

E4LIBRARIES CATEGORY HEADINGS – CHILDREN'S AND YOUNG ADULT

1. Introduction

The following draft proposal forms part of the BIC E4Libraries initiative – a partnership between BIC, MLA, CILIP, NAG, library suppliers and library management system suppliers designed to streamline workflows and realise the potential for efficiency gains in the library supply chain.

As part of this initiative BIC has undertaken to investigate the use of current industry-standard BIC codes to produce a set of E4Libraries Category Headings - library-oriented category headings applicable across the full range of Adult Non-Fiction, Adult Fiction and Children's / Young Adult stock.

BIC has also committed itself to ensuring that future revisions of the *BIC Standard Subject Categories and Qualifiers* take account of the needs of both the public library and trade communities.

Categories for Children's and Young Adult titles are discussed below. Categories for Adult Non-Fiction and Adult Fiction are discussed in an associated document, *E4Libraries Category Headings – Adult Non-Fiction and Adult Fiction*.

It is intended that E4Libraries Category Headings will be provided in addition to existing Dewey classifications and subject / genre headings.

All UK library authorities have long-standing categorisation schemes for Children's and Young Adult stock. These are based primarily on age / reading level – for example, early years, first readers, teenage, young adult. The majority of authorities apply these categories solely at item level to provide a shelfmark, determine borrowing entitlement, and measure performance. A minority also use them to provide a searchable option within the main title-level catalogue record.

Current schemes rely heavily for their operation on costly and time-consuming staff intervention. These schemes employ very similar category structures although precise category content may vary. For example, a single First Readers category in one authority may be split into two by age / reading level in another.

Category names also vary widely by authority, so identical categories will have different names in different authorities. For example, Easy Readers, Stepping Stones, First Reads and Learning to Read may all identify the same category of stock.

In addition some library authorities supplement their age / reading level categories with further in-house categories based on stock type (Early Years), genre (Fiction) or subject (Non-Fiction).

A standard scheme of BIC-based Category Headings encompassing age, stock type, genre and subject offers the opportunity to reduce cost and streamline workflows by automating the categorisation process, and to support further improvements in stock selection, management, discovery and display.

Standard Children's and Young Adult Category Headings for UK public libraries can be used to facilitate:

- shelf display / browsing
- electronic display / browsing
- standardised servicing
- reduction in complexity and cost of processing and selection
- evidence-based assessment of stock demand, supply and performance
- comparative performance analysis

- selection specification
- personalised recommendations
- links with retail sites

The scheme outlined below proposes a comprehensive set of fixed title-level E4Libraries Category Headings capable of supporting all these functions.

At the same time it offers authorities a degree of flexibility in determining item-level shelfmarks - the categories used to organise and display stock in individual locations. This is designed to allow authorities to customise the scheme to meet their specific needs, and in particular to allow authorities which have already developed their own schemes to integrate them with this new standard.

This approach has received substantial approval from a Consultation Group representing a variety of English library authorities. Further comments regarding all areas of this proposal are welcomed from librarians and suppliers alike. Library suppliers are invited in particular to comment on the Category Headings chosen and on the feasibility and potential impact on their operations of the flexibility built into the main scheme; LMS suppliers on the support offered by their systems for the production of performance data.

2. General

2.1 E4L Category Headings will be derived from codes assigned according to *BIC Standard Subject Categories and Qualifiers (Version 2, Revision 1)*. See <http://www.bic.org.uk/productinfo-subjectcat.html> for the full document and current *User Guidelines*.

2.2 BIC Subject Category and Qualifier codes will be assigned at source by the publisher and / or by bibliographic data agencies.

2.3 These codes are normally assigned in advance of publication and will not achieve 100% accuracy. However, it is expected that the return in enhanced efficiency will more than compensate for this.

2.4 BIC Subject Category and Qualifier codes will be held in the standard MARC record. It is understood that MARC fields are already available for this purpose.

2.5 All BIC codes assigned to a title will be held within the MARC record as a basis for any future development of this categorisation scheme.

2.6 Any E4L Category Heading assigned to a title will also be held within the MARC record. Any implementation work required here will be progressed as part of this project.

2.7 E4L Category Headings will be assigned by bibliographic data agencies on the basis of detailed mapping rules developed from the listing of BIC codes provided in the tables below.

2.8 Each Children's or Young Adult title will be assigned two E4L Category Headings..

2.9 Category Heading 1 will be based on a combination of stock category (Early Years, Fiction and Non-Fiction) and age / reading level. Stock category will be determined from the first two characters of the primary BIC code (see 2.11 below). Age / reading level will be determined from the BIC Age / Reading Level Qualifier code. The age categories used will be in line with those agreed for trade use in April 2008 by the Publishers Association Children's Book Group.

