

# CLASSIFICATION OF LIBRARY MATERIALS

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>
<b>F (General Fiction)</b>	Jane Austen	F AUSTE-J
<b>MYS (Mystery)</b>	Elizabeth Peters	MYS PETER-E
<b>SCI (Science Fiction)</b>	Terry Pratchett	SCI PRATC-T
<b>WES (Western)</b>	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.* When looking at the author's name, it is always last name, first name and middle (if applicable). For example:

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.

For example:

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 SHELVE FICTION!**



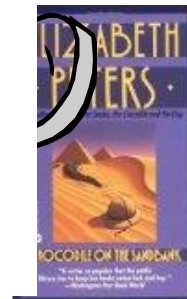
**All these books have the same call number: MYS PETER-E**

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

1<sup>st</sup> to Die  
4<sup>th</sup> of July  
12<sup>th</sup> 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>
<b>A</b>	un, une	Ein, eine	un, una
<b>AN</b>	L’	ein, eine	un, una
<b>THE</b>	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.

<b>AUTHOR/TITLE</b>	<b>CALL NUMBER</b>
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.*

<b>AUTHOR/TITLE</b>	<b>CALL NUMBER</b>
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. **Older 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.** Newer titles follow the fiction convention of genre, first 5 letters of last name and first initial.

AUTHOR/TITLE	CALL NUMBER
Pamela Duncan Edwards / Dinorella	CJ E
Chris Van Allsburg / The Polar Express	CJ VANAL-C
Herman Parish / Amelia Bedelia, bookworm	E PARIS-H

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.

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		
4	2	6	.	1			W	1	2	3	L
4	2	7	.	3			M	7	7	A	
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
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	

Nothing comes before something

Lower number comes before the higher numbers

Lower letter comes before the higher letters

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

## OTHER PRINT COLLECTIONS

**REFERENCE:** Non-fiction materials with a Dewey call number and prefix of R or JR (for juvenile material).

**LARGE PRINT:** Both fiction and non-fiction material with larger type for the visually impaired. Fiction would follow the fiction schema (alphabetical by author last name, first name and then by title within an author). Non-fiction would be shelved according to the Dewey Decimal System.

## MEDIA COLLECTIONS

**Audiobooks (CDB) and Playaways (PLA):** shelved by their call number using either the fiction or non-fiction schema.

**Music CDs:** sorted by genre with a three letter code; shelved alphanumerically by the call number.

Genres include Latin (CDA), Classical (CDC), Folk (CDF), Christian/Gospel (CDG), Rap/Hip Hop (CDH), Children's (CDJ), Soundtrack (CDL), New Age (CDN), Popular (CDP), Country (CDR), Jazz (CDS), World (CDW), Holiday (CDX), and Miscellaneous (CDZ).

Example:

**CDP = Popular genre**

Since 2014, CDs have the genre spelled out at the start of the call number:

**POPULAR CDP AVIC T A02**

POPULAR CDP A\$AP LLA A22  
 CDP ABBA GH A42  
 CDP ABBA GH A92  
 CDP ACAC DOM A72  
 CDP ACDC BB A07  
 CDP AFGH DTB A61  
 POPULAR CDP AFRO FW A02  
 POPULAR CDP AVIC T A02

**DVDs:** sorted by genre with a three or four letter code. Genres include Drama (DVD), Anime (DVDA), Comedy (DVDC), Foreign (DVDF), Horror (DVDH), Juvenile (DVDJ), Musical (DVDM), Non-fiction (DVDN), Science Fiction (DVDS), Television (DVDT) and War/Western (DVDW).

Fiction DVD call numbers display the first 5 letters of the title and are shelved **alphabetically using only the letter sticker on the spine**. Television series are grouped together. Non-fiction DVD call numbers are shelved using the Dewey Decimal System. Both fiction and non-fiction titles may also include volume numbers.



# **SORTING AND SHELVING MATERIALS**

Prior to shelving materials, they must be sorted before they can be organized either using the fiction schema or the non-fiction schema.

Materials should be sorted using the item call number. Other factors that will affect your shelving of that item include:

1. The presence of a round yellow NEW sticker on the front of the item. This item would then be shelved on one of your branch displays.
2. The presence of a branch label in the bottom right corner that does not match your location. This item should be placed in that branch's delivery bin.
3. The absence of a call number sticker. These items could either be:
  - a. Paperbacks that are part of your PB collection. These items will have an alphabet sticker (first initial of author's last name) and may also have a genre sticker.
  - b. Donated materials or items incorrectly placed in a return bin. These items should be placed in the lost and found.
  - c. BIN books, which include board books, readers and paperback picture books.
4. A call number sticker which is different than those used by TPL, or stamps/labels which identify another library system. Materials belonging to Pierce County Library should be sent in a routing envelope to Swasey branch, attn: PCLS. All other non-TPL materials should be sent in a routing envelope to Inter Library Loan (ILL) at Main.
5. Condition/age of item should also be considered in the sorting process. If an item needs mending or consideration for discard, those items should be brought to the attention of the manager or his/her designee.
6. Proper shelving technique includes:
  - a. The 3X3 rule: three books before & after the title you shelve need to be in proper order.
  - b. Use both hands while shelving. Open a space in the proper location, hold it open with one hand and carefully slide it in place. Do not attempt to cram an item into a too tight space.
  - c. Each shelf with books should have a book end. The book end should be snug enough to keep books from falling over but not so tight as to make it difficult to retrieve a book.
  - d. Shift books if necessary to fill empty spaces and avoid overcrowding.
  - e. When removing a book from the shelf, do not pull it by the top of the spine. Grasp the book in the middle, using your other hand to hold the other books in place if needed.