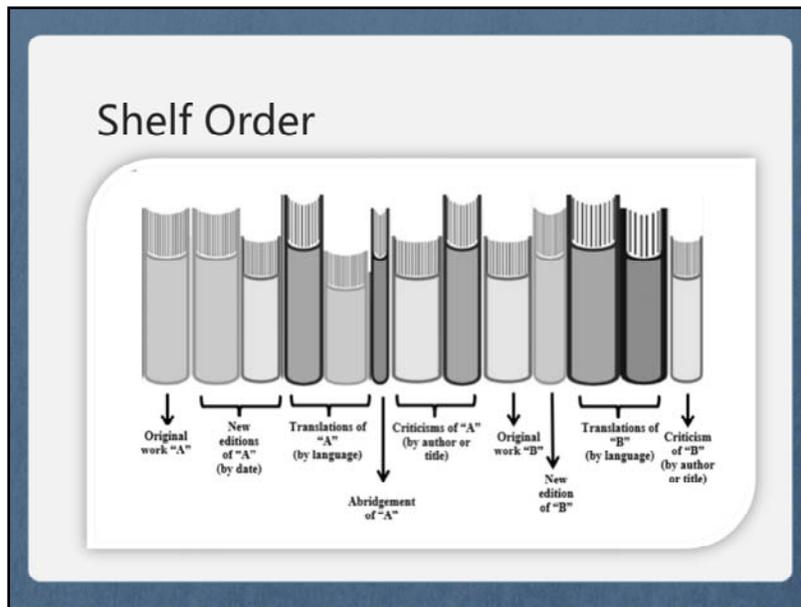


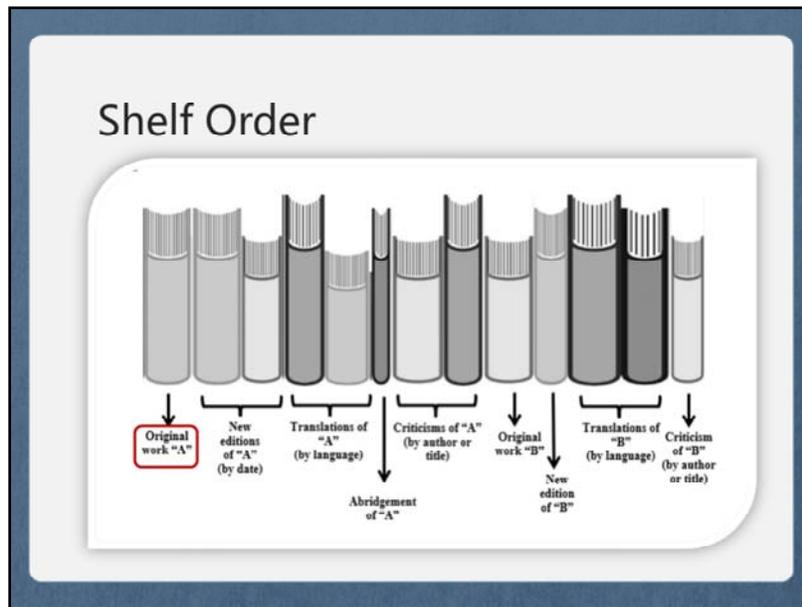
So far in this training we have been talking about classification numbers. That is, the combination of numbers and letters that represent the subject and/or form of a resource and that is selected from the schedules.

A classification number is just one part of the entire call number, which typically also includes one or more cutter numbers and a date. It may sometimes include other information, such as a volume number for a multipart resource.

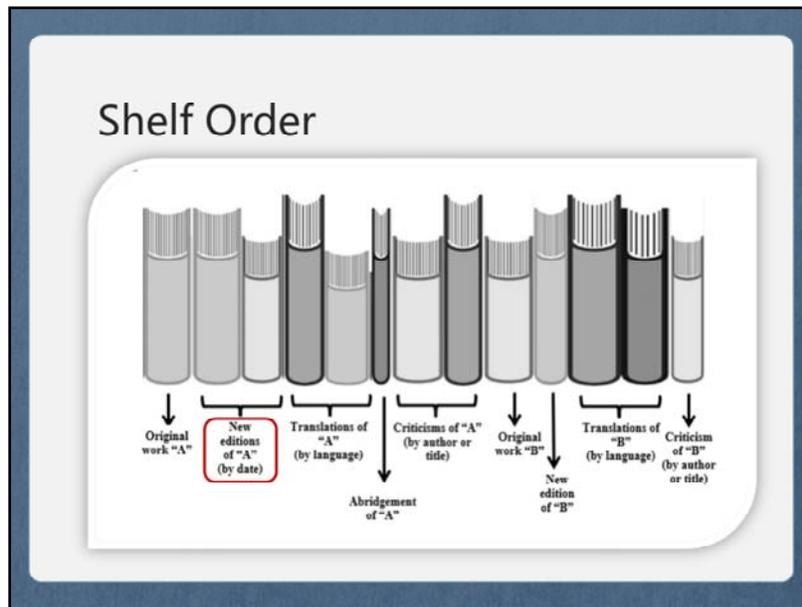
Call numbers create a predictable arrangement on the shelves.



