### 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.

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### 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.

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Shelf Location</th>
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<tbody>
<tr>
<td>Adult (16+)</td>
<td></td>
</tr>
<tr>
<td>Teen (13-16)</td>
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<tr>
<td>Tween (11-13)</td>
<td></td>
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<tr>
<td>Children's Chapter Books (8-11)</td>
<td></td>
</tr>
<tr>
<td>Early Readers &amp; Picture Books (3-8)</td>
<td></td>
</tr>
<tr>
<td>Board Books (Birth-3)</td>
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</tbody>
</table>
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.