

WRITING CALL NUMBER TIPS

- If a piece has multiple volumes or years **bound together**, the call number for the piece should be marked as:

v. 6/7

NOT : v. 6-7

- If the mark for the piece is "**mark:use season and year**", the call number for the piece should be marked as:

Spring
2000

- In most cases, **Index** should follow the years covered in the index. This form allows the piece to sit in the correct place on the shelf

1990/2000

Index

- Any lowercase letters in a call number should be written in cursive. This does **not** include v., no., pt., etc.

Main

Z

666

.A54*a*

2000

- The letters **O**, **S**, and **Z** must be distinctive
- Do not use brackets in call numbers
- Only use roman numerals if instructed to do so
- Sometimes the mark note calls for "**use yrs.**" but in some cases this may only be one year. Always use 4 digits for years

- A **Call# Prefix**, e.g. **Main Ref**, is used when a book is shelved in a location other than the general stacks. It is written above the call#. Some call# pre's require separate lines. Refer to following list

Main Ref

Z

999

.B89

2000

C#Pre's written on separate lines. NOTE: / = BEGIN NEW LINE

Main Ref/Bib Area/Country

GaC/Ref

Fine Art/Restrict

Cur/Ref

Music/Lib

Music/Lib/Ref

Music/Ref

Data/Services

Tift/Vet

Studies/Abroad

Map Room/Ref

Cur/Suppl

Russell/Ref

- Law titles always have a strange looking call number

K

.E89

Ser. B

v. 93

- *Call#s that reference military regiments, books of the bible, & theses/dissertations are a bit different*

E

505.6

12th

.B58

2002

BS

192.2

.A1

1964

.G3

LXC

13.9

1998

.W775

- *Any strange looking call numbers should be questioned*

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