

## Organising your non-fiction library

Non-fiction books should be organised using the Dewey decimal system. This is a system used throughout secondary, university and public libraries and pupils should be taught how to navigate the Dewey decimal system as part of their information skills learning.

With younger children this system needs adult input which may be difficult in some primary schools, and consequently books remain untouched or messy and unappealing.

This simplified version of the Dewey system aims to enable pupils to search effectively and browse confidently. It is designed for comprehensive yet smaller collections of non-fiction kept in central, shared spaces. It should be easily maintained by pupils but, as with all systems, pupils and staff will need to be shown how to use it.

### The pack contains:

23 A4 sheets of label templates, 65 labels for each subject category.

One set of A4 shelf guides, illustrated.

One set of shelf guides for double video boxes, illustrated.

One set of shelf guides for single video boxes, illustrated.

One set of shelf-edge labels, text only.

'Where's that Book' alphabetical subject index.

'Information Books' posters.

### To set up:

There are 23 broad categories or subject areas chosen to cover all possible topics but also highlighting a few favourites.

Each book should be examined in turn to determine its subject, being alert to the possibility of misleading titles. The subtitle is often a more accurate description of the book's subject, and content/index pages can be checked if in doubt.

Look up the subject you have decided upon in the alphabetical index booklet called 'Where's that Book?'. If the word you have looked up is not there think of a broader example e.g. if there is no entry for plastic then look up materials.

Also consider where the book would be most appreciated, a book on mountain bikes might be better placed with sport than vehicles.

Once a subject has been decided upon, take the corresponding adhesive label and stick this inside the book in the bottom righthand corner of the first page. If it is a Devon SLS book it should be stuck on the bottom righthand corner of the stationery.

Do not cover any barcodes.

Placing it inside the book cover is tidier, the ink should not wear away from the label and the Dewey label on the spine, if present, remains visible. The Dewey label may be needed at a later date or, if an SLS book, by other schools.

## **Guiding**

There is a choice of guiding and what you choose to use will depend on the available space and the guiding resources you have in school.

A4 shelf guides with illustrations:

These are designed to be printed onto white A4 card and laminated. They slide between 2 books to demarcate the sections. These are useful if you have limited shelving which is very full.

Shelf guides for double or single video boxes, illustrated:

These sets are designed to fit the video boxes which you may already have, in the past some schools have used double video boxes as non-fiction guiding and single video boxes for fiction. Video boxes are no longer available to purchase. The inserts need to be trimmed slightly and used to replace existing inserts, laminating is not necessary.

Shelf-edge labels, text only:

These are designed to fit into 'shelf plates' that clip onto the shelves or can be laminated and stuck to a shelf edge. This type of guiding should always go below, not above the relevant books and can be used in conjunction with one of the above.

## **'Where's that Book' alphabetical subject index**

Several copies of these should be printed and made available for pupils to refer to as an aid to browsing.

Printer Settings:

Pages: 20,1,2,19,18,3,4,17,16,5,6,15,14,7,8,13,12,9,10,11

Print on both sides

Flip pages on short edge

Colour

2-sided printing

2 pages per sheet

If available set the printer to staple in the central position for 'book binding' otherwise staple with a long arm stapler.

## **Posters**

There is a choice of 2 designs, and these can be printed A4 or smaller to draw attention to this area of the library.