

Coyote Creek Library

Library Circulation and Shelving Training

Debbie Chow, Librarian

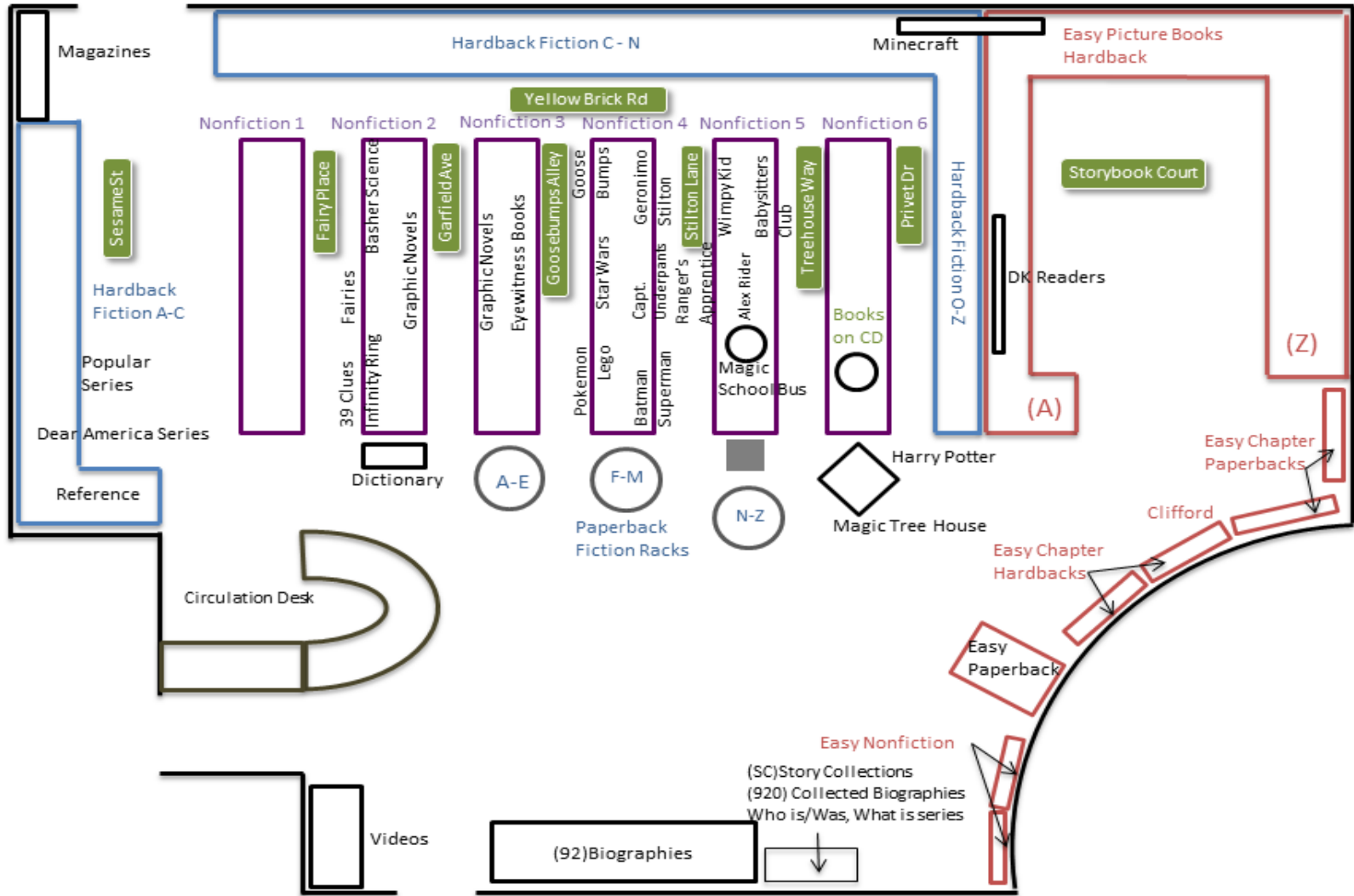
*Welcome and thank you
for volunteering in
our wonderful library*

