

## LOCATION AND ARRANGEMENT OF LIBRARY MATERIALS

Each item in the Tacoma Public Library system belongs to a specific branch. To insure that a returned item gets back to the correct branch you must be able to determine which branch owns the item. Branch ownership is indicated in several ways: First, library materials belonging to a branch library have a label on their front cover, usually located in the lower right hand corner, indicating the name of the branch that owns the item. Except for their CDs, DVDs and videos, Main Library items will not have these ownership labels. Second, branch ownership can be determined by looking at the title page of the item for a branch name or code. If there is none, then the item belongs to the Main Library. Finally, in the past, branch ownership was indicated on the date due label. Except for the Main Library, which has always had blank date due labels, items belonging to a branch had the name of the branch stamped at the top of the date due labels. Many of these date due labels still exist and can be relied upon when a branch name appears on one. When the date due label is blank, however, you must look either at the lower right hand corner of the front cover of the item or at the title page to be positive of the item's branch ownership.

Each item belonging to a branch resides in a particular collection at that branch. Depending upon the branch, the various collections of a library may all be contained in a single room or may be spread throughout several floors and many rooms. Examples of some of the collections that can be found in the Library system are: fiction, nonfiction, biography, reference, foreign language, non-print media (records, cassettes, videos, compact discs, microforms, etc.), Northwest Reference, Genealogy, standards, government documents, musical scores, newspapers, magazines, photos, a number of specialized vertical files, several different categories of juvenile books, and Stacks materials (items in storage at Main).

Books are arranged on shelves, but other types of materials such as pamphlets, maps, newspaper clippings, sheet music, microforms, etc., are usually kept in files. Non-print media and other items may be kept in display racks, drawers, or spinners. As a Library Page, one of your principle duties may be to return library materials to their proper place or "home" after patrons or staff has used them. When doing so, it is essential that you shelve accurately. Only when items are shelved correctly can the Library's patrons or staff hope to find them again. To shelve accurately you must be able to identify the collection to which an item belongs, know how the items in that collection are arranged, and then determine where the item is located in that arrangement.

Whatever the collection or format, every item in a branch has a designated "home address" where it should be located when it is not checked out. All cataloged items (items listed in the Library's catalog) have very specific home addresses that are assigned by the Catalog Department by either referring to a large classification catalog or a computerized database. Uncatalogued items (materials that are normally not kept for a long time and thus do not appear in the catalog) are given various other, usually more informal, home addresses. The phrases normally used in the library to refer to an item's home address are "call number" or "main entry".

The home address or "call number" of a cataloged book of nonfiction consists of a Dewey Decimal number and a "Cutter" or Author number. The home address of a cataloged book of fiction is referred to as its "Main Entry". The Main Entry is usually the author's name (last and then first) but it can also be the title (usually for edited books or anthologies that collect the works of several different authors.) The vast majority of books in the library fall into either of these two categories so we will examine each extensively.

## **FICTION**

Fiction is the name of the collection of made-up or imaginary stories that are not necessarily based on fact. It includes novels and imaginative short stories. At the Tacoma Public Library, each fiction title is assigned to one of the following four categories:

1. General Fiction-(F)
2. Mystery-(MYS)
3. Science Fiction-(SCI)
4. Western-(WES)

You can determine the category to which a work of fiction belongs by looking for a special category sticker on the spine of the book. There are different stickers for the Mystery, Science Fiction, and Western categories. Works of General Fiction have no category stickers and consist of all works of fiction that do not fall into one of the special categories. At the Main Library, each category of adult fiction is treated as a distinct collection and is shelved separate from the other categories (except in the Basement Stacks where all the fiction categories are inter-filed in one large collection.) Shelving of fiction at the Branches may vary from site to site; therefore the manager/supervisor at your Branch will instruct you on the proper procedure for shelving fiction at your work site.

As mentioned above, the home address of a book of cataloged fiction is its Main Entry. The Main Entry, as determined by the catalog department, is used to place the book on the shelf in alphabetical order. Typically the Main Entry of a work of fiction is the author's name, last and then first. In edited works of fiction or anthologies, in which several authors are represented, the Main Entry will usually be the book's title. In such cases, the first word of the title (excluding the articles, "a", "an", & "the" when they are the first word of the title) is treated like an author's last name and determines where the book is shelved and the second word of the title is treated like an author's first name. When the library owns two or more books by the same author within the same category, then the title of each work must also be considered so that the books are arranged under the author's name but in alphabetical order by title. The effect of this is that all works of fiction written by the same author and belonging to the same category will be found together and arranged on the shelf in alphabetical order by their titles.

