

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

REFER TO WHEN:

Looking for, or shelving, a book in the Reading Room

PURPOSE:

Briefly explain the LCC system (the call number) to enable students to easily locate books requested by researchers and, more importantly, re-shelve the books in the correct location

OUTLINE:

Books in Special Collections (and the whole of Ramsey Library) have three distinct identifiers:

Title: History of Buncombe County, North Carolina
 Author: Sondley, F.A.
 Call Number: F262.B94 S58 v.1

Books are shelved in call number order. The easiest way to read a call number is to break it down into sections:

Letters: (F in example)	Read in alphabetical order (A, B, BF, C, D, E, F... L, LB, LC, M, MK...) In the Reading Room A is near the copier and Z is near the public access computer
Numbers: (262 in example)	Read the first grouping of numbers as a whole number (1, 2, 3, 262, 270, 500...)
Combination: (.B94 in example)	Read the letter alphabetically, read the number as a decimal (B94 = .94, D894 = .894) so that A732 would be shelved before A8
Other: (S58 v.1 in example)	Read any further combinations as described above. Other identifiers may include the volume number (v.1 in the example) and the year was published (1976, 2001). The example does not include a year.

So books on a shelf would be arranged like this:

		2327 before 2328		.35 before .36		.366 before .37			
MA2301 .M37	MB2301 .K17	MC2327 .K238	MC2328 .B23	MC2328 .C35	MC2328 .C36	MC2328 .C366	MC2328 .C37	MC456 .A1 1984	MC456 .A1 1994
MA before MB		.B before .C		.36 before .366		1984 before 1994			