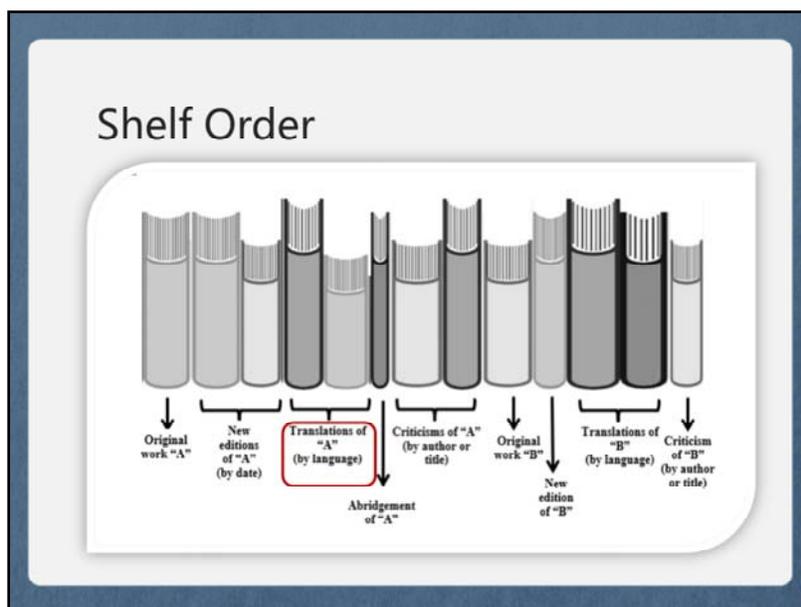
This diagram shows a simple yet typical shelf arrangement.



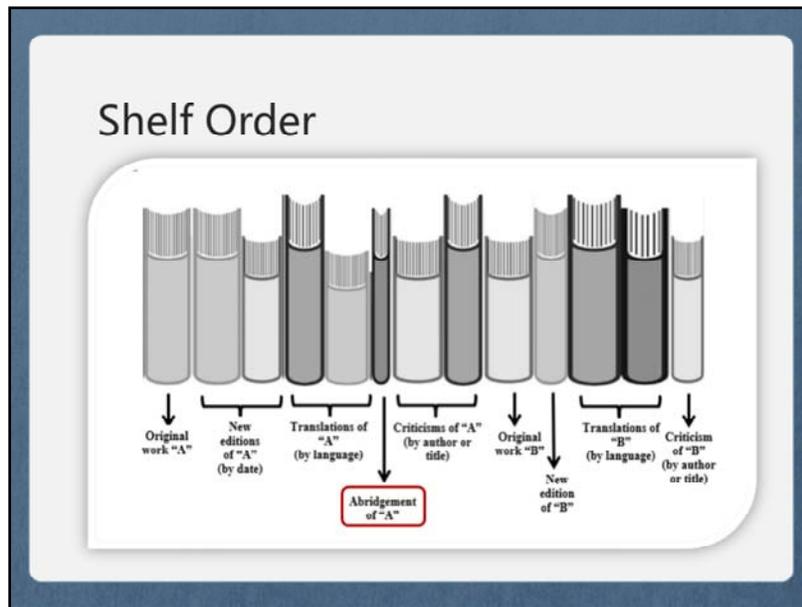
Original Work A is the first edition, and let's say that it was written in French. That is the resource on which everything else is based.



