CIRCULATION:
SHELVING BOOKS

Library of Congress

Books are shelved according to an organized set of rules developed by the Library of Congress. This system uses capital letters for main and subclassifications and Arabic numerals for further subdivisions and usually follows a simple recurring letter-number-letter-number pattern (alphabetical-numerical).

Typical LC Call #'s contain one to three letters, followed by one to four numbers and possibly a short decimal. Decimals allow a new topic or aspect to be inserted into an established context (see examples on following pages).

Circulation Counter

Before taking a cart (or truck) of books to the stacks to be shelved, the books must first be checked in by the Circulation Staff.

Book Cart/Truck

Put books in Call # order on a book cart, A through Z. Separate books belonging to special collections. In most cases, special collection books have colored dots taped on the book spines and are shelved in specified areas:

- Locked Cabinet Books: White sticker stamped “Cabinet”
- Office Books: Red dot (In Offices)
- Chamber Music Collection: Rose dot (In Chamber Music Cabinet)
- Oversize Book Collection: Brown dot
- Reference Collection: No colored dot (In Special Collection)
- International Collection: Orange dot

Reference Books

Reference books are shelved apart from the main collection. Call #s all start with an R. For example:

R
PN 123
.S4B3

All reference books are stamped (in black) with two large stamps (“Reference” and “Not To Leave The Library”).
Circulating Collection

The Main Collection starts with A in the northeast corner of the library and ends with Z in the southeast corner. The only part of the collection pulled out of Call # order is the Art Collection (N) which can be found on the north wall next to the A and B section.

The following books were once a separate collection and shelved apart from the general collection. They have now been incorporated within the circulating collection and can be found in the stacks sporting their respective colored dots:

- Family Life Education Books (FLE) (Orange dots)
- Children's Literature (Blue dots)
- Paperback books (Yellow dots)
- Locked cabinet books not locked up any longer (Green dots)

Chamber Music Collection

Chamber music is shelved apart from the General Collection in two cabinets.

Oversize Books and Oversize Book Collection

If a book is too large to stand upright on a shelf, it should go spine down with the Call # penciled on the lower outer pages.

If a book is too large for the shelf, over 11” x 11”, it will be placed in the Oversize Book Collection.

Shelving Books

Position the book cart at the end of a range but keep the aisle or row open for patron use. Take one or more books to the shelves.

ALWAYS OPEN THE BOOK BEFORE PLACING IT ON A SHELF TO CHECK IF THE DE-TUNER HAS BEEN REMOVED.

If the tuner is still in the book:
- Place book back on the cart and return it to the Circulation Staff
- Discharge in Voyager and detune book

LC Call #s

The first line of the call number is strictly alpha-numeric. For example:

B 21        BD 21        BJ 21        BP 63        BX 9869

When a decimal point precedes a number, treat that decimal number as an extension to the top number. For example:

QA 76        QA 76        QA 76        QA 76
.15          .5           .73          .8

If a decimal point precedes a letter, shelve alphabetically and then numerically as a decimal, taking each letter and number separately.

PZ 7        PZ 7        PZ 8        PZ 8        QA 76        QA 76
.R94        .A3
<table>
<thead>
<tr>
<th>QA 76</th>
<th>QA 76</th>
<th>QA 76</th>
<th>QA 76</th>
<th>TK 1</th>
<th>TK 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>.15</td>
<td>.5</td>
<td>.731</td>
<td>.8</td>
<td>.A732</td>
<td>.575</td>
</tr>
</tbody>
</table>

Or, to explain decimals in another way, add imaginary zeros so everything after the decimal point has the same number of digits. Then think of them as whole numbers and file them accordingly. Use the following Call #s, for example:

G 11   G 11   G 11   G 11

Next add zeros to make all of them have four digits:

G 11   G 11   G 11   G 11

Looking at the Call #’s decimal line that way, the correct shelving order is:

G 11   G 11   G 11   G 11

When shelving similar, long numbers, especially in the Literature Section (P’s), follow the decimal rule if there is more than one number. "LETTER IS GREATER THAN NUMBER" is also a simple rule of thumb. For example:

PS 3573  PS 3573  OR  PS 3573  PS 3573

Shelve books in chronological or volume order. For example:

F 34    F34    OR    D 134   D 134
1994    1995   vol. 1  vol. 2

Second copies of books (and so on) follow the first copy. For example:

SD 234  SD 234
.T33   .T33

**Call # Run**

If possible, when shelving books, don't break up a Call # run.

**Out of Order Books**

When books are out of order in an area being worked in, please put them in correct Call # order. If books are entirely out of order, take them to the Circulation Staff. Books may be overdue or could possibly be coded lost, missing, etc. If a book is shelved in the wrong place, it is technically LOST to the library patron and staff until the next inventory.

**Call # Stickers and Labels**

If the Call # sticker or ink labeling is not legible, put a note in the book and return the book to Technical Processing.

**Damaged Books**
If a book is damaged or needs to be repaired (new tape, a new plastic jacket, etc.), put a note in the book and return it to Technical Processing.

**Personnel Conduct and Miscellaneous**

When working in the stacks, visiting with friends or allowing other distractions to interfere while shelving books is discouraged.

Please pick up computer paper or other trash left in the stacks. Dispose of it in appropriate receptacles. Return book cart to the cart storage area.