

Ringwood Public Library  
Workflows Mapping

**ADULT MAP**

| <b>ITEM</b>                                       | <b>Spine Label Notes</b>   | <b>TYPE (New) if start as new</b> | <b>New HOME LOCATION</b>    | <b>Perm Home Loc.</b> | <b>ITEM CAT 1</b> | <b>ITEM CAT 2</b> | <b>ITEM CAT 5</b>                          | <b>Special Sticker</b> |
|---|--|-----------------------------------|-----------------------------|-----------------------|-------------------|-------------------|--|------------------------|
| Biography   | BIOG <Subject last name>   | (New) Book                        | New Biography               | Biography             | Nonfiction        | Adult             | Biography                                  | x                      |
| Fiction   | FIC <Author last name>   | (New) Book                        | New Fiction                 | Fiction               | Fiction           | Adult             |  |                        |
| Large Print                                       | LP FIC <Author last name> OR LP Call # <First 3 of author last name> | (New) Book                        | New Fiction Or New NF       | Largeprint            | Fic / NF          | Adult             | Large Print                                | x                      |
| Mystery / SciFi / Hist Fic / Christ. Fic / Horror | FIC <Author last name>   | (New) Book                        | New Fiction                 | Fiction               | Fiction           | Adult             | Mystery/SciFi/HistFic/Christ Insp / Horror | x                      |
| Short Story / Thriller                            | FIC <Author last name>   | (New) Book                        | New Fiction                 | Fiction               | Fiction           | Adult             | Short Story / Thriller                     |                        |
| Nonfiction  | Call # <First 3 of author last name>                                 | (New) Book                        | New Nonfiction              | Nonfic                | Nonfiction        | Adult             |  |                        |
| Ringwood History                                  | Call # <First 3 of author last name>                                 | (New) Book                        | Reference                   | Reference             | Nonfiction        | Adult             |  | x                      |
| New Jersey History                                | 974.9  | (New) Book                        | New Nonfiction OR Reference | Nonfic or Ref         | Nonfiction        | Adult             |  |                        |
| GN - Fic  | FIC GN <Author>  | (New) Book                        | New Fic                     | Graphic               | Fiction           | Adult             | Graphic Novel                              | x                      |
| GN- NF  | Call # GN <Aut>  | (New) Book                        | New Nonfic                  | Graphic               | NonFic            | Adult             | Graphic Novel                              | x                      |
| GN - Biog   | BIOG GN <NAME>   | (New) Book                        | New Biog                    | Biography             | Nonfic            | Adult             | Graphic Novel                              | x                      |

| ITEM            | Spine Label Notes                         | TYPE (New) if start as new | New HOME LOCATION | Perm Home Loc. | ITEM CAT 1  | ITEM CAT 2 | ITEM CAT 5                         | Special Sticker                      |
|-----------------|---|----------------------------|-------------------|----------------|-------------|------------|------------------------------------|--------------------------------------|
| Oversize        | Call # <First 3 of author last name>      | (New) Book                 | New-Nonfiction    | Oversize       | Nonfiction  | Adult      |                                    | x                                    |
| Reference       | Call # <First 3 of author last name>      | Reference                  | Reference         | Reference      | Nonfiction  | Adult      |                                    | x                                    |
| Music CD        | CD <Code Letter> Title                    | Audio                      | CD                | CD             |             | Adult      | CD                                 | A-K Code Letter for genre collection |
| Audiobook CD    | BKS-CD FIC or Call # <XXX>                | (New) Audio Bk.            | NEW-AUDBK         | AUDIOBK        | Fic/Nonfic. | Adult      | CD                                 |                                      |
| Magazine        | N/A (temp)                                | Magazine                   | Magazine          | Magazine       |             |            |                                    |                                      |
| Blu-Ray         | DVD A <Title>                             | (New) DVD                  | New DVD           | DVD            |             | Adult      |                                    |                                      |
| DVD             | DVD A <Title>                             | (New) DVD                  | New DVD           | DVD            |             | Adult      | Use if - Horror, SciFi, OR Fantasy | X to reflect Cat 5                   |
| Documentary DVD | DVD A Call # <1 <sup>st</sup> 3 of Title> | (New) DVD                  | New DVD           | DVD            | Nonfic      | Adult      |                                    |                                      |
| DVD series      | DVD-SR A <Title>                          | DVD-SR                     | New-DVD           | DVD            |             | Adult      |                                    |                                      |

