



## LIBRARY

### GENERAL LIBRARY INFORMATION:

## ***LIBRARY OF CONGRESS CLASSIFICATION (general information)***

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### INTRODUCTION

The two classification systems used in the United States are the Dewey Decimal classification system, which is used by most public and school libraries, and the Library of Congress classification system, which is used by most college and university libraries. Books at the San Jose City College Library are arranged according to the Library of Congress classification system. Library of Congress call numbers begin with capital letters and numbers. The letters identify the subject of the work. However, the letters do not stand for the first letter of the subject they represent. For example, the letter **N** at the beginning of a call number indicates the subject of Fine Arts. A single letter of the call number indicates a major class while adding a second letter subdivides it into narrower categories. For example, **NA**=Architecture, **NB**=Sculpture, **NC**=Drawing.

### WHAT ARE CALL NUMBERS FOR?

The call number serves as a locating device. The call number is found on the spine of each book and is written vertically. Because books are arranged by call number, all books on the same subject are shelved together. The call number appears in the library's catalog as part of the entry representing the physical item. An example would be: **(HQ756.C67 1986)**. Each call number consists of several parts. There is no need to memorize this classification scheme. To find the book on the shelf, you only need to write down the complete call number listed in the catalog.

Call numbers appear as below, as for the book ***Fatherhood***, by Bill **Cosby**.

**HQ** = Family, Marriage                      Read letters in alphabetical order: A, BF, C, ... H, **HQ**, etc.

**756** = Fathers                                      Read as whole numbers: 1, 3, 45, 101, 600,... **756**, 800, etc.

**.C67** = Cosby (author)                      Read the **.C67** as a decimal, e.g. = **.67**

**1986** =    Year the book was published

### SHELF ARRANGEMENT BY CALL NUMBER

In arranging books on the shelf, the call numbers are organized line by line. All books with the same letters in the first line will be together. As an example, look for the first letter, H, and then if there is one, for the second letter, A. In the example below, Book 1 comes before Book 2 because HA comes before HB. Book 2 comes before Book 3 because HB precedes HD. Second lines are arranged as whole numbers, with Book 4, HV 85, coming before Book 5, HV 86, because 85 precedes 86. The third line is a decimal so that Book 5, HV 86 .C297 would be shelved before Book 6 HV 86 .C58 because .C297 precedes .C58.

Book 1	Book 2	Book 3	Book 4	Book 5	Book 6
HA	HB	HD	HV	HV	HV
137	19	8064	85	86	86
L3	.L3	.A3	.C3	.C297	.C58

## SHELVING LOCATIONS

Most books are shelved in the bookstacks. Special symbols can be added to the call number to indicate that a book is shelved in a particular location and may have loan restrictions. For example:

**Bookstacks:** **HQ756 .C67 1986** is in the bookstacks and the loan period is 3 weeks.

**Reference:** **ref PE 1460 W425 1989**. The **ref** prefix indicates that this book is shelved in the Reference section and is for in-house Library-use only.

**Oversize:** **\*NA 6830 P5 1980**. The **asterisk (\*)** indicates that this book is shelved in the Oversize section at the end of the collection and the loan period is 3 weeks.

**If you have difficulty locating items on the shelves or have other questions about call numbers, please ask at the Reference Desk.**

## Library of Congress Classification Outline

Here is a brief listing of letters assigned to subjects:

A = General works	M = Music
B-BJ = Philosophy	N = Fine arts
BF = Psychology	P = Language & Literature
BL-BX = Religion	Q = Math, Science, Computer Science
C,D,E,F = History	R = Medicine
G = Geography, Anthropology, Recreation	S = Agriculture
H = Social Sciences, Business	T = Technology, Engineering
J = Political Science	U = Military Science
KF = Law of the United States	V = Naval Science
L = Education	Z = Bibliography, Printing, Publish