>AUTHOR</u> | <u>CALL NUMBER</u> |
|------------------------------|------------------|--------------------|
| F (General Fiction) | Jane Austen | F AUSTE-J |
| MYS (Mystery) | Elizabeth Peters | MYS PETER-E |
| SCI (Science Fiction) | Terry Pratchett | SCI PRATC-T |
| WES (Western) | Zane Grey | WES GREY-Z |

The fiction call number is generally comprised of the genre, followed by the first five letters of the author's last name and first initial. If the work is an anthology with more than one author, the call number typically is the genre followed by the first five letters of the title.

Mystery, Science Fiction and Western are identified both by the call number and by a sticker above the call number spine label. General Fiction is comprised of all fiction (such as romance or horror) which does not fit into the three other categories. General Fiction does not have a genre sticker.

Fiction is shelved by genre in alphabetical order, using the author's last name, first name, and the title of the book. *At smaller branches, the four adult fiction genres may be interfiled.* At Main, Westerns are interfiled with General Fiction.

When looking at the author's name, it is always last name, first name and middle (if applicable).

Smith, James
Smith, James Watson
Smithson, April
Smyth, Joan
Trotter, Amelia

When alphabetizing fiction, spaces within the author's last name are ignored. The most common examples of this are names that begin with "de", "d'", "van", "von", etc. These names should be filed as if they were one word, ignoring the spaces in the names.

Defoe, Daniel
De Foe, Samuel
De Jourlet, Marie
Dubus, Andre
Du Maurier, Daphne
Vonnegut, Kurt
Von Trapp, Helmut

Be careful when shelving authors having last names that begin with "**Mac**" and "**Mc**". *Do not interfile them.* "Mac" come before "Mc". They are shelved as they are spelled.

MacDonald, John
Mason, John
Mboya, Thomas
McDonald, Alice
McDonald, Angus

When you have an author with a last name that begins with "**St.**" for "**Saint**", *these authors should be shelved as if the abbreviation were spelled out.*

Sagan, Carl
St. James, Ian
Saint James, Robert
St. John, Anne
Saint John, Nacelle
Salisbury, Carla

YOU CANNOT RELY SOLELY ON THE SPINE LABEL TO SHELVING FICTION!



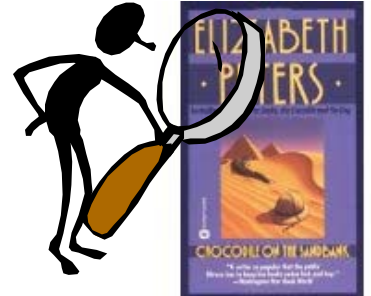
All these books have the same call number: MYS PETER-E

Crocodile on the Sandbank by Elizabeth Peters

The Body in the Bookdrop by Edward Petersen

A Morbid Taste for Bones by Ellis Peters

Death, Italian Style by Emilia Peterelli



When shelving a title which begins with a number (not a word that is a number such as Eleven), it goes at the beginning of the titles for that author.

For example, “**1984**” by George Orwell would be shelved before “**Animal Farm**”.

Titles which begin with Roman numerals (VI, XXIX, etc) should be shelved between the author’s numeric and alphabetical titles, in numeric order.

For authors who have multiple titles which begin with numbers, these titles will be shelved in numeric order before the alphabetical titles:

Example: Debbie Macomber

6 Rainier Drive
311 Pelican Court
1022 Evergreen Place
1105 Yakima Street
Almost Home
Angels at the Table

Example: James Patterson

1st to Die
4th of July
12th of Never
Alex Cross, run
Along Came a Spider
Four Blind Mice

In titles which include punctuation, ignore the punctuation except for & (and) and @ (at). These two symbols should be used as if the word were spelled out.

For example, “**@ home**” by Michael Jewitt would appear after “**Absence of Clutter**” and before “**Draperies for Dummies**”.

Articles “A”, “AN” and “THE”

“A”, “An, and “The” (known as articles of speech) are ignored in titles when they are the first word of the title. The title “A Tale of Two Cities” would follow “An Old School Tie” because since we ignore the articles, “Tale” comes after “Old”.

When an article appears within a title after the first word, it will be considered for shelving purposes. So, “Love in the Time of Cholera” would follow “Love in Bloom”.