2.10 Category Heading 2 will reflect stock type (Early Years), genre (Fiction) or subject (Non-

Fiction).

2.11 Where more than one BIC code is assigned to a title, the code first cited in the string is the primary code. E4L Category Headings will normally be mapped from this primary code. However, other mapping rules will also be implemented where required.

2.12 It is envisaged that E4L Category Headings will be generated through an automated mapping program to be developed as part of this scheme.

2.13 Guidance will be needed for those authorities wishing to undertake retrospective conversion of stock to the new E4L Category Headings. Procedures for retrospective conversion will be investigated as part of this project.

3. Search

3.1 E4L Category Headings may be used to support discovery through inclusion in LMS subject or keyword search functions.

3.2 E4L Category Headings will also be capable of supporting any future development of structured category browse options on the Amazon model. This will include the ability to search / browse by age category which is a standard feature of sites such as Amazon, lovreadingforkids.

4. Shelf display

4.1 The E4L Category Headings held in the MARC record provide a title-level descriptor applicable to all copies of a single title.

4.2 The E4L Category Headings may also be used to generate a shelfmark for individual items, allowing titles to be grouped for categorised shelf display.

4.3 The shelfmark provides an item-level descriptor specific to an individual copy in a particular library location.

4.4 All shelfmarks will require an associated shelving code which may be used to indicate the correct shelving position of each item.

4.5 All E4L Category Headings will therefore be accompanied by a standard shelving code for this purpose.

4.6 To ensure shelving codes are kept as brief as possible, some codes have been used in more than one section. For example

CRI = Crime (Adult Fiction) / CRI = Crime (Adult Non-Fiction)

HIS = History (Adult NF / Children's NF) / HIS = Historical (Adult Fiction / Children's NF)

4.7 Shelving rules therefore derive from a combination of factors. For example,

HIS + Dewey spine label + adult title = shelve in Adult NF / History

HIS + no Dewey spine label + adult title = shelve in Adult Fiction / Historical

HIS + Dewey spine label + children's title = shelve in Children's NF / History

HIS + no Dewey spine label + children's title = shelve in Children's Fiction / Historical

(Note: if shelving codes specific to categories Adult Fiction, Adult Non-Fiction, Children's and Young Adult Fiction, Children's and Young Adult Non-Fiction are preferred, codes may be prefixed as follows: Adult Fiction – AF/; Adult Non-Fiction – AN/; Children's and Young Adult Fiction – YF/;

Children's and Young Adult Non-Fiction – YN/)

4.8 Shelving codes may be used on a spine label or they may be marked in a standard position on the flyleaf of the book. *(Note: the role of category labels is open to question. Are they provided to help readers make their choice, or simply to ensure books are reshelved correctly? In the latter case an indication of category on the flyleaf of the book or in small type on the spine label may be all that is required.)*

4.9 All such labels should be produced and positioned in accordance with the [NAG Guidelines for Servicing, Revision 2](#).

4.10 Options for the generation of shelfmarks will be discussed in more detail in section 6 below.

5. Performance data

5.1 Performance data by category may be generated from E4Libraries Category Headings.

5.2 Library management systems may vary in the way they generate performance data – some drawing on information held in the title record, others on information held in the copy record. Further consultation with LMS system suppliers is recommended.

5.3. Where performance data is derived from title records it may be generated from information held within the BIC code(s) field or Category Heading(s) field(s).

5.4 Where performance data is derived from copy records it may be generated from information held within the shelfmark field.

5.5 Comparative performance data may only be generated from standard data – BIC codes or E4Library Category Headings – and may therefore only be produced from information held within the title record.

6. E4Libraries Children's and Young Adult Category Headings

6.1 E4L Children's and Young Adult Category Headings 1 - based on age / reading level - are proposed as follows:

E4LIBRARIES CHILDREN'S /YOUNG ADULT CATEGORY HEADINGS (1)			
Shelving code	Category Heading	BIC code	BIC Age / Reading Level Qualifier Codes
EY	Early Years	Begins YB	Not required
F5+	Fiction 5+	Begins YF	5AF, 5AG
F7+	Fiction 7+	Begins YF	5AH, 5AJ
F9+	Fiction 9+	Begins YF	5AK, 5AL
F11+	Fiction 11+	Begins YF	5AM, 5AN
F13+	Fiction 13+	Begins YF	5AP, 5AQ
NF5+	Non-Fiction 5+	Begins YN, YQ, YR, YX	5AF, 5AG
NF7+	Non-Fiction 7+	Begins YN, YQ, YR, YX	5AH, 5AJ
NF9+	Non-Fiction 9+	Begins YN, YQ, YR, YX	5AK, 5AL

