

# SHELVING

of a library book

## Determining Item Location

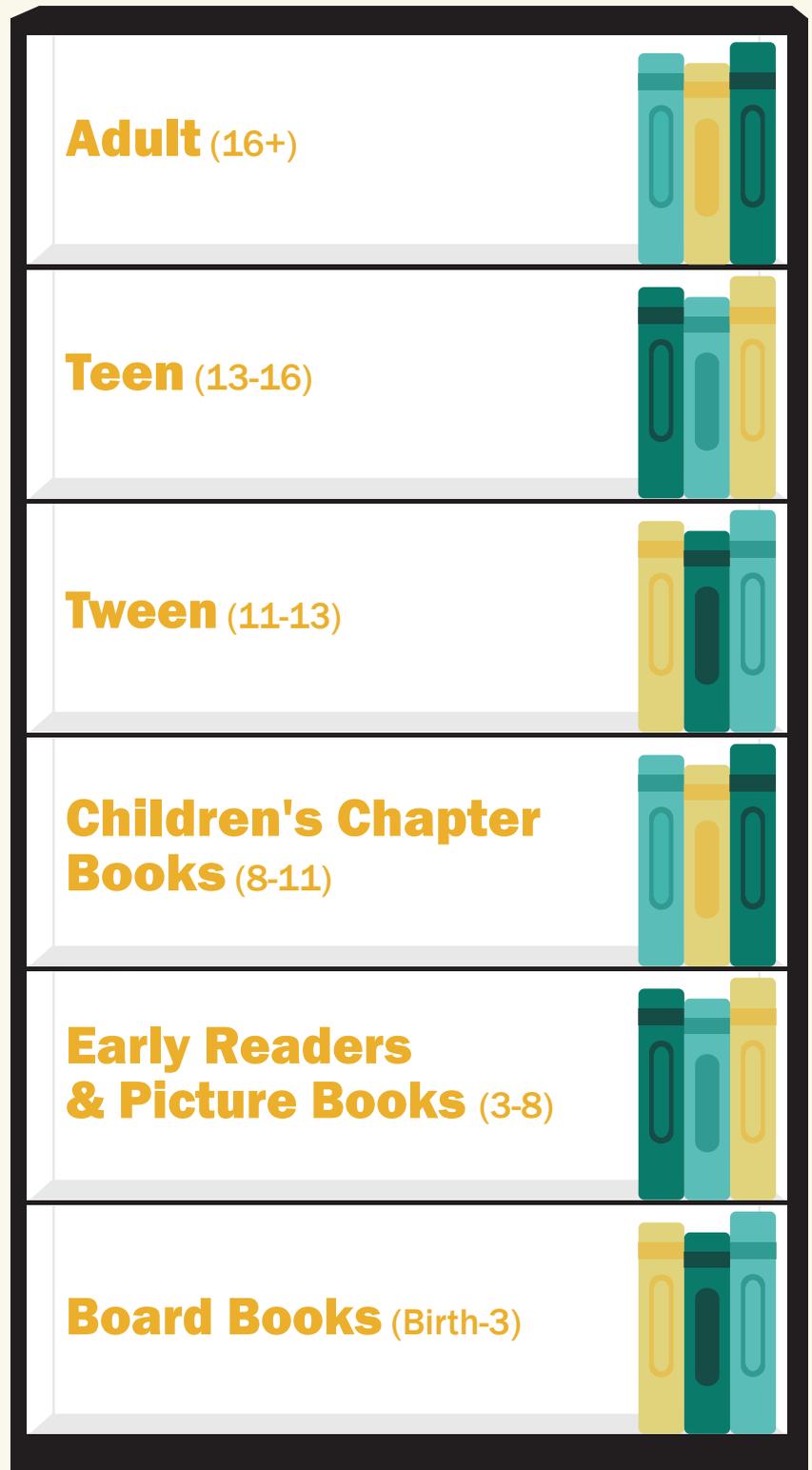
Materials are located within a local library according to best practices and local policies and procedures.

- Public libraries have a variety of books for readers of all ages, maturity levels, and interests.
- Professional reviews\* often indicate an item's genre.
- Library staff consult Library of Congress records for genre and subject information.
- Library staff look at the book to confirm shelf location (e.g. age of protagonists, number of pages, illustrations).
- Libraries appreciate patron engagement. If a patron is concerned about the placement of an item, they should reach out directly to their local library. Libraries have a process in place in case a patron would like the library to reconsider the location of an item. (See *Life Cycle of a Library Book*)

\*Professional reviews may include *Publisher's Weekly*, *Library Journal*, *School Library Journal*, *Horn Book*, *Booklist*, *Kirkus Reviews*, *shelf-awareness.com*, and *forewordreviews.com*.

## Where does it go?

Librarians use professional guidelines, local policies and procedures, and practicalities such as space in determining where to shelve a book. Most libraries have areas for different age ranges.



WISCONSIN  
LIBRARY  
ASSOCIATION

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# USING THE LIBRARY

*with your child*

## Parental Rights and Responsibilities

Wisconsin public libraries value the involvement of parents and guardians in their children's use of public library materials. Responsibility for what children under the age of 16\* read and use rests with their parents and guardians.

Public libraries offer many tools and resources to support **PARENTAL INVOLVEMENT**.

Libraries help families find library materials that meet their needs and interests:

- Collection development policies ensure the library has varied materials that serve the whole community.
- Trained staff select materials and help families find the titles they want.
- Signs direct children, teens, and adults to appropriate collections.
- Library staff can recommend books to support many needs, interests, and age levels.
- Libraries provide access to professional reviews to help parents and guardians determine which materials are appropriate for their child.

Many Wisconsin libraries have policies about children's library use, such as:

- Setting a minimum age for children to be in the library unattended by a parent or guardian.
- Requiring a parent or guardian to sign their child's library card application, which prevents a child from obtaining a library card without their permission.

Parents and guardians can see what their children under the age of 16\* have checked out:

- Parents and guardians can call, email, or visit the library to get their child's account information.
- Parents and guardians can view their children's accounts online, via the library's website and/or an app.
- Some libraries provide the option for parents and guardians to receive a text or email receipt when their child checks out materials, which includes the titles of those materials.



**\*Wisconsin statute grants parents and guardians access to their children's public library records when that child is under the age of 16.**



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