



# Shelf Listing

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# **Common Parts Of Catalog**

**There are Three Common Parts Of  
Catalog**

- **The Description**
- **The subject headings**
- **The shelf location**

- Classification provides a system for organizing and categorizing knowledge
- A number of different systems can be used for classification in libraries
- Classification of information resources is important:
  - As a shelving/location device
  - For collocation of resources
  - To facilitate discovery of resources, whether physical or electronic

One result of classification in libraries:  
Books with call number labels on shelves

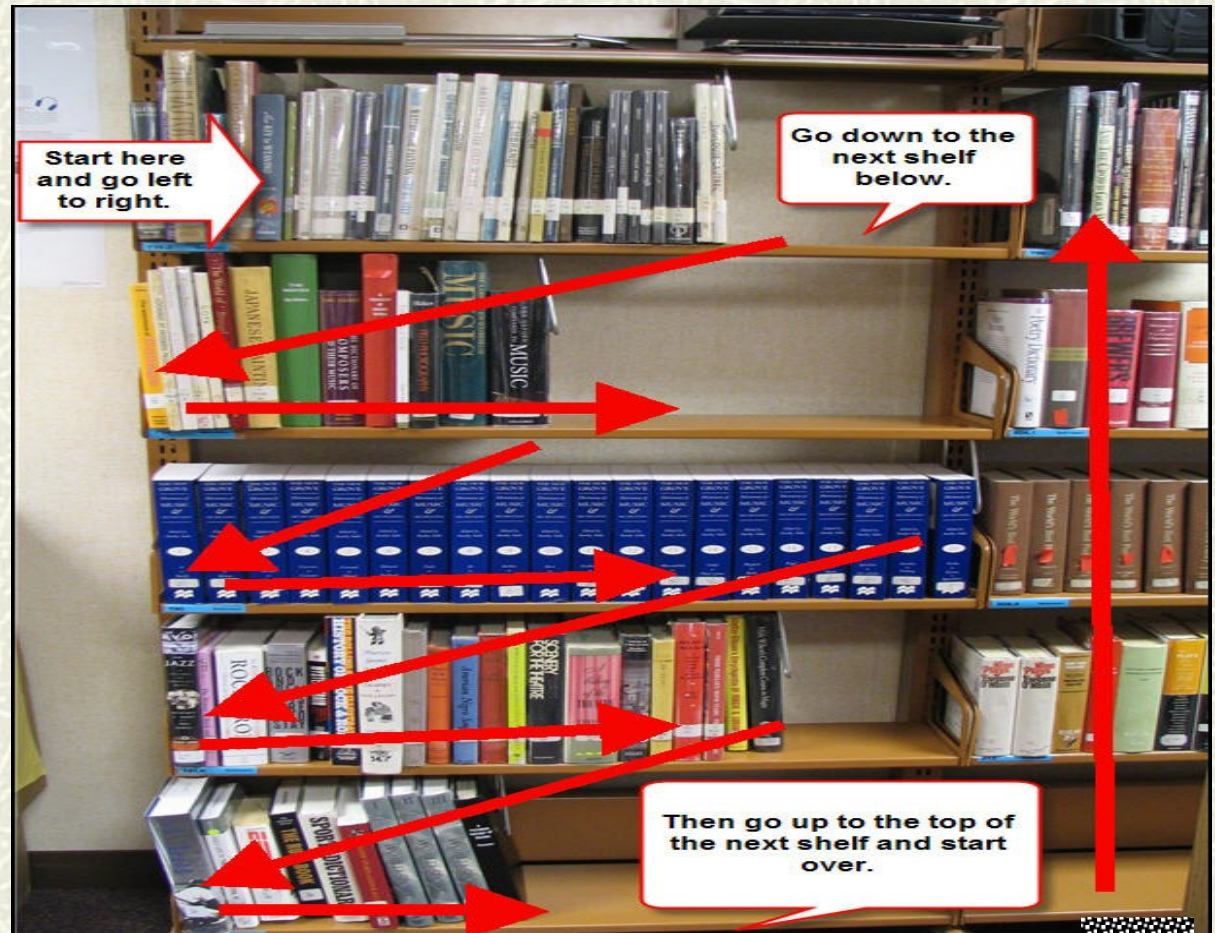


# What is Shelf listing

- # **Shelf list** is a file of bibliographic records arranged in the same order as the corresponding materials on the shelves.
- ☀ **Shelf listing** is the activity of arranging materials within an existing collection, normally by author.
- ✓ It is activity of determining the book or author number and necessary additions to the call number for a unique number.

