HOW TO READ CALL NUMBERS

Key Contact
Reference E-mail: uscref@gwm.sc.edu 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
   E, F, G, H, J, K, L Level 2
   N, P Level 3
   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 BF 21 BF 21 BF 21

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

5. Then by date of publication is one is given.
   BF 21 BF 21
   .C8 .C8
   .M4 .M4
   1962 1990