Library Categories

The library is divided into the following zones by category:

- Easy Picture Books
 - Hardbacks on shelves
 - Paperbacks in blue cart
- Fiction
 - Hardback-perimeter shelves (A-B begins on Reference Wall)
 - Paperback-3 spinning racks (A-E, F-M and N-Z)
- Book/ Audio Kits
- Nonfiction- both hardback and paperback are shelved together
- Reference & Magazines
- Story Collection
- Collected Biographies
- Biography
- Videos
- Special Locations for Specific Collections

Library Floor Plan



How to Read Spine Labels & Category Locations

E
Car

E = Easy Picture Books

- Alphabetized by author's last name (example- Carle)
- Hardbacks on shelves and countertop
- Paperbacks in blue cart
- *Look for color-coded alphabet/arrow signs (throughout the library's fiction areas)*



Easy Picture Books continued

- More picture books are outside of enclosed area
- Easy Chapter Paperbacks
 - Located along curved window wall
 - Sorted by reading levels 1-5
 - Levels 4-5 are located in bins on top of bookcase to your right.
 - Red tape on spine to denote special location



Easy Picture Books continued

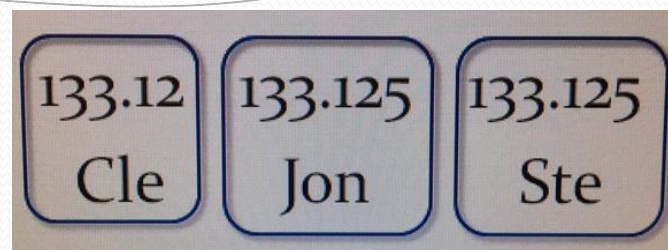
- Easy Chapter Hardbacks
 - Located along curved window wall
 - Alphabetized by author's last name
 - Red tape on spine to denote special location
 - *Clifford*, *AV2 Readalongs* & *First Steps to Reading* are here too



Easy Picture Books continued

Easy Nonfiction books

- Call Numbers = Nonfiction.
 - Shelved in numerical order then...
 - Alphabetized by author's last name (example- Jones precedes Stevens)
 - Located along curved window wall
 - Look for red “Easy” sticker and red label over the call number



Fiction Books

F
Cle

(ie., Cleary, Clements, Clementson)

F= Fiction

- Alphabetized by author's last name (example- Cleary)
 - Hardback-perimeter shelves(A begins on back Reference Wall)
 - Paperback-3 spinning racks A-E ,F-M & N-Z

We're running out of space so some books are in paper holders on countertops in continuing ABC order



Shelving Fiction in order

Books are shelved alphabetically by:

1. Author's full last name... then by
2. Author's first name... then by
3. Title (Disregard "The," "A," and "An" at the beginning of a title)

Exception: Most series by an author are shelved in Series Order, rather than Title Order. Look at the spine for number and shelve by number when possible.

Examples of shelving order:

E Wilder, Laura Ingalls

E Wiles, Deborah

E Willard, Nancy

E Willems, Mo

E Williams, Brenda

E Williams, Margery

E Williams, Vera

E Willis, Jeanne

E Wilson, Karma

F Cleary, Beverly

F Cleaver, Vera

F Clement-Davies, David

F Clements, Andrew

Nonfiction Dewey Decimal Classified Books

133.12
Cle

133.125
Jon

133.125
Ste

Call Numbers = Nonfiction.

- Shelved in numerical order then...
- Alphabetized by author's last name (example- Jones precedes Stevens)
- 6 central Nonfiction tables (#1 closest to Circulation Desk, #6 the furthest)



How To Decipher a Nonfiction Spine Label

599.757

Jor

Lion: Habitats, Life Cycles, Food Chains, Threats

by Bill Jordan



Step 1: Look at the digits to the left of the decimal. This is the general Location . Now look for that shelf. Each shelf is labeled with a number range. There may be multiple shelves with a 599 label.

