

Sections of the Library

Shelf by: Call Number on the Spine - Section, Shelf, Call Number, Title

- ✓ **E = Easy**: Picture books. (Everybody books)

Shelved in the Easy section of the library, by the first 3 letters of the author's last name, and then first name. When there are more books by that author in this section, then you would shelf it next by title (ignore/skip "The, A, And" at the beginning of the title)

- ✓ **F or FIC = Fiction** books: Chapter books.

Shelved in the Fiction section of the library, by the first 3 letters of the author's last name and then first name. When there are more books by that author in this section, then you would shelf it next by title (ignore/skip "The, A, And" at the beginning of the title)

- ✓ **B or BIO = Biography** books: Biography and autobiography books.

Shelved in the Biography section of the library. These books are shelved by the last name of who the book is about. Example: A book about Abraham Lincoln would have a call number of – BIO Lincoln. When there are more than one book about that person, you then file it by the author's last name and then by title. Note: **Collective Biographies** are often located in the 920 section of the Classified Books and shelved by the author's last name.

- ✓ **000 – 999 = Classified books**: Books are arranged by the Dewey Decimal System. Books include: Informational Text, Folktales, Fairy Tales, Myths, Legends, Poetry and more.
- ✓ **SC = Story Collection** books: Books with multiple short stories.

Shelved in the Story Collection section of the library, by the first 3 letters of the author's last name. When there are more books by that author in this section, then you would shelf it next by title (ignore/skip "The, A, And" at the beginning of the title)

- ✓ **R or REF = Reference** books: Encyclopedias, Almanacs, Dictionaries, Thesaurus, Atlas . .

Books in the Reference section are not checked out to students unless a teacher sends a student to the library to checkout a Reference book for them to use in the classroom for that day only.

- ✓ **Magazines**: The most current issue of a magazine that has a thick blue cover on it is not circulated. All other magazines are shelved together by the title of the subscription, Example: American Girl magazines are together.
- ✓ **PB = Paper Back**: PB before a call number notifies the patron that it is a paperback book. These are shelved within the regular collection in the section that is after PB on the call number.