The same rules apply for articles in foreign languages. If the article appears at the beginning of the title, it’s ignored. If it appears after the first word, it will be included in the evaluation of the title for shelving purposes.

Common articles in other languages:

| | <u>FRENCH</u> | <u>GERMAN</u> | <u>SPANISH</u> |
|------------|---------------|---------------|----------------|
| A | un, une | Ein, eine | un, una |
| AN | L’ | ein, eine | un, una |
| THE | le, la, les | der, die, das | el, la, las |

There are six categories of fiction for juveniles: JF, YF, JG, YG, CJ and E

Juvenile and Teen Fiction (**JF and YF**) follow the same shelving parameters as Adult Fiction.

Books are shelved alphabetically by author (last name, first name) and then alphabetically by title within an author. The article rules (a, an, the) also apply to Juvenile and Teen Fiction.

Many JF books have “genre” stickers on their spine above the call number sticker. These stickers are for informational purposes only and are not used as part of the shelving process. Local convention varies on whether series titles are grouped separately from the main collection.

| AUTHOR/TITLE | CALL NUMBER |
|---|--------------------|
| Sharon Creech / Walk Two Moons | JF CREEC-S |
| Gail Carriger / Curtsies and Conspiracies | YF CARRI-G |

Some Juvenile and Teen Graphic (**JG and YG**) novels will follow the same format as the fiction, with the call number being comprised of the first five letters of the author’s last name and first initial.

The majority of graphic novels will have call numbers which reflect either *the title, the series or the primary character*. Many also contain a *volume number*.

| AUTHOR/TITLE | CALL NUMBER |
|--------------------------------------|--------------------|
| Shannon Hale / Rapunzel’s Revenge | JG RAPUN |
| Chris Grine / Chickenhare | JG CHICK |
| Hidenori Kusaka / Pokemon Adventures | JG POKEM V1 |
| Batman: Arkham unhinged | YG BATMA V2 |
| Jeffrey Brown / Bighead | YG BROWN-J |

Like Adult Fiction, you cannot rely solely on the spine label to shelve JF, YF, JG and YG. You must examine the spine and/or cover to confirm the author’s full name and title of the book.

Since many graphic novel series contain sub-series (such as the plethora of Pokemon series), you will need to confirm the exact series rather than shelve everything under JG POKEM.

For example:

Pokemon adventures

Pokemon. Black and White

Pokemon. Diamond and Pearl Adventure!

Each of these series have the call number JG POKEM followed by the volume number.

Sort titles by the series and then shelve each series in volume order.

Materials for young readers: CJ (picture books) and E (easy readers)

Children’s picture books (CJ) and Easy Readers (E) follow the same shelving convention as other fiction categories.

Books are arranged alphabetically using the last and first name of the author and titles within the same author are shelved alphabetically.

CJ’s and E’s have minimal information on the spine label. It is simply the genre followed by the first initial of the author’s last name.

| <u>AUTHOR/TITLE</u> | <u>CALL NUMBER</u> |
|--|--------------------|
| Pamela Duncan Edwards / Dinorella | CJ E |
| Chris Van Allsburg / The Polar Express | CJ V |
| Herman Parish / Amelia Bedelia, bookworm | E P |

So, for example, this is how CJ titles by authors with the last name **Brown** would be shelved:

CJ B: BROWN

Pirateria (Calef Brown)

Tickety Tock (Jason Robert Brown)

Arthur Accused! (Marc Brown)

Arthur's Teacher Trouble (Marc Brown)

D.W.'s Library Card (Marc Brown)

Manners Matter (Marc Brown)

Stone Soup (Marcia Brown)

Bunny's Noisy Book (Margaret Wise Brown)

The Fierce Yellow Pumpkin (Margaret Wise Brown)

Goodnight moon (Margaret Wise Brown)

Young Kangaroo (Margaret Wise Brown)

Sometimes I Forget You're A Robot (Sam Brown)

NON FICTION

Non-fiction is shelved using the **Dewey Decimal System**.

A non-fiction call number is comprised of two parts: the **Dewey classification number** and the **Cutter number**. Materials cataloged 2010 and after also include the year of publication.

000-099—General Works, like encyclopedias, book lists, computers, etc.

100-199—Philosophy, including psychology, ethics and logic.

200-299—Religion, including the Bible, theology and mythology.

300-399—The Social Sciences, such as works on politics, law, economics, education, investments, etiquette, and folklore.