E4LIBRARIES CHILDREN'S / YOUNG ADULT CATEGORY HEADINGS (1)			
NF11+	Non-Fiction 11+	Begins YN, YQ, YR, YX	5AM, 5AN
NF13+	Non-Fiction 13+	Begins YN, YQ, YR, YX	5AP, 5AQ

Note: Records relating to some children's / young adult titles are supplied by publishers with no BIC age / reading level code and with insufficient information to enable a code to be allocated by bibliographical data agencies. Such titles will be assigned to a holding category as shown below:

Shelving code	Category Heading	BIC code	BIC Age / Reading Level Qualifier Codes
None	Fiction – unspecified	Begins YF	No code specified
None	Non-Fiction - unspecified	Begins YN, YQ, YR, YX	No code specified

Bibliographical data agencies will identify titles in these holding categories and seek to obtain the additional data necessary to assign a full E4L Category Heading. Where this is impossible library services should upgrade their records on receipt of the titles concerned.

6.2 E4L Children's and Young Adult Category Headings 2 - based on stock type (Early Years), genre (Fiction 5+, 7+, 9+, 11+, 13+) and subject (Non-Fiction 5+, 7+, 9+, 11+, 13+) - are proposed as follows:

6.2.1 Early Years

E4LIBRARIES CHILDREN'S / YOUNG ADULT CATEGORY HEADINGS (2) – EARLY YEARS		
Shelving code	Category Heading (2)	BIC Code / description
BOB	Books for Babies	YBCB Board books, small format books
PIB	Picture Books	YBC (not YBCB, YBCS) Picture books YBG (not YBGP, YBGT) Interactive YBGP Pop up / lift the flap YBGT(not YBGT1, YBGT3) Novelty, toy, die-cut - YBGT1 noisy, musical - YBGT3 touch and feel
PCS	Picture Storybooks	YBCS Picture storybooks (i.e. picture books with a strong narrative text)
LRN	Early Learning	YBL (not YBLB1) Early learning / concept books - YBLA Alphabet - YBLA1 First words - YBLB Rhymes / wordplay - YBLB1 Nursery rhymes - YBLC Number / counting - YBLD Colours - YBLF Opposites - YBLH Size, shape, pattern - YBLJ Time, seasons - YBLJ1 Telling the time - YBLN First experiences - YBLN1 Senses

6.2.2 Fiction 5+, 7+, 9+, 11+, 13+

E4LIBRARIES CHILDREN'S / YOUNG ADULT CATEGORY HEADINGS (2) - FICTION 5+, 7+, 9+, 11+, 13+		
Shelving code	Category Heading (2)	BIC Code / description
GEN	General	YDC (not + YDP [or] + YF) Anthologies YFB General (contemp / non-genre)
CLA	Classics	YFA Classic (pre 1945)
ADV	Adventure	YFC Adventure - YFCB Thrillers - YFCF Crime / mystery
HOR	Horror	YFD Horror / ghost / chiller
FAN	Fantasy / Magic	YFH Fantasy
SCI	Science Fiction	YFG Scifi
FAM	Families	YFN Family and home
ANI	Animals	YFP Animal
HUM	Humorous	YFQ Humour
ROM	Romance	YFM Romance
SPO	Sport	YFR Sporting
SCH	School	YFS School
HIS	Historical	YFT Historical
SHO	Short Stories	YFU Short stories
GRA	Graphic Novels	YFW Graphic novels / comic strip fiction – Tintin, Asterix etc.
TRD	Traditional	YFJ Traditional (fairy tales, folk tales, myths, legends)
RER	Reluctant Readers	Any above [+] 5AR Reluctant readers

6.2.3 Non-Fiction 5+, 7+, 9+, 11+, 13+

E4LIBRARIES CHILDREN'S / YOUNG ADULT CATEGORY HEADINGS (2) – NON-FICTION 5+, 7+, 9+, 11+, 13+			
Shelving code	Category Heading (2)	BIC Code / description YN (General), YR (Ref), YX (Personal and social issues)	BIC Code / description YQ (Educational)
GEN	General	YNG General knowledge/trivia -YNGL Libraries /museums YRE Encyclopaedias YRG (no other BIC code present) General reference	
STU	Study and Revision	YQX General studies, study skills YQZ Study and revision guides	
SUP	Supernatural	YNX Supernatural / mysteries - YNXF UFOs etc. - YNXW Witches/ghosts	
REL	Religion and Belief	YNR Religion and belief (includes mythology, religious festivals) YXZR religious issues	YQR Religious studies (includes Myths / Mythology) - YQRA Assemblies - YQRC Christianity

