

# WCTS

## Item Type, Home Locations & Spine Label Standardization

Starting November 1<sup>st</sup>, 2024.

We will re-evaluate at the March 2025 LAC meetings.

\*If you choose to opt out of using our new spine labels, please let Janna know. She can set any items aside (after cataloging) and send them to you without spine labels.

### Item Type

- Each item (Adult, YA & Children's) will no longer be given a designation of "NEW".
- SHORTLOAN, however, still applies.
- When newly cataloged items arrive at your library, you or your staff will be responsible for changing this to appropriately reflect your library's preferences.

### Home Locations

- Each item (Adult, YA & Children's), regardless of type (Book, DVD, CD-Book, etc.) will no longer be set as "NEW".
- DVD-TV will also no longer be used.
  - We will use "DVD" instead.
- "FICTION-BK" will still be used regardless of genre, i.e. mystery, western, science fiction, etc.
- Paperback/PB will no longer be used.
  - We will use "FICTION" instead.

- When newly cataloged items arrive at your library, you or your staff will be responsible for changing this to appropriately reflect your library's preferences. This is especially important to remember to do since it might otherwise create confusion when you are trying to locate items on your Send/Pull lists.

## **Spine Labels**

- Font: Times New Roman  
Size: 14 for most. 12 for longer or hyphenated names.  
Left-aligned.  
Label will be placed on the spine for most books starting at the left edge and will only wrap around the front of the book.
- Nonfiction call numbers will be placed vertically on the spine for all thin spined books. If the call number is short enough and will fit, it will be kept horizontal.
- We will attempt to keep horizontal nonfiction call numbers for thicker spined books, unless it becomes clear that most everyone prefers vertical, in which case we may convert all to vertical regardless of spine thickness.
- We will try to keep nonfiction call numbers to a maximum length of 4 numbers after the decimal point. Shorter numbers will still be used if that's what other libraries are using for a particular item.
- Children's Picture books will no longer have "E/P".
  - We will use "Picture" instead.
  - Very thin spined children's Picture books may have the spine label placed on the bottom left-hand corner of the front cover. It won't be visible if shelved but will easily be seen if you pull the book out from the shelf a bit. If this causes a problem, let us know and we can begin placing them back on the spines.
- Children's Easy Readers will no longer have "EZ".
  - We will use "Easy" instead.

- Children's Easy Readers will continue to have the spine label placed on the upper right-hand corner of the front cover, as many of you place these books face-out in bins or on your shelves.
- Children's Board books will no longer have "E/P".
  - We will use "Board" instead.
- "Mys" will no longer be used to indicate that it's a mystery.
  - If you have a mystery section and want it reflected on the book, we recommend using mystery genre stickers, which we can provide at no additional cost.
- "Fic" will no longer be used to indicate that it's fiction. If the label has the author's full last name or first word of title and does not have a nonfiction call number, you can be sure that it's fiction.
- "Paper" will no longer be used to indicate that it's a mass market paperback. The size of the book should be your indication.
  - Since not everyone has a paperback section, we will be setting the home location to "FICTION" from now on. Libraries can change it accordingly.
- If your library previously used "Teen", it will be replaced with "YA".
- We will start adding "v." and "#" to graphic novels that are clearly marked with volumes or series numbers in the catalog.