

## **Books with Wings: Finding Library of Congress Numbers for Books**

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Group Website: <http://www.bookswithwings.ca>

*Criteria for books to send: health related, no more than 10 years old or else of lasting value (anatomy, dictionaries, complete encyclopedias). Sell the rest for shipping costs or to buy new books. We are especially short of midwifery books this year (2005/2006). Money is also needed to pay for the purchase of bookshelves in Afghanistan. We can offer tax deductible receipts from the University of Manitoba.*

*Four steps to getting a National Library of Medicine/Library of Congress number for books being sent to Afghanistan in our Books with Wings project:*

*First, check the **spine of the book** to see if it already has a label. Clean the label with an organic solvent if necessary.*

*Second, look **inside the book**, generally on the back of the title page!*

A typical Library of Congress/National Library of Medicine number has 4 parts:

One or two letters	Decimal	Letter/number combination	Year
Two Letter	Decimal	Let/Num	Year
QH	581.2	E78	1997
R	123	F697	2002
WW	140	T843p	1993

Record each one in a separate column of an Excel spread sheet. Other columns should contain:

**Authors** (Author:surname, initials with periods/between authors)

**Title** (capitalize first and significant words)

**Publisher**

**City** (first one if more than one)

**Edition #** (if not first)

**Volume #** (if applicable)

**ISBN** if given

If you have **more than one copy** then duplicate the row

The other columns are for:

**Library:** the library to which the book is to be sent

**Collection:** the part of that library in which it will be shelved

**Donor:** your university (use abbreviation)

**Comments:** pertinent information, such as "CD in back cover"

If you don't know some of these, please leave them blank.

### ***Third***

We have found that the following **sequence of Internet searches** usually works for finding the NLM/LC # online:

a) NLM: [http://130.14.16.150/cgi-](http://130.14.16.150/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First)

[bin/Pwebrecon.cgi?DB=local&PAGE=First](http://130.14.16.150/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First)

b) LC: <http://catalog.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>

c) Google Advanced: [http://www.google.ca/advanced\\_search?hl=en](http://www.google.ca/advanced_search?hl=en)  
"Library" and "Title of book"

Put them in your bookmarks for quick access.

### ***Fourth***

Give up, and leave the LC fields blank. We will contact a professional librarian who will construct an LC #. Put a blank label on the book (see below) *but with no mylar*, and put it in a separate pile to wait until the librarian gets back to you or whoever keeps the pile.

### ***Fifth***

**Label the book:**

Use labels about 2cm wide and 4cm tall. Write the # in clear printing with a fine felt-tip pen with permanent ink as follows, on a stick-on white label.

Use the largest letters that fit:

WW

140

T843p

1993

Place the label on the spine of the book so it doesn't cover the author and title.

If the book is too narrow, place the label on the front cover, lower left corner, so it doesn't cover the author and title.

Cover the label with clear mylar tape (available from library supplies precut). Clear packing tape may be used if you can't get the mylars.

Place a stick-on gift label inside the front cover of the book, elsewhere if it would cover up useful information. Contact Richard Gordon for its design.

Shelve the book in Library of Congress order.

Books are shipped in shelf order, even though each box is then not fully packed.

***Sixth***

Save file as bww-yourname.xls

Send file to Allison as an e-mail attachment with BWW at the start of the subject: umharria@cc.umanitoba.ca

Please send your list after each session, so we can keep track of our progress.

Use a fresh Excel template for each session so we don't receive duplicate entries.

The whole Books with Wings project can be found on the webpage [www.bookswithwings.ca](http://www.bookswithwings.ca)