Shelving Items by Call Number

Library of Congress Classification and Dewey Decimal System
<table>
<thead>
<tr>
<th>Library of Congress</th>
<th>Dewey Decimal</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 3525 .I972 G3 1962</td>
<td>F .S474 Or 970 .W58i</td>
</tr>
</tbody>
</table>
Library of Congress Classification

**How Books are Shelved**

To find a book on the shelf, read each call number line-by-line:

- **Line 1:** Alphabetical by letter
- **Line 2:** By numbers
- **Line 3:** Alphabetically, then by decimals
- **Line 4:** Alphabetically, then by numbers
- **Line 5:** By date, oldest to most recent
# Subjects of the Letters

<table>
<thead>
<tr>
<th>Library of Congress Classification</th>
<th>Subjects of the Letters</th>
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<tr>
<td>LINSHEID LIBRARY USES THE LIBRARY OF CONGRESS (LC) SYSTEM TO SHELF BOOKS</td>
<td>Subjects of the Letters</td>
</tr>
<tr>
<td>The LC system is broken into 21 primary classes, or general subject areas</td>
<td>Subjects of the Letters</td>
</tr>
<tr>
<td>A - General Works</td>
<td>M - Music and Books on Music</td>
</tr>
<tr>
<td>B - Philosophy. Psychology. Religion</td>
<td>N - Fine Arts</td>
</tr>
<tr>
<td>C - Auxiliary sciences of history</td>
<td>P - Language and Literature</td>
</tr>
<tr>
<td>D - History</td>
<td>Q - Science</td>
</tr>
<tr>
<td>E.F - History in Americas</td>
<td>R - Medicine</td>
</tr>
<tr>
<td>G - Geography</td>
<td>S - Agriculture</td>
</tr>
<tr>
<td>H - Social Sciences</td>
<td>T - Technology</td>
</tr>
<tr>
<td>J - General legislative and executive papers</td>
<td>U - Military Science</td>
</tr>
<tr>
<td>K - Law</td>
<td>V - Naval Science</td>
</tr>
<tr>
<td>L - Education</td>
<td>Z - Bibliography. Library Science</td>
</tr>
</tbody>
</table>
Anatomy of a Call Number Overview

• Four parts of a call number:
  • Classification letters
  • Classification number
  • Cutter number
    • Can be one or two lines long
  • Publication year date
Anatomy of a Call Number

Library of Congress Classification Letters
*TR* are used for items about **Photography**

Cutter Number
is based on the author’s last name, “Barth”

**TR 655**
.B378
2010

Library of Congress Classification Number
*TR 655* is assigned to items about Chronological Photography

Publication Year Date
Classification Letters and Numbers

• Another example: PS 3525 .I972 G6 1936

• Classification letters
  • P is Language and Literature, while PS is specifically American Literature.

• Classification numbers
  • Subdivides the topic by time period and geographic region
    • 3500-3549 are authors from 1900-1960.
Cutter Numbers

• Cutter Numbers
  • First cutter number
    • Usually encodes the author and often includes the first or second letter of the author’s last name.
  • Second cutter number (if there is one)
    • Often based on the first letter of the title (leaving out words like “the,” “an,” “a,” etc.)
Cutter Numbers Example

• Example: *Gone With the Wind* by Margaret Mitchell
  • Call number for this book is PS 3525 .I972 .G6 1939
    • First cutter number: .I972
    • Second cutter number: G6
  • The I in the first cutter number is the second letter of the author’s last name.
  • The G in the second cutter number comes from the first letter of the book’s title.
  • **Note:** Cutters are read as decimals.
    • Example: .15 comes before .2
Publication Years and Other Information

• The call number may end with a publication year, volume number, number in a series, and/or copy number.
  • Example:
    PS 3525
    I936 G6
    1992 (publication year)
    v. 2 (second volume in a series)
    no. 2 (second issue in a volume)
    c. 2 (second copy of a certain item)
How to Shelve Library of Congress Items

• The first line (classification letters) is PS. This would go after PR but before PT.
• The second line (classification number) is 3525. Within the PS section, it would go after 3524 and before 3525.1.
• The third line (first cutter number) is .I936. Within the 3525 range, it would go after .I93 and before .I94
  • Note: Cutter number lines use decimals. .I930 is less than .I936 and .I940 is more.
• The fourth line (second cutter number) is .G6. It would go after .G59 and before .H602.
• The next lines are chronological and/or numerical.
Dewey Decimal System

• Four types of books
  • Non-fiction
  • Fiction
  • Easy Reader
  • Biography
• Used with children’s books
Non-fiction Subject Areas
Non-fiction Books

- Uses the three-digit Dewey subject classification
- Shelved according to the three-digit subject number and then the first letter of the author’s last name.
- Example:
  - Call number: 940.3 .H354t
  - 900 is the general category dealing with Geography and History.
    - 940 is specifically about the history of Europe.
    - 940.3 is even more specifically about World War I.
  - The author of this book is Nathan Hale, so there is an H right after the last decimal.
  - Shelved numerically by the first three digits, then alphabetically and then numerically
Fiction Books

• Starts with letter F
• Shelved according to the first letter of the author’s last name
• Example:
  • Call number: F .D443c
    • The author of this book is Carmen Agra Deedy, so there is a D right after the decimal.
  • Shelved in the Fiction section
  • Alphabetically and then numerically
Easy Readers

• Starts with the letter E
• Shelved according to the first letter of the author’s last name
• Example:
  • Call number: E.K436g
    • The author of this book is Hena Khan, so there is a K right after the decimal.
  • Shelved in the Easy Readers section
  • Alphabetically and then numerically
Biographies

• Starts with the letter B
• Shelved according to the first letter of the subject’s last name
• Example:
  • Call number: B .L3556aW
    • This book is about Ada Byron Lovelace, so there is an L right after the decimal.
• Shelved in the Biography section
• Alphabetically and then numerically