Do not rely upon just the publisher's information printed on the spine of a work of fiction to determine its home address. It is possible, for instance, to mistake the publisher's name, which is normally listed on the spine of each book, for the author's

name. Occasionally the name listed on the spine is not the name under which the book is cataloged, particularly in cases in which the author is using a pen name or pseudonym. The cataloging information by which you should shelve is found on the title page of every work of cataloged fiction. On newer books it will be printed on a label located at the top of the title page. On older books it will be written in pencil. When it is written, three slash marks (///) will be found under the Main Entry. Again, this is usually the author's last name, but if the book is an anthology or edited work, the title may be the Main Entry. When this is the case, the first word of the title is used as if it were an author's last name and the book is properly shelved under the title rather than the editor's name. The correct title of a work is designated by underlining marks at its beginning and at its end. Examples of written cataloging:

(Author) BURROUGHS, EDGAR RICE (the Main Entry)

///

(Title) THE SON OF TARZAN

and

(Editor) MARCUS, DAVID

(Title) THE BEST IRISH SHORT STORIES (the Main Entry)

///

All new books and, over time, increasingly more of the older books will have a "call number" label on the spine below the category sticker (or, if the book is General Fiction, by itself on the spine.) The top line of this label indicates the category of fiction (F, MYS, SCI, or WES). The second line gives the first five letters of the author's last name and first letter of the author's first name (or in the case of edited works, the first five letters of the title). When it is present on a book's spine, you can reliably use this "call number" label for shelving purposes but you should keep in mind that it may not always give the complete information you will require to shelve correctly. So, when shelving most fiction titles (and all older works of fiction that do not have call number labels on the spine) you will still have to refer to the title page of the work to determine the complete, correct shelving information. (This practice will also give you another place to check for branch ownership other than the label on the front bottom right corner which sometimes is faded or can simply drop off.) Doing this with all paperbacks gives you a way to determine without a shadow of doubt whether the item is cataloged or uncataloged (if there is cataloging information on the title page the paperback is a cataloged item and should be shelved with the regular collection and not with the uncataloged, browsing paperbacks.)

## ALPHABETIZING

In many collections, including all fiction categories and pamphlet files, alphabetical arrangement is used to place items in order. Therefore, it is important that you learn the rules for shelving by alphabetical order. These rules are similar to those used in telephone books. The Catalog department calls this "**AS IS**" alphabetizing. Items are generally cataloged as they are printed. The Library follows this system which includes the following rules:

1. Alphabetical order simply means that all author's last names (or first word's of a title) that begin with the letter "A" come before any that begin with a "B" which in turn come before any that begin with a "C" and so on to "Z". When you have two different authors with a last name that starts with the same letter then you compare the 2nd letters of their names; if they are also the same you continue comparing characters until you come to a difference and then whichever letter comes first in the alphabet is shelved in front of the other. If two authors have the same last name then you go to the first name and follow the same procedure. Example of alphabetical order:

Rinaldi, Augusto  
Rinaldo, Ann  
Small Ones Fairy Tales  
Small, Ted  
Small Truths: Anthology of Short Stories  
Smith, James  
Smith, Jan  
Smith, Roger  
Smyth, Randi

2. When alphabetizing works of fiction, **spaces *within* an author's last name are ignored**. This is most frequently encountered with foreign last names that begin with "de", "d", "van", "ver", "von", etc. These names should be filed as if they were one word, giving no regard to the spaces. For example:

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

To avoid future confusion, take note now that this second rule applies **only** to author's last names and is the opposite of another rule of shelving that is followed when comparing two book titles or two nonfiction call numbers. In these latter cases a space is taken into account and the item with the space is shelved before any item with a character (letter or number) in the same position.

The phrase we use to memorize this last rule is: In call numbers and titles "nothing comes before something."