**E4LIBRARIES CHILDREN'S / YOUNG ADULT CATEGORY HEADINGS (2) –
NON-FICTION 5+, 7+, 9+, 11+, 13+**

			<ul style="list-style-type: none"> - YQRN Other religions (includes festivals) - YQRN1 Judaism - YQRN2 Islam - YQRN3 Hinduism - YQRN4 Buddhism
PEO	People and Places	<p>YNM People and places (includes disasters, politics and government, social care, social welfare, human geography, economic geography, flags, social studies, customs, dress and costume, folklore, communication)</p> <p>YRW Atlases</p> <p>YXZ (not YXZG, YXZR, YXZW)</p> <p>Social issues</p>	<p>YQG Geography</p> <p>YQN (not YQNP) Citizenship and social education (includes social studies, culture, customs, folklore, dress, social groups, disasters, social care, communication, media, industries, emergency services, law, politics)</p>
WOR	Work and Industry	<p>YNK Work and industry (includes fire, police, crime; careers guidance, CVs, interviews, industries, public services, media studies)</p>	<p>YQV business studies (includes economics, money, finance, vocational subjects and skills – e.g. hairdressing, beauty therapy)</p>
PER	Personal Issues	<p>YXA Body and health</p> <ul style="list-style-type: none"> - YXAX Sex education YXC Bullying, abuse YXF Family - YXFD Divorce - YXFM Siblings - YXFT Teenage pregnancy YXG Death / bereavement YXJ Drugs / addiction YXK Disability / special needs YXL Self awareness / self esteem YXN Racism / multiculturalism YXS Sexuality / relationships YXT Truancy / school problems 	<p>YQNP Personal, social and health education (PSHE)</p>
LAN	Languages	<p>YRD Dictionaries</p> <ul style="list-style-type: none"> - YRDC Picture - YRDL Bilingual/multilingual 	<p>YQC English language/literacy</p> <ul style="list-style-type: none"> - YQCR Reading/writing schemes - YQCS Reading/writing skills - YQCS1 Handwriting skills YQF Other languages
SCI	Science, Maths and Technology	<p>YNT Science and technology (includes Computers/IT, fashion design, human biology)</p> <ul style="list-style-type: none"> - YNTB Building/construction - YNTR Transport - YNTS Space 	<p>YQM Mathematics/numeracy</p> <ul style="list-style-type: none"> - YQMT Times tables YQS Sciences - YQSB Biology (includes human / animal biology) - YQSC Chemistry - YQSP Physics YQT Technology - YQTB Design technology - YQTF Food technology - YQTU Computing/ICT

**E4LIBRARIES CHILDREN'S / YOUNG ADULT CATEGORY HEADINGS (2) –
NON-FICTION 5+, 7+, 9+, 11+, 13+**

NAT	Nature	YNN Nature / natural world (includes physical geography, habitats, earth sciences, weather, environment, ecology, resources, pollution, recycling, nuclear energy, sustainability, nature, country life, fossils, plant life) YXZG environmental issues	
ANI	Animals	YNNA Dinosaurs / prehistoric world YNND Pets YNNR Wildlife (includes freshwater / marine life) YNNF Farm animals	
LEI	Leisure	YNP Practical interests (includes personal appearance) - YNPC Food and cooking - YNPG Gardening - YNPH Handicrafts - YNPK Money YNV Hobbies, quizzes, games - Puzzle books - Computer game guides	
ART	Art	YNA Art	YQA Art and design
MUS	Music and Entertainment	YNC Music - YNCP Pop music YND Drama / performance (includes festivals) - YNDB Dance, ballet - YNDS Playscripts YNF Television / film	YQB Music
SPO	Sport	YNW Sport and outdoor recreation - YNWA Soccer - YNWB Rugby - YNWC Cricket - YNWG Athletics / gymnastics - YNWW Swimming / water sports - YNWX Cycling, boarding, skating	YQW Physical education (includes dance)
LIT	Literature		YQE English literature - YQEF School editions of literary works
HUM	Humour	YNU Humour / jokes	
POE	Poetry	YDP Poetry	
HIS	History and warfare	YNH History (includes Social history, philosophy) YNJ Warfare and defence YXZW war / conflict issues	YQH History
RER	Reluctant Readers	Any above [+] 5AR Reluctant readers	Any above [+] 5AR Reluctant readers

6.3 E4L Children's / Young Adult Category Headings 1 and 2 provide a comprehensive scheme covering age / reading level, stock type, genre and subject and are designed to support electronic display / browsing; evidence-based assessment of stock demand, supply and performance; comparative performance analysis; and selection specification.

6.4 These E4L Category Headings can also be used to generate a local shelfmark for individual items, allowing titles to be grouped for categorised shelf display.

