

A QUICK GUIDE TO THE LIBRARY OF CONGRESS CALL NUMBER SYSTEM:

READING A LIBRARY OF CONGRESS CALL NUMBER:

- A LIBRARY OF CONGRESS CALL NUMBER IS MADE UP OF LETTERS AND NUMBERS. THIS SYSTEM EASILY EXPANDS TO INCLUDE A NEW SUBJECT WHEN NEW INFORMATION IS DISCOVERED.

FIRST ROW - LETTERS:

- THE FIRST ROW OF LETTERS REPRESENTS THE SUBJECT AREA. ITEMS ARE SHELVED ALPHABETICALLY ACCORDING TO THIS FIRST ROW OF LETTERS. THE FIRST ROW OF THE CALL NUMBER MAY CONSIST OF EITHER ONE, TWO OR SOMETIMES THREE LETTERS.

THEY WOULD BE SHELVED AS IN THE FOLLOWING EXAMPLE:

A AB AG AZ BA BC

SECOND ROW - WHOLE NUMBERS:

- THE SECOND ROW OF A CALL NUMBER IS MADE UP OF NUMBERS. THESE NUMBERS READ AS WHOLE NUMBERS AND REPRESENT A SUBDIVISION OF THE SUBJECT. THEY AFFECT SHELVING IN THE FOLLOWING WAY:

A 97 A 104 A 275 A 350 A 1007 B 10

THIRD ROW - DECIMAL, LETTER, NUMBER:

- THE THIRD LINE IN THE CALL NUMBER IS A DECIMAL, LETTER, NUMBER. THE LETTER IS USUALLY THE FIRST LETTER OF THE AUTHOR'S LAST NAME. HOWEVER, FOR SOME SUBJECTS, FOR EXAMPLE IN P - LANGUAGE AND LITERATURE - THIS LETTER MAY BE ANOTHER SUBDIVISION TO INDICATE THE TPE OF LITERATURE. ALSO, IF THE ITEM HAS AN EDITOR RATHER THAN AN AUTHOR, THE FIRST LETTER OF THE TITLE MAY BE USED. THE NUMBER IS CALLED A "CUTTER NUMBER". THE NUMBERS ARE READ AS A DECIMAL. FOR EXAMPLE, THIS THIRD LINE OF THE BASIC CALL NUMBER WOULD BE SHELVED IN THE FOLLOWING ORDER:

A 97 .A27 A 97 .A277 A 97 .A3 A 97 .B15

- AFTER THE THIRD LINE YOU MAY FIND ANOTHER LETTER, NUMBER LINE ON SOME ITEMS. THIS NUMBER IS ALSO READ AS A DECIMAL. YOU MAY ALSO FIND DATES OF ITEMS OR VOLUME NUMBERS (V.1 , V.2 , ETC). YOU MAY FIND "P.1" AND "P.2" INDICATING PARTS, OR "C.1" AND "C.2" INDICATING THE LIBRARY HAS MORE THAN ONE COPY OF THIS ITEM.