

# SHELVING GUIDELINES

IT IS IMPERATIVE TO SHELVE BOOKS CORRECTLY!  
IF A BOOK IS IN THE WRONG SPOT...  
...*IT MAY AS WELL BE LOST!*

## ASK IF YOU ARE NOT SURE!

1. Be familiar with the various sections of the library. A map is posted near the cart.
2. Check if there is a special display highlighting an author, season, event, etc. to which books on the cart will be added rather than shelved in the stacks.
3. Pay attention to the call number on the spine label. The call number is the book's address, where the book lives just as you can be found at *your* address (when you're not volunteering!).
4. Books are shelved within their section alphabetically by the author's last name and then alphabetically by title if there is more than one book by the same author.
5. Take time to "read" the shelf you are working with: reshelve books that are out of order and straighten them for a neat appearance.

## THE SECTIONS OF THE GRAND VIEW LIBRARY ARE:

### Picture Books

Within this section are  
two separate sections:

#### Everybody

#### Emergent Reader

The two types of spine labels in  
Picture Books look like this:

**E** (Everybody)

**BRO** (First 3 letters of the author's last name)

**ER** (Emergent Reader)

**SEU** (First 3 letters of the author's last name)

### Fiction

The spine label looks like this:

**FIC** (Fiction—older books may have just an **F**)

**CLE** (First 3 letters of the author's last name)

### Series Books

The spine label looks like this:

**SER** (Series)

**GSBUMPS** (Abbreviated series name)

**#13** (Volume number in the series)

### Paper Back Books

The spine label looks like this:

**PB** (Paperback)

**SMI** (First 3 letters of the author's last name)

**Non-fiction** (information books  
organized by subject)

Within this section are  
two separate sections:

#### **Biography**

**All other books with a numerical  
call number on the spine label**

The two types of spine labels in  
Non-fiction look like this:

**92** (Biography)

**LIN** (First 3 letters of the subject's last name)

**398.2** (Subject's classified number—000 to 999)

**AND** (First 3 letters of the author's last name)

### Videorecordings

VHS and DVD formats are interfiled  
and shelved by call number

### Art Prints

Shelved by artist in the chart drawers

### Reference

Shelved by call number

### Magazines

Ordered alphabetically by title with  
most recent issue in front

- ♥ “A” “An” “The” at the **beginning** of the title are ignored. However, these common words do count **within** the title.
- ♥ How to regard abbreviations in the title – remember this rule: what you see is what you shelve. “St.” is not regarded the same as “Saint” or “Street.”
- ♥ Numbers spelled out in numeral fashion come before letters. *The 500 Hats of Bartholomew Cubbins* comes before *And to Think that I Saw It on Mulberry Street*
- ♥ Series books are shelved alphabetically by series name and then sequentially by volume number or by author. Goosebumps: 1-2-3 order Dear America: by author
- ♥ Biographies are shelved in 92 by the **subject’s** last name, then by the author’s last name when there is more than one book about the person.

### How to order books with the same spine label...

**E**

**BRO**

Brown, Don *Uncommon Traveler*  
 Brown, Laurie K. and Marc Brown  
*When Dinosaurs Die*  
 Brown, Marc *Arthur Goes to Camp*  
 Brown, Marc *Arthur’s April Fool*  
 Brown, Margaret Wise *Big Red Barn*  
 Brown, Michael *Santa Mouse*  
 Brown, Ruth *Holly*  
 Browne, Anthony *Gorilla*

### How to order books with the same spine label...

**FIC**

**FLE**

Fleischman, Paul *Bull Run*  
 Fleischman, Paul *The Half-a-Moon Inn*  
 Fleischman, Paul *Seed Folks*  
 Fleischman, Sid *Bandit’s Moon*  
 Fleischman, Sid *Bo & Mizz Mad*  
 Fleischman, Sid *By the Great Horn Spoon*

### How to order books in the Non-fiction section by call number...

**599**

**RAN**

**599**

**REL**

**599.09**

**BRE**

**599.3**

**COU**

**599.34**

**AND**

**599.9**

**ADA**

**599.91**

**ACH**

Play the [Ordering Decimals Game](http://www.quia.com/pp/5258.html?AP_rand=400675786)  
[http://www.quia.com/pp/5258.html?AP\\_rand=400675786](http://www.quia.com/pp/5258.html?AP_rand=400675786)