


Genrefying Your Collection WITHOUT Changing Call #s


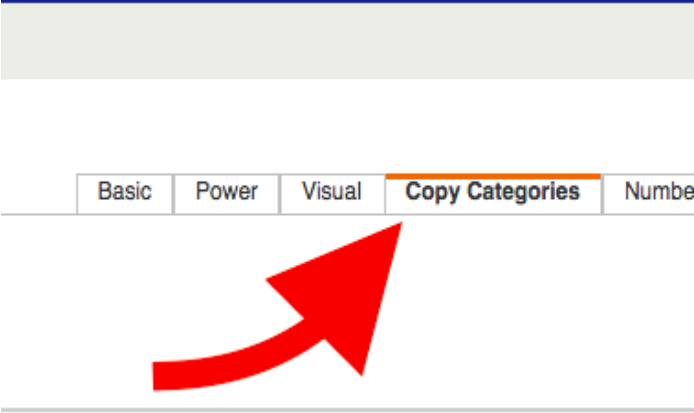
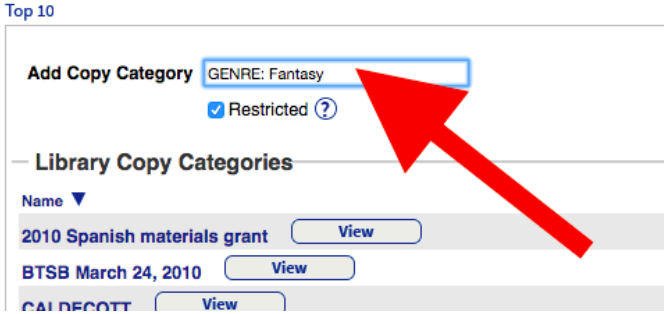
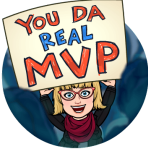


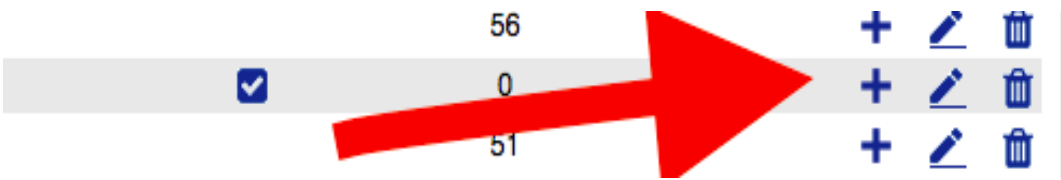
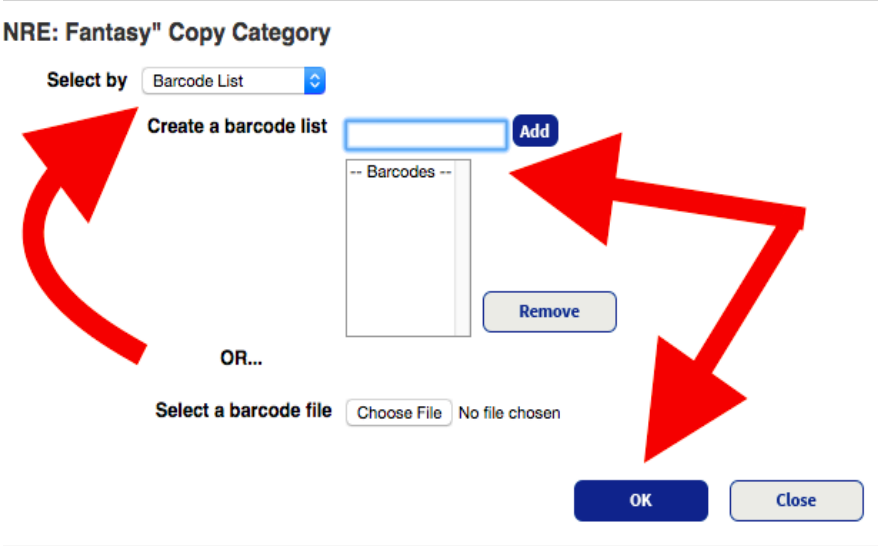


Note: There are so many ways to genrefy your collection. And there's no wrong way to do it. If you've already started this journey and your process doesn't look like mine, no worries! It doesn't have to. If you're just getting started but choose to do it a different way, no worries! These are just the procedures I used when I genrefied my libraries AND they are the steps I recommend as I help other librarians genrefy theirs.

