

## HOW TO READ CALL NUMBERS

Knowing the call numbers and how to read them will help in the search for library materials. Call numbers are found on the spine of library materials. They assist in locating the materials on the shelves.

A call number is a set of numbers and letters created to organize and represent a particular volume or title. There are various fields of information in the call number that identifies a title.

The first letters in a call number represents the subject of a title. These letters are not abbreviations. For example, KF means the material is about law or legal matters. The materials will be arranged alphabetically, according to the first letters of the call number – not the author or the title.

The number represents the subtopic. 8925 is the number range for “civil practice materials” at the federal level. The material remains in the broader topic of “law”. The numbers will be in ascending order beginning with one.

The following line contains a letter and numbers that represent the author’s last name. The letter represents the first initial and the numbers represent the subsequent letters in the author’s last name.

The next line may indicate the type of material included. Not all call numbers include this line.

The publication date of the book is listed on the following line.

The final line of the call number may include the supplement, copy, or volume number.

Most call numbers are assigned to materials found in the Treatise section. They may also be found in the Reference area, behind the Reference Desk, in the Nevada section, and in the Self-Help area.

If you are unable to locate material, please ask at the Reference Desk. Staff is happy to assist you. Our catalog can be accessed at [www.ClarkCountyNV.Gov/LawLibrary](http://www.ClarkCountyNV.Gov/LawLibrary).

The diagram shows a call number on a purple background with lines pointing to each part and corresponding text explanations:

- KF**: Read the first line in alphabetical order.
- 8925**: Read the second line as a whole number.
- .B84**: The third line includes a letter and numbers. Read the letter alphabetically. Read the number as a decimal, ex. .B84 is before .B9
- C653**: The Fourth line may not be present in all call numbers. This line includes a letter and numbers. The letter is read alphabetically and the number is read as a decimal.
- 2002**: The next line is read as a date.
- c.1**: This line, if included, is a copy, volume, or supplement number.