Dewey Decimal System: There are two basic classification systems used by American libraries – the *Library of Congress system* and the *Dewey Decimal System*. HPLD, like most public libraries in our area, uses the *Dewey Decimal System*, in which only the nonfiction and classic literature materials (such as Shakespeare) are assigned numbers.

Fiction is filed alphabetically by the authors first three letters of their last name.

The following page is not a comprehensive list of all Dewey numbers used in HPLD, but it will give you an idea of the organization of some common subject areas according to the Dewey system.

**Dewey Decimal Classification**

**000 General 600 Applied Science**

004 computers 610 medicine

070 journalism 620 engineering

630 gardening & domestic animals

**100 Philosophy**  641.5 cookbooks

130 parapsychology 650 business

150 psychology 688.7 LEGO

158 self-help 690 construction

**200 Religion 700 Fine Arts**

201 Christianity 701 art history

290 world religions 716 Flower gardening (design)

292 mythology 720 architecture

 745 crafts

750 painting

780 music

**300 Social Sciences** 790 sports

320 political science 791.4 STAR WARS

370 education

**400 Language 800 Literature**

420 English 820 British literature

430-490 foreign languages 809 criticism of authors

 810 American literature

**500 Pure Science 900 History, Geography**

510 math **and Travel**

520 astronomy 914-919 geography and

550 geology travel

570 biology 929 genealogy

 940.5 World War II

973 U.S. history

 973.7 Abraham Lincoln

 977.3 Illinois

 977.359 McLean Co., IL

**Children’s Series: 3 letters to use for author**

**39 Clues CLU**

**American Girls AME**

**Barbie Story Books BAR**

**Big Hero 6 books DIS**

**Breyer Stablemates BRE**

**Choose Your Own Adventure CHO**

**Curious George REY**

**Clifford the Big Red Dog BRI**

**Dear America AME**

**DK Adventures DKA**

**Franklin BOU**

**Disney (Classic Stories) DIS**

**Jackie Chan Adventures CHA**

**History Mysteries HIS**

**Horse Diaries HOR**

**Infinity Ring Series INF**

**LEGO LEGO (not a typo – use all 4 letters)**

**IF DEWEY: 688.7 LEGO**

**“Little” Board Books LIT (by Sleeping Bear Press)**

**Little House WIL**

**Madeline BEM**

**Magic Attic Club MAG**

**Magic School Bus COL**

**Magic Tree House Super Editions OSB (Series: Super MTH)**

**Mercer Mayer MAY**

**Pete the Cat DEA**

**Rainbow Fish & Friends PFI**

**Richard Scary SCA**

**Seven Sequel SEV**

**Spirit Animals SPI**

**Sports Illustrated Kids SIK**

**Star Wars STA**

**IF DEWEY: 791.4 STA**

**Super Heroes SUP**

**Thomas the Tank Engine AWD (original author: Dr. Awdry)**

**Winnie the Pooh MIL**

**Adult Series: 3 letters to use for author**

**The Jason Bourne Series LUD**

**Robert B Parker PAR**

**Adult Paperback: 3 letters to use for author**

**Billionaires and Babies BAB**

**Love Inspired INS**

**The Fun Factor FUN**

**Baby on Board BOB**

**Count on a Cop COC**

**Dewey Decimal areas to know:**

**Abraham Lincoln**

**and his administration 973.7**

**Civil War 973.73**

**Civil War in IL 973.747**

**Civil War Era Politics/Economics/**

**(we use for underground railroad) 973.71**

**Construction Equipment 624**

**Farming 630**

**Fire Safety and Vehicles 628.9**

**Horses 636.1**

**McLean Co., IL 977.359**

**Motor Sports 796.7**

**Illinois 977.3**

**McLean Co, Illinois 977.359**

**Armed Forces -Military Branches 355-359**

**Military Vehicles 623**

**Soccer 796.334**

**Trains 625.2**

**Vehicles (cars, trucks, motorcycles) 629.22**

**GUIDELINES FOR SHELVING MATERIALS**

**HPLD catalog:**

HPLD (RSA CAT) uses a computerized system to check books in and out and locate materials in the library. This system serves our library, and over 150 other libraries in the Central and Northern region of Illinois.