Step 2: Look at the numbers to the right of the decimal digit by digit. Find the shelf that has the [599].757 range on the label.

Step 3: When there are multiple books with the same call number, you now look at the “Jor” on the label and alphabetize by the author last name. If there are several books by the same author, then the books are alphabetized by title.

If you feel bewildered, please don't hesitate to ask for my help.

If a book is misfiled, it could remain “lost” for the whole school year.

How To Decipher a Nonfiction Spine Label pt 2

Once you have located the correct shelf, this is how it should be filed:

- 599.757 Fri (Frisch)
- 599.757 Joh (Johnson)
- 599.757 Jor (Jordan)
- 599.757 Mei (Meister)
- 599.757 Owi (Owings)
- 599.757 Sim (Simpson)

599.757

Think of it like an address of an office building. 599 is the “house number” and .757 is the “office suite” within that building. An alternative way is to think of it as money

More examples of shelving order:

331
331.0166
331.065
331.20
331.309
331.78
331.9

Nonfiction Dewey Decimal Classified Books

SC

Pot

SC = Story Collections (Short Stories)

- Alphabetized by author's last name (example- Potter)

920

Dah

920 = Collected Biographies

- Alphabetized by author's last name (example- Dahl)

92

Was

92 = Biography

- Alphabetized by Biographee's last name (example- George Washington)



Audio/Visual Materials

Videos: VHS tapes & DVDs

- First sorted by categories (fiction, non-fiction, biography, easy) then...
- Sorted under same rules as books
- Located on wall under the trophies
- For staff use only

VHS
E
Bro
(Brown)

DVD
553.7
Mag
(Magic School Bus)

VHS
92
Col
(Columbus)

Exception: *Eyewitness*
videos arranged by title



Reference Wall



R
031
Mor

R = Reference (Encyclopedias, World Record Books, etc.)

- Shelved in numerical order then...
- Alphabetized by author's last name (example- Morse)
- Books located on rear wall near exit to playground

Magazines

- Sorted by magazine title
- Magazines bar-coded for check-out (except for Zoobooks)
- Use colored folders with temporary bar codes for Zoobooks.
- See Debbie for further assistance



Special Locations for Specific Collections

Certain book collections are grouped together and have special locations such as:

My America, Dear America and The Royal Diaries

- On rear Reference wall under *Dear America* sign and dolls.
 - Sorted by series
 - Alphabetized by author's last name



Various popular series

- Also on Reference Wall
- Located in bins or on shelf
- May be limited to 1 title of certain series
 - Big Nate
 - Clementine
 - Dork Diaries
 - Ever After High
 - Hank Zipzer
 - I Survived
 - American Girls
 - Ivy & Bean
 - Judy Moody/Stink
 - Kylie Jean
 - Nancy Drew
 - Poison Apple
 - Ready, Freddy



Nonfiction Table #2

Fairies

- *Rainbow Magic*
- *Disney Fairies*

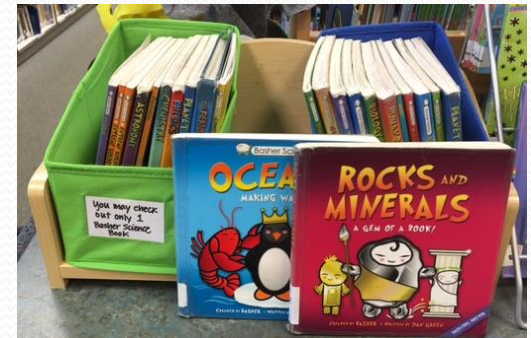


Basher Science books

- Due to extreme popularity, students may check out only 1 of these titles

39 Clues & Infinity Ring

- Due to extreme popularity, students may check out only 1 of these titles
- Sorted by series and arranged in numerical order



