

Book Collections and How to Shelve Them (see Map on last page)

1. EASY FICTION



Easy Fiction books are marked with a bright yellow spine label that has the first letter of the author's last name in black. They also have a white label with the author's last name. These books are arranged on the shelves in alphabetical order by author's last name.

2. FICTION

Fiction books are marked with either "F" or "Fic" on the spine. The author's last name is underneath this. These books are arranged on the shelves in alphabetical order by author's last name. If there is more than one book by the same author, these are shelved alphabetically by title.

3. SPECIAL COLLECTION



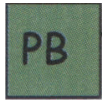
These books can be Easy, Fiction or Nonfiction. They will have a large red dot on the spine. Plain Red dots are standard **SP** and are stored in the bins on the Special Collection shelves (alphabetically by series). Red dots with a number or letter written on them go in the **Easy Bins**. **Easy Bins** are stored in bins on the shelves behind the T-Z Easy section, grouping **BRs** together, **1s** together, etc.

4. BRAINY BOOKS



These books are marked on the spine with a blue dot with a "B" on it. These are stored by title on the rack at the end of the Special Collection shelves.

5. PAPERBACKS



These books have light green tape on the spine covering their spine label. They are stored on the shelves at the end of the Fiction section. The label should also contain the first three letters of the author's name. These books are **arranged** on the shelves in **alphabetical order** by **author's last name**.

6. **MAGAZINES** - Each magazine title has its own shelf.

Nonfiction Shelving Instructions

7. NONFICTION

These are shelved using the Dewey Decimal Classification System. They have a spine label with a **call number** and the author's name. They are shelved **numerically from smallest to largest number**. Books with the same call number are arranged **alphabetically by author** within that number. Each section has a specific color spine tape for easy location (See the Library Map on page 4 for a color guide.)

For example :

598

627

628

700

704

704.1

704.3

704.39

741

Remember: if a book has numbers after the decimal they should be filed by the tens, then hundreds, then thousands columns, like this:

567

567.1

567.12

567.2

567.243

567.249

568

568.01

568.1

Then by author within a number – for example:

598

598

598

Fisher

Preston

Thomas

8. NONFICTION – Easy



These books have a green dot on their spines that says **E NF**. These books are shelved by group on the **Rookie Readers** shelf, near the **Easy Bins** and **Easy Fiction** books. “Welcome” books go together, and Rookie Readers are shelved by category (Biography, Geography, Math, etc.) in the appropriate bin.

9. NONFICTION – Folk and Fairy Tales



These books have been moved to their own section (to allow access from the Easy section) and have the call number **398.2**. They are shelved **alphabetically by author** in the Folk and Fairy Tale section on a portable shelving unit.

Other Nonfiction Shelving Instructions

10. REFERENCE

These are located under the cabinets in the Lab, and may be checked out to students for **IN-SCHOOL USE ONLY**. They are NOT to be taken home. Students may check them out for one day. They have a special “Reference” sticker on their spines.

11. PROFESSIONAL

These are **Staff Only Checkout** and are located on the portable shelving unit at the end of the **Paperback** section. They have a yellow **PROF** sticker on the spine, followed by the author and/or the call number.

Some Professional materials are available for checkout by parents. These are located under the locked cabinets numbered “1” and “2”. You will check out these materials to one of the parent’s children who are in the system.

VIDEOS

These are **Staff Only Checkout**. FIC, Easy and books on tape are located in the Headend Room. Non-fiction videos are located in the locked, numbered cabinets in the Lab and are arranged by **call number**, just like Nonfiction books.

Costello Media Center Layout