Every book cataloged for HPLD, and available for checkout from other RSA libraries, is in the automated (RSA CAT) system. The screen will list all the copies in the system and will tell you if these copies are available for check-out.

When the circulation desk checks in a book on the computer, the online catalog immediately displays the book as being first on the shelving cart, then on the shelf. Prompt, accurate shelving is critical to providing good service to the public and for locating materials quickly and easily.

**Book Information:**

Inside the front cover of all cataloged books at Heyworth Public Library is the printed book information, the barcode, call number, date entered in library, and if it’s part of a series. (Many other libraries in the RSA use the back cover or inside of the back cover to place their barcode and library name.)

On the spine will be a spine label giving information as to where to shelf the book; and in some instances you will also find genre, awards, large print, and new book sticker.

**Always** check the front of the book before you return the book to the shelf. The written information near the barcode is the ultimate authority for where the book should go, NOT the spine label. If a correct needs to be made leave a note with explanation for the asst. librarian or director. There should be no new book stickers on materials that are no longer considered new by the dates inside the front cover. (Correct new book dates are posted on all circulation desk computers.)

**The 4 Ss’**

As you get into the serious business of shelving materials, a helpful phrase you may want to remember is the “Four Ss’”, which are **SORTING, SHELVING, SHIFTING, AND SHELF READING**. All are interconnected when it comes to successfully maintaining order and easy accessibility to materials.

Accuracy in shelving is more important than speed, although you will improve your speed as you go along.

Keep this general principle in mind as you shelve: items should be lined up neatly and positioned so patrons can remove or replace an item easily.

You should not get in the way of patrons. If a patron is browsing where you need to shelve, do not excuse yourself and begin shelving there. Begin somewhere else. This rule also applies if you are already shelving somewhere and a patron wants to look at that shelf. Move out of the way immediately.

**Sorting:**

When shelving cataloged materials from a book truck you will need to put the materials in order on the cart. The essential part to remember when sorting and shelving is that the written information on the inside front cover is ALWAYS your definitive guide to tell where the book belongs on the shelf. Train yourself to open the book and check this for:

* **Ownership information**
* **The call number**
* **Codes to indicate (J) Juvenile, (PBK) Adult Paperback, etc.…**
* **Special collections (REF) (is material in reference or local history?)**

The spine label on the outside of the book should always correspond with the information written by the barcode label on the inside front cover. If they differ, you should point out any discrepancies to your supervisor, and not shelve the material.

Any material on our shelves or on return cart from **another library** needs to be sent back to owning library. Clerks can look on computer and pages should refer this material to their supervisor.

**Shelving:**

When you begin shelving, glance over the shelf where you are about to put a book. Scan the whole shelf to make sure you are not misplacing the book or material by putting it next to another misplaced item.

Before placing the item on the shelf, look (4) four items to the left and (4) four to the right. Re-shelve anything you find out of place. Stray books which are completely out of place should be returned to the circulation area unless you are certain where they should go.

Try to avoid tightening bookends against materials too tightly. This forces books back behind other books and also makes returning a book to the shelf very frustrating for the patron. It is your job to solve the space issue. If it can’t be solved with the rearranging of the shelf above or below, you must notify your supervisor of the problem. Never lay a book on top of other books.

The opposite extreme should be avoided as well. Books very loosely shelved or with gaps in between can end up falling and sliding. Books should be shelved with the spines even with the front edge of the shelf, but not extending beyond. This makes them easier to see and to pull off the shelf, and gives a uniform and neat appearance to the rows of books.

Whenever possible, try to keep the same call number or author on the same shelf.