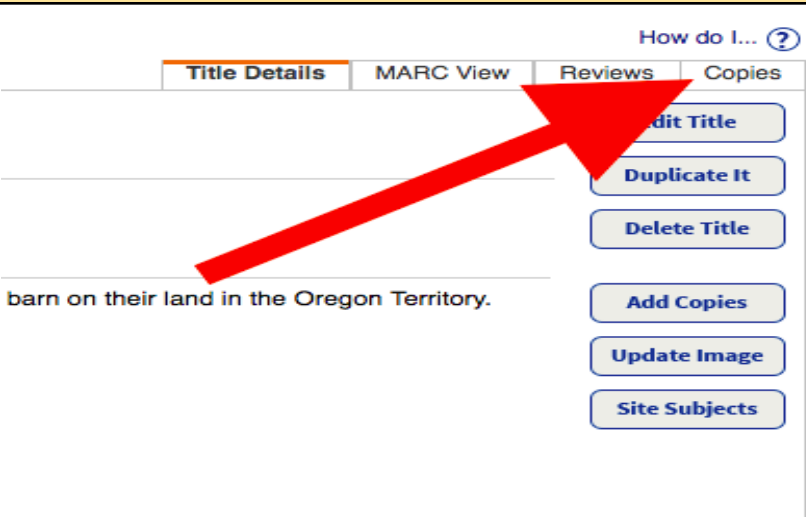

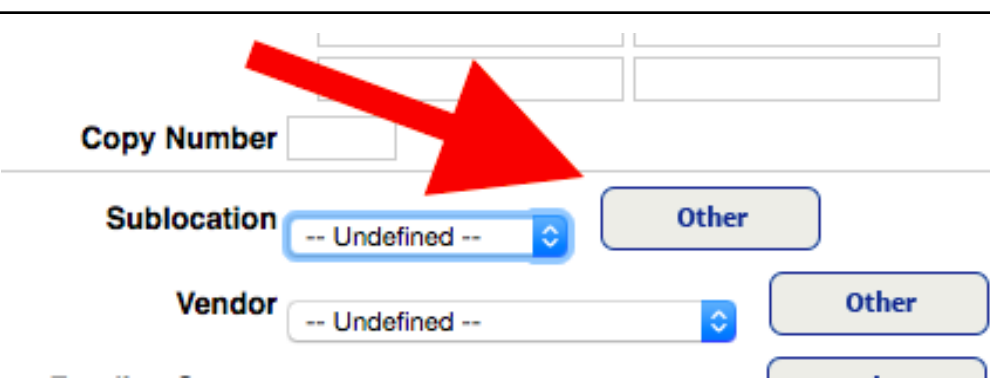


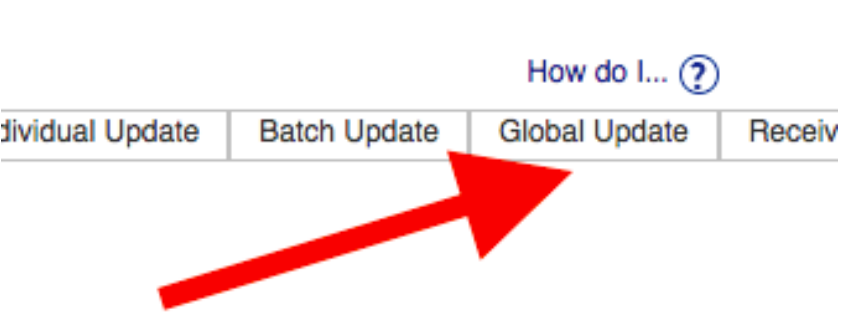
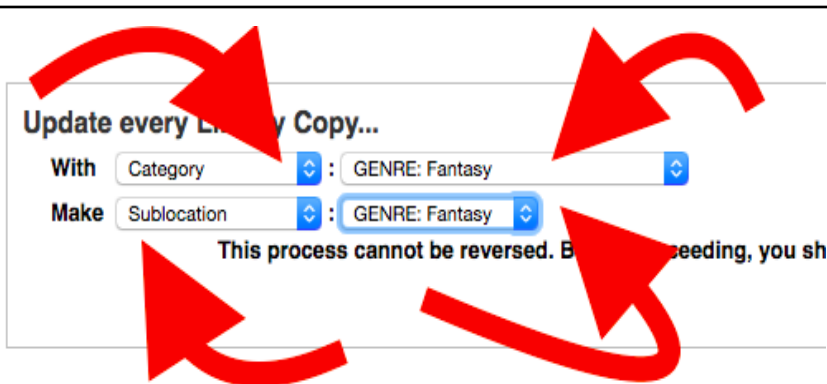
One other thing: these directions include screenshots from the LMS Destiny. I don't work for Follett, nor have I received any compensation from them in order to create these instructions. Rather, I chose to use Destiny for this document because it's the LMS I most frequently see used in the libraries where I work with students and librarians. If you work with a different system, and want to do something similar, approach your vendor rep for help.


