

Standard Call number Formats for End-Processing

To ease the labeling process for call numbers, we have created a standard for variable information contained within a call number as well as the format used to enter the call number when creating a label.

LC CALL NUMBERS:

Standard LC Call number labels should include Library (i.e. LSM or ALEX) and when necessary shelving location (i.e. REF). LC call numbers are single-spaced and left justified.

	L	S	M	
	Q	A		
	5	2		
	.	I	9	4
	1	9	7	0

The LC call number itself should be capitalized, except in special cases that should be specifically indicated. The variable parts of the call number, such as volume, number, part, should all be lower case, so not to be confused with part of the call number itself. The only exception should be for months or seasons, in this case the first letter should be capitalized. Below you will find a list of the most common variables found in LC call numbers. On the left, the abbreviations of each variable have been listed exactly how it should appear on the label. If there is any question of which variable should be used within the call number or if the hierarchy of variables within the call number is not distinguishable please consult with a supervisor. As a rule of thumb, variable information should descend in a call number from most general to most specific at the bottom (last line).

Edition = ed.

Series = ser.

New Series = n.s.

Year = 2003 (use all four digits and do not include yr., please see separate standards for SuDocs)

Volume = v.

Number = no.

Issue = iss.

Part = pt.

Section = sect.

Months = Dec. (this is an example that the three letter abbreviation should be used, with the first letter capitalized.)

Seasons = Win. (this is an example that the three letter abbreviation should be used, with the first letter capitalized.)

Supplement = suppl.

Index = index

Contents = contents

Below are some examples of how a call number should appear on a label:

Call number CHEM QD 281 .P6P7 V.10 should appear as: CHEM
QD
281
.P6
P7
v.10

Call number MATH QA 76.59 .I59 2005 should appear as: MATH
QA
76.59
.I59
2005

Call number LSM QA 244 .R14 ED.28 2004 V.3 should appear as: LSM
QA
244
.R14
ed.28
2004
v.3

Call number ART N6480 .F754 NO.72 2003 should appear as: ART
N
6480
.F754
no.72
2003

Call number ALEX PQ 1969 .Z81 1864a should appear as: ALEX
PQ
1969
.Z81
1864a

Call number ART FOLIO TR 187 .T842 V.2 should appear as: ART
FOLIO
TR
187
.T842
v.2

Call number CAMDEN QH 540 .I5 V.243 should appear as: CAMDEN
QH
540
.I5
v.243

Call number NEWARK DANA REF H41.I58 2001 V.25 should appear as: NEWARK
DANA
REF
H
41
.I58
2001
v.25

SUPERINTENDENT OF DOCUMENTS CLASSIFICATION NUMBERS:

SuDoc call number labels are single-spaced, include the library (i.e. LSM or ALEX) and shelving location (DOCUS). The SuDoc call number label should be left justified. See example below:

	L	S	M		
	D	O	C	U	S
	D		1	0	3
	.	6	6		
	:	S	M		6
	/	2	0	0	3

SuDoc class numbers are formulated as follows:

- Unit Library (i.e. LSM or ALEX) is typed on the first line.
- The shelf location is typed on the second line.
NOTE: all shelf locations used with SuDoc classes begin with DOCUS.
- Agency indicator is typed on the third line.
- Series designator or kind of publication is typed on the fourth line preceded by the dot.

- Cutter or book number is typed on the fifth line preceded by the colon.

NOTE: a sixth line is used when the book number exceeds the width of the label. Use a breaking slash on the 6th line within the margin.

NOTE: Congressional committees (Y 3. and Y 4.) use two lines for the agency indicator. In these cases, the dot precedes the second agency indicator on the fourth line and the colon precedes the series designator on the fifth line. The cutter is typed on the sixth line without punctuation. See the first example below.

GENERAL PRINCIPLES:

- Always use UPPER CASE letters. Lower case letters were used prior to September 1992.
- Roman numerals (I, II, III) are not used.
- SuDoc numbers always abbreviate years to three digits, except for the year 2000+

Examples for Labels:

ALEX
DOCUSM
Y 3
.F 31/21-3
:8
R 29

ALEX
DOCUS
Y 4
.T 19/4
:R 32/22
/999

LSM
DOCUS-MAP
I 19
.91/2
:CP-37

LSM
DOCUS-COM
E 1
.111
:G 83/CD
/2002-2003

Labeling Combined Issues:

For reports of publications covering more than one year, the range of dates is used with a dash in-between years. Always use at least two digits in the second date. A publication covering a century or more would require 3 digits in the second number. Use 4 digits for years 2000+.

Exceptions for labeling particular serial titles are spelled out in the extended info of the serials control.

Whether the date or the volume number is used first depends on the publication and the meaning of the date and volume numbers in the class. Follow GPO's lead for particular serials or series.

When combining monthly issues, the issue number is dropped from a complete volume. Issue numbers are used when sections of a volume (rather than a full volume) are combined. In general, "V." or "VOL." And "No." are not used in serial cutters.

Examples of combined issues labels:

A monthly where the volume number and issue is used as the cutter and all 12 issues combine to complete a volume:

LSM	NOT THIS:	LSM
DOCUS		DOCUS
D 206		D 206
.7		.7
:88		:88/1-12

A weekly where the volume number and issue is used as the cutter and the 52 issues are combined in more than one volume:

LSM	NOT THIS:	LSM
DOCUS		DOCUS
HE 20		HE 20
.7009		.7009
:50/1-26		:50/PT. 1

A quarterly where the volume number and issue are used as the cutter and 2 or more volumes are bound together:

LSM	NOT THIS:	LSM
DOCUS		DOCUS
HE 20		HE 20
.4010		.4010
:36-37		:36/37