**Shelving Rules**: See attached Appendix A pg. 12

**Shelving Specific Items:**

**Adult Fiction:**

Books are shelved alphabetically by the author’s last name, first name, series, and then by title. We have separate sections for adult mysteries, Christian, science fiction, oversized books, and large print books.

If there are several books by the same author the books are further arranged alphabetically by series title, then numerically; and the non-series titles come after the series, alphabetically by each books title.

If two authors have the same last name, arrange by first name or initials so that all the books by the same person will be found together on the shelf.

**Adult Non-fiction:**

Books are shelved by call number and the first three (3) letters of the author’s last name.

**Examples:**

**616.1**

**616.12**

**616.3**

**616.3 ART**

**616.3 ASL**

**616.3 BAI**

**616.327 CAT**

**Biographies:**

 **BIO (3 letters of the subject’s last name)**

Biographies are shelved alphabetically by the name of the person the book is about, not by the author’s name.

**Biographies about a family/organization/or group:**

 **920 (3 letters of the family/organization/or group’s last name)**

Examples would be books about the Kennedy family, or the Queens of England.

**Memoirs:**

 **MEMOIR (3 letters of the author’s last name)**

Memoirs are shelved right after the Biographies.

**Paperbacks:**

 **PBK FIC (3 letters of authors last name) adult**

 **E (3 letters of author’s last name) PBK kids**

All adult paperbacks are in the Community Room. Larger paperbacks, also known as turtle backs, are cataloged like hardback books, and are interfiled with them in differing sections.

**New Books:**

New books are generally shelved in a separate area for a specific length of time. Ask your supervisor for details on how this is handled.

**YA (Young Adult):**

**YA Fiction**

 **YA FIC (3 letters of authors last name)**

Books are shelved alphabetically by the author’s last name, first name, series, and then by title. We have a separate sections for YA graphic novels.

If there are several books by the same author the books are further arranged alphabetically by series title, then numerically; and the non-series titles come after the series, alphabetically by each books title.

If two authors have the same last name, arrange by first name or initials so that all the books by the same person will be found together on the shelf.

**YA Graphic Novels**

 **YA GRAPHIC FIC (3 letters of authors last name) BK \_**

Fiction and non-fiction YA graphic novels are all together, all are shelved in alpha order of author. If in a series, than in series order. IF any have DEWEY numbers, the Dewey numbers would take the place of FIC and be filed at the end of the fiction.

**YA Non-Fiction**

Books are shelved immediately after the last YA Fiction books by call number and the first three (3) letters of the author’s last name.

**Examples:**

**YA 616.1**

**YA 616.12**

**YA 616.3**

**YA 616.3 ART**

**YA 616.3 ASL**

**YA 616.3 BAI**

**YA 616.327 CAT**

**YA Biographies:**

 **YA BIO (3 letters of the subject’s last name)**

Biographies are shelved alphabetically by the name of the person the book is about, not by the author’s name.

**Children’s materials:**

We try to keep the children’s materials together by reading level and type as best we can in a small area.

**Easy books:**

 **E (3 letters of authors last name)**

Easy Readers are highly visual books, typically 20-30 pages long for caregivers to read to young children. They are not usually beginning readers, geared to teach literacy.

* Easy ABC’s Books
	+ **E ABC’s (3 letters of authors last name)**
* Easy Colors Books
	+ **E COLOR (3 letters of authors last name)**
* Easy Early Dictionaries
* Easy Number Books
	+ **E NUM (3 letters of authors last name)**
* Easy Rebus Books
	+ **E REBUS (3 letters of authors last name)**

**Easy Leveled Readers:**

 **EL (3 letters of authors’ last name) LEV (#)**

Easy Leveled Readers are books geared to help teach literacy. They are smaller and have a reading level assigned by the publisher. We do not access the reading level, but sort by what the publisher has assigned.

