Understanding Call Numbers for Shelving Curriculum Materials
In the Education & Music Library

A Curriculum Collection is a collection of materials representative of the range of resources usually found in preschool, primary and secondary school libraries and are provided to support curriculum studies taught in the College of Education.

Items are shelved by call numbers, which is the number used to locate a particular resource in the Library. The number is often seen on a label located on the spine.

The Education & Music Library’s Curriculum Collection uses the Dewey Decimal Classification System as well two different Local Call Number Systems (a numbering system created for in-house use).
The Education and Music Library has curriculum materials in two different collections in the Library; the **Curriculum Collection** and one section of the **Aboriginal Education Collection**.

In Libraries using the Dewey Decimal Classification System, fiction is usually shelved separately from nonfiction. This is the case in the Education & Music Library. Both collections, the Curriculum Collection and the Aboriginal Education Collection, begin with fiction materials followed by items catalogued using the Dewey Decimal system. Both areas have an area for oversized materials however; the Ministry of Education’s current curriculum guides are only housed in the Curriculum Collection.
**History of the Education and Music Library Cataloguing**

The cataloguing of the Fiction and Dewey Collections, in this library, has been unique to the U of S; it is a blend of the Dewey Decimal and the Library of Congress classification systems. In July 2012, a decision was to implement a new system that continues to keep the Curriculum and Aboriginal Education collections as academic collections but facilitate a more standard practice of cataloguing. The new classification system is more of a browsing style as per school libraries. Therefore, there are two different cataloging systems shelved together but it is not difficult to shelve or locate items.

**1. Fiction books**

Our fiction materials are shelved alphabetically by the author’s last name. Fiction books have a local call number.

You will find the following two examples of the classification systems in the Education & Music Library **Fiction (Children’s literature) section**.

a. Items catalogued with the *previous* classification system (blend of Dewey and Library of Congress Systems to create the call number)

The call number is preceded by the branch location, then Fic. The item is then classified by the first letter of the author’s last name and several numbers. The next line will have the first two or three letters of the title follow and the call number ends with the date of publication. For example, a fiction call number for Eoin Colfer’s books are catalogued as follows:

```
Educ.  Fic.  C67745  
Fic.  C67745  
Ar  2001  
Artemis Fowl
```

```
Educ.  Fic.  C67745  
Fic.  C67745  
Sup  2005  
The supernaturalist
```

1/TL 2018 revision.
b. Items catalogued with the current classification system

The new formula for FICTION books uses a system called the Sanborn table.

The call number is preceded by the branch location, then Fic. The call number is created by using a combination of a letter and 4 spaces for the last name of author + one space + the first two letters of author’s first name beginning with a capital letter and then a small letter* all on the same line. The date of publication is on the last line.

Therefore, under the new classification system, if we were to receive a copy of Eoin Colfer’s newest book, Artemis Fowl and The Last Guardian, the call number would read:

Educ.  
Fic.  
C6950  
Eo  
2012

Artemis Fowl and The Last Guardian
Author’s Last Name (C6950) and First Two Letters of Author’s First Name
Publication Date

It is important to note that the current or newest classification system has only 4 lines, instead of 5.

This will be important for shelving and for relabelling books.

A book by Kate Cayley

Educ.  
Fic.  
C3850  
Ka  
2011

The Hangman in the mirror / Kate Cayley

A book by Ben Galbraith

Educ.  
Fic.  
G1480  
Be  
2007

The three fishing Brothers Gruff / Ben Galbraith
*Note, the following exceptions:

1. If the author’s name is established with initials use two capital letters; Rowling, JK

2. If the author’s name is established with one initial use one capital letter; Torres, J

3. If two authors have the same last name and the first name as the same two letters, the call number will be expanded to include the third letter of the first name.
   
   Example: Pinkney, Jeffrey Fic. P6557 Jef
   Pinkney, Jerry Fic. P6557 Jer

4. 

5. If the item does not have an author it will be catalogued and assigned an alpha-numeric number by the title. In this example, Goodnight has been given the alpha-numeric cutter number G6539.

   For example, Fic. G6539 2011 Goodnight world: animals of the native northwest

6. For multiple titles by an author with no date in the call number, or the same date in the call number, shelve in the order of the title from the item in hand.

   Remember: you will see the both the old and the new systems when shelving.

