



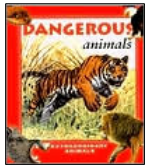
Shelving for our Media Center



Fiction

Books are filed with **F** or **FIC** and is followed by the **first three letters** of the **author's last name**.

EXAMPLE: The spine on any book by *Jerry Spinelli* would read, **FIC SPI**. If an author has written **more than one book**, the titles are placed in **alphabetical order**, ignoring the words **the, a, an**. **Story Collections** read **SC** on the spine, followed by the first three letters of the author's last name. **Science Fiction** books read **SF** on the spine, followed by the first three letters of the author's last name.



Nonfiction

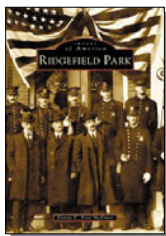
Books are filed using the **Dewey Decimal System**, which is made up of 10 categories. They are given a **number**, followed by the **first or first three letters** of the **author's last name**.

EXAMPLE: The book "Dangerous Animals" was written by Andrew Brown. The call number for this book would be **591 BRO**. Animals (*with the exception of pets*) fall under the 500's.



Biographies are nonfiction books which fall under these numbers: **920 for biography collections** (more than one) and **921 for individual biographies**. (one person) They are filed differently. **Biography collections** are filed with the number **920 plus the first or first three letters of the author's last name**. **Individual biographies** are filed with the number **921 plus the first or first three letters of the author's last name**.

EXAMPLES: A book about **famous female teachers** written by **John Stokes** would have this call number: **921 STO**. A book about **Derek Jeter** would have this call number: **921 JET**



Decimal points are found in nonfiction call numbers. Every number stands for something, even if we can't memorize every subcategory for Dewey. **EXAMPLE:** The book "Ridgefield Park" by **Donna E. Rose-McEntee** has the call number **974.921**.

This is because it falls under the main **Dewey category 900, (geography & history)** with the number **974**, which represents **General History of North America Northeastern United States**. (*Ridgefield Park is located in the northeastern United States*)

The **.921** after 974 represents **Ridgefield Park, NJ**.