Rough Shelving in the Education & Music Library
Floor map and Tips

Shelve items in approximate order, in the Rough Shelving area, when they are checked in or picked up within the Library. When time permits, arrange items in exact call number order on trucks. After items are placed in the correct order on trucks, you can shelve items in their proper place in the regular stacks. Your supervisor will usually tell you when you can shelve items.

Aboriginal Collection

Two shelves are allotted for this collection. Items in the collection have Fiction, Dewey and Library of Congress call numbers. The Fiction and Dewey share one shelf. The Library of Congress materials has one shelf.

The label header is:

- Educ.
  AbEd

AbEd Fiction

AbEd Dewey

AbEd Library of Congress
Compact Disc Collection

One shelf is allotted for these items. They have a Library of Congress call number. The label header is:

- Educ.

![Compact Disc Collection Image]
Curriculum Collection.

1. Curriculum Guides with WHITE label and no tags

One shelf is allotted for these. They have a large white label with a local call number and the SUBJECT of the item.

Example:

SASKATCHEWAN CURRICULUM GUIDES

ENGLISH LANGUAGE ARTS

English language arts 2
(2010)

Six shelves are allotted for the Curriculum Collection. They have a Dewey Decimal call number. Dewey Reference items have a yellow reference sticker. Rough shelve with Dewey materials. The label header is:

- Educ.
  The call number begins with a number
3. **Curriculum Collection. Fiction Section.**

One shelf is allotted for these. They all have a local call number that begins with Fic. The label header is:

- Educ.
- Fic.

Current Journals

Current journals have a sticker on them to denote they are current. Most of them are catalogued with Library of Congress Classification system. Place them on the counter beside rough shelving. They are shelved as soon as possible. Also, they are to be shelved in call number order on the unit in the reading lounge by the front door.

*(see picture on next page)*
DVD Collection

One shelf is allotted for these items. They have a Library of Congress call number. The label header is:

- Educ.

Has DVD in call number
**Education Library Stacks**

Six shelves are allotted for items in this collection. They have a Library of Congress call number. Watch for stickers on CD’s, DVD’s that state items to be shelved with texts. Some items have a white label with red writing “In Library Use only”.

The shelves for this collection could not all be kept together. The top three shelves on the small shelving unit of the left side of Rough Shelving are kept for M’s, ML’s and MT’s. The remainder of the Library of Congress materials are shelved on the adjacent range. See the indicator tags.
Historical Text Collection

One shelf is allotted for items in this collection. The items have a mixture of call numbers. Most have a Dewey Decimal call number. Curriculum Guides or with a yellow or blue tag in them are put in this section. Some resources have a Library of Congress call number. The label header is:

- Educ.
  - Hist
  - Text
  - Coll.
**Phonos** (for the PHONO Collection)

½ shelf shelf is allotted for these. They have a local call number. They may have a label with PHONO or just a number.

PHONO 0001 or N (and a number) or just a number

(They share a shelf with Reference materials)
Puppets and Oversize materials

These items are **NOT** rough shelved. They have a local call number. Place them on bottom shelf of a truck that is ready to be shelved.

Reference

One ½ shelf. Shares shelf with Phono Collection
Library of Congress
Reference items have yellow reference stickers.
The label header is:

- Educ.
- Ref.

REFERENCE
Sask Music Collection

One shelf is allotted for items in this collection. They have a Library of Congress call number. All items have the following wheat sheaf label.

Includes CD’s, DVD’s, scores, books, etc.

The label header is:

- Educ.
  Insert Sask Music

Exception: If items are in the following envelope, they are to be shelved at the Circulation area on the small shelving unit adjacent to the Reserve items. See following example.
Yellow dot

= do not put through the Sensitizer/desentizer. It will erase magnetic information

White or yellow dot with diamond = oversize. Alternatively, just a diamond at the top of a label denotes the item belongs in an Oversize bin or shelving area.

- Use stools to reach or sit down when rough shelving
- For all materials: when binders or other material are too big for the shelves, but are not classed as oversize, lay them down on the appropriate shelf. Please do not pile books on top of books on the top shelves.
- Watch book ends as sometimes they're turned narrow side in to hold a few books tight but with added weight of books, they need to be adjusted (turned around) to hold the books properly.

The Library floor map, at the end of this document, has details of the where things are permanently shelved in the 5 collections in the Education & Music Library. (See map on next page)

**The Five Collections:**
Sask Music Collection
Curriculum Collection
Education Library – Stacks. **This is where the Library of Congress books are shelved.**
Historical Textbook Collection
Aboriginal Education Collection. **Contains Abed Fiction, Dewey, and Library of Congress.**

Remember:

1. All shelves have call number range indicators or signs for rough shelving guides.
2. Read the entire call number and place items on the appropriate shelves.