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NIAUSI Library Arrangement (Working Doc)

Arrangement: (based on usefulness for fellows & visitors, importance of topic to collection, and number of books on each topic).

A. Works most likely to be used for professional reference
Architecture
Urban Studies
Design
Art
Archaeology
Place (History, Geography, Mythology)

General strategy: more to less general (except reference, which comes at the end of a section)

General example of guide to order:
Medium (Books)

Subject Heading (Art)
        Subheading (Regions)
                Subdivision (England)
                      Subdivision (London)
                          [alphabetical by author-if time]

Guide to order of subheadings:
1.   <u>Regions</u> – arrange first by continent or global region if book covers more than one country. Following this, arrange alphabetically by country; within country, alphabetically by English name of region for Italy and state for U.S.; within region, alphabetically by city; include within region books on specific sites or buildings in that region.

If no books on country or region in general, create this as a 'ghost' category and file items on city in alphabetical order within this category (in case future books are acquired—ie, if no books on 'Germany' but one on 'Berlin,' shelve before 'Italy'). In general, if a work covers more than one instance of a level of arrangement—ie, "Pacific Northwest" encompasses several states—place it at the beginning of that level—so, before any particular states.

2.   <u>Time Periods/Styles</u> – for books with no regional association; arrange chronologically.

3.   <u>People</u> – arrange alphabetically (English alphabet) by last name.

4.   <u>Special Topics</u> - arrange by discretion according to # of books/similarity or type of topics/importance to collection.

Order of media:
      Books
Periodicals/Encyclopedias/undersized: place at end of main subject (after special topics), or in separate section based on type of media and size, as space allows. In general, journals kept within sections, undersized books grouped at end of section, and magazines in separate "periodicals" section.

B. Works most useful as personal reference materials
      Travel Guides
      Language Learning Resources

General example of guide to order:
Medium (Books)
Subject Heading (Travel)
      Subheadings (Region)
            Subdivision (Italy)
                Subdivision (Rome)

Media:
      Books

Maps (not catalogued) & Pamphlets

Subject Headings/Subheadings:
    Travel – By Regions (alphabetical)
    Language Learning – By target language (alphabetical)

C. Works most likely leisure reading
    Fiction
    Nonfiction

General example of guide to order:
Language (English)[1]
Subject Heading (Nonfiction)
            [Subheading (Philosophy)]
                    [Subdivision (Greek Philosophy)]

Headings & Subheadings:
    English[2]
            1. Poetry (alphabetical by author)
            2. Literature (alphabetical by last name or chronological)
    Nonfiction
            1. Travel Writing
            2. Biography (alphabetical by subject last name)
            3. Philosophy (chronological)
            4. Miscellaneous
Other languages:
        1. Poetry
        2. Literature
        3. Nonfiction

<u>Collection Guide:</u>

1. **(Irregular) Special Collection[3]: Personal Collection**
        a.   Latvia (books on, or in the language of)
        b.   Animals

2. **(Irregular) Special Collection: Old & Fragile[4]**

3.   **(Irregular) Special Collection: Civita**[5]
        a. Civita di Bagnoregio
        b. San Bonaventura

4. **Architecture**
        a.   General Architecture
                i.   Architectural History
                ii.   Architectural Theory

b. Regional Architecture [see detail at **A**., above] [6],[7]
- **i.** World Regions/Continents
- **ii.** Ancient Rome
- **iii.** Australia
- **iv.** England
- **v.** France
    1. Paris[8]
- **vi.** Germany
    1. Berlin
    2. Munich
- **vii.** Italy
    1. Abruzzo
    2. Aosta Valley
    3. Apulia
    4. Basilicata
    5. Calabria
    6. Campania
        a. Naples
    7. Emilia-Romagna
    8. Friuli-Venezia Giulia
    9. Lazio
        a. Rome
    10. Liguria
    11. Lombardy
    12. Molise
    13. Piedmont
    14. Sardinia
    15. Sicily
    16. The Marches*
    17. Trentino-Alto Adige
    18. Tuscany
        a. Florence
    19. Umbria
        a. Perugia
    20. Veneto
- **vii.** Japan
- **viii.** Sweden3
- **ix.** United States
    1. Pacific Northwest
    2. Illinois
    3. New York
    4. Oregon
    5. Washington
        a. Seattle

c. Styles & Periods[9]

i. Classical

        ii.   Medieval
        iii.   Romanesque
        iv.   Gothic
        v.   Renaissance
        vi.   Baroque
        vii.   Rococo
        viii.   American Colonial
        ix.   Georgian
        x.   Neoclassical/Federal/Idealist
        xi.   Greek Revival
        xii.   Victorian
        xiii.   Arts & Crafts Movement
        xiv.   Art Nouveau
        xv.   Beaux Arts
        xvi.   Neo-Gothic
        xvii.   Art Deco
        xviii.   20th Century – Art Moderne, Bauhaus, Deconstructivism, Formalism, Modernism, Structuralism, Postmodernism, &c.

    d.   Architects (see detail at **A.**, above)
    e.   Special Topics[10]
        i.   Public Spaces
        ii.   Private Spaces
        viii.   Architectural Firms & their projects
        ix.   Architectural Education
    f.   Architectural Encyclopedias
    g.   Architectural Periodicals