3. When alphabetizing authors or titles, **punctuation marks should be ignored**, as they have no alphabetical "value". For instance, when **D'**, **M'**, or **O'** begin a name the apostrophe is ignored and they are treated as an integral part of the name. The same is true with any hyphens found in a name. For example:

Kingby, Doris  
King-Hall, John  
McInnis, Helen  
M'Geehan, Thomas  
Munson, Deborah  
O'Brien, Hugh  
Oliphant, Laurence  
O'Neal, Jennifer  
Osborne, Philip

4. Be careful when shelving authors having last names that begin with "**Mac**" and "**Mc**". Do not interfile them. All "**Mac's**" come before any "**Mc's**". They are shelved as they are spelled. Proper order would thus be:

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

5. Whenever a number appears in a title, it should be spelled out for the purpose of shelving. George Orwell's "**1984**", for instance, is shelved under "Orwell, George," in the **N**'s for:

***Nineteen Eighty-four.***

6. One exception to "As Is" shelving involves authors with last names that begin with "**St.**" for "**Saint**". All these authors should be shelved as if the abbreviation were spelled out. Therefore, you would find books by these authors on the shelf in this order:

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

## THE ARTICLES-"A", "AN", and "THE"

"A", "an", and "the" are the noun determiners known as articles which are usually regarded as a special class of adjectives. In their indefinite (a & an) or definite (the) forms these articles frequently begin book titles, so frequently in fact that they have little value for putting titles in order on the shelf. So, as mentioned earlier, when alphabetizing fiction titles, always IGNORE "a", "an", and "the" when they are the FIRST word of a title, whether in English or a foreign language. When an article appears within a title, after the first word, however, then it should be considered for shelving purposes.

Examples:

1. Charles Dickens' "*A Tale of Two Cities*" should be shelved under "Dickens, Charles" with the titles in the T's for "Tale" and not with the titles in the A's for "A".
2. Andrew Taylor's "*An Old School Tie*" should be shelved under, "Taylor, Andrew" with the titles beginning with "O" for "Old" and not in the A's for "An".
3. George Eliot's "*The Mill on the Floss*" should be shelved under "Eliot, George" with the titles in the M's for "Mill" and not in the T's for "The".
4. Frank Smith's "*How Is the Weather Up There?*" is shelved before his book by the title, "*How is Walter Sims?*"
5. John Jefferson's "*Can An Ermine Be Tamed?*" is shelved after his title, "*Can Amber Find Happiness?*" and before his book "*Can Angels Be Bought?*"

These same articles in foreign languages are as follows:

<u>GERMAN</u>			<u>SPANISH</u>			<u>FRENCH</u>		
<u>A</u>	<u>an</u>	<u>the</u>	<u>a</u>	<u>an</u>	<u>the</u>	<u>a</u>	<u>an</u>	<u>the</u>
Ein	ein	der	un	un	el	un	L'	le
eine	eine	die	una	una	la	une		la
		das			las			les

## THE DEWEY DECIMAL SYSTEM

The Tacoma Public Library uses the Dewey Decimal System to arrange its nonfiction books. American librarian Melvil Dewey devised the Dewey Decimal System in the 1870's. Previous to that time, before books became plentiful, librarians just numbered each book consecutively on the shelf in the order it was received without any regard to its content. Often the size of a book had more influence over where it was shelved than its subject. Books on the same subject would be scattered throughout a library. Dewey's innovation was to assign numbers to the books, not based upon the shelf it was on, but rather based upon the primary subject of the book. In his system every

book is assigned a class number according to its subject. All books on the same subject will have the same Dewey class number. This results in all books on the same subject being shelved together and related subjects being close by. It makes browsing, retrieval, and shelving much easier. If you familiarize yourself with the following list of Dewey class numbers you will have a general idea of where a book on any particular subject can be found:

- **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 cookery, 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.
- **B**—Biographies and autobiographies (Due to a recent change in cataloging practices, new biographies are now being cataloged in the Dewey subject area for which the person the book is about is best known: e.g. sports figures in the sports section, entertainers in the film, music, or theater section, politicians in the section on politics, etc.)

