

## CALL NUMBERS AND LOCATIONS

### ■ What is a call number?

A **call number** is a code comprised of letters and numbers assigned to a book or a periodical based on the item's subject content. A call number is like an address - it tells where the book is located in the library. Call numbers are usually found on the spine or the upper left hand corner of books and bound periodicals.

The University of Manitoba Libraries, like many academic libraries, uses the **Library of Congress Classification System** (<http://www.loc.gov/catdir/cpsolcco/lcco.html>) for books. In this system the call number starts with letters.

Periodicals, on the other hand, are arranged according to the **Dewey Decimal System** (<http://www.oclc.org/dewey/versions/ddc22print/intro.pdf>) where the call number starts with numbers. A collection of older books located on the second floor of the Elizabeth Dafoe Library is also organized according to the Dewey Decimal Classification System.

Library of Congress call number	Dewey Decimal call number
RJ	819
506	J826
B44	Ca
E75	Fi
1998	

### ■ Reading call numbers: Library of Congress Classification System

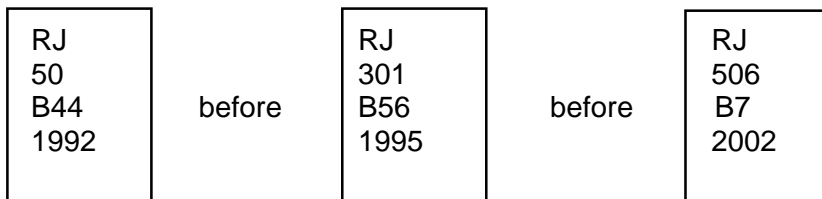
The Library of Congress Classification System (LC) uses combination of letters and numbers to arrange materials by subject. The first line of a call number represents one of subject divisions of the Library of Congress Classification System. For example:

L = Education	N = Visual Arts
LA = History of Education	NA = Architecture
LB = Theory and Practice of Education	ND = Painting

Call numbers are read line-by-line:

- The first line of a call number begins with one, two, or three letters. These letters are read alphabetically, e.g. **CT** before **RT**.
- The second line is made of a number that has one or more digits. This line is read numerically as a whole number, e.g. **506** before **510**.
- The third line is a combination of letters and numbers. Read the letter(s) alphabetically and the number following the letter numerically, e.g. **B37** before **C44**.

These examples are in correct call number order:



The final lines of the call numbers include dates, volume indicators, issue numbers, copy numbers, and/or other annotations.

## ■ Reading call numbers: Dewey Decimal Classification System

The Dewey Decimal Classification system (DDC) uses combinations of numbers to arrange materials by subject. Every Dewey Decimal call number begins with three numbers, some with decimal numbers, followed by various letters and/or number combinations.

- Numbers to the left of the decimal point are whole numbers. Therefore, 015 comes before 150.
- Numbers to the right of the decimal point are decimal numbers. Therefore, 970.13 comes before 970.3.

These examples are in correct call number order:



## ■ Browsing the shelf

Once you understand how to read a call number, you can browse the collection to find other books on a topic. For example, call numbers beginning with GV 11 will include other dictionaries on recreation and leisure.

## ■ Location Prefixes

Some call numbers are preceded by a location indicating that the item is shelved in a specific location and may have loan restrictions. For example:

**Ref** FC 1 C18

The Ref prefix indicates that this book is shelved in the Reference Collection.

**Per** 100 J22

The Per prefix indicates that this item is shelved in the Periodicals section.

**Slav** PG 3488

The Slav prefix indicates that this item is shelved in the Slavic Collection.