The levels are separated and the spine labels each have a different color:

* Early – **Orange**
* LEV 1- **Yellow**
* LEV 2 - **Blue**
* LEV 3 - **Green**
* LEV 4 - **Gray**

**Board Books:**

 **J BDBK (3 letters of authors last name)**

Sturdy, hard cardboard books made for toddler and babies.

**Children’s Paperbacks**

 **E (3 letters of author’s last name) PBK**

On a designated cart. These books are fiction and non-fiction mixed, the exception to all other non-fiction shelving rules at HPLD. These are sorted alphabetically by their author.

**Oversized Children’s Book:**

 **J OS (Dewey #) (3 letters of author’s last name)**

Oversized non-fiction children’s books.

 **E OS (3 letters of author’s last name)**

Oversized easy readers.

**Children’s Chapter Books**

 **J FIC (3 letters of author’s last name)**

Books are shelved alphabetically by the author’s last name, first name, series, and then by title. We have a separate sections for J FIC graphic novels.

If there are several books by the same author the books are further arranged alphabetically by series title, then numerically; and the non-series titles come after the series, alphabetically by each books title.

If two authors have the same last name, arrange by first name or initials so that all the books by the same person will be found together on the shelf.

These books are all different reading levels K – 8th grade.

**Children’s Graphic Novels:**

 **J GRAPHIC FIC (3 letters of authors last name) BK \_**

Fiction and non-fiction children’s graphic novels are all together, all are shelved in alpha order of author. If in a series, than in series order. IF any have DEWEY numbers, the Dewey numbers would take the place of FIC and be filed at the end of the fiction.

**Children’s Non-Fiction:**

 **J (Dewey #) (3 letters of authors last name)**

Non-Fiction, reference materials, magazines and newspapers and other materials varies widely. Your supervisor will show you how to shelve these materials correctly in your library.

**Shifting:**

Ideally only two thirds to three quarters of a shelf should contain books. Though most libraries own many more books than will fit on their shelves at any one time, they can keep their shelves at the ideal level because many books are always in circulation. Sometimes, however, the shelves get crowded and tight. When this occurs it is time to shift.

Look at the shelf below – can you fix the crowding by moving books to the beginning of the shelf below? If not, check the shelf above. If the whole section is tight ask your supervisor which direction he/she wants you to shift toward.

Major shifting (whole sections) shouldn’t have to be done too often if you are shifting as you shelve. Should you find a major shift necessary, report it to your supervisor. Do not undertake major shifting unless given permission to do so.

Be sure that you check behind the books and down the backs of the shelves as you shift and shelve for items which may have slipped out of place.

**Shelf Reading:**

Straightening shelves and correcting shelving errors are ongoing tasks. High-use areas such as new books need to be straightened more often than areas which are less frequently used.

Shelf reading means reading the spines of the items on the shelf and rearranging any materials which are out of order. ***If the spine label is too worn to read, is incorrect in some way, or is missing, pull the book and give it to a librarian on duty.***

All staff are expected to regular shelf read during each shift they work. You will be trained on how to use our clipboard system of shelf reading the whole library in a months’ time.

**GENERAL FILING RULES – APPENDIX A**

These rules are followed by all employees so patrons and employees can locate items easily. Most of the rules listed here follow the American Library Association Filing Rules. The general rules are listed first, followed by instructions for specific and/or unusual cases. Please study the rules and ask questions where necessary. When in doubt, leave material for Asst. Librarian or Director with your question of the materials clearly stated on it.

**Alphabetizing:**

Alphabetizing is done letter by letter, then word by word.

* Articles, “A,” “An,” and “The,” are disregarded when they appear as the first word in a title.
* Prepositions such as “of,” “for,” “into,” etc. are considered part of the title when shelving.
	+ - Into the Forest is shelved as Into the Forest
		- The Killing Tree is shelved as Killing Tree

Titles are compared to each other word for word. If the first two words of two different titles are identical, go to the third word or beyond to determine the shelving order.