400-499—Language, including dictionaries, books and tapes about foreign languages, reading, and sign language.

500-599—Pure Science including the subjects of astronomy, biology, chemistry, physics, and mathematics.

600-699—Applied Science and Technology, including medicine, cooking, automobile repair, engineering, agriculture, pet care, woodworking, metalworking, plumbing, heating, and business titles.

700-799—The Arts and Crafts, such as architecture, drawing, painting, photography, gardening, quilting, decorating, music, sports, & the cinema.

800-899—Literature, including composition, poetry, plays, essays, criticism, humor, but not popular fiction.

900-999—Ancient, Modern, US, and World History including a section, 910-919, on geography and travel.

The Dewey Decimal System uses numbers to classify subjects.

There is a number range that defines the broader category (such as 500-599, which is Pure Sciences).

Within that broad range, smaller ranges narrow the topics. So, between 510 and 519 are all the mathematic subjects.

Within a subject like Geometry (516) you will also find more specific numbers to further narrow the subject, such as 516.2 (Euclidian geometry), 516.23 (Solid geometry) and 516.363 (Integral geometry).

The second part of the call number, called the Cutter, is an alphanumeric system used to identify the spelling of the author's name and the title of the book.

Typically, the first part of the Cutter is the first initial of the author's last name. The numbers represent the "formula" for the spelling of the last name. The last letter represents the first initial of the title.

So, for "The Happiness Advantage" by Shawn Achor, the call number is: **158.7 AC47H 2010**

Dewey number: 158.7

150s are Psychology; 158 is Applied Psychology; 158.7 is Industrial (work related) psychology

Cutter number: AC47H

AC47 is the formula for the last name Achor. H is the first letter of the title: Happiness

Publication year: 2010

Non-fiction is shelved using three rules:

RULE ONE: Lowest number to highest number (0-9)

RULE TWO: Lowest letter to highest letter (A-Z)

RULE THREE: Nothing comes before something

When sorting non-fiction materials, you will use these three rules to determine the order in which the items should be shelved.

The process involves matching numbers and letters character by character. **At the point where the characters no longer match**, you will use the three rules to determine where the item should be placed. It is easier to see this in action in the grid below.

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|--|
| 4 | 2 | 6 | | | | | S | 4 | 8 | | | Nothing comes before something |
| 4 | 2 | 6 | . | 1 | | | W | 1 | 2 | 3 | L | |
| 4 | 2 | 7 | . | 3 | | | M | 7 | 7 | A | | Lower number comes before the higher numbers |
| 4 | 2 | 7 | . | 5 | 3 | | S | 4 | 8 | A | | |
| 4 | 2 | 7 | . | 5 | 3 | | S | 4 | 8 | B | | |
| 4 | 2 | 7 | . | 5 | 3 | | V | 1 | 1 | 7 | R | Lower letter comes before the higher letters |
| 4 | 2 | 7 | . | 7 | 3 | 3 | R | 2 | 3 | A | | |
| 4 | 2 | 7 | . | 8 | 3 | | K | 5 | 2 | B | | |
| 4 | 2 | 7 | . | 8 | 3 | | M | 4 | 8 | L | | |
| 4 | 2 | 7 | . | 8 | 3 | 4 | B | 8 | 3 | C | | |

All locations have non-fiction materials for children and teens. These collections use Dewey call numbers like adult non-fiction, along with a PREFIX which identifies the material as either for children (J) or teens (Y). There are also non-fiction collections for picture books (CJ NF), readers (E NF) and graphic novels (GN NF). Local convention varies about where these are shelved.

The Main library is the only location where the juvenile non-fiction (JNF) is shelved separately in the children's area. The teen non-fiction is interfiled with the adult.

At the branch libraries, adult, teen and juvenile non-fiction is all interfiled. This means you ignore the prefix and simply shelve by the Dewey number.

For example, this is how these books would appear on the shelf at one of the branches:

J 641.563 G415J

Y 641.563 K899T

641.5636 G479F 2014

J 641.5956 B395C

641.65347 R1493F 2013

The jumbo vegetarian cookbook by Judi Gillies

The teen's vegetarian cookbook by Judy Krizmanic

Forest feast by Erin Gleeson

Cooking the Middle Eastern way by Alison Behnke

Fifty shades of kale by Drew Ramsey