**JUVENILE MAP**

| <b>ITEM</b>                  | <b>Spine Label</b>          | <b>TYPE (New)</b> | <b>New Home Location</b>      | <b>Permanent Home Location</b> | <b>ITEM CAT 1</b> | <b>ITEM CAT 2</b> | <b>ITEM CAT 5</b> | <b>Special Sticker</b> |
|------------------------------|-----------------------------|-------------------|-------------------------------|--------------------------------|-------------------|-------------------|-------------------|------------------------|
| Fiction                      | JUV FIC<br>xxx              | (New) J-Book      | New J-Fiction                 | J-Fiction                      | Fiction           | Juvenile          |                   |                        |
| Easy Readers (Leveled)       | EZRDR FIC<br><Author>       | (New) J-Book      | New-J Fic                     | J-EZRDR                        |                   | Juv               | Easyreader        | x                      |
| Easy Fiction (Picturebook)   | EZ FIC                      | (New) J-Book      | New-J-Easy                    | J-Easy                         | Fic               | Juv               | Picturebook       |                        |
| Boardbooks                   | EZ Author<br>BDBK           | (New) J-Book      | J-Board                       | J-Board                        | Fic/Nonfic        | Juv               | Boardbk           |                        |
| Graphic Novel                | JUV GN<br>XXX or Call #     | (New) J-Book      | J-Graphic                     | J-Graphic                      | Fiction/Nonfic    | Juvenile          |                   | x                      |
| Graphic Novel Biography      | JUV BIOG<br><NAME>          | (New) J-Book      | (NEW) J-Nonfiction            | J-Biography                    | Nonfic            | Juv               | Graphic Novel     | xx                     |
| Nonfiction                   | JUV Call #<br>XXX           | (New) J-Book      | New J-Nonfic                  | J-Nonfiction                   | Nonfiction        | Juvenile          |                   |                        |
| Biography                    | JUV BIOG<br><NAME><br>No EZ | (New) J-Book      | (NEW) J-Nonfiction            | J-Biography                    | Nonfic            | Juv               | Biography         | x                      |
| Easy Nonfiction (interfiled) | EZ Call #                   | (New) J-Book      | New J-nonfic                  | J-nonfic                       | Nonfic            | Juv               | Easyreader        | x                      |
| Songbooks                    | EZ Call #<br><AUT>          | (New) J-Book      | New J-Non-fic                 | J-nonfic                       | Nonfic            | Juv               | Music             | x                      |
| Poetry                       | EZ or JUV<br>Call #         | (New) J-Book      | New J-Non-fic                 | Nonfic                         | Nonfic            | Juv               | Poetry            | x                      |
| Fairytales                   | EZ or JUV<br>398            | (New) J-Book      | New J-Nonfic                  | J-Fairytale                    | Nonfic            | Juv               | Fairytale         | x                      |
| Spanish                      | EZ or JUV                   | (New) J-Book      | New-J-FIC<br>OR New J-Non-fic | J-Spanish                      | Fic/Nonfic        | Juv               | (CAT3)<br>Spanish | x                      |
| Holiday                      | EZ                          | (New) J-book      | New J-Fic<br>or nonfic        | J-Holiday                      | Fic/Nonfic        | Juv               | Holiday           | x                      |
| J Reference                  | JUV REF                     | J-Book            |                               | J-Ref.                         | Nonfiction        | Juvenile          | Reference         | x                      |

3/22/22

| <b>ITEM</b>         | <b>Spine Label</b>                      | <b>TYPE<br/>(New)</b> | <b>New<br/>Home<br/>Location</b> | <b>Permanent<br/>Home<br/>Location</b> | <b>ITEM CAT 1</b> | <b>ITEM<br/>CAT 2</b> | <b>ITEM CAT<br/>5</b> | <b>Special<br/>Sticker</b> |
|---------------------|---|-----------------------|----------------------------------|--|-------------------|-----------------------|-----------------------|----------------------------|
| JUV audiobook on CD | BKS-CD J<br><auth>                      | J-Audio Bk.           |                                  | J-Audio                                | Fic/Nonfic.       | Juvenile              |                       |                            |
| J Magazine          | N/A<Temp>                               | J-Mag                 |                                  | J-Mag                                  |                   |                       |                       |                            |
| DVD (Rated G)       | DVD J                                   | J-DVD                 |                                  | J-DVD                                  | Fic/Nonfic.       | Juvenile              |                       |                            |
| Books on CD         | JUV BKS-<br>CD<br>(Old: BKS-<br>CDU ZS) | J-Audiobk             |                                  | J-audio                                |                   |                       |                       |                            |

**YA MAP**

| <b>ITEM</b>   | <b>Spine Label</b>   | <b>TYPE</b>   | <b>New HOME LOCATION</b> | <b>Perm Home Loc</b> | <b>ITEM CAT 1</b> | <b>ITEM CAT 2</b> | <b>ITEM CAT 5</b> | <b>Special Sticker</b> |
|---------------|----------------------|---------------|--------------------------|----------------------|-------------------|-------------------|-------------------|------------------------|
| YA Fiction    | YA FIC<br><Author>   | (New) YA-Book | New-YA                   | YA FIC               | Fiction           | YA                |                   | YA                     |
| YA Nonfiction | YA Call # <AUT>      | (New) YA-Book | New-YA                   | Adult Nonfic         | Nonfiction        | YA                |                   | YA                     |
| YA Graphic    | YA GN                | (New) YA-Book | New-YA                   | Graphic              | Fiction/Nonfic    | YA                | GraphicNovel      | YA, GN                 |
| YA Biography  | YA BIOG<br><NAME>    | (New) YA-Book | New-YA                   | Adult Biog           | Nonfic            | YA                | Biography         | YA, BIOG               |
| GN Biog       | YA GN BIOG<br><NAME> | (New) YA-Book | New-YA                   | Adult Biog           | Nonfic            | YA                | Biography         | YA, BIOG<br>GN         |
| Books on CD   | YA BKS-CD            | (New) Audiobk | NewAudbk                 | Audiobk              | FIC               | YA                |                   |                        |

**Miscellaneous**

| <b>ITEM</b>                               | <b>Spine Label</b> | <b>TYPE</b>    | <b>HOME LOCATION</b>   | <b>ITEM CAT 1</b> | <b>ITEM CAT 2</b> | <b>ITEM CAT 5</b> | <b>Special Sticker</b> |
|---|--------------------|----------------|------------------------|-------------------|-------------------|-------------------|------------------------|
| Games                                     | GAME<br><Title>    | Games          | MKRSPACE               |                   |                   | Realia            |                        |
| Science-to-go Kits & Citizen Science Kits | STGK <title>       | Special        | Circ-Desk/<br>MKRSPACE |                   |                   | Realia            |                        |
| Library of Things                         | LOT <Title>        | Special        | Circ-Desk              |                   |                   | Realia            |                        |
| Makerspace Books                          | (JUV) Call #       | (YA, JUV) Book | MKRSPACE               | Nonfic            | Juv, YA, Adult    |                   | X                      |