SPICE Up Your Library

By

GENRE'FYING!

Presented by
Barbara Boyer & Tim Boyer
Shanghai American School Secondary Library
Why should you genrefy?

**To do?**
- Helps students find the books they want to read
- Aligned more with curricular requests
- Know your collection better - Easier to weed
- Increases circulation (That’s what we’ve heard & read?)

**Not To Do?**
- Lots of work/Disorder during the process
- Takes away from teaching time
- Students will need to use the catalog to find books
- Loss of author collections
- Opinion based - Wrongly classifying books
- Increases circulation (That’s what we’ve heard & read?)
What to include?

- Fiction - We have about 16,000 in our Fiction Section
- Short Story Collection
- Nonfiction - Common Core?
  - 800’s-literature
  - 398’s-folklore
  - 292’s-mythology
  - 920/21-biographies
  - 790’s-sports stories
  - 741.5’s-already have a graphic novel section
What to think about before you start?

• What genres are you going to use?
  • Who is your audience?
  • Titles for genres-Chick Lit vs Girl Stories
  • Anybody got a good name for Tragedy?
  • How many genres are you going to have?
  • Loose/Tight definition of... ex.. action/adventure
  • How willing are you to change if you find that your present system is not working?
  • Who should help you decide which genre titles to use?
  • Regrets here... Include....
What to think about before you start?

- Ordering... it is going to mean a change
- Longer processing time to get new books out to students (We use an August container system at SAS)
- Make separate lists with specific labeling instructions (more paperwork for smaller orders)
- How to deal with our eBooks
  - Overdrive, Kindles, Follettshelf / Brytewave
What to think about before you start?

- How are you going to categorize?
  - Labeling
  - Call #’s
  - Moving Places- Just Labels or actual moving?
  - Shelf Space
  - Time
    - If a book takes 2 minutes
    - 16,000 books X 2 min / 60 mins / 7 hour days / = 76 days nonstop (half a year!)
How are we doing it?

- Overall Process
  1. Select Book and Genrefy
  2. Label book
  3. Move book to temporary shelves
  4. Move book to Circulation desk to change call # in catalog
  5. Move book to genre shelf
Genre List

• Create Genre list and decide on call# acronyms

• Associate genre to colored label
Starting at the beginning of Fiction AAA - Take a book and decide the genre.

- Tools to help (in order or use)
  - Novelist (ADD link to Novelist)
  - Or Put on ??????? Shelf
  - Other Tools to Use
    - Destiny Library Catalog
      - Good Reads
        - Wikipedia
        - Amazon

Bonuses - Finding missing parts of series
- Weeding collection
Labeling the Book

- On spine label, write the new call# above the present call # (We will re-label after completed)
- Add genre sticker
- Write the genre and sub-genre inside front cover (right hand side) near spine in pencil
Labeling Station

List of Genres

- Realistic Fiction
- Humor
- Suspense
- Tragedy
- Mystery
- Adventure
- Action
- Supernatural
- Fantasy
- Horror
- Historical
- Dystopian
- Science Fiction
- Classic
- Fantasy
- Novels in Creative Format

- Time Travel in the Past
- Historical Person, Period, or Event
- Society Gone Bad
- Scary & Death
- Free Verse, text, letters, etc...not diaries
Move to Temporary Shelves
Move to Temporary Shelves
Move to Circulation Desk to be Re-cataloged

- At Circulation Desk
  - Locate Book
  - Change Call # Prefix
  - Fix any problems
Circulation Desk Re-processing

- Most important step
- Find problems like
  - Multiple copies inconsistently labeled
  - Books that were checked out
    - Especially parts of series
- Double check area-checking to make sure all are labeled and asking any questions that arise

QUALITY CONTROL!
Move to Genre Shelf

FANTASY
Problems....

- More space please-
  - Some genre’s require more space than others, i.e. Fantasy & Realistic Fiction
- Bottleneck-the actual process of deciding the genre is the slowest part
- Book moves as shelves fill in...
Books Everywhere....
More Books Everywhere...
Final Product

- Relabeling-Do we still use a colored dot system?
- When should we re-label the book spines?
- Where should the genre shelves go?
Volunteers?

• 1st-Do you want help?

• Parent/Student volunteers can genrefy if you train them
  • Doing the easy ones
  • Using resources
  • Writing subjects to help sub-genrefy later

• Link to Slide Show

Genre’fying Books
Changing the Fiction Section of Authors to a Category section of Subjects
Who can help?

• What else can Parent/Student volunteers do to help?
  • Label
  • Change Call #’s
  • Shift books
  • Make posters to let people know what is happening
  • Good PR
  • They increase your circulation by taking books!
A BIG! Thanks to Glenda Tsou and Leah Garcia, our Library Assistants for putting up with us in the whole year process!

We could not do it without you!

The SAS Pudong Secondary Library Team