Shelving Fiction

In order to streamline the shelving of items a decision has been made to shelve in call number order, but if there are items in a range with an older classification, these will precede items with a new classification. Examples: * = new format

<table>
<thead>
<tr>
<th>Fic</th>
<th>Fic</th>
<th>Fic</th>
</tr>
</thead>
<tbody>
<tr>
<td>D415</td>
<td>D4191 To</td>
<td>D4193</td>
</tr>
<tr>
<td>Flm</td>
<td>2004</td>
<td>Ja</td>
</tr>
<tr>
<td>1951</td>
<td></td>
<td>1997</td>
</tr>
</tbody>
</table>
2. **Curriculum guides** are provided by the Saskatchewan Ministry of Education. They are documents that delineate the philosophy, goals, objectives, learning experiences, instructional resources and assessments that comprise a specific educational program. Items are catalogued using a **local call number**. The call number is the **subject** of the material. **All guides are shelved in alphabetical order in blue boxes.** For example, English, Health, Mathematics etc. Within subject headings, items are shelved by title.

Example:

**ARTS EDUCATION**  (Local Call Number)
**Arts education 3**  (Title)

![Image of Saskatchewan Curriculum Guides]

3. **The Dewey Decimal Classification System** is older than the Library of Congress System and is used mostly by public libraries and small academic libraries. You will be most likely familiar with it from using it in Public Libraries and School Libraries.

This classification system is named after Melvil Dewey and is used in most local and school libraries. **The Dewey System has ten main classes of subjects.**

<table>
<thead>
<tr>
<th>Class</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>Generalities</td>
</tr>
<tr>
<td>100</td>
<td>Philosophy and Psychology</td>
</tr>
<tr>
<td>200</td>
<td>Religion</td>
</tr>
<tr>
<td>300</td>
<td>Social Science</td>
</tr>
<tr>
<td>400</td>
<td>Language</td>
</tr>
<tr>
<td>500</td>
<td>Natural Science and Mathematics</td>
</tr>
<tr>
<td>600</td>
<td>Applied Sciences</td>
</tr>
<tr>
<td>700</td>
<td>Arts</td>
</tr>
<tr>
<td>800</td>
<td>Literature</td>
</tr>
<tr>
<td>900</td>
<td>Geography and History</td>
</tr>
</tbody>
</table>

Each of the above classes each has ten divisions, which are further divided. **The more numbers, the more specific the subject.** We have an online guide or can give you a handout if you wish further clarification.
For example, when shelving folklore, in the Dewey classification system, items are classified in the 300 section (Social Sciences). This subject area is further divided; 398.2 represents customs, etiquette and folklore. Further expansion of this number would classify items to Native folklore, Russian folklore etc.

**The Dewey Decimal System coordinates materials on the same subject and on related subjects to make items easier to find by using a combination of letters and numbers.** Every book in the library is given a unique call number to serve as an address for locating the book on the shelf.

**Dewey Decimal call numbers have two main parts.**

a) The first part is the Dewey Decimal number itself. The first line of the call number is the subject matter classification (a series of numbers that represent the subject area).

b) The second part is called a cutter line and is a more specific classification of the book. The cutter number can represent the author or title information.

Books in our Dewey Collection are arranged in the stacks numerically by call number, from: 001 to 999

As in the fiction materials the cataloguing of our Dewey Collection is unique to the U of S; it is a blend of Dewey and Library of Congress Systems to create the call number.

*Also, as in the case with fiction items, if we have multiple titles by an author with no date in the call number, or the same date in the call number, shelve in the order of the title from the item in hand.*
You will find the following two examples of the classification systems in the Dewey Decimal section of the Curriculum Collection.

a. Items catalogued with the **previous** classification system

```
Educ.
398.2089972  How the fox got his crossed legs / Football, Virginia
F66
2009
```

b. Items catalogued with the **current** classification system

Subject classification and first four letters of the authors name. If the bibliographic record does not have an author, the first four letters of the title are listed.

```
Educ.  How Fox saved the people / Football, Virginia
398.208997192
FOOT 2010
```

If the bibliographic record does not have an author, the first four letters of the title are listed.

```
Educ.  Foundations and pre-calculus mathematics
510
FOUN
2010
```

If the author’s last name has less than four letters, the call number will only show as two or three letters.