Graphic Novels



Nonfiction Table #3

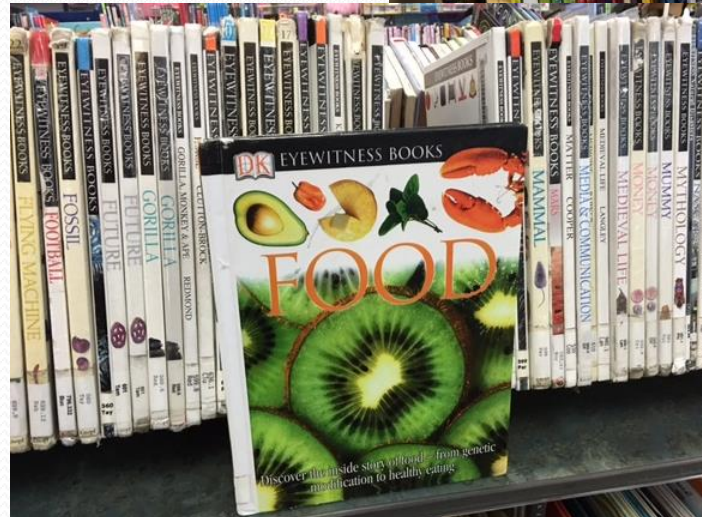
Graphic Novels

- Located between Nonfiction Tables #2 & #3
- Alphabetized by author's last name
- Students may check out 1 title of certain series. See list on computer monitor

GN
Wat

DK Eyewitness Books

- Alphabetized by Title
(not call number)



Nonfiction Table #4

RL Stine books

- *Goosebumps, Rotten School & Mostly Ghostly series*
 - Sorted by series
 - Randomly arranged



Pokemon

Lego

Star Wars

- Sorted by series
- Randomly arranged



Nonfiction Table #4 continued

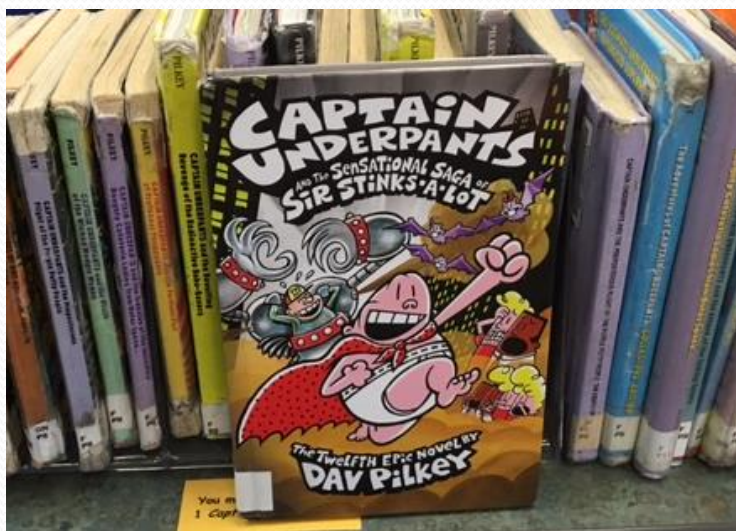
Geronimo Stilton and related series

- Too popular to sort or arrange
- Includes *Thea Stilton*, *Spacemice & Cavemice*, etc.
- May only check out 1 title



Captain Underpants

- Randomly Arranged
- May only check out 1 title



Randomly arranged

Nonfiction Table #5 continued

Magic School Bus Series

- Black spinning wire rack with Ms. Frizzle & Liz dolls
- Randomly arranged



Diary of a Wimpy Kid series

- Arranged by series numerical order
- Students may only check out only 1 title



The Babysitters Club & Babysitters Little Sister series

- Arranged by series numerical order



Nonfiction Table #6

Kit
E
Col

Audiobook Kits

K= Kits for Books/ Books on CDs
(in hanging plastic bags)

