



HOW TO READ CALL NUMBERS

01/08 aw

Key Contact

Reference

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Phone: 777-4866

1. Alphabetically by the letter or letters at the beginning of the call number.

A before AE before B before BD

B 1	BC 5	BD 21	BF 1
.C32	.F68	.E85	.S6

There is a guide by the elevators that tells which call letters are on what floors.

A, B, C, D	Level 1	N, P	Level 3
E, F, G, H, J, K, L	Level 2	Q, R, S, T, U, V, Z	Level 4
Juvenile	Level 1		

2. Then by the numbers that come right after the letters. The numbers are shelved in numeric order.

BF 1	BF 11	BF 21
.S6	.H64	.A1

3. Then in alphabetical order and decimal order. The call numbers below are arranged in correct order because .73 is smaller than .8

BF 21	BF21	BF 21	BF 21
.A1	.B6	.C73	.C8

4. There may be another line of letters and numbers. If so, these will also be in alphabetical and then decimal order.

BF 21	BF 21	BF 21
.C8	.C8	.C8
.K3	.K36	.M4

5. Then by date of publication is one is given.

BF 21	BF 21
.C8	.C8
.M4	.M4
1962	1990