If the author’s last name begins with La, Le, L’ etc, it is to be entered as per the following examples:

**Author:** Le Gallienne, Richard.

```
398.21 LE  The Maker of rainbows: and other fairy-tales and fables
398.21 LE  The Maker of rainbows: and other fairy-tales and fables
```

**Author:** Sumbul Ali-Karamali

```
297 ALIK 2013  Growing up Muslim
```
If the item has no author and the first word in the title is less than four letters:

428.6 ON 2008 On the move

If the item is SHAKESPEARE: items will be catalogued with a hybrid call number so that they sit with the items catalogued under the old system.

Example: all Hamlet call numbers are S7 so a new Hamlet title’s call number would be 822.33 SHAK S7 [year]

As in the case with Fiction materials, when shelving items that were classified under the old system will go before those items with a newer classification.

Example: *= new format.

1. 363.7394* 363.7394 363.7394 P123 398.209701 398.209701 398.209701 398.209701 398.209701

Exceptions can be made to ensure that all titles of an authors work are kept together.

For example, we have a number of books written by Paul Goble in the folklore section of our collection. If we were to receive a new title written by him, we would have to shelve the book in TITLE order within the G73 section, before the author Guujaaw whose designation is G88.

398.209701 398.209701 398.209701 398.209701 398.209701 398.209701 398.209701
G73 G73 G73 G88 GOBL Pa H29

In order to streamline shelving, Tina and Adele will attempt to recat items in the Dewey Collections as well as the Children’s literature (fiction) sections.

If the bibliographic record does not have an author, the first four letters of the title are listed.
**Shelving example**, Mathfocus is classified under the older system. Therefore, it is shelved BEFORE Math Makes Sense, which is under the new classification system.

510 M3651 2008  Mathfocus

510 MATH 2008  Math makes sense

Additionally, you need to look at the **books as well as the call numbers** for some series.

The series Math Makes sense has two editions but series information is only specified on the front cover of the grade 5 text as in the WNCP edition. See the sample covers below.

![Sample covers](image)

Finally, please note that dates within the series may vary according to the additions to the series. For example, the grade 3 text may be published after the grade 6 text has been published. If this is the case and years vary then, within that series only, shelve according to the grade.
Some items may have a call number that refers to a previously catalogued item. Example: Pearson Science: **See also, 500 PEAR 2013**

**a. When shelving, follow number by number after the decimal.** The more numbers, the more specific the classification.

*When filing in a decimal system, file digit by digit on the cutter line -- not by whole number.*
b. A helpful hint is “nothing before something”.

The Text Foundations and pre-calculus mathematics 10 would be shelved before the Teacher’s resource (something else on the label!)

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>510</td>
<td>510</td>
</tr>
<tr>
<td>FOUN</td>
<td>FOUN</td>
</tr>
<tr>
<td>2010</td>
<td>2010</td>
</tr>
<tr>
<td>Tch. Res.</td>
<td></td>
</tr>
</tbody>
</table>

Some call numbers are longer than others

822.33 S52D2
822.33 S52D2P5
822.33 S52F4L59
822.33 S52G
822.33 S52G3
822.33 S52H
822.33 S52H2
822.33 S52H2P5
822.33 S52H4V

Dates of publication and multiple copies may be listed on the call number label.

428.2 .D57 1975
428.2 .D57 TE 1975
428.24 .T4 1980
428.24 .T4 1986
428.24 .T43 1977 v.1
428.24 .T43 1977 v.2
428.24 .T433 1977
428.24 .T433 1977 Drills pt. 1
428.24 .T433 1977 Drills pt. 2
428.24 .T4334 1977
c. We do have other anomalies in our collection....

1. We have some items which have not been fully catalogued - e.g. 398 A. These items are to be shelved in the following order – 398 then by the author’s surname - Allan before Allen - then by title in the author category. Check the inside of the front cover if the title is not on the spine.

2. We may have items with long call numbers that have been put onto two lines.

For example,  
398.209701*  
.B74B93  
1999

This may appear on the label as  
398.2097  
01 *  
.B74  
.B93  
1999

Shelving Tips

O’s and I’s can be distinguished from zeros and ones by the insertion of a decimal.

For example,  
.O.952

Or  
.I.49
Materials with large yellow dots indicate material may be sensitive and cannot be put through the desensitizer.

Books with small yellow dots with a diamond shape inked in the middle indicate the items are to be shelved in the **Oversize Section**.

When shelving items, we try to leave an appropriate space at the end of a shelf. However, **when shelving items in a series**, please continue shelving them to the end of the shelf to keep the run together and, if necessary, then wrap onto a shelf below. Additionally, when shelving multiple copies of an item, shelve them together.