



Finding Books by Call Number

The Library's online catalog lists all of the books owned by the library including those in Reference and ones on order. Searches can be done by author, title, subject, keyword, or any combination of these. See the "Using WebCat" handout for further explanation on searching or consult a Reference Librarian. The WebCat record will indicate the current location of the book and will give a call number. The call numbers are based on the Library of Congress Classification System and determine how the books are arranged on the shelf. The Library of Congress classification system uses letters to indicate the broad subject areas with numbers and letter number combinations to further specify the subject area and in some cases to arrange by author and/or title.

In the online catalog the call number will appear first in the record, and again at the end of the record. It will look similar to this:

PR 671 .J33 1987

To find a book on the shelf:

1. The call numbers are arranged alphabetically by the first line.

P is shelved before PR

2. Call numbers with matching first lines are then arranged numerically by the whole number on the second line.

PR 98 is shelved before PR 671 is shelved before PR 681

3. Call numbers are then arranged alphabetically and then numerically, by the third line. The numbers in the third line are decimals. This means that

PR 671 is shelved before PR 671 .J33 is shelved before PR 671 .J4

4. This is also true of the fourth line if it is a letter number/combination. It may also be a year, in which case it is arranged numerically/chronologically, lowest to highest.

**A-HJ FIRST FLOOR
HM-Z SECOND FLOOR**

Online Catalog Locations:

ON-SHELF (regular collection), CHECKEDOUT (hold may be placed to reserve), CLOSED-STK (ask at circulation desk), REFERENCE (non-circulating), NEW-NONFIC & NEWFICTION (first floor open seating area), ONLINE (click on URL at end of record to access), and ON-ORDER (not yet received).

☐ Symbols used with call numbers ☐

REF	Reference book, shelved first floor near Reference and Circulation desks.
VIDEO	Videos are shelved in the microform area on the first floor.
DVD	DVDs are shelved in the microform area on the first floor.
X	Oversized book. Shelved upstairs after "V" call numbers.
XC	Curriculum materials. Shelved upstairs after the oversize books.
XM	Microfilm. Located in cabinets in the microform area on first floor.
XMF	Microfiche. Located in cabinets in microform area on first floor.