## **NONFICTION**

Nonfiction refers to works of fact, information, knowledge, news, and true stories. The full home address or call number assigned to a nonfiction book is based in part upon the book's subject and in part upon the book's author. No two nonfiction works should have the same home address because the call number consists of these two parts: The subject class, or Dewey number is the first part and is usually the top number of a nonfiction call number. The author, or Cutter number is the second part and appears directly beneath the Dewey subject class number. For example:

327.12 (the Dewey or subject class number)  
W935S (the Cutter or author number)

This typical nonfiction call number is for a book entitled *Spy Catcher* by Peter Wright. The top or Dewey number is derived from a large, detailed Dewey Subject Classification Index and is the subject class number listed for true stories about espionage and subversion. The second line begins with a "W" which is taken from the first letter of the author's last name. A decimal number (the decimal point is assumed) then follows that letter and is derived from a "Cutter" table and is based upon the spelling of the author's last name. The last letter of the Cutter number, "S," is derived from the first letter of the first word of the title.

## THE NONFICTION CALL NUMBER

**1. The Dewey classification number:** The top number of a nonfiction call number represents the subject (class) to which the book belongs. After the cataloger determines the main subject of a nonfiction book, the Dewey number is obtained by referring to the Dewey Subject Classification Index. (Today, this process is streamlined by computers to the point that only one cataloger in the nation may actually catalog a book; then everyone else uses that number.) A decimal point and decimal numbers are added to a general class number to indicate further subdivisions of the main subject. Dewey numbers are arranged on the shelf from left to right from the lowest number value to the highest. For example, here is a partial list of numbers (in order) from a small section of the Dewey Index:

	<u>Dewey Number</u>	<u>Subject</u>
(Lower value-goes on the left)	510	Mathematics
	510.1	Philosophy and Theory of Mathematics
	512	Algebra
	512.02	Abstract algebra
	512.1	Pedagogical algebra
	513	Arithmetic
	513.2	Arithmetic operations
	513.22	Exponents
	513.24	Ratios
	513.26	Fractions
	516	Geometry
	516.2	Euclidean geometry
	516.22	Plane geometry
	516.23	Solid geometry
	516.3	Analytic geometry
	516.36	Differential geometry
	516.363	Integral geometry
	516.5	Projective geometry
(Higher value-to the right)	519	Probability

**2. The Cutter or author "number":** Most subjects you can think of have had more than one book written about it. Some subjects have literally thousands of books written about them. Since all books on the same subject will have the same Dewey class number, an additional designation was required to more precisely organize them on the shelf. This designation is called the "Cutter" number after another American Librarian,

Charles Cutter. The Cutter number's combination of letters and numbers is normally located directly below the Dewey classification number and represents the author's last name, and in most cases, also the title of the book. In the 1870s Charles Cutter led the way in developing rules for dictionary (alphabetical) cataloging and the effect of the number named after him is to arrange all the books within a particular subject classification into alphabetical order by their author's last name and then title. For example, examine this typical call number:

649.1 [Dewey class (subject) number for books on Child Rearing]  
Se17C3 (Cutter number for: Sears, William, *Creative Parenting*, 3rd Edition)

There are many titles with the Dewey number of 649.1 because Child Rearing is a popular subject about which many people have written books. Therefore, a Cutter number is utilized to more precisely arrange all of the titles in this subject class into alphabetical order by their author.

### **A typical Cutter number consists of three parts:**

- A.)** The first part is one or more alphabetical character(s). This letter (or letters) is obtained from the spelling of the author's last name. In the example above, the beginning letters, "Se", of the Cutter number stand for the author's last name, "Sears." (In instances where there are many authors with last names that start with the same letter(s), more than one letter will be used to designate them.) The letter(s) of the first (and third) part of a Cutter number are alphabetized so that all books with the single letter "S," for instance, come before any books with multiple letters after "S". For example: "S", "Sa", "Saa", "Sab", "Sac", ... "Sb", "Sba", "Sbb", "Sbc", ... to "Szz". All these books come before any books with Cutter numbers that begin with the letter "T.." which in turn come before all "U.'s" and so on.
- B.)** The second part of a Cutter number is the actual number. This number is obtained by the cataloger from a "Cutter table." It is based on the spelling of the author's last name. The further down the alphabet, the higher the number. (In the example above, among all names that begin "**Se**" an "**Sears**" is given a 17.) This number is used to place the book in more precise alphabetical order. You must treat this number as a **decimal number**, even though no decimal point appears in front of it. Assume a decimal point sits in front of the number in every Cutter number, [that is, just following the opening letter(s).] If it is not treated as a decimal number, the book may be incorrectly shelved.
- C.)** The third part of the Cutter number is the last letter. It represents the first word of the book's title ("C" for "Creative" in the above example.) The third part of the Cutter number may have more than one letter and is used to put the item in even more precise alphabetical order. There may also be a number following the last letter(s). This number, when it appears, usually indicates that the book is a revised edition and the number is the revision of the book (3rd ed. in the example above.)

