

Miscellaneous Call # Information

V.3 (volume)	Pt.1 (part)
1984 (year)	c.2 (copy)
suppl. (supplement)	

These may not appear on every call number, but when present they are shelved in sequential order by volume, part, year then copy. Supplements are shelved after the book or volume that they supplement. For example:

QA303.C54 v.3 1984 c.2

comes before

QA303.C54 v.3 1984 suppl.

Finally

First, read the Subject Class in alphanumerical order. Next, read the Cutter in decimal order. Lastly, read the volume, part, year and then copy number information to determine shelving order.

The collection runs from the upper-left corner of a range to the bottom-right corner before continuing on to the other side or the next range. When you are shelving and reach the end of one side or range, you must check the next side or range to see if the call number sequence is continued there.

Some call numbers may have a Cutter after the date. This is actually a Cutter for the date, not the call number, and it can appear confusing. If you read the call number sequentially for each call number “element” you will see that:

**HX811
1982
.S58**

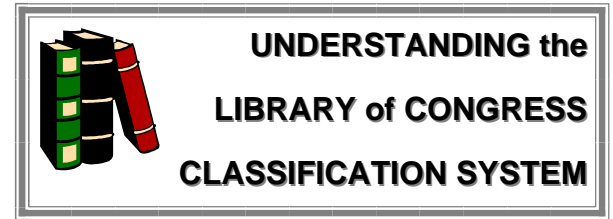
comes before

**HX811
.A831
1977**

Because:

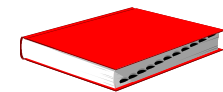
HX811	Subject Class	HX811
no cutter	Cutter	.A831
1982	year of publication	1977
.S58	volume, copy, etc.	(none)

When shelving books, remember that “nothing” always comes before “something”. So a Subject Class with one letter comes before a Subject Class with 2 letters, and a single Cutter goes before a double Cutter. Therefore, a call number with no Cutter would go before a call number with a Cutter.



The Library of Congress (LC) Classification system is an alphanumeric shelving system that groups books by subject area. Every book is assigned a call number that acts as an address telling us where the book is located on a shelf. A call number consists of letters, whole numbers, and decimals.

QA303 → **Subject Class**
.C54 → **Cutter**
1984 → **Year of publication**
C.2 → **Copy number**



Subject Class

QA303 → **Subject Class**

These refer to the book's subject area. The Subject Class is generally a combination of letters, whole numbers and decimals. It should be in alphanumerical order; single letters before double letters.

P92 comes before PA348

Numbers before the decimal point are read as whole numbers. Numbers after the decimal point are read one decimal place at a time.

BR577 comes before BR4218

SB351.24 comes before SB351.3

Some call numbers do not include a subject number; they consist only of a Subject Class letter and a Cutter. *For example:* **BF.P1229**

These types of call numbers are assigned to thesis or dissertation papers, and are shelved at the *start* of a call number range.

K.B32 comes before K1.B32

QP.B24 comes before QP1.B24

A few call numbers begin with three or four letter. Numbers like these would be shelved at the *end* of a section.

KF517.ZM comes before KFN517.ZM

QT30.G84 comes before QTP30.G84

Cutter Numbers

.C54 → **Cutter**

The Cutter symbolizes the author or editor's last name. The rules for reading this line are different than the rules for reading a Subject Class. A Subject Class is read as a combination of whole numbers and decimals, but the Cutter is always treated as a decimal. The letter is read in alphabetical order: C before D and after B. The number is read one place mark at a time.

.B721 ▶ .B8 ▶ .C83 ▶ .C832 ▶ .C87

In the decimal system, one sequence of numbers has to finish before the next one can begin. Therefore, all numbers beginning with

C5 have to be shelved before the ones beginning with .C6. If you are unsure, write out the Cutters and set each to a decimal place. Looking at each one in this way, you can more easily see which Cutter will precede the other:

.C54 and .C7	.P359 and .P66
becomes	becomes
.C54 and .C70	.P359 and .P660

Some call numbers may have what is called a "double Cutter". Read each Cutter symbol one place mark at a time, in their written order.

For example:

TC37.C58A29 comes before TC37.C58D9

PS691.A3B5 comes before PS691.A3G8

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