- Supplies:**
- Laptop and scanner
 - Clear, tinted label protectors ([like these from Demco](#)). I recommend buying some in every color, because you never know when you're going to want to add another genre. *Protip: If you buy larger sized labels than what you need, you may be able to cut them in half and get two labels for the price of one.*
 - Small cart/rolling chair.
 - Optional (but highly recommended): A friend (or two) to help. :)

Step	Task	Hints/Additional Info
1	Create a list of genres you <i>*think*</i> you will use. Note: these directions apply to the fiction section. Specifics for non-fiction will follow later.	Give yourself permission to add to this list. As you go along, you will no doubt think of other genres, but start by creating a core list. Write that list down - in a Google Doc, or somewhere, that you can refer to later AND that those helping you can access. There are no right or wrong genres, but no matter what you select, do so thinking about how your students look/ask for books and use their needs/requests as a guide. Because I get asked this question a lot, I will say here that I personally chose not to create a special genre for LGBTQ books. While I highlighted these books through displays and booktalks, I did not want to put a label on a book that might make the student a target outside the library. Nor did I want to accidentally out a reader or allow an identifier, like a label, force them into conversations they were not ready to have. In the end, you will know best how to create genres that best serve the needs of your readers. That said, whatever you land on, you want these genres to remain consistent throughout this process.
2	Assign each genre a color to match the spine label protectors you purchased (see above). For example, you might decide to use dark blue to indicate fantasy, and yellow to indicate historical fiction, etc.	Add the colors to your list of genres. Later, when you create signage, I recommend you create a quick reference guide (see example below) for kids/adults, but for now, just make a note of which color corresponds with which genre - both for you and for those lending you a hand.
3	Commit to completing one shelf at a time. Not one bookshelf, not one shelf section, one single shelf. On days that you are able to complete more than one shelf, you'll feel like a champ. On days that a single shelf is all you can manage, you'll still feel like someone who sets a goal and knocks it out of the park. Setting goals like, "I'm gonna genrefy the fiction this week" sound exciting and like a recipe for disaster. "One shelf at a time" was my mantra every time and it never let me down.	What is a shelf? This is a photo from my library at Myrtle Grove Middle School. I've outlined a single shelf in red. Adding the shelf above and the shelf below would constitute a section. See? 

