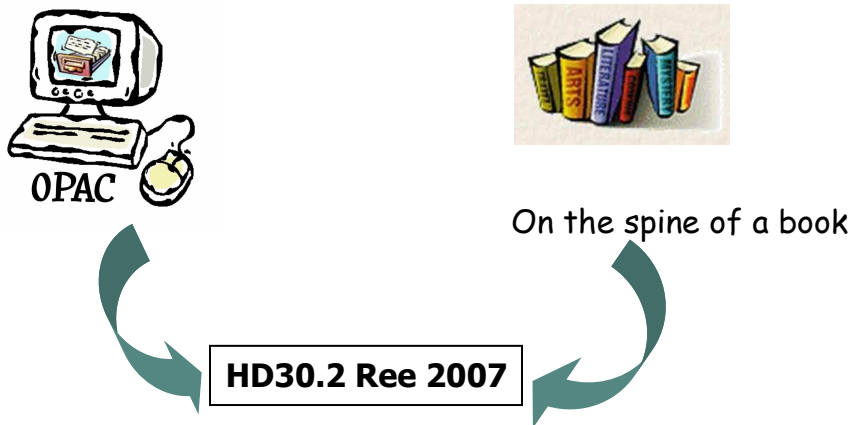


How to read call numbers in the Library - Library of Congress Classification System (LC)

Libraries generally adopt a classification system (more commonly the Library of Congress Classification System [LCC] or the Dewey Decimal Classification System [DDC]) to organize their books. This is to ensure that books on the same subject are shelved together. The KDU College Library uses the LC classification system to organize books on their shelves.

All library books are given specific call numbers and these are indicated at the spine of a book.



Anatomy of a LC Call Number

Book title: The dimensions of learning organizations

Author: Philip Reece

Call Number: HD 30.2 Ree 2007

1. The first line describes the subject of the book.
HD30.2 = Organizational learning
2. The second line often represents the author's surname.
Ree = Reece
3. The last line indicates the date of publication.

1. Subject

HD30.2

2. Author's surname

Ree

3. Date of publication

2007

Tips for Finding Books on the Shelf

Read call numbers line by line.

HD30.2

Read the first line which is a combination of letter/letters and numbers. Read the letter alphabetically:

A, B, BF, C, D... H, HB, HC, **HD**, HE...

Read the number as a whole number followed by the decimal:

1, 2, 3, 4, 10, 20, 30, **30.2**, 31...

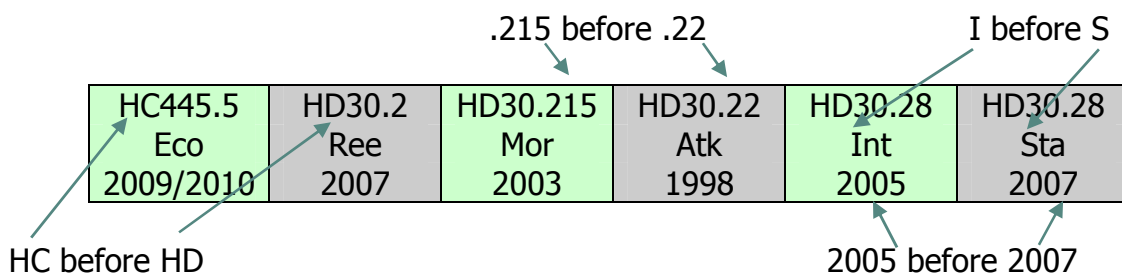
Ree

The second line represents the author mark which is the first 3 letters of the author's surname

2007

The last line is the year the book was published. Read in chronological order: 2003, 2004, 2005, 2006, **2007**, 2008, 2009...

To better understand how to locate a book by its call number on the shelves, here is a sample of a "shelf of books" with the call number order explained:



Arrangement of Books on the Shelves

Books are arranged by bays and from left to right on each rack. Search for books on the 1st rack, then proceed to the 2nd rack and so on until the last rack of the 1st bay. Then go to the 1st rack of the 2nd bay and continue the process as indicated in the diagram below.