- Alphabetized by author's last name
(example-Collier)
- Located on round spinning rack on last nonfiction countertop #6



More special locations

Wooden bookcase next to Nonfiction Table # 6

Harry Potter

- Arranged in numerical order



Magic Tree House
Randomly arranged

More special locations continued

Upper Fiction Wall

- ***Minecraft***

- Students may check out 1 Minecraft related book



More special locations continued

DK Readers

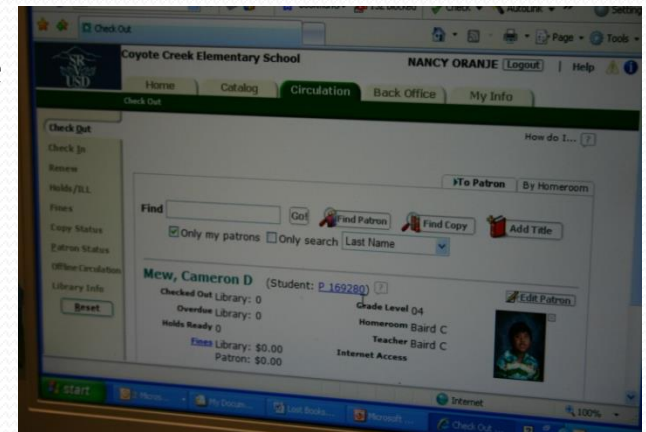
- Wire racks in Easy Picture book area countertop
- Arranged by color code /reading level
 - PreK-1 Yellow
 - Level 1 Red
 - Level 2 Green
 - Level 3 Blue
 - Level 4 Black



Circulation Procedures

Check-out

1. Verify that you are in **Check Out Mode** under the **Circulation Tab & By Patron** option
 2. Scan library card (hold 3-5 inches below laser)
 - If no card available, enter the first 3 letters of student's last name and * key then click "Find Patron"
 - Under the **Homeroom option**, select teacher's name on the drop down menu. Student photos & names will be displayed.
 3. Wait for student record to appear (keep cards stacked near computer)
 4. Scan book(s)/listen for beep tone
 5. Verify that newly checked out books appear on student's record
 - Look for messages/Listen for different beep tone to indicate holds, overdue book and so forth
 6. Stamp **Due Date** on slip in book
- Grades K-2 : 1 book limit
- Grades 3-5 : 2 book limit; plus 2 additional books for special projects



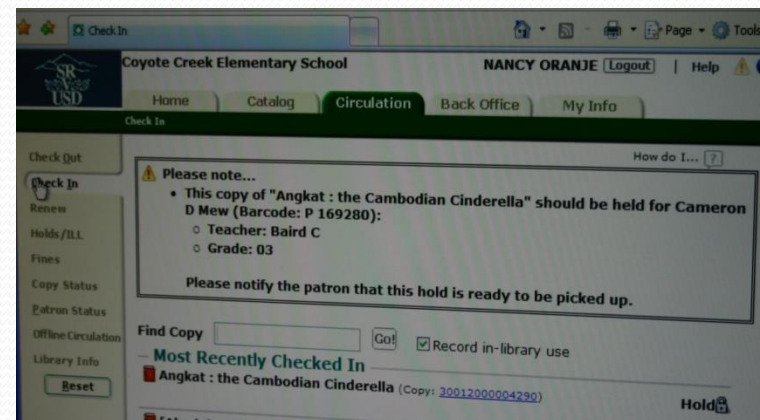
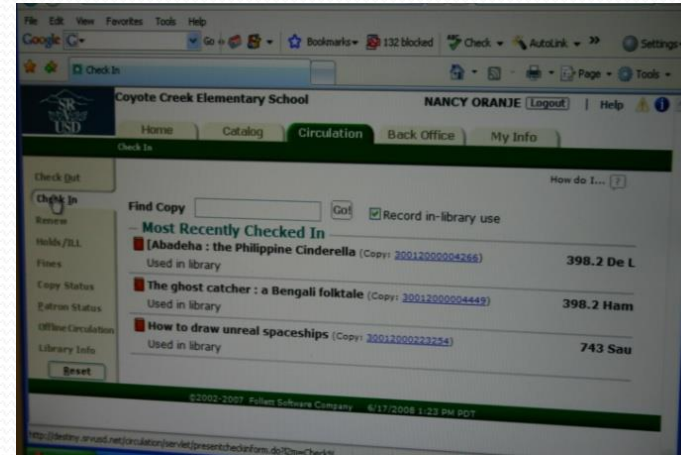
Circulation Procedures