6.5 Each UK library authority maintains its own scheme of Children's and Young Adult stock categories and category names. Most authorities apply these categories solely at item level to provide a shelfmark, determine borrowing entitlement, and measure performance. A minority also use them to provide a searchable option within the main title-level catalogue record.

6.6 These in-house categories may also be embedded within the parameters of the individual library management system and may be difficult to alter.

6.7 An authority may therefore continue to maintain its own scheme of shelfmarks and item categories. These should be mapped from the title-level E4L Category Headings 1 and 2, using locally devised mapping rules.

6.8 Shelfmarks for dual language material may be mapped from a combination of E4L Category Heading and MARC language fields.

6.9 Shelfmarks may therefore differ from the Category Headings. Shelfmarks may also differ between authorities and between different libraries within the same authority.

6.10 Where authorities include their Children's and Young Adult categories as a searchable option within the title record, the shelfmark may also be mapped to a separate field within the title record.

6.11 The shelfmark may be mapped using the framework adopted in the examples below: -

6.11.1 Early Years

EARLY YEARS - EXAMPLE 1		
Shelfmark	E4L Category Heading 1	E4L Category Heading 2
Picture Books	Early Years	Any

EARLY YEARS - EXAMPLE 2		
Shelfmark	E4L Category Heading 1	E4L Category Heading 2
Baby Books	Early Years	Books for Babies
Stories to Read to Younger Children	Early Years	Picture Storybooks
Picture Books	Early Years	Picture Books [or] Early Learning

6.11.2 Fiction

FICTION - EXAMPLE 1		
Shelfmark	E4L Category Heading 1	E4L Category Heading 2

FICTION - EXAMPLE 1		
Stepping Stones	Fiction 5+	
Short Stories	Fiction 7+ [or] Fiction 9+	Short Stories
Children's Fiction	Fiction 7+ [or] Fiction 9+	[Not] Short Stories
Older Readers	Fiction 11+	
Teenage	Fiction 13+	

FICTION - EXAMPLE 2		
Shelfmark	E4L Category Heading 1	E4L Category Heading 2
Learning to Read	Fiction 5+	[not] Graphic Novels
Children's Fiction	Fiction 7+ [or] Fiction 9+ [or] Fiction 11+	[not] School [or] Fantasy [or] Graphic Novels
School Stories	Fiction 7+ [or] Fiction 9+ [or] Fiction 11+	School
Fantasy	Fiction 7+ [or] Fiction 9+ [or] Fiction 11+	Fantasy
Picture Books for Older Readers	Fiction 5+ [or] 7+ [or] Fiction 9+ [or] Fiction 11+	Graphic Novels
Graphic Novels	Fiction 13+	Graphic Novels
Teenage	Fiction 13+	[not] Graphic Novels

6.11.3 Non-Fiction

NON-FICTION - EXAMPLE 1		
Shelfmark	E4L Category Heading 1	E4L Category Heading 2
Children's Non-Fiction	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	[not] Nature [or] Sport [or] Animals [or] Leisure
Nature	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	Nature [or] Animals
Sport and Leisure	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	Sport [or] Leisure
Teenage Non-Fiction	NF13+	Any

7. Appendix

7.1 The scheme proposed above combines fixed title-level E4L Category Headings with a flexible item-level shelfmarks, allowing each library authority considerable discretion in organising and displaying its stock.

This level of flexibility is provided to allow the E4L scheme to fulfil a number of different functions, to work successfully in libraries of varying size and type, and to facilitate the integration of E4L Category Headings with existing local categorisation schemes. In an environment where library services are under no compulsion to adopt E4L Category Headings this may be critical in

encouraging take-up.

However, it does have potential implications for the supply chain, involving greater cost and complexity in programming systems to take account of individual customer requirements.

It has been suggested that these costs could be eliminated by adopting an approach where both title-level E4L Category Headings and item-level shelfmarks are fixed. All shelfmarks would be drawn directly from the primary E4L Category Heading with no mapping allowed.

Every copy of a given title would therefore carry identical Category Headings and shelfmarks, eliminating customisation and minimising supply chain costs.

The disadvantage of this approach is that it would make it impossible to map to existing categorisation schemes and would limit the amount of flexibility available to the individual authority in determining its shelving arrangements.

Any authority which did not wish to use E4L Category Headings to organise and display its stock – for example, to maintain a classified order for non-fiction – could simply block the E4L shelfmark from their records.

7.2 If a system of fixed shelfmarks is preferred, two options are available.

7.2.1 Map E4L Category Headings 1 and 2 to a standard set of fixed shelfmarks. This has the advantage of maintaining the detailed level of description provided by E4L Category Headings 1 and 2 for purposes of search, on-line browsing, supply specification and performance analysis.

