Fiction
FIC with first 3 letters of author’s surname in all caps.

Nonfiction
Dewey number with first 3 letters of author’s surname. Note: Truncate at the first prime.

Individual Biography
BIO with first 3 letters of biographee’s surname in all caps.

Option: Schools may opt to have biographies assigned to the Dewey call number that represents the subject area of the biographee. If a school chooses to exercise this option, they are free to do so.

Collective Biography
920 with 3 letters of author’s surname in all caps.

Easy Fiction
E with first 3 letters of author’s surname in all caps.

Special Dewey options
No special Dewey options

Short Story Collections
SC with first 3 letters of author’s surname in all caps.

Reference
REF above the assigned Dewey number with first 3 letters of author’s surname in all caps.

Professional Books
PRO above the Dewey number of professional books and the first 3 letters of author’s surname in all caps.

Picture Books
PIC with first 3 letters of author’s surname in all caps

Parent Resources
PAR with first 3 letters of author’s surname in all caps
**Graphic novels, Foreign language books, YA titles and paperbacks**

Please use the Dewey number assigned by the subject with the cataloging specs listed above. You can indicate these separate categories under the circulation type (located under Back Office-Library Policies). In other words, a graphic novel would be listed by the Dewey number assigned by the subject (ex. FIC BAD or 333.4 FRE,) and would not include any prefix like GN. This protocol would also be followed for foreign language books, YA titles and paperbacks. This allows you to still run circulation reports for these categories while allowing us to capture all the Dewey ranges. We could not capture all the 300s if several were listed under the call numbers GN or SPA or YA. Please note you can still shelve these books in separate sections to facilitate easier student access.

**Audio/Visual**
CD for Compact Discs  
PLAY for Playaways  
DVD for Digital Video Discs

**Big Books**
BB with first 3 letters of author’s surname in all caps

**Board Books**
No specific call numbers; this is noted in the catalog record.

**Kits**
Kits are a collection of specific items that make up a whole (Jackdaws, books with CD-Roms, books with cassette tapes, Read-a-long, etc). Please use KIT and the Dewey assigned by the subject with the first 3 letters of the author’s last name.

**Realia**
Use REALIA and the Dewey number assigned by the subject with the first 3 letters of the author’s last name. Realia includes games, toys, etc.