

## How to Locate Circulating Books

The circulating collection is located on the third and fourth floors. You can tell what floor a book is on based on the first letter of the LC call number:

**Third Floor: A-L**      **Fourth Floor: M-Z**

A white sign indicating the range of call numbers as well as the stack number is found on the end of each stack. Appropriate stack numbers can also be obtained from the Library Collection Location Guide located at the Circulation Desk.

### Call Numbers

The Library's books are arranged according to the Library of Congress Classification. It has to be understood to find books on the shelves by call numbers. The Library of Congress arranges materials by subject. The first section of the call number represents the subject of the book. The second section often represents the author's name, and the last section is the date of publication.

**Read the first line in alphabetical order:**  
A,B,C,D,...K,KF,KG,L,LB,...Z

**Single letters are shelved before double letters:**

P	PA	PS	R	RA
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**Read the second line as a whole number:**  
1,2,3,...14,15...99,100,...455,...1000,...2000

The second part of a call number is read numerically with smaller numbers shelved before larger numbers:

RA 407	RA 407.3	RA 407.4	RA 407.9	RA 407.92	RA 408	RA 408.5	RA 408.557	RA 408.6
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**The third line combines a letter with numbers.**  
**Read the letter alphabetically and the number as a decimal, .N55=.55 which comes before .N551 e.g., PS490 .N55 2005 is shelved before PS490 .N551 2005**

Some call numbers have more than one combination letter-number line

**This is the year the book was published**

In this example, we are using the call number for the book *Aesthetic approaches to children's literature: an introduction* by Maria Nikolajeva PS490 .N55 2005

PS490 is the subject

N55 represents the author's last name (Nikolajeva), and

2005 is the publication year

PS490 .N55 2005 is located on the fourth floor. If you are looking for P, the first shelves you find have call numbers that start with P1. PS is past PA, PN, PR, etc... Starting from PS1, find the stack in the Library Collection Location Guide that indicates the proper call number range to find the exact location of your text. This book is located in stack #85 with the range PS324-PS634.

**Note:**

**Finding materials in the library is good for users to know. In addition, even if staff wishes to help, any service desk (especially circulation) cannot be left unattended to help find books on the third and fourth floors. After trying, you may call to get further instructions. On the red pillar beside the stairwells on the third and fourth floors, there is a yellow phone box. Press the BLACK BUTTON, then dial 3030 to connect to the Circulation Desk.**