

HOW TO FIND CALL NUMBERS

Knowing the call number and how the call number works and is read will help in the search for library materials needed. Call numbers are found on the spine of library book and are useful to the patron as a tool to find a certain book.

Call numbers are a specific set of numbers created to organize and represent a particular volume or title.

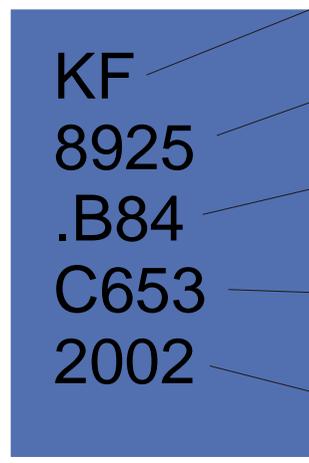
The Library of Congress has set the call number standard. There are various fields of information in the call number that identify a title.

The call number first has a field that represents the subject of a title. The subject designators are letters that represent a topic, but the letters are not abbreviations. KF for example are the designators for legal or law materials. These letters ranges will be in alphabetical order on the shelves in the library.

The number represents the subtopic. 8925 is the number range for civil practice materials at the federal level, but still in the subject of law. The numbers will be in descending order starting from 1 and up. The numbers will start over at 1 in the next letter subject.

The letter abbreviation and the number following are for the author and the number of books written by the author. The letter is the author's first letter in the author's last name. The numbers following are designed to differentiate authors with similar last names.

Note that the number after the author's abbreviated last name even though it follows a decimal point it is a decimal number. The number is not a whole number. .B 84 is lower than .B9.



Read the first line in alphabetical order
A, B, BF, C, D, K, KF, L, LA, LB, M, ML

Read the second line as a whole number
1, 2, 3, 45, 100, 101, 1000, 2000, 2430

The third line is a combination of a letter and numbers.
Read the letter alphabetically.
Read the number as a decimal, e.g. .C65=.65, .C724=.724

Read this line fourth and follow the instructions in the third line.
Read the letter alphabetically.
Read the number as a decimal, e.g. .C65=.65, .C724=.724
(i.e. This line may not be present in all call numbers.)

This is the year the book was published.
Chronological order: 1985, 1987, 1991, 1999...
Following or in this line will be volume, supplement & copy
v.1, v.21 for volume 1, 21; supp=supplement volume; c.1, c.21
for copies 1, 21.

Then comes the date of the book. This is the edition date or the published copyright date of the title. The book may have a new edition released each year. This will show by the last field. For example the call number will be exactly the same for the 1999 and 2000 editions, but the 1999 edition will have 1999, and the 2000 edition will have 2000.

Be sure to note the location of a title, because the call number will not show the location. Locations are Reference, Reference Desk, Treatise, Reporters, Nevada, Periodicals, etc. This means those titles will be in those respected areas in the library, and once in that area, use the call number rules to find the title.

Last come the volume, supplement and copy available at the library.

Volumes are designated by v.1 form volume 1 or v.2 for volume 2, and so forth.

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Any time a volume is supplemented by a supplement that volume it will say so. If volume 1 has a bound supplement the supplement volume will say v.1 supp.

If the library has multiple copies of the same book, meaning the same edition, this will be shown by the copy number. For instance c.2 means the book is copy 2 or the second copy of that title. C.5 is copy 5 or the fifth copy of that title.