

BACKGROUND: A call number consists of two main parts: a classification number and a book number. The classification number is normally selected from the LC classification schedules and reflects the subject matter of the book. The book number serves to organize works on one subject (in one classification number) by reflecting, normally, an alphabetical arrangement by the 1XX and/or 245 fields. Since 1982, monograph call numbers contain a third element, a date.

1. Classification numbers. Classification numbers may consist of one, two, or three capital letters followed by up to four Arabic numerals, arranged in increasing order, and sometimes decimal or Cutter number extensions.

a. Class letters. Only 21 letters are used as initial letters: I, O, W, X, Y are not used. O is not used as a second letter. Any letter may be used in the third position. Only two classes (D and K) use three letters. D (History) uses three letters only for DAW and DJK. K (Law) frequently uses the third letter. In KE (Law of Canada) and KF (Law of the United States) the third letter represents province or state names mnemonically.

b. Numerals. Whole numbers are arranged in ascending order, as shown in this example from TH, Building construction.

TH1	Periodicals on building construction in English
TH17	Medieval building construction
TH149	Juvenile works on building construction
TH915	Tools and implements used in building construction
TH1096	Stormproof building construction
TH7414	Solar houses

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1. Classification numbers. (Continued)

c. Decimals. Decimal numbers are used when it is necessary to insert a new topic between two whole numbers. Decimals may follow numbers of any length; there is no limit on the length of a decimal number. Decimals do not necessarily represent a subtopic of the whole number. They file as decimals. *Examples:*

QA76.64	Object-oriented programming
QA76.642	Parallel programming
QA76.65	Visual programming
DS79.66	Individual biography
DS79.719	Causes of the Persian Gulf War of 1990-1991
DS79.72	General works
DS79.736	Atrocities
DS79.74	Personal narratives

d. Cutter numbers. Cutter numbers representing topics or places may occur in the printed schedules after numbers of any length, including decimal numbers. **The Cutter is preceded by a period.** In the following examples, the term in bold-face type is the basis of the Cutter number:

HV5824.C42	Drug use by celebrities
F204.W5	The White House , Washington, D.C.
BQ5075.P73	Prayer wheels in Buddhism
BF698.35.P47	Perfectionism (Personality trait)
HN79.M3	Social conditions in Maryland

1. *Classification numbers. (Continued)*

e. Two Cutter numbers. Cutter numbers that represent topics or places may also occur after other Cutter numbers of any length, including decimal numbers. *Example:*

HN670.3.Z9C6 Community development in South Asian countries

Only the first Cutter number is preceded by a period; the second Cutter is not preceded by a mark of punctuation.

Exception: Call numbers for atlases and maps that are classified in G1000-9980 may contain one, two, or three Cutters, and have different punctuation rules. Consult the Cartographic Resources Manual for details.

2. *Book numbers (author numbers).* Book numbers are added to classification numbers, normally to represent the main entry or the title, if no main entry is present. These numbers are based on 1) instructions in the schedules, 2) works already in the shelflist under that class number, or, if no conflict, 3) the Cutter table in G 63.

a. Single Cutter number for main entry. If the class number consists of letters and numerals only, one Cutter number will usually be added, which is based on the 1XX and/or 245 fields. These class numbers will be followed by a single Cutter number, which, in the examples below, is in bold-faced type. *Examples:*

TH1	TH1. B845	Building research
HV875.5	HV875.5. G73	Grange, D...

b. Double Cutters (two Cutter numbers together). If the class number contains a Cutter representing the subject matter or a single reserved Cutter, then a second Cutter number for the main entry or title is added. These classification numbers will be followed by a second Cutter for the book number, here in bold-faced type. *Examples:*

HV5824.C42	HV5824.C42 K87	Kusinitz, M...
LB3325.K5	LB3325.K5 D83	Dudek, M...

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2. *Book numbers (author numbers).* (Continued)

c. Book number in the final digits. If the class number requires two Cutters to represent the subject matter, then the works are arranged alphabetically but main entries are reflected in digits added to the second Cutter. This "book number" is shown below as the bolded "7" in the example below.

HN670.3.Z9C6 HN670.3.Z9C**7** Regional Workshop...