# Finding Books on the Shelf

# When you are looking at the shelves in your library, you want to look from left to right and top to bottom.



# What is Call number



**Call number:** This is a combination of a classification number and a letter and number code representing the author. Each call number is unique and enables users to locate the needed material on the shelf the address of the material.



It is location, or the address, of an item on the shelves. Or *the number to call for the material*. Sometimes other notations such as volume number, notation representing the title, and other symbols are assigned by the cataloger so that each item has a unique notation.

## *Call number cont...*

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- A call number is like an address for a book. It tells you exactly where to go to find the book, or where the book should be returned. The call number is made up of letters, whole numbers, decimals, a publication date, and occasionally a volume and/or copy number.

## *Call number cont....*

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***For example,*** for the book *Personal Power* by Arleen Labella . **call number 650.14.L112.**

- ✓ **Dewey number** for this book is **650.14**, indicating the ***subject of the book.*** To be more exact, 650 is for the subject *Management and auxiliary services*, and **.14** is one of the **sub divisions for 650** indicating the more specific topic *Success in obtaining jobs and promotion.* The **author number .L112** gives this book an exact location on the shelves.

# The purpose of the call number

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- ✓ TO place items on the same subject together on the same shelf in the library.
- ✓ To establish a unique identifier for various books and documents enabling their proper shelving, location, and retrieval.
- ✓ Most items are sub-arranged alphabetically by author.
- ✓ The second part of the call number usually represents the author's name, facilitating this sub arrangement.

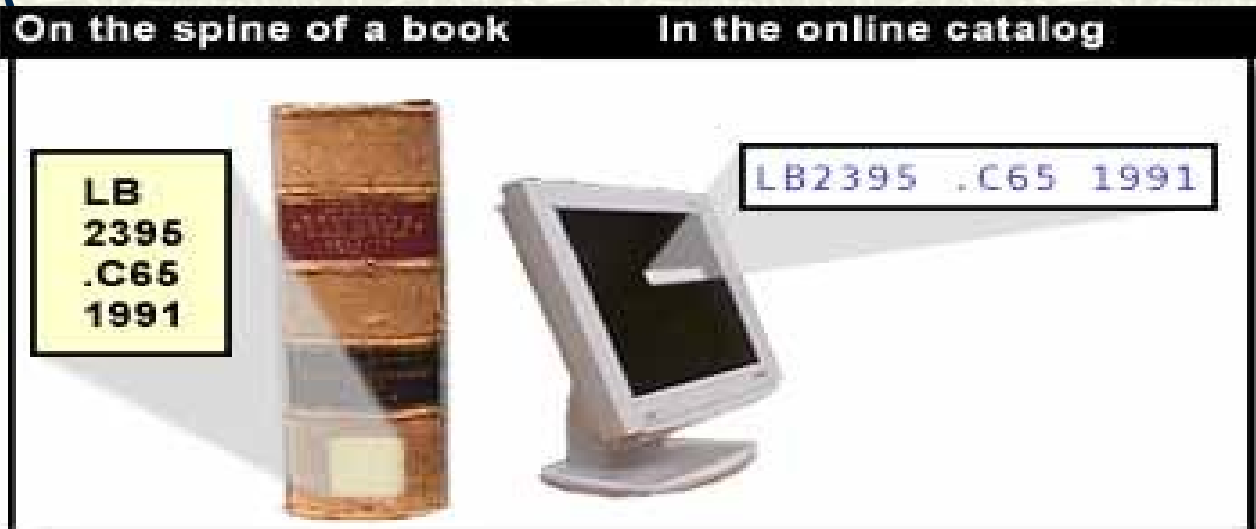
# Why call numbers?

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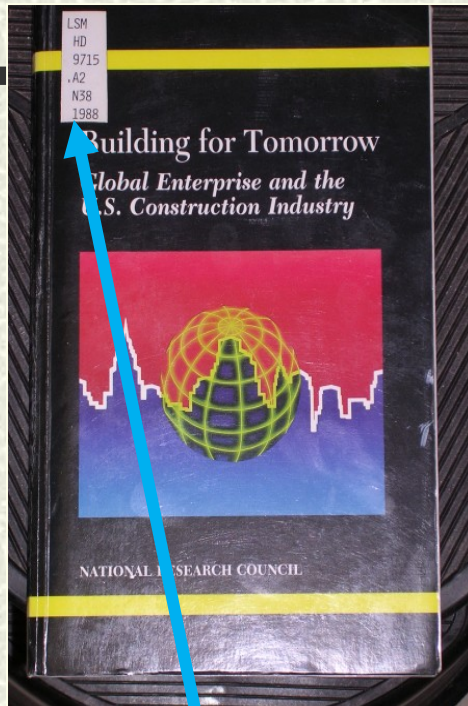
- # Each book in the library has a unique call number. A call number is like an address: it tells us where the book is located in the library.
- # Books written about the same subject have *similar* call numbers, which groups them together on the shelf, making it easier to browse the library's holdings on a specific topic.
- # Without call numbers, finding a book would be like finding a needle in a haystack.