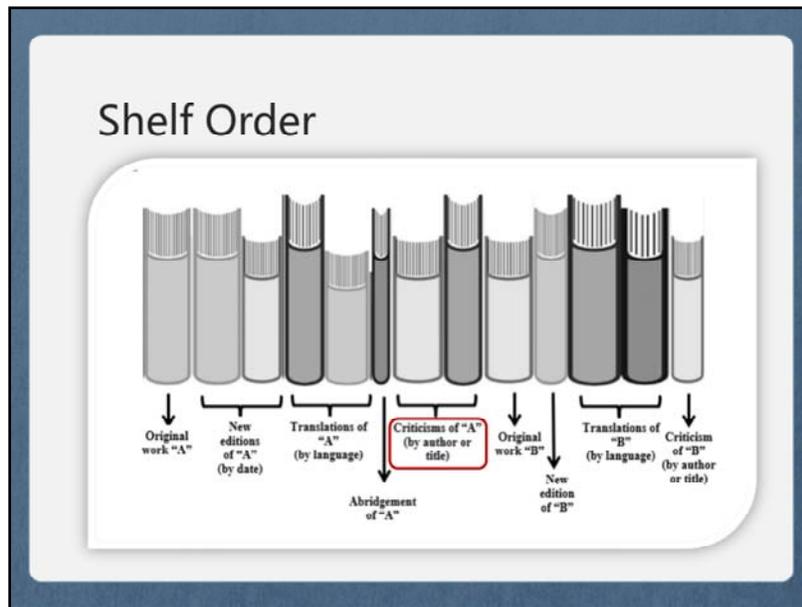
New editions of that work are given call numbers that allow them to file next to the original edition. They are subarranged by date. As you can see, there are three editions of Work A: the original edition and two later editions.



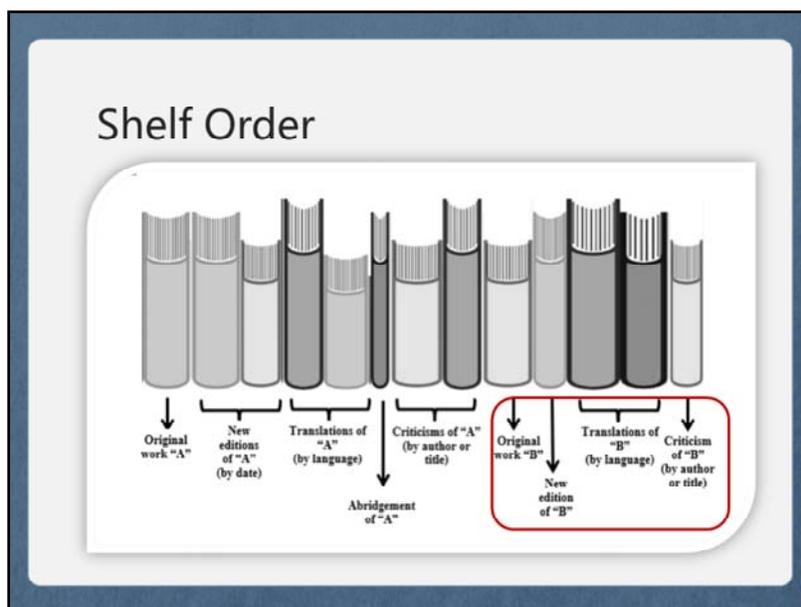
Translations come after all of the editions. The translations will be shelved by language. Here, we have two translations. The original work was in French, so let's say that there is an English translation and a German translation. They will be given call numbers that allow them to file in that order. The translations could be of the first, second, or third editions of the French work, or a mixture of editions. All of the translations, regardless of edition, are shelved together after the editions and before the abridgments.



Again, the abridgment here could be of any edition of the work. It does not matter.



Criticisms and critiques of Work A are shelved next. They are arranged by author or title, and can be criticisms of any edition of Work A – or even a criticism that compares editions.

