

Call Number Overview

Non-Fiction:

The call number consists of two parts: the Dewey number and the Cutter number. The Dewey number designates the subject, and the Cutter number designates the individual book.

- The first three digits of a call number denote the general subject.
- The numbers after the decimal point refer to a more specific subsection of the general subject.
- The letter that begins the Cutter number is the first letter of the Author's last name.
- The number that follows the letter is a numerical representation of the rest of the Author's name.
- The final letter in the Cutter number is the first letter of the title of the book.

Example: Simple Chinese Cooking by Kylie Kwong – 641.5951 K98s

Dewey number		Cutter number	
641	.5951	K98	S
Subject - Cooking	Chinese Cooking	Author – Kwong	Title - Simple

Note that the Dewey system uses whole numbers and decimal numbers. Treat numbers in the Cutter number as decimal numbers.

Examples of Dewey order:

- 523.1 H394u 2001
- 523.1 H394u 2002
- 523.1 H919c 1997
- 523.1 H98c
- 523.2 H361d

Biographies:

Biographies are arranged in their own run by Dewey number, then the name of the subject: Monarchs and Saints by first name, all others by last name.

Dewey number		Cutter number	
973.	7	LINCOLN	2012
Subject - American History	1860s	Subject's name	Date of printing

Biographies are sorted by call number, then alphabetically, and then by the date after the subject's name. If we have multiple editions of the same book, but with a different printing date, those books still go in order by date:

BIOGRAPHY 641.5 BOURDAIN 2007
BIOGRAPHY 641.5 BOURDAIN 2010
BIOGRAPHY 641.5 CHILD 2006
BIOGRAPHY 641.5 CHILD 2007

There are biographies located in other areas as well; i.e.: actors, musicians, and athletes may be cataloged with regular call numbers and filed with film books and sports books respectively.

Reference Non-Fiction:

Reference items cannot be checked out. They are marked with one of the following reference letters which precede the call number on the spine label:

- R – General Reference.
- O – Oregon Collection. By and/or about Oregonians and Oregon.
- W – Wilson Collection. John Wilson left us his library in 1903 on the conditions that the items cannot leave this building and that this must be a public library. Some of these items are in Central's rare books room, which is named for Wilson.

Shakespeare:

Shakespeare books are cataloged with more than one letter and no numbers (except years) in the Cutter number.

Examples:

822.33 BChs
822.33 Bdu
822.33 ChaL
822.33 Ck
822.33 Dbam
822.33 Dhami 2003

World Language Collection:

Books in other languages are filed in alphabetical order by the English name of the language. Each language is assigned a one or two letter abbreviation. Examples: Ab = Arabic; F = French; K = Korean; Ru = Russian. Newer books have the full English name of the language spelled out on the label.

Non-Fiction in other languages is cataloged in the same way as the rest of the collection. The only difference is that the call number is preceded by the abbreviation or the name of the language. Example: Ab- 641.595 F213.

There is an exception to this rule. Some are cataloged with the Author's name in place of the Cutter number. Example: Ch- 641.5951 FANG, XUMING.

Fiction in other languages is cataloged in two different ways: Older books have what is basically a Cutter number instead of the Author's last name. Example: V-C97225c – Author is Cung, Khanh. Newer books have the Author's name on the label. Example: VIET-Nguyen, Ho. They are shelved in alphabetical order, thus the ones cataloged with the full name are shelved after the ones with the Cutter number-style name.

Examples:

V-N577v
V-N812L
VIET-Nguyen, Ho
VIET-Nguyen, Ngo

Children's and Young Adult Non-Fiction:

Children's and YA materials are cataloged and shelved the same as their adult counterparts. The call numbers are preceded by a "j" or a "Y" respectively.