To review: The Cutter number's effect on the arrangement of nonfiction books is that all books on the same subject, with the same Dewey number, should be arranged on the shelf in alphabetical order by their author's last name. Cutter numbers that begin with the same letter(s) are placed in order from lowest to highest according to the

value of the actual (decimal) number, which, again, is itself based on the spelling of the author's last name. If there happen to be two different authors with the same last name, writing on the exact same subject, then the title of the book will determine their order. The title with the earliest first letter of the first word (that is, comes earliest in the alphabet) is shelved first, and so forth. See the next page for examples of proper Cutter number order:

- (from the left) 427 Sa74 (Cutter number of lowest value in this group)
- 427 Sa741
- 427 Sa75
- 427 Sch25 (the "c" here comes after the "a" above)
- 427 Sch251
- 427 Se24 (the "e" here comes after the "c" above)
- 427 Se3
- 427 W1
- 427 W289
- 427 W5
- 427 W511
- (to the right) 427 W52 (Cutter number of highest value in this group)

If the first and second parts of two Cutter numbers match, the final letter(s), or the third part of the Cutter number, determine the order of arrangement. For example:

- 427 S48 When the third part is absent it comes first [nothing (the space after the 8), comes before something (the "a" in the next example.)]
- 427 S48a After the "8", "a" then "aa" then "aaa" then "ab" then "aba", etc.
- 427 S48Am Capital letters have no special meaning in the Cutter number.
- 427 S48B In the third part, all "A...s" come before any "B...s" as here.
- 427 S48B2 The "2" here probably stands for a 2nd edition of the previous book.
- 427 S48Ba When comparing the third parts of two Cutter numbers, everything else is the same, a number after a letter takes precedence over another letter but nothing (a space) takes precedence over a number or a letter. Here, everything else is the same, therefore the number ("2" above) comes before the letter "a" here.
- 427 S48Ba3 This is probably the third edition of the previous book.
- 427 S48Be If everything else matches all "Ba...s" must come before any "Be...s."
- 427 S481Ba The 2nd part here has a slightly higher value than in the previous example.
- 427 Sa481 In the first part of the Cutter number all "S's" must come before any "Sa's"
- 427 Sae48
- 427 Sai48 Any "Sai's" must come after any "Sae's."
- 427 Sar15 Any "Sar's" must come after any "Sai's."
- 427 SE12 Any "SE's" must come after any "Sa's."

Again, remember, as shown in the last five numbers in the previous example, when comparing two books that have the same Dewey number, the letter(s) in the first part of their Cutter numbers are compared one place at a time until there is a difference. Where there is a difference the letter that comes earlier in the alphabet comes ahead of the other on the shelf. When the first letter of two Cutter numbers are the same and in the next place one Cutter has a number and the other has a letter, the one with the number comes first. Thus, all books with Cutter numbers that begin with "Sa" come before all books that begin with "Sae", come before all books that begin "Sai", which

come before all books that begin with "Sar" which come before all "SE's" (again, for shelving purposes there is no difference between capital and small case letters.) Remember, these same rules also apply to the 3rd part of a Cutter number.

