

SPECIAL COLLECTION GUIDELINES

Library Monitoring Rubric - Section 1
Librarian Growth Rubric - Standard 2, 7-9, 14-16
School Library Guide - Section 4.7



Special Collections in a school library can be used to help promote the circulation of a type of book or help increase the copyright date of the general fiction or nonfiction collections. Special Collections should follow along with Dewey Decimal Classification and should not be used to organize a school library outside of Dewey Decimal. Special Collections should have quality signage to promote the use of the resources. Each call number will consist of a **PREFIX** and **CUTTER**. Special Collections that contain nonfiction books will have a **DDC** number. The call number of the spine of the book should match the call number listed in the automated system.

Award Winners

Books that have won awards such as Caldecott, Newbery, and Coretta Scott King are an important part of any library. However, some of these award-winning books can date back to the 1940s which lowers the copyright date of the general collection. If you have multiple books that have received numerous awards, **AWA FIC** can be used as the prefix for the entire special collection.

A Sick Day for Amos McGee by Philip C. Stead

CAL FIC STE
(Caldecott Medal)

Sarah, Plain and Tall by Patricia MacLachlan

NEW FIC MAC
(Newbery Medal)

Copper Sun by Sharon Draper

COR FIC DRA
(Coretta Scott King)

Big Books

Elementary libraries may contain books that are larger than other books in the general collection which means that BIG BOOKS will need to be in a different location in the library.

The Ants Go Marching! by Child's Play

BIGBK 782.42 CHI

Crazy Hair Day by Barney Saltzberg

BIGBK SAL
(you can add E or Emerging Reader)

Biographies

Biographies are generally found in 92 or 920 sections of the nonfiction collection. However, biographies can be pulled from the nonfiction section to help promote the collection. **B** or **BIO** followed by the subject's full last name can be used as the special collection call number.

Steve Jobs by Karen Blumenthal

BIO JOBS

Classic Literature

Classic Literature can be found either in 800s or in the general fiction section. To help promote these titles, books that are classified as "Classic" can be moved into a special collection for both student and teacher use.

A Christmas Carol by Charles Dickens

CLASSIC FIC DIC

Graphic Novels

A graphic novel is a narrative work in which the story is conveyed to the reader using sequential art. The term encompasses nonfiction works and fictional stories. A special collection will place all Graphic Novels in one location instead of split between nonfiction and fiction.

Theseus and the Minotaur by Nel Yomtov

GN 398.2 YOM

Gettysburg by C.M. Butzer

GN 973.7 BUT

Large Print

A large print collection would be beneficial for schools with visual impaired students. This collection can be small and contain some current fiction and popular nonfiction.

The 5th Wave by Richard Yancey

LP FIC YAN

Mississippi

A local history tells the story of Mississippi. It can include resources about Mississippi history, materials by and about Mississippians, and fiction set in Mississippi.

Mississippi: Past and Present by Amy Sterling Casil

MS 976.2 CAS

Yard War by Taylor Kitchings

MS FIC KIT

One Writer's Beginnings by Eudora Welty

MS BIO WELTY

Paperback

Fiction books that are trade and mass market paperback books can be shelved in a different location but still organized in alphabetical order by author's last name.

All's Faire in Middle School by Victoria Jamieson

PBK FIC JAM

Professional

Resources that are used primarily by teachers or administrators for professional development can be pulled from nonfiction and placed near the teacher resource area to help promote the collection. **PROF** or **TR** can be used as the prefix.

Romeo and Juliet: teacher guide by Kathleen Millin

PROF 372.4 MIL

The Weeding Handbook by Rebecca Vnuk

PROF 025.2 VNU