

# BASIC SHELVING RULES MULTNOMAH COUNTY LIBRARY

## **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. Example 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 by the name of the subject: Monarchs and Saints by first name, all others by last name.

Dewey number

Cutter number

B

L736 k

Subject - Biography                      Subject – Lincoln    Author – Kempf  
Some Biographies are cataloged with two letters rather than one denoting the subject's name. They are sorted alphabetically as in this example:

B-L736k  
B-L948b  
B-La112a  
B-Le513i  
B-Ly988w

Biographies of actors and athletes are usually 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.

### **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: V-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. Example:

V-N577v

V-N812L

V-Nguyen, Ho

V-Nguyen, Ngo

## FICTION:

- Basic rule of thumb: “Nothing comes before something.” If you have a name like “Bird”, it will come before “Birdwell”. “Newsweek” follows “New Republic”.
- Fiction is shelved in strict alphabetical order by author's last name, then first name. Ignore A, The, & An when these begin a title.
- Titles beginning with a number are shelved as if the number were spelled out. “The 10 Commandments” would be shelved as “The Ten Commandments”.
- The shelving of materials authored by Mac and Mc names is also in strict alphabetical order. Shelving example: Maas, MacDonald, Malley, McDonald, Mellon.
- Authors' names with prefixes are shelved by the first letter of the prefix and then the rest of the name, omitting the spaces between them. Thus, Mazo De La Roche is shelved as “Delaroche”; Lynda La Plante is shelved as “Laplante”. Shelving example: Landvik, Laq, La Plante, Lardo.
- Ignore any punctuation in an author's name. Thus, Darcy O'Brien is shelved as “Obrien”. Shelving example: Oates, O'brien, Ocampo, O'connor.
- Authors' names with abbreviations should be shelved by the full word that has been abbreviated. Thus, James St. James is shelved as “Saintjames”. Shelving example: Sagan, St. James, Salinger. One exception to the abbreviation rule: Mrs., which is shelved just as it appears.

- Also, authors' names that are abbreviated are shelved as if the first name were the letter. For example: H.D. comes before Haake, Katherine; and Madison, A.W. comes before Madison, Aaron.
- Authors with multiple last names are shelved by the first one. Again, omit the space between them. Thus, Gabriel Garcia Marquez is shelved as "Garciamarquez" and Dick King-Smith is shelved as "Kingsmith".
  - Books with multiple Authors are shelved only by the first one listed. Ignore any other Author names.