

Call numbers:

It is our recommendation that libraries NOT put J, +, E, Ref, etc. in the call number field in front of the Dewey or other call number. Use the Home Location field to indicate the collection for the item. It is difficult if not impossible to sort lists if the call number fields aren't entered systematically.

Dewey Call Numbers for Non-Fiction

Each library follows its own practice for how long a Dewey number they use and what letters are used for the author's name. Some libraries use a number (Cutter number from a table) after the letters for the author's name. Other just use letters for the author's name.

Call Numbers for Fiction

For fiction, the call number is usually the author's Last Name, First Name. (Use a comma between last and first name.) It is usually already in the call number field when you barcode.

Call Numbers for Paperbacks

Each library follows its own practice. Just be consistent for easier handling of the weeding lists. WCTS libraries should follow the format used by WCTS for the items processed by them for your library. Most call numbers are either the author's name or just the first letters of the author's last name.

Please DO catalog your paperbacks so they can be shared with other libraries.

Call Numbers for Magazines

To get the call numbers to display in the correct order by date, the call number needs to begin with the date of the issue in a number format, followed by the issue in alphanumeric format.

Issue date	Call number
January 2012	01/12 January
January 7, 2012	01/07/12 January 7
March 2012	03/12 March
June 16, 2012	06/16/12 June 16

We are using the numeric portion of the call number only for sorting purposes so it need not be exact or complete.

Issue date	Call number
August 16-August 30, 2012	08/16/12 August 16-August 30
May/June 2012	05/12 May-June

For quarterly titles, label them as 1 to 4 for the year.

Issue date	Call number
Winter 2012	01/12 Winter
Spring 2012	02/12 Spring

Call Numbers for DVDs

For DVDs that have been issued on multiple discs, use the disc information in the call number. This helps the borrower know which one to place a hold on. There is a record for each year of a television series. Using the season information in the call number is optional, but helpful.

Examples:

791.45 H8428 Discs 1-5 DVD
HOU Season 8 Disc 5
HOU Season 8 Disc 3&4
HOU Season 8 Disc 1&2

Call Numbers for multiple volumes or years

Use information in the call number to indicate the year or edition of your copies.
Example for The New Encyclopaedia Britannica, 15th edition, published in 2007:

Menasha	030 B86 2007 v.25
Menasha	030 B86 2007 v.26
Neenah	032 En19 15th ed. Index A-K
Neenah	032 En19 15th ed. Index L-Z
Neenah	032 En19 15th ed. Propedia
Neenah	032 En19 15th ed. v.1
Neenah	032 En19 15th ed. v.2

Example for Fodor's Alaska:

Oshkosh	917.9804 F653 2012
Berlin	917.98 Fod 2004
Berlin	917.98 Fod 2009
Menasha	917.98 F65 2012
Neenah	917.98 F68 2010
Neenah	917.98 F68 2011
Neenah	917.98 F68 2012
Neenah	917.98 F68 2013
Ripon	917.98 Fodor's 2011