

Shelving Cart Organization

YOUTH

JE PICTURE BOOKS, JREAD, JBB - alphabetical by author; then title if multiple titles by same author.

J DVDS - separate by BLUE RAY, DVD, alphabetical by title.

J Non-Fiction DVDS - organized by call number.

J GAMES - grouped together by type (make sure games have been removed at locked up at Circulation).

J FICTION CHAPTER BOOKS, PLAYAWAYS and AUDIOBOOKS on CD - shelved (interfiled) together, alphabetical by author; then title if multiple titles by same author.

J NON-FICTION BOOKS, PLAYAWAYS and BOOKS on CD - shelved together, Dewey order; then by author / title if decimal numbers / author last name identical; Biographies separated.

*Book packs, Playaway Views and Launch Pads - are not necessary to organize.

YOUNG ADULT

YA GRAPHIC NOVELS & MANGA - shelved together by title, series, volume number.

YA FICTION - alphabetical by author; then title if multiple titles by same author.

YA NON-FICTION - Dewey order, then by author / title if decimal numbers / author last name identical; biographies separated.

YA PLAYAWAYS and AUDIOBOOKS on CD - shelved (interfiled) together; alphabetical by author; then title if multiple titles by same author.

ADULT

GRAPHIC NOVELS & MANGA - shelved together by title, series, volume number.

NON-FICTION & LARGE PRINT NON-FICTION - shelved (interfiled) together; Dewey order, then by author / title if decimal numbers / author last name identical; biographies separated.

NON-FICTION ADULT LITERACY - Dewey order, then by author / title if decimal numbers / author last name identical.

FICTION - alphabetical by author; then title if multiple titles by same author.

LARGE PRINT - alphabetical by author; then title if multiple titles by same author. (No genre separation).

GENRE FICTION - separated by genre; alphabetical by author; then title if multiple titles by same author.

MUSIC CDs - stack by genre.

DVDs - continue separation by BLUE RAY, HIGH DEMAND and NON-FICTION; then group by alphabetical chunks (A's grouped, B's grouped, etc...).

*NEW BOOKS - not necessary to organize.