4	Take a book off the shelf.	Congrats! You're really doing this!
5	Decide what genre this book goes in.	Don't let this step send you into a state of paralysis by analysis. You could spend all day trying to figure out the perfect genre for each book: don't. If you haven't read the book and can't tell based on the description or subject headings in the existing record, there are sometimes clues on the verso page or, if worse comes to worse, look it up on Amazon or Good Reads. If you have the Amazon or Good Reads app on your phone, you can scan the (manufacturer's) barcode, scroll down to the product description and find lots of information. If that doesn't work, hand the book to a student who loves to read, loves the library and who will help you figure out the genre. OR - just guess! What can go wrong? If you later decide it goes into a different genre, it's easy to fix. As the saying goes, don't sweat the small stuff. Assign the book a genre and move on. Boom.
6	Place the tinted label protector OVER the top of the existing spine label.	You should be able to see the spine label through the label protector. Why do I do this instead of adding a genre label (like these you can purchase from Demco)? I just didn't want to cover up any more of the spine than I had to. I like the genre labels - some are super cute - but I wanted students to be able to see as much of the spine as possible. Plus, if you decide that you want to genrefy non-fiction next, using the genre labels for non-fiction books will be a quick, easy way for shelvees to identify fiction from non-fiction. That said, if you don't want to spend money on labels of any sort, you can always make and print your own the way Nikki Robertson did here .
7	PUT THE BOOK BACK ON THE SHELF IN THE SPACE YOU RETRIEVED IT FROM.	I can't stress this enough. Do not reshelve anything at this point. Just put it back on the shelf with the new tinted spine label. If students notice at all, just tell them a surprise is coming to the library. Trust me on this one. You'll thank me later.
8	Repeat steps 4-7 until you've completed one shelf. Then keep going	<div></div> Boom! Congrats! Huzzah! You've completed one shelf. YOU ARE AMAZEBALLS!
Now... keep going! As you have time, do the same thing for all the shelves in a bookcase. Then repeat the same steps, one shelf at a time, until you've completed an entire section of the library (like the fiction, for example). Once you've done that, it's time for the really fun part.		
9	Now add your list of genres as copy categories to Destiny by selecting catalog at the top. Then click the "copy category" tab in the upper right.	<p>Because you (or previous librarians) have likely already created other copy categories, (as resources for teachers or as shelf lists connected to yearly projects, units of study) and some of those may be named like the genres you've selected, I suggest including the word GENRE in your new copy category titles. Doing this insures that all the copy categories related to genrefyng your collection appear together and it will differentiate them from other copy categories with similar names.</p> <div></div>
10	Type in the name of one of your genres (GENRE: Fantasy) and click save.	<div></div>
11	Repeat steps 9-10 until you have added all your genres as copy categories.	Pro Tip: These can be copy/pasted from the list of genres you created at the beginning of this process. <div></div>
12	Grab a few kids (or teachers or parents) and have them help you start pulling all the books	Breathe. This part might freak you out, but trust me, it's all going to be okay. Plus, this step is going to provide you with some really

	off of the shelves (in the section you've completed). As books are taken from the shelves have your volunteers sort them into piles on separate tables - for example, "Joaquin, you are responsible for putting all the books with red spine labels on this table." "Jennifer, you grab the books with yellow labels and put them on this table."	good information. Once all the books have been removed, look at the number of books on each table. Which genres are overflowing? Which tables only have a few books? These visuals should inform your collection development decisions moving forward.
13	Decide where you want each genre to start and end in your physical space.	For me these decisions had more to do with the number of books I had in each genre and the physical space available than with anything else. I know some folks choose to put their genres in alphabetical order, and that's cool, too. Do whatever you think will help kids find books.
14	Reshelve as you normally would, just keeping the books within their respective genres.	This won't take as long as you might fear provided you have some help. Even if no one else lends a helping hand during the rest of the process, buy some chocolate and bribe your friends to help you with this part. Together, you'll knock it out in an afternoon.
15	<p>Now you need to add all of the books in each genre to their corresponding copy category. Since you've just reshelved them, this will be easy!</p> <p>First, scroll down and find the genre copy category you want to add books to. Then click the + to the right.</p>	
16	<p>Then select "barcode list" from the drop down menu marked "select by."</p> <ul style="list-style-type: none">➤ Then scan each title, clicking ADD after each.○ When you've added all the books for that genre/copy category, click OK to save barcode list into that category.	
17	Repeat steps 15-16 for each genre.	
18	<p>You're almost there. But because we want students to be able easily see which genre a book falls into when searching the catalog, we still need to do one more thing: add a sublocation. Luckily, we can do this globally in just a few steps.</p> <p>(Note: this process requires a number of steps, but don't worry, it's a lot easier than it looks. And it's SO MUCH EASIER THAN CHANGING THE RECORD FOR EVERY SINGLE BOOK!)</p> <p>First, scroll down and find the copy Category you just added books to. Now you should be able to view it. Click view.</p>	
19	<p>Select the first book in the list.</p> <ul style="list-style-type: none">➤ When that record opens, click "details."	

