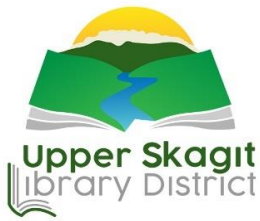


Material Labels

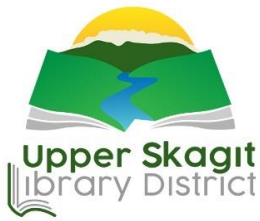
Below are the guidelines for creating call numbers and which labels will be placed on which item. These guidelines apply to all materials, whether purchased or donated. **Note in the Catalog all items will be on the same line. On the spine labels; line breaks will appear as in the chart below.*

Shelving Location	Call Number	Labels Affixed
Adult Fiction	<p>Format: FULL LAST NAME FULL FIRST NAME YEAR</p> <p>Example: PATTERSON JAMES 2020</p>	<ul style="list-style-type: none"> • Spine Label (bottom spine of cover) • Barcode (upper right-hand corner of cover) • Orange tape (if new item) (above the spine label)
Adult NonFiction	<p>Format: Dewey Number FULL Last Name Year</p> <p>Example: 641.5622 COLLINS 2019</p>	<ul style="list-style-type: none"> • Spine Label (bottom spine of cover) • Barcode (upper right-hand corner of cover) • Orange tape (if new item) (above the spine label)
Adult Graphic Novels	<p>Format: A GN FULL LAST NAME FULL FIRST NAME Year</p> <p>Example: A GN MCKAY SHARON 2013</p>	<ul style="list-style-type: none"> • Spine Label (bottom spine of cover) • Barcode (upper right-hand corner of cover) • Orange tape (if new item) (above the spine label)
Large Print Fiction	<p>Format: LP FULL LAST NAME FULL FIRST NAME Year</p> <p>Example:</p>	<ul style="list-style-type: none"> • Spine Label (bottom spine of cover) • Barcode (upper right-hand corner of cover) • Orange tape (if new item) (above the spine label)

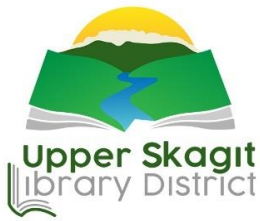


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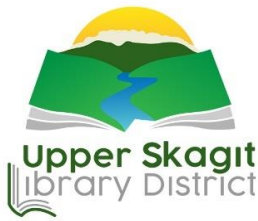
Shelving Location	Call Number	Labels Affixed
	LP GUILLORY JASMINE 2019	
Large Print Non-Fiction	<p><u>Format:</u> LP Dewy Number FULL LAST NAME YEAR</p> <p><u>Example:</u> LP 641.5622 COLLINS 2019</p>	<ul style="list-style-type: none"> • Spine Label (bottom spine of cover) • Barcode (upper right-hand corner of cover) • Orange tape (if new item) (above the spine label)
Large Print Biography	<p><u>Format: (if written by subject)</u> LP B FULL LAST NAME FULL FIRST NAME YEAR</p> <p><u>Format: (if written by author other than subject)</u> LP B FULL LAST NAME SUBJECT FULL LAST NAME AUTHOR YEAR</p> <p><u>Example: (Written by subject)</u> LP B PETTY TOM 2012</p> <p><u>Example: (Written by author other than subject)</u> LP B PETTY SMITH 2019</p>	<ul style="list-style-type: none"> • Spine Label (bottom spine of cover) • Barcode (upper right-hand corner of cover)
Biography	<p><u>Format: (if written by subject)</u> B FULL LAST NAME FULL FIRST NAME</p>	<ul style="list-style-type: none"> • Spine Label (bottom spine of cover)



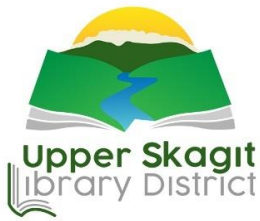
Shelving Location	Call Number	Labels Affixed
	<p>YEAR</p> <p><u>Format: (if written by author other than subject)</u> B FULL LAST NAME SUBJECT FULL LAST NAME AUTHOR YEAR</p> <p><u>Example: (Written by subject)</u> B PETTY TOM 2012</p> <p><u>Example: (Written by author other than subject)</u> B PETTY SMITH 2019</p>	<ul style="list-style-type: none"> Barcode (upper right-hand corner of cover)
DVDs	<p><u>Format: (Feature Film)</u> DVD FULL FIRST WORD OF TITLE (no articles) Year</p> <p><u>Example: (Feature Film)</u> DVD TOLKIEN 2019</p> <p><u>Format: (NonFiction)</u> DVD Dewey Number FULL FIRST WORD OF TITLE (no articles) Year</p> <p><u>Example: (NonFiction)</u> DVD 591.9678 SERENGETI 2019</p>	<ul style="list-style-type: none"> Spine Label (bottom spine of cover- not case) Barcode (upper right-hand corner of cover – not case) Genre Color Tape (upper spine of case) Orange tape (if new item) (above the spine label- case)



