

**SUBJECT: Collection Development: Shelf Arrangement of Materials**

**MANUAL: Health Sciences Library Policy & Procedure**

**POLICY: Shelf Arrangement of Materials**

**RESPONSIBLE PERSONS: Library Staff**

---

**POLICY**

1. The book collection is shelved according to the National Library of Medicine Classification scheme. Non health sciences related materials are shelved according to the Library of Congress classification. Reference materials are integrated with circulating materials.
2. Paperback books in the Leisure Collection will be shelved according to the first three letters of the last name of the author, and Library of Congress classification for non-fiction items.
3. The journal collection is filed alphabetically by title and date of publication. Journals are filed on the shelves as loose issues and bound issues.
4. Issues that are in microfilm are kept in the microfilm cabinets.

**DEVELOPED BY: Library Staff**  
**REVISED BY: Library Staff**  
**REVIEWED BY: Stevo Roksandic, Director**  
**APPROVAL FOR IMPLEMENTATION BY:**  
**DATE: 7/1/14**

**DATE: 2/01**

**6/27/14**

**6/27/14**

*Anu Schiele*