20	Click the “copies” tab in the upper right.	
21	Click edit (looks like a pencil) on <u>your copy</u> (upper right). Note: this is important. Depending on how Destiny is configured in your district, you may see copies that are available at other libraries. You want to make sure you’ve selected the copy that is in your school.	
22	Scroll down to dropdown marked sub location, click the “other” button.	
23	Add in your sublocation: (Genre: Fantasy). ➤ Click save.	
	Click “update copies” from the left menu bar.	
24	Click global update (upper right)	
25	Now you have to tell Destiny to assign the sublocation you just created to every book in a specific copy category. Select “category” from the first drop down in the first row. ➤ Select your genre/copy category from the second drop down. ➤ Select “Sublocation” from the first drop down in the second row.	

	<p>➤ Select your genre/copy category from the second drop down.</p>	
26	Click update.	
27	<p>Search for the book in the catalog using a student login. Whether you are using classic Destiny or Destiny Discover, the new genre will appear without a user having to click on the record.</p> <p>Woo hoo! You did it!!!!</p> 	<div><div><div>The barn</div><div>Details</div></div><div><div> Call # F AVI</div><div>Avi, 1937-</div><div>Location: GENRE: Fantasy</div><div>Published 1994</div><div>Reading Level: 5.8 Interest Level: 3</div><div>Lexile: 670L</div><div>Fountas and Pinnell: T</div><div>★★★★☆</div></div></div> <div><div><div>IN</div><div></div></div><div><div>The barn</div><div>Avi, 1937-</div><div> Book</div><div>F AVI</div><div>GENRE: Fantasy</div><div>Favorite</div></div></div>

going to want, where books will mostly stay grouped, and where you're going to be pulling from all over the library to make a new genre.

- Step 6 (from above, applied to non-fiction): You have a couple of options here. I've known librarians who stick with the colors for non-fiction, just creating different signage for the non-fiction color range. However, most I've spoken to utilize traditional genre labels for non-fiction. As stated above, these can be purchased or you can create your own and print them out to save money. Either way, make them small, so they don't take up too much room on your spine label, and be sure to create shelf signage that includes the genre symbol.
- Some traditionally non-fiction sections lend themselves to be pulled from non-fiction and put into their own sections, with unique call numbers: fairy tales, scary stories, poetry, story collections, graphic novels, etc., come to mind. You may choose to change the call numbers for these sections. (For example, GN Fic Alb might work for a fiction Graphic Novels whereas GN NF 398.2 Alb might work for a non fiction Graphic Novel by the same author). Existing dewey call numbers work fine for the remaining non-fiction sections and are easy for kids to recognize. Pulling, labeling and updating the records for these titles will, again, leave you with fewer books in your new non-fiction section.
- Step 7 (from above, applied to non-fiction): Because Dewey is roughly organized into genres/subjects anyway, you might choose to reshelve as you go, as opposed to waiting until the end. I've spoken to librarians who fall passionately into both camps. In the end, you should tackle this in whatever way is easiest for you and the people you talk into helping you. However you do it, reshelving your new non-fiction genres is a good time make sure the new dewey arrangements make sense. Chances are, your new non-fiction genres will consist of logical dewey ranges, that you'll shelve as you always did. But some will consists of books that previously lived in faraway sections, in this case, I recommend changing some of the call numbers so that the new dewey range makes sense. For example, if you decide to put all the "war" books together, pick one dewey range (that represents the majority of the books) and add outliers to that range. This will make shelving easier AND help students recognize that these books go together.
- Step 23 (from above, applied to non-fiction): Think about how you're going to make it easy for a kid to find a non-fiction genre on the shelf, since there are so many of them. Instead of "GENRE: Religion" I've seen some librarians use the term "SUBJECT: Religion" as another way for kids to quickly see, in the catalog, that the book is in non-fiction. Other librarians number their shelves and use phrasing like "1 - NF REL - Religion" as the location meaning they went to shelf 1 to find the genre. This might also be helpful if you choose to genrefy picture books as well. However, note that if you choose to include a shelf number, you'll have to update these sublocations if you choose rearrange your library or your library is renovated, etc.
- Finally, some educators may wonder: if the dewey ranges in non-fiction are a lot like genres, why genrefy non-fiction at all? As with fiction, genrefying non-fiction increase browsability and discoverability for students when we're not there to help. Putting books together in a way that makes sense to kids helps them become independent users of the library. I've yet to meet a librarian who went through this process and regretted it later. In the end, the results are always the same: circulation goes up and young readers are empowered as independent library users.