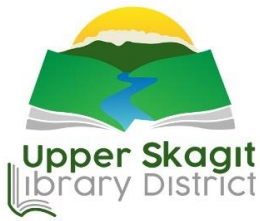
Shelving Location	Call Number	Labels Affixed
	<p><u>Format: (TV Show)</u> DVD FULL FIRST WORD OF TITLE (no articles) Year</p> <p><u>Example: (TV Show)</u> DVD OFFICE 2005</p>	
BlueRays	<p><u>Format: (Feature Film)</u> BR FULL FIRST WORD OF TITLE (no articles) Year</p> <p><u>Example: (Feature Film)</u> BR TOLKIEN 2019</p> <p><u>Format: (NonFiction)</u> BR Dewey Number FULL FIRST WORD OF TITLE (no articles) Year</p> <p><u>Example: (NonFiction)</u> BR 591.9678 SERENGETI 2019</p> <p><u>Format: (TV Show)</u> BR FULL FIRST WORD OF TITLE (no articles) Year</p> <p><u>Example: (TV Show)</u> BR OFFICE 2005</p>	<ul style="list-style-type: none"> • Spine Label (bottom spine of cover- not case) • Barcode (upper right-hand corner of cover – not case) • Genre Color Tape (upper spine of case) • Orange tape (if new item) (above the spine label- case)



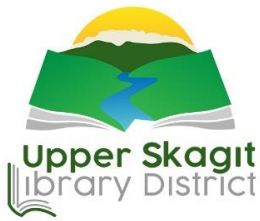
Shelving Location	Call Number	Labels Affixed
Video Games	<p>Format: VG SYSTEM FIRST FULL WORD IN TITLE (No articles) Year</p> <p>Example: VG XBOX TAK 2 2004</p>	<ul style="list-style-type: none"> Spine Label (bottom spine of cover) Barcode (upper right-hand corner of cover) Orange tape (if new item) (above the spine label)
Young Adult Fiction	<p>Format: YA FULL LAST NAME FULL FIRST NAME YEAR</p> <p>Example: YA ROWLING JK 2007</p>	<ul style="list-style-type: none"> Spine Label (bottom spine of cover) Barcode (upper right-hand corner of cover) Orange tape (if new item) (above the spine label)
Young Adult NonFiction	<p>Format: YA Dewey Number FULL Last Name Year</p> <p>Example: YA 641.5622 COLLINS 2019</p>	<ul style="list-style-type: none"> Spine Label (bottom spine of cover) Barcode (upper right-hand corner of cover) Orange tape (if new item) (above the spine label)
YA Biography	<p>Format: (if written by subject) YA B FULL LAST NAME FULL FIRST NAME YEAR</p> <p>Format: (if written by author other than subject) YA B FULL LAST NAME SUBJECT</p>	<ul style="list-style-type: none"> Spine Label (bottom spine of cover) Barcode (upper right-hand corner of cover)



Shelving Location	Call Number	Labels Affixed
	FULL LAST NAME AUTHOR YEAR <u>Example: (Written by subject)</u> YA B PETTY TOM 2012 <u>Example: (Written by author other than subject)</u> YA B PETTY SMITH 2019	
Young Adult Graphic Novels	<u>Format:</u> YA GN FULL LAST NAME FULL FIRST NAME YEAR <u>Example:</u> YA GN WANG JEN 2018	<ul style="list-style-type: none"> • Spine Label (bottom spine of cover) • Barcode (upper right-hand corner of cover) • Orange tape (if new item) (above the spine label)
Picture Books	<u>Format:</u> E FULL LAST NAME FULL FIRST NAME YEAR <u>Example:</u> E WILLEMS MO 2011	<ul style="list-style-type: none"> • Spine Label (bottom spine of cover) • Barcode (upper right-hand corner of cover) • Orange tape (if new item) (above the spine label)
Beginning Readers	<u>Format:</u> BR FULL LAST NAME FULL FIRST NAME YEAR <u>Example:</u>	<ul style="list-style-type: none"> • Spine Label (bottom spine of cover) • Barcode (upper right-hand corner of cover) • Orange tape (if new item) (above the spine label)



Shelving Location	Call Number	Labels Affixed
	BR SELTZER ERIC 2018	
Board Books	<p><u>Format:</u> E FULL LAST NAME FULL FIRST NAME YEAR</p> <p><u>Example:</u> E WILLEMS MO 2011</p>	<ul style="list-style-type: none"> • Spine Label (bottom spine of cover) • Barcode (upper right-hand corner of cover) • Orange tape (if new item) (above the spine label)
Juvenile Fiction	<p><u>Format:</u> J FULL LAST NAME FULL FIRST NAME YEAR</p> <p><u>Example:</u> J ROWLING JK 1997</p>	<ul style="list-style-type: none"> • Spine Label (bottom spine of cover) • Barcode (upper right-hand corner of cover) • Orange tape (if new item) (above the spine label)
Juvenile NonFiction	<p><u>Format:</u> J Dewey Number FULL Last Name Year</p> <p><u>Example:</u> J 641.5622 COLLINS 2019</p>	<ul style="list-style-type: none"> • Spine Label (bottom spine of cover) • Barcode (upper right-hand corner of cover) • Orange tape (if new item) (above the spine label)
Juvenile Biography	<p><u>Format: (if written by subject)</u> J B FULL LAST NAME FULL FIRST NAME YEAR</p>	<ul style="list-style-type: none"> • Spine Label (bottom spine of cover) • Barcode (upper right-hand corner of cover)



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Shelving Location	Call Number	Labels Affixed
	<p><u>Format: (if written by author other than subject)</u> J B FULL LAST NAME SUBJECT FULL LAST NAME AUTHOR YEAR</p> <p><u>Example: (Written by subject)</u> J B PETTY TOM 2012</p> <p><u>Example: (Written by author other than subject)</u> J B PETTY SMITH 2019</p>	
<p>Juvenile Graphic Novels</p>	<p><u>Format:</u> J GN FULL LAST NAME FULL FIRST NAME YEAR</p> <p><u>Example:</u> J GN PILKEY DAV 2019</p>	<ul style="list-style-type: none"> • Spine Label (bottom spine of cover) • Barcode (upper right-hand corner of cover) • Orange tape (if new item) (above the spine label)