E4L Category Headings 1 based on age / reading level could be used to provide shelfmarks. Waterstones, for example, use this approach in displaying stock. However, there is a risk that they may be considered too prescriptive and they have not been used here. (Considerable controversy followed the decision to publish the age / reading level categories recently agreed by the Publishers Association Children's Book Group on the cover of all children's books.)

Standard shelfmarks for Early Years, Fiction and Non-Fiction are suggested in the tables below.

7.2.1.1 Early Years

STANDARD SHELFMARKS - EARLY YEARS			
Shelving code	Shelfmark	E4L Category Heading 1	E4L Category Heading 2
BOB	Books for Babies	Early Years	Books for Babies
PIB	Picture Books	Early Years	Picture Books [or] Picture Storybooks
LRN	Early Learning	Early Years	Early Learning
DUA	Dual Language	Early Years	Books for Babies [or] Picture Books [or] Picture Storybooks [or] Early Learning*

*Note: * [+] MARC language code includes language other than English.*

7.2.1.2 Fiction

STANDARD SHELFMARKS - FICTION			
Shelving code	Shelfmark	E4L Category Heading 1	E4L Category Heading 2

LEA	Learning to Read	Fiction 5+	[not] Graphic Novels
SHO	Short Stories	Fiction 7+ [or] Fiction 9+ [or] Fiction 11+	Short Stories
TRD	Traditional Stories	Fiction 7+ [or] Fiction 9+ [or] Fiction 11+	Traditional
LON	Longer Stories	Fiction 7+ [or] Fiction 9+ [or] Fiction 11+	[not] Short Stories [or] Traditional [or] Graphic Novels
GRA	Graphix	Fiction 5+ [or] Fiction 7+ [or] Fiction 9+ [or] Fiction 11+	Graphic Novels
RER	Reluctant Readers	Fiction 5+ [or] Fiction 7+ [or] Fiction 9+ [or] Fiction 11+	Reluctant Readers
TEE	Teenage Fiction	Fiction 13+	Any

7.2.1.3 Non-fiction

STANDARD SHELFMARKS - NON-FICTION			
Shelving code	Shelfmark	E4L Category Heading 1	E4L Category Heading 2
GEN	General	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	General
STU	Study and Revision	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	Study and Revision
SUP	Supernatural	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	Supernatural
REL	Religion and Belief	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	Religion and Belief
PEO	People and Places	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	People and Places
WOR	Work and Industry	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	Work and Industry
PER	Personal Issues	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	Personal Issues
LAN	Languages	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	Languages
SCI	Science, Maths and Technology	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	Science, Maths and Technology
NAT	Nature	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	Nature
ANI	Animals	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	Animals
LEI	Leisure	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	Leisure
ART	Art	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	Art
MUS	Music and Entertainment	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	Music and Entertainment

STANDARD SHELFMARKS - NON-FICTION			
SPO	Sport	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	Sport
LIT	Literature	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	Literature
HUM	Humour	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	Humour
POE	Poetry	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	Poetry
HIS	History and warfare	NF5+ [or] NF7+ [or] NF9+ [or] NF11+	History and warfare
RER	Reluctant Readers	NF5+ [or] NF7+ [or] NF9+ [or] NF11+ [or] NF13+	Reluctant Readers
TEE	Teenage Non-Fiction	NF 13+	Any

7.2.2 The second option is to use the headings above to provide a simpler, single fixed scheme of Category Headings and shelfmarks.

This provides the simplest but least flexible option. In addition to limiting the amount of flexibility available to the individual authority in determining its shelving arrangements, some of the detail provided by Category Headings 1 and 2 is also lost to search, on-line browse, supply specification and performance analysis functions.

Standard E4L Category Headings / Shelfmarks for Early Years, Fiction and Non-Fiction are suggested in the tables below:

7.2.2.1 Early Years

CATEGORY HEADINGS / SHELFMARKS - EARLY YEARS		
Shelving code	Category Heading / Shelfmark	BIC Code / description
BOB	Books for Babies	YBCB Board books, small format books
PIB	Picture Books	YBC (not YBCB) Picture books YBG (not YBGP, YBGT) Interactive YBGP Pop up / lift the flap YBGT(not YBGT1, YBGT3) Novelty, toy, die-cut - YBGT1 noisy, musical - YBGT3 touch and feel
LRN	Early Learning	YBL (not YBLB1) Early learning / concept books - YBLA Alphabet - YBLA1 First words - YBLB Rhymes / wordplay - YBLB1 Nursery rhymes - YBLC Number / counting - YBLD Colours - YBLF Opposites - YBLH Size, shape, pattern - YBLJ Time, seasons - YBLJ1 Telling the time