5. Urban Planning & Design
    a.   General
    b.   By Region – Country - City – Specific building(s)[11]

6. Design[12]
    a.   Design
    b.   Interior Design
        i.   Furniture
    c. Garden & Landscape Design

7. Fine Art[13]
    a.   General
    b.   Regional (see detail at **A**. and **2b.**, above.)[14]
    c.   Art History/Styles/Periods (referenced from http://en.wikipedia.org/wiki/Art_periods)
        i.   Classical
        ii.   Medieval
        iii.   Renaissance
        iv.   Baroque

v.   Rococo
           vi.   Neoclassicism
           vii.   Romanticism
           viii.   Impressionism
           x.   20th Century - Art Nouveau, Bauhaus, Modern, Contemporary
    d.   Artists (see detail at **A.**, above)[15]
    e.   Special Topics
           i.   Museum Collections[16]
           ii.   Other (Ceramics, Drawing, Photography, Sculpture, Techniques)
    h.   Art Periodicals

8.   Archaeology
  ? (ie, Celtic)
  a. Ancient Greece
  b. Etruria
  c. Ancient Rome

9.   Places – History/Geography/Religion/Mythology[17]
    a.   General (World Regions/Continents)
    b.   Regional[18] - same as **2.** and **4.**, above, EXCEPT
           i.   Ancient Greece
           ii.   Etruria
           iii.   Ancient Rome
           iv.   (continue as detailed at **A.**, above)

10.   General Encyclopedias[19]

11. Travel Guides[20]
    a.   Regional (see detail at **B.**, above)
    b.   [Maps]
    c.   Boxed sets[21]

12. Language Learning (Arranged alphabetically by target language, where discernible).

13. General Fiction & Nonfiction (~Probable Leisure Reading)
    a.   English
           i.   Poetry
           ii.   Literature
                [Travel Writing]
           iii.   Nonfiction
                 1. Travel Writing
                 2. Biography
                 3. Philosophy
                 4. Misc.
      b. French
           i. Poetry

ii. Literature
                    iii. Nonfiction
        c. German
                    i. Poetry
                    ii. Literature
                    iii. Nonfiction
        d. Italian
                    i. Poetry
                    ii. Literature
                    iii. Nonfiction
        e. Latin
                    i. Poetry
                    ii. Literature
                    iii. Nonfiction
        f. Spanish
                    i. Poetry
                    ii. Literature
                    iii. Nonfiction

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[1] Leisure reading is arranged first by language because people are likely to want to read either in their first language(s), or to practice a specific language.
[2] The largest number of leisure books are in English; other sections may not have all these distinctions, depending on the number of items held).
[3] Based on Astra's personal collection and the scant likelihood of anyone doing research in Latvian. This collection includes language learning, books on architecture, art, and history/geography, and is currently housed in the bedroom off the Sola Grande.
[4] Most of these items are from the 1700s-1900s; some are very fragile and/or damaged, and seem likely to be irreplaceable. This collection is probably incomplete, and may require assessment. It is currently housed in the bedroom off the Sola Grande.
[5] Works on Civita and/or Bagnoregio, including works on St. Bonaventure. Reasoning: Civita is a place of special interest, and should be featured prominently within the library. It all starts with Civita. This collection is currently housed in the Sola Grande, before the beginning of the regularly organized collection.
[6] A representative and in-progress, rather than exhaustive, list.
[7] *To be cross-listed by style or period, where applicable.*
[8] Not enough books on France, Germany, &c. to justify arranging by region—there's no substance there to occupy the theoretical space. If more books are acquired, this can be adjusted to fit the theory of the scheme to match Italy and the US.
[9] For works that cover style but do not fit within a particular geographical area
[10] For types of architecture, we organized in general public -> private
[11] *To be cross-listed by city where applicable.*
[12] Typically, both Design and Architecture would be included under the general category "Art," but given the purpose of the collection we thought it made more sense to begin with architecture and move through design to fine art and other influences on architecture.

[13] *To be cross-listed with architecture & place, where applicable.*

[14] *To be cross-listed with periods & styles, urbanism, &c. where applicable*

[15] There is no one perfect way to arrange the books, but for Artists in particular, there were several sets of series on various artists that ended up being separated. *These will be noted as series, where applicable, so users can search for the set.*

[16] *Arranged alphabetically by name of museum as it appears on item..* This is also currently the last section located in the Sala Grande; everything following is in the studio.

[17] Again, in a larger library with a more complete organizational scheme, geography and history of place would be separated. Given that they seem to be relevant as inspiration or background knowledge for architectural research, however, it didn't seem to make sense to have two separate sections—we sought to gather together everything not explicitly associated with architecture or art that would nevertheless convey the essence or context of a place in which architecture and art took place. For this section, then, works on style or period are organized chronologically within their region.

[18] Because there were few books on historical people and most were associated with particular places (ie, the Medici in Florence), for this section we included people within countries or regions.

[19] As we see it, this marks the end of the primarily professional research-focused section of the library.

[20] We separated these from art and place organization mainly by attempting to weigh their utility for a) architectural research against their utility for b) (possibly personal) travel purposes.

[21] Reasoning: these are similar to reference works, like encyclopedias, and Tony specifically mentioned one set as "the best" available, so it makes sense to keep them together.