More examples:

- S297F
- S297Fa The ending "F" in the previous number has a space after it and therefore the "nothing comes before something" rule applies.
- Sa291F The "S" alone in the first part of the Cutter number above comes before any "Sa". Also, when comparing the first parts of two Cutter numbers, a number always takes precedence over a letter (because on the book with the number you have reached the second part of the Cutter number.) It is also the case in the third part of a Cutter number that a number takes precedence over a letter in the same position.
- Sa291F2 Nothing [the space after the ending "F" in the number above comes before something ( the "2" after the "F" here.)] The "2" here probably indicates a second edition of the previous book.
- Sa291Fo All "F's" (without any other letters after it) come before any "F...s" But in this comparison the third part of the Cutter number above has a number "2" after the "F" and it takes priority over the letter "o" in the same position in the third part here.
- Sa291Fos Nothing (the space after the "o" in the previous number) comes before something (the ending "s" here.)
- Sai291F All "Sa's" (in the 1st part of the Cutter here) come before any "Sai's".
- Sar291F In the first part of the Cutter number, when comparing two letters in the same position, the letter that comes earlier in the alphabet must come first (the "i" in the third position in the previous number comes before the "r" in the third position in this example)-it is simple alphabetical order.
- Sch25A The "a" in the second position above comes before the "c" here.
- Sch4 The "number" (.25) above has lower value than the number (.4) here.
- Sch4A Again, in the 3rd part, nothing above comes before something (A) .here..

Are you getting a handle on it by now? If you have any additional questions don't hesitate to ask your supervisor or manager for clarification. Before we leave this subject, however, there are two deviations to these rules that we must discuss.

An area where the Tacoma Public Library (and many other libraries) take exception to the usual rules of how nonfiction call numbers are determined and shelved is Biography:

**B—**(for Biography)-The shelving rules are the same but how the Cutter number is determined is different. With the "B" biographies the Cutter number begins with the first letter(s) of the last name of the person about whom the book is written rather than the author of the book (unless, of course, the book is an autobiography in which case they are one and the same person.) Doing this arranges the biographies in alphabetical order by subject.

## JUVENILE BOOKS

The children's area of each Branch will have a wide variety of materials ranging from puppets and puzzles to board books and comics. The supervisor or manager at your Branch will instruct you on how these items are handled at your branch. Most children's books, however, can be identified by the letter "J" prefix indicating Juvenile materials. Juvenile books are divided into these categories:

### A. BOOKS FOR YOUNGER CHILDREN:

#### 1. "C" or "Cj"

A "C" or "Cj" on the title page and/or spine of a book indicates that the item belongs to the collection of younger Children's books or Picture Books as they are commonly known. These books are designed for the youngest children and are shelved in alphabetical order by the author's name and then the title.

#### 2. "E"

An "E" on the title page and/or spine of a children's book indicates that the book is an Easy Reader. These books are meant for young readers and can be further distinguished from the "Cj" or Picture Books by an **ABC** sticker on the spine of the book. These books are also shelved in alphabetical order by the author's name and then the title.

### B. BOOKS FOR OLDER JUVENILES:

#### 1. "J" or "jF"

A "J" or "j" or "jF" found by itself on the spine and/or title page of a book indicates that the book is Junior fiction. This collection is shelved alphabetically by the author's name, last and then first, and then the title. There are many categories of junior fiction but they are not kept separate but are all interfiled. These are books that would be suitable for a child at a third grade or higher reading level.

#### 2. "j" of "J" + Dewey Decimal Number

A "J" or "j" plus a **Dewey Decimal Number** (e.g. j780.9 or J917.97) indicates a Junior non-fiction item and is arranged just as adult non-fiction is arranged, with a Dewey Decimal Number and a Cutter number. A "jB" with a Cutter number is a Junior Biography and is shelved at the end of the Junior non-fiction in order by the Cutter number.

There is a special category of books for older children that you also need to be keep in mind. They will have a "Y" or "YA" designation which indicates a Young Addult item. Books with these designations can be found in both the adult and juvenile collections. If the item also has a "J" on it, then it is shelved in the appropriate Junior collection. If no "J" is present, it is shelved in the appropriate Adult collection. If the "Y" or "YA" item is an uncatalogued paperback (described on the next page), then it belongs to a Juvenile (junior) browsing collection.

## **BOOKS WRITTEN IN FOREIGN LANGUAGES**

Books written in foreign languages are shelved in their own separate collections and can be identified by a prefix on their title page and/or spine indicating the language collection to which they belong. For example: **F** for French, **G** for German, **J** for Japanese, **KO** for Korean, **VI** for Vietnamese, etc. All books in a particular language are shelved together, nonfiction by Dewey number and fiction by Main Entry. Remember, even if you can't read the language you can shelve these books because the cataloging information can always be found printed in English letters on the title page (which, in some languages, is where English readers would consider the back of the book). This information should always be consulted when shelving in any of the Foreign Language collections.