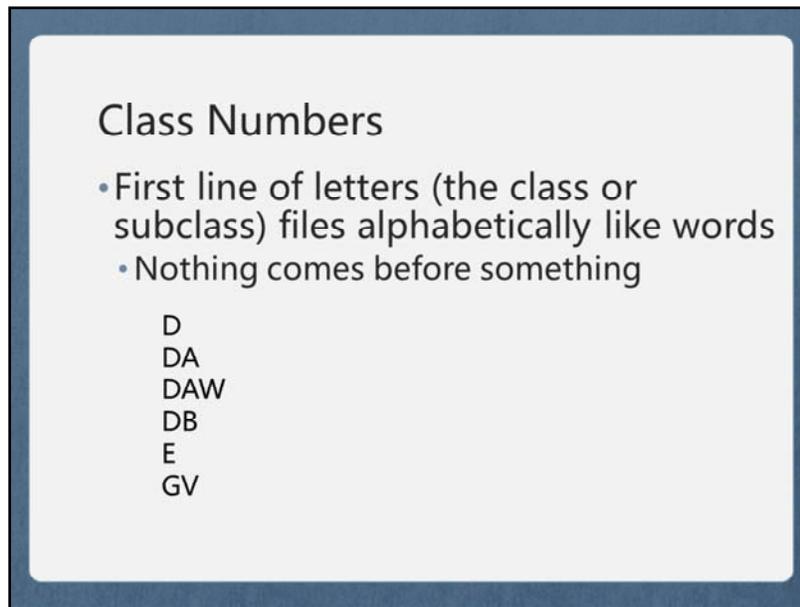


Now we will move on to original Work B. If it has any later editions, they are shelved next, then any translations, then criticisms.

This is what we mean when we say that call numbers create a predictable arrangement. Most works do not go into multiple editions; most are not translated or abridged; and certainly most never have a criticism written about them. But if and when they do have any or all of those things, the shelf order will almost always be the same. The exception is when the schedules specifically provide for a different order.

Upcoming modules will explain how to create full call numbers for resources; if you follow the rules, the shelf order will happen.

For the rest of this module, we will explain the order of call numbers. That knowledge is essential to understanding the rules that we will cover later.



### Class Numbers

- First line of letters (the class or subclass) files alphabetically like words
- Nothing comes before something

D  
DA  
DAW  
DB  
E  
GV

LC call numbers are filed line-by-line.

The first line consists of one or more letters, and files alphabetically like words. Nothing comes before something.

For example, D comes before DA, which comes before DAW. Next is DB because B comes after A. Then E and GV are filed in alphabetical order.

### Class Numbers

- First line of letters (the class or subclass) files alphabetically like words
- Nothing comes before something

D	K
DA	KF
DAW	KFA
DB	KFV
E	KG
GV	KI

The filing order for the K schedule is similar. The single letter K comes before KF, which comes before KFA. KFV comes next, because V files after A. Then KG, then KI.

## Class Numbers

- Second line files in numerical order
  - Nothing comes before something in digits after the decimal point

8  
15  
16.8  
16.9  
20  
21.2  
21.26

The next line consists of numbers, which are filed in numerical order. Decimal numbers are filed digit by digit.

8 clearly comes before 15, and 16.8 is clearly larger than 15. 16.9 comes after 16.8 because 9 is larger than 8.

20 comes next, then 21.2. 21.26 comes after 21.2 because nothing comes before something. A digit 2 comes before two digits, 2-6.

### Class Numbers

- Second line files in numerical order
- Nothing comes before something in digits after the decimal point

8	790
15	792
16.8	792.4
16.9	792.45
20	792.46
21.2	792.5
21.26	793

The same is true for *this* list of numbers. 790 is smaller numerically than 792, and that is smaller than 792.4.

792.4 files before 792.45 and 792.46 because 792.4 has one digit after the decimal while the others have two. 792.45 comes before 792.46 because 5 is numerically smaller than 6.

792.5 comes after those because the digit after the decimal point is a 5, which is larger than 4.

And 793 comes last.

### First Cutter

- Cutters are filed one at a time
  - Treated as decimal numbers

PN	PN	PN	PN	PN	PN
1993	1993	1993	1993	1993	1993
.R34	.S55	.S565	.S566	.S57	.T78

Now we will switch to a horizontal arrangement and show more of the call number.

Every call number on this slide begins PN1993. The next line is for the cutter numbers, which are treated like decimals.

A cutter consists of one letter and one or more numeric digits. The letters are placed in alphabetical order and then the digits are arranged.

Here, one cutter starts with an R; four cutters start with an S; and one starts with a T.

They are placed in alphabetical order first. Now let's look at the cutters that start with S.

.S55 comes before .S565 because the digits 5-5 come before the digits 5-6.

.S565 comes before .S566 because the first two digits, 5-6, are the same and the third digits are placed in order numerically.

.S57 comes last because 7 is greater than 6.

### Two Cutters

- Second cutter does not have a decimal point
  - Arranged as if it does
- Arrange the first cutter, then arrange the second one

D	D	D	D	D	D
810	810	810	810	810	810
.C65	.C65	.C65	.C65	.C66	.C66
T35	V334	V36	Y68	A74	A745

Some call numbers have two cutters. Only the first cutter has a decimal point, but the second is treated as if it does, too.