All character strings beginning with numerals are arranged before character strings beginning with letters.

The principle “nothing files before something” applies with spaces and their equivalents being considered as nothing. Spaces, dashes, hyphens, and periods are all considered a space.

* Hand – Anatomy
* Hand in Art
* Hand-to-hand Fighting
* Hand Washing
* Hand – Wounds and Injuries
* Handbags
* Red Cloud
* Redbird
* Redmond10

**Fiction books**:

Are filed by author (last name, then, first name, then middle name) then by title of book. If the author’s books are part of a series, then they are placed alphabetically by series, then series number order. If an author has standalone books (not part of a series), the series are placed in alpha order of series, then series number order, with the standalone titles at the end of the series materials, in alpha order of the title.

M FIC PAT BK 14 Cross Country (Alex Cross Series) James Patterson

M FIC PAT BK 10 10th Anniversary (Women’s Murder Club) James Patterson

M FIC PAT The Beach House (not part of series) James Patterson

**Nonfiction books**:

Are filed by the Dewey Decimal number, then by the first three letters of the author’s last name, and finally by title.

**Abbreviations:**

File in alphabetical order exactly as written on the computer label or title page of the book.

* Doctor Bard of Hyde Park
* Dr. Austin’s Guests
* Mister Fish Kelly
* Mr. Deeds goes to Town
* Saint Lambert
* St. Louis
* Staach, John George

**Numerals:**

Numerals file as if they were spelled out. Otherwise they are filed in numerical order.

* One Day At A Time
* 1 For The Road
* Two By Two
* 2 Thoughts

**Books with no author:**

Always follow the SPINE LABEL. If you feel there is something wrong with the spine label, please ask. The decisions on how to file these books will be done before the spine label is made.

Books with up to three authors are filed by the last name of the author named first.

**Unusual last names:**

A prefix that is part of the name of a person or place is treated as a separate word unless it is joined to the rest of the name directly or by an apostrophe without a space.

* Darby, William
* D’Arcy, Ella
* De Paola, Tomie
* Death, William
* Del Mar, Eugene
* Dell, William
* Mach, John
* MacLaren, Joseph
* Van Dyke, Henry
* Vanden Berg, Glen
* Vandenberg, Arthur

**Hyphenated Names:**

Ignore the hyphen and take each name as it comes.

* Campbell, Arthur
* Campbell-Bannerman, Henry
* Campbell, Charles
* Campbell-Copeland, Thomas

**Punctuation, signs and symbols:**

Ignore punctuation and file as if there were no symbol or space there.

* Le Strange, Roger
* Le’Strange, Alfred
* L’engle, Madeline
* Lester, John
* Life: a book for young men
* Life – a bowl of rice
* Life, mind and spirit

**Exception:**

The ampersand (&) is filed as its spelled-out language equivalent (and).

* A & B Poetry
* A and G motor vehicle
* Art and beauty
* Art & common sense

**Initials in Title:**

Initials separated by spaces, dashes, hyphens or periods are considered separate words. Initials not separated at all are considered one word. If there is a space before a letter follow the nothing before something rule.

* D. A.
* I Q
* IBM
* IEEE

**Biographies:**

Biographies are filed in order of the subject’s last name as determined in the library catalog authority file. You will have to know who the subject is to file biographies in alpha order. The title may not tell who the exact subject is as in the examples below. It should be apparent in the inside cover of the book, but you will have to ask or look it up if you don’t know.

Each of these would be BIO KEN:

* Kennedy, E Ted, the Last Brother (Edward Kennedy) Jones, Greg
* Kennedy, J Jackie O (Jacqueline Kennedy Onassis) Porter, E. B.
* Kennedy, J Jack (J.F. Kennedy) Lou, Greg
* Kennedy, J American Son: A Portrait of John F. Kennedy Jr. Blow, Richard
* Kennedy, R Matriarch (Rose Kennedy) O’Brien, Dudley