CATEGORY HEADINGS / SHELFMARKS - EARLY YEARS		
		- YBLN First experiences - YBLN1 Senses
DUA	Dual language	Any of the above[+] MARC language code = language other than English

7.2.2.2 Fiction

CATEGORY HEADINGS / SHELFMARKS - FICTION				
Shelving code	Category Heading / Shelfmark	BIC Code / description	Age range	BIC Age / Reading Level Code
LEA	Learning to Read	YDC (not + YDP) Anthologies YF (not YFW) Fiction	5+	5AF, 5AG
SHO	Short Stories	YFU	7+ [or] 9+ [or] 11+	5AH, 5AJ, 5AK, 5AL, 5AM, 5AN
TRD	Traditional Stories	YFJ	7+ [or] 9+ [or] 11+	5AH, 5AJ, 5AK, 5AL, 5AM, 5AN
LON	Longer Stories	YDC (not + YDP) Anthologies begins YF (not YFJ, YFU, YFW) Fiction	7+ [or] 9+ [or] 11+	5AH, 5AJ, 5AK, 5AL, 5AM, 5AN
GRA	Graphix	YFW Graphic novels	5+ [or] 7+ [or] 9+ [or] 11+	5AF, 5AG, 5AH, 5AJ, 5AK, 5AL, 5AM, 5AN, 5AP
RER	Reluctant Readers	Any above [+] 5AR	5+ [or] 7+ [or] 9+ [or] 11+	5AF, 5AG, 5AH, 5AJ, 5AK, 5AL, 5AM, 5AN
TEE	Teenage	YDC (not + YDP) Anthologies begins YF Fiction	13+	5AP

7.2.2.3 Non-Fiction

CATEGORY HEADINGS / SHELFMARKS – NON-FICTION					
Shelving code	Category Heading / Shelfmark	BIC Code / description (1) <i>YN (General), YR (Ref), YX (Personal and social issues)</i>	BIC Code / description (2) <i>YQ (Educational)</i>	Age range	BIC Age / Reading Level Code
GEN	General	YNG General knowledge/trivia -YNGL Libraries /museums YRE Encyclopaedias YRG (no other BIC code present) General reference		5+ [or] 7+ [or] 9+ [or] 11+	5AF, 5AG, 5AH, 5AJ, 5AK, 5AL, 5AM, 5AN
STU	Study and Revision	YQX General studies, study skills YQZ Study and revision guides		5+ [or] 7+ [or] 9+ [or] 11+	5AF, 5AG, 5AH, 5AJ, 5AK, 5AL, 5AM, 5AN

CATEGORY HEADINGS / SHELFMARKS – NON-FICTION					
SUP	Supernatural	YNX Supernatural / mysteries - YNXF UFOs etc. - YNXW Witches/ghosts		5+ [or] 7+ [or] 9+ [or] 11+	5AF, 5AG, 5AH, 5AJ, 5AK, 5AL, 5AM, 5AN
REL	Religion and Belief	YNR Religion and belief (includes mythology, religious festivals)	YQR Religious studies (includes Myths / Mythology) - YQRA Assemblies - YQRC Christianity - YQRN Other religions (includes festivals) - YQRN1 Judaism - YQRN2 Islam - YQRN3 Hinduism - YQRN4 Buddhism	5+ [or] 7+ [or] 9+ [or] 11+	5AF, 5AG, 5AH, 5AJ, 5AK, 5AL, 5AM, 5AN
PEO	People and Places	YNM People and places (includes disasters, politics and government, social care, social welfare, human geography, economic geography, flags, social studies, customs, dress and costume, folklore, communication) YRW Atlases YXZG Social issues - YXZG environmental issues - YXZR religious issues - YXZW war / conflict issues	YQG Geography YQN (not YQNP) Citizenship and social education (includes social studies, culture, customs, folklore, dress, social groups, disasters, social care, communication, media, industries, emergency services, law, politics)	5+ [or] 7+ [or] 9+ [or] 11+	5AF, 5AG, 5AH, 5AJ, 5AK, 5AL, 5AM, 5AN
WOR	Work and Industry	YNK Work and industry (includes fire, police, crime; careers guidance, CVs, interviews, industries, public services, media studies)	YQV business studies (includes economics, money, finance, vocational subjects and skills – e.g. hairdressing, beauty therapy)	5+ [or] 7+ [or] 9+ [or] 11+	5AF, 5AG, 5AH, 5AJ, 5AK, 5AL, 5AM, 5AN
PER	Personal Issues	YXA Body and health - YXAX Sex education YXC Bullying, abuse YXF Family - YXFD Divorce - YXFM Siblings	YQNP Personal, social and health education (PSHE)	5+ [or] 7+ [or] 9+ [or] 11+	5AF, 5AG, 5AH, 5AJ, 5AK, 5AL, 5AM, 5AN

