

**Type:** Administrative**Authority:** CEO**Associated Documents:****Original Approval:** 5-22-18**Amended On:** 5-19-2022**Reviewed On:****ADM.2018.78.01 Classification**

1. In order for the Library collection to be of maximum use and value to BMPL users, the collection shall be organized in such a way as to facilitate access to the information contained therein. This shall be achieved through a logical and systematic physical arrangement of individual items and through the provision of indexes and catalogues for public use.
2. The Dewey Decimal Classification System shall be used to organize the non-fiction book collection.
3. The employees may choose to alter the arrangement of the collection for functionality of the BMPL user.
 - 3.1. New materials, thematic displays, or staff pics may be moved to high traffic areas. No notice is required to the BMPL user for such movement.
 - 3.2. Some areas of the collection may be pulled out of the standard placeholder range in order to be better marketed and to meet the BMPL users' needs. In this case a place holder sign shall be put in the area of the shelves.

ADM.2018.78.02 Cataloguing

1. When obtaining catalogue copy for new items in the collection, preference shall be given to those methods requiring the least staff time (e.g. obtaining cataloguing from the materials supplier, use of cataloguing-in-publication (CIP), use of imported records).
2. In the case where original cataloguing is required, the staff shall follow international standards.