

## GRAND VIEW LIBRARY SHELVING GUIDELINES

It is imperative to shelve books correctly.  
If a book is in the wrong spot it may as well be lost.  
Library work is necessarily specific and detailed to keep thousands of books in order.  
Please ask if you are not sure of something.

### GENERAL PROCEDURES

- Walk around the library. Refer to the map posted near the shelving cart to get familiar with how the library is organized.
- Before shelving, ask if there is a display of certain books to be aware of.
- Pay attention to the call number on the spine label. The call number is the book's address, just as *you* can be found at *your* address (when not volunteering).
- Do not judge the book by its appearance. Some nonfiction books look like picture books. Some paperbacks are shelved within the fiction section.
- Pay attention to the ends of ranges around the call number you are working with so the book is shelved on the correct shelf rather than the shelf above or below.
- Take time to straighten the shelf you are working with to create an overall neat appearance. Bring books forward to the shelf edge. Reshelve books that you notice are out of place. Out of place books that are "far from home" should be checked in before reshelving in case they had been marked as missing.

### GENERAL SECTIONS OF THE GRAND VIEW LIBRARY

- E (picture books... we like to say the E stands for EVERYBODY)
- **ER** (Emergent Reader... have a green label so they won't be confused with E)
- FIC (Fiction... some older books have just the letter F)
- PB (Paper Backs... shelved on the spin racks)
- PL (Professional Library... books with multiple copies used for book clubs)
- SERIES (books in a series... some older books have just SER)
- Nonfiction... books organized by subject, every subject given a number)
- MAG (Magazines and periodicals)

### SPECIAL CARTS AND DISPLAYS

- FIC books with a NEW label go on the new fiction cart by the circ desk
- Nonfiction books with a NEW label go on the new nonfiction cart by the circ desk
- E or **ER** books with a NEW label may be shelved within their respective sections
- The display racks under the SMARTboard are used to showcase seasonal topics. Before shelving, ask what is being highlighted that week.

### SPINE LABEL EXAMPLES

- The spine label will have the book's location on top then secondly the first three letters of the author's last name (or the name of the series if it's in that section).

E	<b>ER</b>	FIC	PB	PL	796.357	SERIES
DIS	<b>SEU</b>	MAC	BEN	WIN	VER	HARRY POTTER

## SHELVING RULES

- At the beginning of a title the common words A, An, or The are ignored. However, these words do count when they appear within the title.
- Remember this rule when you are working with an abbreviation in a title: what you see is what you shelve. Saint, St., and Street are treated uniquely.
- Numbers spelled out in numerical fashion come before letters. For example, *The 500 Hats of Bartholomew Cubbins* comes before *And to Think that I Saw It on Mulberry Street*.
- E, **ER**, FIC, PB, and PL books are shelved alphabetically by author's last name. If the author has more than one book, further order them alphabetically by title.
- SERIES or SER books are shelved alphabetically by the series name and then sequentially by the volume number (if any) or by book title (if no volume number). Note that due to space constraints, some books in a series are shelved in their respective fiction or nonfiction areas as indicated by their spine labels.
- Nonfiction books are shelved first by number then by author, then by title.
- Biographies shelved separately in the 92 section are shelved first by the subject's last name, then by author when there is more than one book about the person.
- Magazines are shelved alphabetically by title with the most recent issue in front.

### An example of how to order picture 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*

### An example of how to order fiction 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*

### An example of how to order nonfiction books by call number and author

**599  
RAN**

**599  
REL**

**599.09  
BRE**

**599.3  
COU**

**599.34  
AND**

**599.9  
ADA**

**599.91  
ACH**