CATEGORY HEADINGS / SHELFMARKS – NON-FICTION					
		- YXFT Teenage pregnancy YXG Death / bereavement YXJ Drugs / addiction YXK Disability / special needs YXL Self awareness / self esteem YXN Racism / multiculturalism YXS Sexuality / relationships YXT Truancy / school problems			
LAN	Languages	YRD Dictionaries - YRDC Picture - YRDL Bilingual/multilingual	YQC English language/literacy - YQCR Reading/writing schemes - YQCS Reading/writing skills - YQCS1 Handwriting skills YQF Other languages	5+ [or] 7+ [or] 9+ [or] 11+	5AF, 5AG, 5AH, 5AJ, 5AK, 5AL, 5AM, 5AN
SCI	Science, Maths and Technology	YNT Science and technology (includes Computers/IT, fashion design, human biology) - YNTB Building/construction - YNTR Transport - YNTS Space	YQM Mathematics/numeracy - YQMT Times tables YQS Sciences - YQSB Biology (includes human / animal biology) - YQSC Chemistry - YQSP Physics YQT Technology - YQTB Design technology - YQTF Food technology - YQTU Computing/ICT	5+ [or] 7+ [or] 9+ [or] 11+	5AF, 5AG, 5AH, 5AJ, 5AK, 5AL, 5AM, 5AN
NAT	Nature	YNN Nature / natural world (includes physical geography, habitats, earth sciences, weather, environment, ecology, resources, pollution, recycling, nuclear energy, sustainability,		5+ [or] 7+ [or] 9+ [or] 11+	5AF, 5AG, 5AH, 5AJ, 5AK, 5AL, 5AM, 5AN

CATEGORY HEADINGS / SHELFMARKS – NON-FICTION					
		nature, country life, fossils, plant life)			
ANI	Animals	YNN A Dinosaurs / prehistoric world YNN D Pets YNN R Wildlife (includes freshwater / marine life) YNN F Farm animals		5+ [or] 7+ [or] 9+ [or] 11+	5AF, 5AG, 5AH, 5AJ, 5AK, 5AL, 5AM, 5AN
LEI	Leisure	YNP Practical interests (includes personal appearance) - YNPC Food and cooking - YNPG Gardening - YNPH Handicrafts - YNPK Money YNV Hobbies, quizzes, games - Puzzle books - Computer game guides		5+ [or] 7+ [or] 9+ [or] 11+	5AF, 5AG, 5AH, 5AJ, 5AK, 5AL, 5AM, 5AN
ART	Art	YNA Art	YQA Art and design		
MUS	Music and Entertainment	YNC Music - YNCP Pop music YND Drama / performance (includes festivals) - YNDB Dance, ballet - YNDS Playscripts YNF Television / film	YQB Music	5+ [or] 7+ [or] 9+ [or] 11+	5AF, 5AG, 5AH, 5AJ, 5AK, 5AL, 5AM, 5AN
SPO	Sport	YNW Sport and outdoor recreation - YNWA Soccer - YNWB Rugby - YNWC Cricket - YNWG Athletics / gymnastics - YNWW Swimming / waters sports - YNWX Cycling, boarding, skating	YQW Physical education (includes dance)	5+ [or] 7+ [or] 9+ [or] 11+	5AF, 5AG, 5AH, 5AJ, 5AK, 5AL, 5AM, 5AN
LIT	Literature		YQE English literature - YQEF School editions of literary works	5+ [or] 7+ [or] 9+ [or] 11+	5AF, 5AG, 5AH, 5AJ, 5AK, 5AL, 5AM, 5AN
HUM	Humour	YNU Humour / jokes		5+ [or] 7+ [or] 9+ [or] 11+	5AF, 5AG, 5AH, 5AJ, 5AK, 5AL, 5AM, 5AN
POE	Poetry	YDP Poetry		5+ [or] 7+ [or]	5AF, 5AG,

CATEGORY HEADINGS / SHELFMARKS – NON-FICTION					
				9+ [or] 11+	5AH, 5AJ, 5AK, 5AL, 5AM, 5AN
HIS	History and warfare	YNH History (includes Social history, philosophy) YNJ Warfare and defence	YQH History	5+ [or] 7+ [or] 9+ [or] 11+	5AF, 5AG, 5AH, 5AJ, 5AK, 5AL, 5AM, 5AN
RER	Reluctant Readers	Any above [+] 5AR	Any above [+] 5AR	5+ [or] 7+ [or] 9+ [or] 11+ [or] 13+	5AF, 5AG, 5AH, 5AJ, 5AK, 5AL, 5AM, 5AN
TEE	Teenage	Any above	Any above	13+	5AP