

SORTING & SHELVING GUIDE



There are a number of materials in the library ranging from books to DVDs and audio books. Materials can either be classified as Fiction or Non-Fiction.

FICTION

Fiction is listed by shelving location, followed by the author's last name.

Shelving Location	Author	Call Number
FIC (General Fiction)	Jane Austen	FIC AUS
ER (Easy Reader)	Mercer Mayer	ER-2 MAY
YA (Young Adult)	Holly Black	YA BLA
JFIC (Juvenile Fiction)	Dav Pilkey	JFIC PIL

SHELVING ORDER



YOU CANNOT RELY SOLELY ON THE SPINE LABEL TO SHELVE FICTION!

All of these books have the same call number: **FIC PET**

- **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**

Fiction is shelved in alphabetical order, using the author's last name, first name, and then title of the book.

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

SHELVING ORDER

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.

Defoe, Daniel
De Foe, Samuel
De Jourlet, Marie
Dubus, Andre

"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"

CHILDREN'S STICKERS



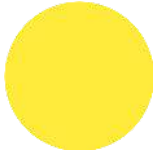
Easy Reader (**Red Dots**)

Easy Readers are separated into different reading categories; Nonfiction, B for Beginner, Levels 1-4, Graphic Novels

Easy Readers are organized like other fiction books (author's last name, first name, book title), with the additional step of sorting them according to their respective reading levels.

ER-**NF** 709.22 DRI
ER-**B** RUZ
ER-**1** SHA
ER-**2** MAY
ER-**2** NOS
ER-**3** AMA
ER-**3** PIK
ER-**4** FRU

CHILDREN'S STICKERS



Series (Yellow Dots)

Yellow Dots indicate books that belong to a series. These are usually categorized as JFIC (Juvenile Fiction) and E (Picture Books).

- JFIC yellow dots are typically found after the Zs and positioned atop the shelves in the Juvenile Fiction section, as well as on the spinners.
- E (Picture Book) yellow dots are generally placed on the tops of the picture book shelves.

The Little House Series

The Little House Series is the only part of our children's collection that features a variety of dot colors. You can find this section at the end of the JFIC series area.



Newbery Honor (Gold and Silver)

Newbery Honor award stickers can be found on some of our books, but they are not organized in a specific section.



Newbery Honor

Mark Twain and Truman Reader's Award Nominees



Mark Twain Award Nominee and Truman Reader's Award Nominee stickers can be found on some of our books. However, only the most recent nominees are displayed at the top of our JFIC section, while the others are shelved alongside the rest of the JFIC collection.

Caldecott and Show Me Readers Award

All of our Caldecott Award-winning books are displayed on their own on the wooden shelves located to the left of the picture book section.



CHILDREN'S STICKERS



Missouri Building Blocks

All of our Missouri Building Blocks Award books are displayed on their own on top of the Juvenile Paperback section.

ADULT STICKERS

Adult Paperbacks (PBK)

Adult Paperbacks (PBK) are organized in the paperback section just like other fiction titles. However, their call numbers will begin with PBK, followed by the specific genre. For example: PBK-HOR BRO, PBK-FAN SAL, PBK-MYS KIN.



Inspirational Fiction

Romance



Sci-Fi

Fiction



Mystery

Western



Please note that some of these stickers might be found on our standard FIC books, so be sure to verify the call number for the letters: PBK.



Adult Series: Star Wars and Star Trek

The Adult Series section (SER) is where you'll find our collections of Star Wars and Star Trek series. Each title is categorized with a call number that begins with SER (Series), followed by either SW (Star Wars) or ST (Star Trek).

OTHER SECTIONS

While their call numbers begin with various prefixes, they do not feature specific stickers. Items within these categories are organized similarly to other fiction books, following the format of the author's last name, first name, and book title.

CLA(Classics)

BRD(Board Books)

CD(Audiobooks)

ANTH(Anthologies)

RC(Recorded Books)

LP(Large Print)

GN (Graphic Novels)

JGN (Juvenile Graphic Novels)

MAG (Magazine)

JPBK(Juvenile Paperback)