When a call number has two cutters, the first cutter is arranged and then the second cutter is used to subarrange.

All of these call numbers begin with D810. Four of the first cutters are .C65 and two are .C66.

### Two Cutters

- Second cutter does not have a decimal point
  - Arranged as if it does
- Arrange the first cutter, then arrange the second one

D	D	D	D	D	D
810	810	810	810	810	810
.C65	.C65	.C65	.C65	.C66	.C66
T35	V334	V36	Y68	A74	A745

The second cutter is used to subarrange each group.

Therefore, within the group for .C65, the cutter that begins with a T comes first, then the two cutters that begin with a V, and then the cutter that begins with a Y.

Within the V cutters, V334 comes before V36 because 3-3 comes before 3-6.

### Two Cutters

- Second cutter does not have a decimal point
  - Arranged as if it does
- Arrange the first cutter, then arrange the second one

D	D	D	D	D	D
810	810	810	810	810	810
.C65	.C65	.C65	.C65	.C66	.C66
T35	V334	V36	Y68	A74	A745

Within the .C66 cutters, the cutter A74 comes before A745 because both of them begin with A-7-4 and nothing comes before something.

### Dates

- File in chronological order, after all other lines have been arranged

Z	Z	Z		Z	Z	Z
720	720	720		720	720	720
.C66	.C66	.C66		.M78	.M78	.M78
D76	D76	H37		A3	P57	P57
1999	2003	2001		2010	2009	2015

A date is often the final element in a call number. Dates are filed in chronological order after all of the other lines have been arranged.

Each of these call numbers begins with Z720. The first cutter in three of the call numbers is .C66.

Those numbers are subarranged by the second cutter. There are two D76 cutters and one H37 cutter. They are filed in alphabetical order.

### Dates

- File in chronological order, after all other lines have been arranged

Z	Z	Z	Z	Z	Z
720	720	720	720	720	720
.C66	.C66	.C66	.M78	.M78	.M78
D76	D76	H37	A3	P57	P57
1999	2003	2001	2010	2009	2015

There are two call numbers that are identical so far: Z720.C66 D76. The date distinguishes between them. The date on one is 1999 and on the other, 2003. The dates are filed in chronological order.

### Dates

- File in chronological order, after all other lines have been arranged

Z	Z	Z		Z	Z	Z
720	720	720		720	720	720
.C66	.C66	.C66		.M78	.M78	.M78
D76	D76	H37		A3	P57	P57
1999	2003	2001		2010	2009	2015

Now let's look at the call numbers beginning *Z720.M78*. The second cutter for one of them is *A3*, so it comes before the two that are *P57*.

Since there is only one *Z720.M78 A3*, the date – 2010 – just follows along. For the call numbers *Z720.M78 P57*, though, the dates make the call numbers unique. 2009 and 2015 are filed in chronological order.

### Work Letters

- File alphabetically after all other elements are arranged

Z	Z	Z	Z
720	720	720	720
.M78	.M78	.M78	.M78
A3	A3	A3	A3
2010	2010 <b>b</b>	2010 <b>c</b>	2010 <b>d</b>

Some call numbers include work letters, which are lowercase letters that are usually appended to a date, but may in some cases be appended to a cutter number. They provide disambiguation for call numbers that would otherwise be identical.

The four call numbers on the screen are identical except for the work letters, which are filed in alphabetical order.

### Mix of Cutters

- Within a class number there may be a mix of single and double cutters
- File the call numbers line by line

PN	PN	PN	PN	PN
1997	1997	1997	1997	1997
.S39	.S39	.T34	.T34	.T34
1992	C87	1999	M37	R23
	2010		2000	2013

Within a class number there may be a mixture of single and double cutters. Again, file them line by line.

All of the call numbers on the screen begin with PN1997, and all of them have at least one cutter.

Two of them have the first cutter .S39. One of those just has a date to complete the call number, and one of them has a second cutter and a date. It is easy to file these numbers if you keep a basic rule in mind: *numbers come before letters*.

The 1 in 1992 comes before the letter C in C87, therefore PN1997.S39 1992 comes before PN1997.S39 C87 2010.

Now let's look at the second grouping, all of which begin PN1997.T34. The one that has only a date after .T34 comes first because numerals file before letters. Of the two call numbers with two cutters, the one that includes M37 comes before the one that has R23 simply because M comes before R. In this case, the dates just follow because no further subarrangement is necessary.