## **Where do call numbers appear?**

- ❑ Call numbers appear on the spines of books (in several lines) And
- ❑ In the library catalog (on a single line)



# Cont....



On  
the  
Cove

knowledge organization and  
management II



Or on  
the  
Spine

# Cont..

- # The general format for giving **call number for item** is: **[Classification number][Cutter][Year]**
- # **Note:** cutter is the **first three letter** of **Title** or **author** of the item, depending on the mode classification whether it is by Title or classification
  - ❖ If classification system is Library Congress classification system.(LC)= **[LC][Cutter][Year]**
  - ❖ If classification system is Dewey Decimal classification system(DDC) = **[DDC][Cutter][Year]**

# Cont.

Read call numbers line by line:

LB  
2395  
.C65  
1991

Read the first line in alphabetical order:  
A, B, BF, C, D ... L, LA, LB, LC, M, ML ...

Read the second line as a whole number:  
1, 2, 3, 45, 100, 101, 1000, 2000, 2430 ...

The third line is a combination of a letter and numbers.  
Read the letter alphabetically.  
Read the number as a decimal, e.g. .C65 = .65 .C724 = .724  
(Some call numbers have more than one combination letter-number line.)

This is the year the book was published.  
Chronological order: 1985, 1987, 1991, 1992 ...

# Cutter Numbers

- ❑ Definition: “a method of representing words or names by using a decimal point followed first by a letter of the alphabet, then by one or more Arabic numerals. Cutter number is read and sorted as a decimal number.”
- ❑ Cutter number provides for the alphabetical sub arrangement of works within a class and enables a library to develop a unique call number for each work

# Cutters and Cuttering

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- ❖ A Cutter number is read and sorted as a decimal number.
- ❖ Named for Charles Ammi Cutter, who developed several tables using letters and numbers to achieve an alphabetical arrangement.
- ❖ Book numbers and some subdivisions in the classification schedules are types of Cutter numbers.

# *Cutter number cont...*

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- # A cutter number consists of a single letter of the alphabet preceded by a decimal point. The alphabetical character is followed by one or more Arabic numerals.
- # When a second cutter is used, only the first cutter is preceded by a decimal point.

# Cutter table

## CUTTER TABLE

Library of Congress book numbers are composed of the initial letter of the main heading followed by Arabic numerals representing the succeeding letters on the following basis:

1. After initial vowels  
for the 2nd letter:  
use number:
 

|   |   |      |   |   |   |      |     |
|---|---|------|---|---|---|------|-----|
| b | d | l, m | n | p | r | s, t | u-y |
| 2 | 3 | 4    | 5 | 6 | 7 | 8    | 9   |
2. After initial letter S  
for the 2nd letter:  
use number:
 

|   |    |   |      |     |     |   |
|---|----|---|------|-----|-----|---|
| a | ch | e | h, i | m-p | t   | u |
| 2 | 3  | 4 | 5    | 6   | 7-8 | 9 |
3. After initial letters Qu  
for the 3rd letter:  
use number:  
for names beginning:  
use numbers:
 

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| a | e | i | o | r | y |
| 3 | 4 | 5 | 6 | 7 | 9 |

Qa-Qt  
2-29
4. After other initial consonants  
for the 2nd letter:  
use number:
 

|   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| a | e | i | o | r | u | y |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
5. When an additional number is preferred  
for the 3rd letter:  
use number:
 

|     |     |     |   |     |     |     |     |
|-----|-----|-----|---|-----|-----|-----|-----|
| a-d | e-h | i-l | m | n-q | r-t | u-w | x-z |
| 2*  | 3   | 4   | 5 | 6   | 7   | 8   | 9   |

\*(optional for 3rd letter a or b.)

# *examples*

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## ***For the book***

1. *“How to grow asparagus by Schultz”*

Cutter numbe **.S3**

2. *“How to grow cabbage by Amigo”*

Cutter numb **.A4**