## **PAMPHLETS**

Pamphlets are brief, unbound publications which are usually filed in cabinets in alphabetical order by subject and/or title. Typically, pamphlets are filed into subject folders within a file cabinet although smaller collections of pamphlets may not have subject folders. Every branch will have at least a general vertical file but there may also be files for vocational information, sheet music, maps, travel pamphlets for states and countries, gardening information, portraits, service manuals, etc. Each pamphlet will have either a label or printed instructions on it that indicate the pamphlet file to which it belongs and, when applicable, the subject folder into which it should be placed. Your supervisor will instruct you on the pamphlet files at your branch and how they should be handled.

## **NEW BOOKS**

To help our patrons more easily browse through the Library's latest acquisitions, each Branch and the Main Library maintains a separate collection containing a selection of the newest books. You must be able to identify these new books so that they do not get shelved before their time into the regular collections.

**New fiction** books can be identified by the "**7 DAY**" or "**14 DAY**" stamp on their date due labels. These new fiction books are shelved or displayed in a separate location and should not be shelved with the regular fiction collection until their new book status is removed in the computer and the date due labels is changed.

**New non-fiction** books are identified by a "**NEW**" stamp on their date due labels. These new nonfiction books also have their own shelving location and should **not** be interfiled with the regular nonfiction collection. Don't be confused by any regular nonfiction books that have "**7 DAY**" labels on them (the ARCO and NATIONAL LEARNING career test books are a examples.) These nonfiction books are not shelved with the new books unless they also have the red slash. Your manager or supervisor will advise you about the location and shelving procedures for the new titles at your work site.

At the Main Library there is also a small browsing collection of new US (Federal) Government documents. These new documents will have a red slash on a 7 day date-due label and are shelved in front of the new non-fiction. A Federal document that does not have the red slash on the date due label is shelved in document collection in the basement Stacks.

### **CATALOGED AND UNCATALOGED PAPERBACKS**

You must be very alert when sorting and shelving paperback books. They are treated differently depending upon whether the paperback has been cataloged (that is, processed by the catalog department and listed in our catalog of holdings) or uncataloged (and placed directly into the collection simply as a browsing item.) Cataloged paperbacks should be treated as if they were a hard cover book. They are sorted and shelved into the appropriate regular collection according to the scheme of arrangement of the collection to which they belong. Uncataloged paperbacks belong to browsing collections and are usually shelved by category into special paperback displays or spinner racks. There are both adult and juvenile browsing collections of uncataloged paperbacks. Your manager/supervisor will advise you of the location of these racks and the procedures for shelving these books at your work site. There are several different ways for determining whether a paperback is cataloged or uncataloged. Knowing them should make it nearly impossible for you to get these paperbacks confused. They are:

1. The surest way to determine whether a paperback is cataloged or uncataloged is to look for the cataloging information. A cataloged paperback will always have its cataloging information on its title page, either in pencil or on a label. An uncataloged paperback will not have this information. An uncataloged paperback will likely only have an OCR number/barcode and a Tacoma Public Library stamp on it.
2. A cataloged paperback will usually have a typed spine label. An uncataloged paperback will not.
3. A cataloged paperback will normally have an OCR number on the barcode label that starts out C0 while an uncataloged paperback's OCR number should begin C10.
4. An uncataloged paperback will normally have a coded abbreviation written on top that designates the browsing category to which it belongs.

### **OTHER COLLECTIONS**

The Library maintains several other distinct collections. Most of these are identified with a prefix designation added to the call number; others, however, are identified by a label or stamp. Typically, a prefix is comprised of one or more letters, standing alone or above a call number, on the title page and/or spine of the book. It is used to indicate that an item belongs to a separate distinct collection. The prefix is usually an abbreviation for the collection to which the item belongs. These collections usually have

their own, separate locations where they are shelved. Examples of other collection designations found at both the Main Library and the Branches are:

1. **R**-This prefix indicates a **R**eference book. Reference books are not checked out and may not be taken from the library building for any reason. "**JR**" stands for **j**uvenile **R**eference.
2. **LP**-This prefix indicates a **L**arge **P**rint book. These are books with especially large print to make reading easier for the visually impaired. They are shelved at a separate location, nonfiction by Dewey Decimal Number and fiction by main entry.
3. **ABE & ESL**-Prefixes that indicate items belonging to either the **A**dult **B**asic **E**ducation or **E**nglish as a **S**econd **L**anguage collections. These are literacy collections for adults learning to read or for people learning English as a second language. These items will typically have a Dewey number of 428 after the prefix, but the collections are shelved in a separate location from the regular non-fiction. These collections also may contain works of fiction (they still have a 428 Dewey number, however). These fiction titles are shelved at the end of the nonfiction titles in alphabetical order by the author's name.

### **OTHER COLLECTIONS** **FOUND ONLY AT THE MAIN LIBRARY**

1. **S or STACKS**-A location designation used at the Main Library to signify an item that is stored in a non-public area. Most Stacks items are books that are stored in the basement. There are also Stacks CDs that are stored in drawers behind the Second Floor Service Desk. The "Stacks" designation is a location and is NOT found on the spine or call number of the item. It is always stamped or written on the back page of a Stacks book and may also appear on the date due label on the front of the book and on all Stacks CDs. You must always check for this designation when sorting or shelving at Main.
2. **GEN or GENEAL**-This prefix indicates an item that belongs in the **Genealogical** collection which is located in the **Special Collections** area of the 2nd Floor of the Carnegie Annex.
3. **HOLIDAY** A designation that indicates an adult nonfiction book whose subject is some aspect of the Christmas Holiday. It will have a Christmas or Holiday sticker on its spine and/or a 7-DAY date due label with "HOLIDAY" stamped on it. No works of fiction or books on any other holiday belong in this collection.
4. **M**-This prefix indicates a **M**usical score. This collection consists of items having Dewey numbers for music (780-789), but rather than being interfiled with the books about music, these printed musical scores are shelved immediately **following** the last regular 789. This collection repeats the 780-789 number sequence. Therefore, you always need to be alert for the "M" prefix when shelving in the 780's and never interfile the **M**usical scores with the books about music.

5. **MORGAN**-This prefix indicates a Morgan collection item. **MORGAN** items are shelved in the **Special Collection's** area on the 2nd floor of the Carnegie Annex.
6. **NWR**-This prefix indicates a **NorthWest Reference** item. All **NWR** items belong in the **Special Collections** area on the 2nd floor of the Carnegie Annex except for **Stacks** (see above) **NWR** items.
7. **OVERSIZE**-This prefix indicates an adult nonfiction book with height or length dimensions that make it difficult or impossible to shelve in the regular adult nonfiction shelving.
8. **QI or TELEREF**-This prefix indicates an item that belongs to the **Quick Information** collection. Also identified by blue tape on the spine, these items should be taken to the first floor Quick Information room and are shelved on the carousel by call number.
9. **RARE**-This prefix indicates a book that belongs in our **Rare** Book Room collection and should be taken directly to the **Special Collections** Desk located on the 2nd floor of the Carnegie Annex.
10. **GOVERNMENT DOCUMENTS**-The Main Library is a depository site for Federal, State and local documents. Federal documents are printed by the US Government Printing Office and have a long, detailed Superintendent of Documents number printed at the top of the front page of each one. There is a special handbook available at the Basement Page Desk that explains the Superintendent of Documents filing system. While all Page Station Pages must know how to retrieve a Federal document only the QI Pages are authorized to re-file them.

For the most part the Federal documents are stored in the basement Stacks although there are a growing number of documents on microfiche kept in files in the First Floor Reference Area. A small collection of new Federal documents is maintained for patrons to browse through and check out. The Federal documents meant to be displayed in this collection can be identified by a red slash on their date due slip, just like the new nonfiction books. They are shelved in their own section immediately preceding the new nonfiction books. The State and local documents are kept in their own collections in the basement Stacks. Within each collection they are arranged in alphabetical order by department and then, within each department, by title.

11. **KAISER, or LINCOLN, or MUNICIPAL REFERENCE, or STATIONS** –These are old designations still found on some books at the Main Library. They are from branches or collections that no longer exist. These designations can be ignored. They have been integrated into the appropriate fiction, nonfiction, Stacks, or Reference collections.