Check-In

1. Scan barcode
2. Verify book return on computer
 - Look for message/listen for different tone indicating if there is a **hold** on a newly returned book.
 - If book is damaged and needs repair, please inform librarian
3. Place book in book crate or...
4. Sort by category, paperback or hardback, alphabetized or by Dewey Decimal Call Number onto rolling shelving cart

Hold Slips(pink)/Book Requests

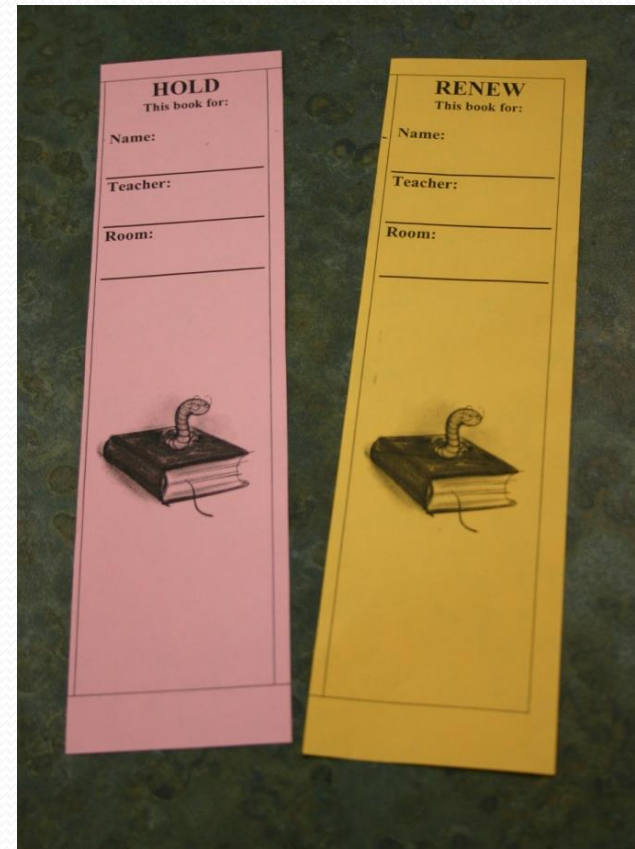
1. Fill out slip with name of student (& teacher) requesting book
2. Put slip in book with information visible
3. Place book on counter behind librarian's desk with other hold and renewals



Circulation Procedures

Renewal Requests

1. Some returned books may have a (goldenrod color) **Renew Slip** sticking out of it.
2. Click on **Renew** button in the left options column
3. Scan book bar code
 - Book will renew unless there is a hold on the book, if student has exceeded renewal limit or has an overdue book
 - Look for message/listen for beep tone or check with librarian
4. Stamp new **Due Date** if renewal approved and place on counter with other holds and renewals behind librarian's desk



In Appreciation

Welcome to the Coyote Creek Library and thank you for volunteering. This job would be impossible without you and your help is greatly appreciated. Your duties will include shelving books and checking books out to students using the computer. Most of the volunteers find this to be a rewarding and fun experience.

Questions? Unsure about something?

Please don't hesitate to ask

I'm looking forward to a great year!

Deborah Chow

Coyote Creek Librarian