

RAINY RIVER PUBLIC LIBRARY		
Category: SERVICES		Number: SE11
<i>MANDATORY</i>	Topic: Collection Organization	Page: 1 of 1
Date: Nov. 1, 2016	Authorized by:	

This policy governs the organization of the library collection.

1. The organization of the collection shall reflect the scheme shown in Schedule A to this policy. All items in the collection shall be properly catalogued and identified in the On-line Public Access Catalogue (OPAC).
2. In all cases, non-fiction materials (regardless of format) shall be classified using Dewey Decimal Classification (DDC) to a maximum of seven characters including the decimal point (e.g. 971.004).
3. The library's thesaurus shall be Library of Congress Subject Headings (LCSH). Additional subject headings, such as Canadian Subject Headings from Library and Archives Canada, may be applied by the cataloguer if appropriate. Local subject headings may be created when no suitable heading can be found in other sources.
4. The Library will use Record Description and Access (RDA) conventions where appropriate. This will include controlled vocabulary material types and relator terms. An exception shall be made for Large Print materials, which shall have a local, non-RDA material type. This is justified for ease of access for both patrons and staff.
5. The Library Board shall ensure staff have the required training and expertise to implement and maintain the approved collection organization.

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**TABLE OF CALL NUMBERS
RAINY RIVER PUBLIC LIBRARY**

*NB: All call numbers have the leader RR. In all cases, cutters shall be **three characters**. Grayed-out types are not currently used, are no longer actively acquired for the collection or need special cataloguing by the CEO.*

Apollo Item Type	Name	Pattern
1	Unassigned	
2	CD	AUDIO MUSIC <i>cutter</i>
3	CD-ROM	
4	DAISY CD	Fiction = AUDIO <i>cutter</i> CNIB Non-fiction = AUDIO Dewey (xxx.xxx) <i>cutter</i> CNIB
5	DVD	Fiction = DVD <i>cutter</i> Non-fiction = DVD Dewey (xxx.xxx) <i>cutter</i>
6	DVD - Series	DVD <i>cutter</i> SERIES
7	eBook	
8	eBook Reader	
9	Enclosure	RR ENCLOSURE
10	Equipment/Hardware	
11	Fiction	FIC <i>cutter</i>
12	Harlequin	RR HARLEQUIN
13	Juvenile Board Book	JP <i>cutter</i> BOARD BOOK
14	Juvenile DVD	Fiction = JDVD <i>cutter</i> Non-fiction = JDVD Dewey (xxx.xxx) <i>cutter</i>
15	Juvenile DVD - Series	Fiction = JDVD <i>cutter</i> Non-fiction = JDVD Dewey (xxx.xxx) <i>cutter</i>
16	Juvenile Easy Reader	JE <i>cutter</i>
17	Juvenile Fiction	JFIC <i>cutter</i>
18	Juvenile Magazine	YEAR : MON
19	Juvenile Non-fiction	J Dewey (xxx.xxx) <i>cutter</i>
20	Juvenile Paperback	
21	Juvenile Picture Book	JP <i>cutter</i>
22	Juvenile Reference	JREF Dewey (xxx.xxx) <i>cutter</i>
23	Juvenile Series	JFIC <i>cutter</i> SERIES
24	Juvenile Talking Book on CD	Fiction = JAUDIO <i>cutter</i> Non-fiction = JAUDIO Dewey (xxx.xxx) <i>cutter</i>

25	Juvenile VHS	
26	Kit	
27	Large Print	FIC cutter LP
28	Large Print Non-fiction	Dewey (xxx.xxx) cutter LP
29	Literacy Collection	JFIC cutter HILO
30	Magazine	YEAR : MON DA
31	Non-fiction	Dewey (xxx.xxx) cutter
32	Paperback	FIC cutter PB
33	Playaway	PLAYAWAY cutter
34	Playaway View	PLAYAWAY VIEW cutter
35	Pool Materials	
36	Reference	REF Dewey (xxx.xxx) cutter
37	Staff Resources	
38	Talking Book on CD	Fiction = AUDIO cutter Non-fiction = AUDIO Dewey (xxx.xxx) cutter
40	VHS	
41	Young Adult Fiction	YAFIC cutter
42	Young Adult Non-fiction	Dewey (xxx.xxx) cutter
43	Blu-Ray	Fiction = BLU-RAY cutter Non-fiction = BLU-RAY Dewey (xxx.xxx) cutter
44	Juvenile Blu-Ray	Fiction = JBLU-RAY cutter Non-fiction = JBLU-RAY Dewey (xxx.xxx) cutter
45	DAISY Player (Victor Reader)	
46	Forest of Reading 7-Day	
47	Microfiche	
48	DVD Pool	