

Understanding Call Numbers

Call number as displayed in the library's catalog
LB2395.36 .C65 1991

When looking for this item on the shelf, use these guidelines and build on each step.

Step 1	LB Represents an alphabetical set and is found in alphabetical order. <ul style="list-style-type: none">Remember! <u>1</u> letter is found on the shelf <u>before</u> 2 letters.
Step 2	2395.36 Read this as a whole number even when there is a decimal. <ul style="list-style-type: none">Found numerically on the shelf. Think of this as dollars and cents = 2,395 (dollars) and 36 (cents)
Step 3	C65 Represents a combination of an alphabetical character followed by a <u>decimal</u> number. <ul style="list-style-type: none">Find the alphabetical character then search numerically for the decimal.
Step 4	1991 Represents the year it was published. <ul style="list-style-type: none">Once you have completed steps 1 -3, look for the item on the shelf numerically by year.

Call number as displayed on book, DVD, etc.

LB
2395.36
.C65
1991