CLASSIFICATION

All materials in the library must be put into a certain place; this place is determined through the Dewey Decimal Classification System. There are a few important guides to keep in mind when classifying any piece of material:

- Classify first by the subject of the material, then by the form the material is in.
- Keep in mind the predominant purpose of the material.
- Try to classify the material where it will be most useful to the patron.
- If more than one subject is contained in the material, classify it by the subject that gets the most amount of attention. If equal attention is given to all subjects, classify it by the subject that is mentioned first in the book.
- Never create your own number.

Almost all of our books come preprocessed from our jobbers, such as Follett. Sometimes these need to be changed in some way to fit our library. The Dewey numbers need to be checked and different subject headings are sometimes needed. The media specialist also checks to be sure that proper “see” and “see also” information exists for the subjects assigned.

Nonfiction Materials

These items are classified according to the Dewey Decimal System. Listed below are the ten main classes of the Dewey Decimal System.

- 000 General Works
- 100 Philosophy
- 200 Religion
- 300 Social Sciences
Fiction Material

Fiction books are classified under the designation for fiction, “FIC,” and the first three letters of the author’s last name.

Easy Materials

Picture books and books with a low reading level are classified as “Easy” and their call number is made up of the designation for easy, “E,” and the first three letters of the author’s last name.

Biographies

Single biographies are classified with the number “92” and the first three letters of the subject’s last name. If the book is a collective biography, it is classified with the number “920” and the first three letters of the author’s last name.
**AV Materials**

We use the Dewey classification system for all of our print materials but audio-visual materials are classified using the following codes for each media type:

- 16MM 16mm film
- C Audio Cassette
- Disk Computer Disk
- FL Film Loop
- FS Filmstrip
- FSC Filmstrip/Cassette
- FSR Filmstrip/Record
- L Laser Disk
- MMK Multimedia Kit
- MS Microscope Slides (These should be kept with the rest of the science materials.)
- R Records
- R-R Reel to reel audio tape (no longer in use)
- S Slides
- SP Study Prints
- T Transparencies
- VC Videocassette recording

Along with the code for media type, a letter and number are also added to each item (ex: B31).