

Shelving in the Children's Area

Revised August 4, 2004

The following books/materials are shelved in the **Children's Area**:

"New" books area – fiction, non-fiction including biographies

"E" (Easy books = **yellow tape**)

"ETR" (Easy to Read books = **red tape**)

"J/Fic" (Juvenile Fiction hardcover & paperback)

Juvenile Non-fiction including **Biography**

Cassette Tapes (music)

Music CD's

Juvenile Book CD's

Juvenile Booktapes

Juvenile Kits (book & cassette)

Juvenile Reference

Juvenile Spanish Books

Parenting Corner Books

Juvenile Magazines and Parenting Magazines

Board Books

"E" (Easy) **A-B-C**

"E" (Easy) **1-2-3**

Juvenile Videos and DVD's

Big Books and Big Book Kits

Juvenile Series

The following books/materials are shelved in the **YA (Young Adult)** area:

YA Booktapes

YA "New" Books

YA Fiction

YA Series

a. Danger.com

b. Diadem

c. Hardy Boys Case Files

d. Montgomery Series

e. Nightmare Hall

a. Christopher Pike

b. Nancy Drew/Hardy Boys Super Mystery

c. Sabrina the Teenage witch

d. Star Wars

e. R.L. Stine

f. Sweet Valley High

g. Sweet Valley University

h. X-files

YA CMX (comic books)

Circulating Encyclopedias

YA REF (reference)

YA Notes (Cliff notes, Monarch Notes, Barron's Bloom's notes)

YA Ref Homework

1. Open book and check for **damage** or **items left in the book**.
2. Check for a **"New"** sticker on spine.
3. A **"New"** sticker indicates a new book and is shelved in "new books" area.
4. "E", "J/Fic" and "J/non-fiction" materials with **"New"** stickers are on the first shelf leading into the Children's

Area (under the airplane and banner). Books are designated “**New**” for approximately 6 months from date of purchase.

1. “**New**” Easy books are shelved alphabetically by author and title.
2. “**New**” non-fiction are shelved according to Dewey Decimal number
3. “**New**” Juvenile fiction are shelved alphabetically by author.
4. “**New**” Juvenile biographies are shelved according to spine label (who is the book about?)

d. If no “**New**” sticker is present, proceed to step 2.

2. Check the spine of the book, there should be one of the following designations:

E, ETR, J Fic, J Bio, J000-J999, Board, PC, BigBook, Easy A-B-C and Easy 1-2-3.
Spanish

3. Shelf books according to these guidelines:

4. Books designated as **E** (yellow tape) are filed alphabetically by author in the Easy section.
5. Books designated as **ETR** (barn red tape) are filed by author, then title in the ETR section.
6. **J Fic** books are filed alphabetically by author, then title in the J Fic section.
7. *Paperback books designated **J Fic** are filed by author, then title with the hardcover books * (See exceptions)
8. Books designated **J Bio** are filed alphabetically by subject (who is this book about).
9. **J/Fiction Booktapes** and **J/Fiction Book CD’s** – are shelved alphabetically by author, then title.
10. **J/Non-fiction Booktapes**- are shelved according to Dewey Decimal, then alphabetically by author, then title.
11. **J Kits** (Books with cassettes) are filed alphabetically by author, then title on hanging racks.
12. **J Cas** (cassettes)- are filed alphabetically by author/composer on hanging racks and in book cassette boxes above hanging racks.
13. Books designated **PC** (Parenting Corner) are filed according to Dewey Decimal, then alphabetically by author, then title on the parenting corner shelves.
14. Books designated **J Spanish** are shelved at the end of the picture books.
15. Magazines are filed on the tip-up unit according to title and month (current month on display, past months under the tip-up)
16. **BigBooks** & **BigBook Kits** are filed in Big Book unit.
17. **Easy A-B-C** are filed alphabetically by author. (under the airplane)
18. **Easy 1-2-3** are filed alphabetically by author. (located after ABC books under the airplane)
19. Books with the spine label **Board** are placed in book bin labeled **Board Books**.
20. **J Ref** are filed according to the Dewey Decimal, then alphabetically by author. A small collection of story time **J Ref** is shelved alphabetically by author at the front of **J Ref** section.

*Exceptions—The following series books are shelved at the end of J Fic shelving:

- a. A to Z mysteries
- b. Adventures of Mary Kate and Ashley/Two of a Kind
- c. American Girl- filed by girl's name
- d. Andrew Lost
- e. Angel Park series
- f. Animorphs –filed by series number
- g. Babysitters Club-filed by series number
- h. Babysitters Little Sister-filed by series number
- i. Babysitters Mystery-filed by series number
- j. Babysitters-Super Specials-filed by series number
- k. Bailey School Kids
- l. Berenstain Bears
- m. Bone Chillers
- n. Boxcar Children –filed by series number
- o. Camp Sunnyside Friends
- p. Choose your own adventure- filed by series number
- q. Clue
- r. Encyclopedia Borwn
- s. Fabulous Five
- t. Full house Michelle or Full House Stephanie
- u. Ghost Writer
- v. Ghosts of Fear Street
- w. Goosebumps-filed by series number
- x. Gymnasts
- y. Hardy Boys –filed by series number
- z. Horace Splatly
- aa. Magic Tree House
- ab. Nancy Drew Notebooks filed by series number
- ac. Nancy Drew-filed by series number
- ad. PeeWee Scouts
- ae. Pixie Tricks
- af. Pokemon
- ag. Pony Pals
- ah. Riding Academy
- ai. Saddle Club
- aj. Secrets of Droon
- ak. Secret World of Alex Mack
- al. Sleepover Friends
- am. Spooksville-filed by series number
- an. Star Wars
- ao. Sweet Valley Kids-filed by series number
- ap. Sweet Valley Twins-filed by series number
- aq. Three Investigators
- ar. Unicorn Club
- as. Wishbone
- at. Young Indiana Jones-filed by series number