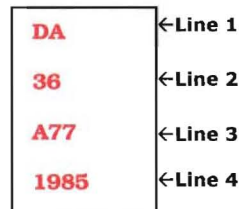


How to Find Books by Call Number

To find material in Clapp Library, including your reserve books, read the call number line by line as follows:



1. First: read Line 1 alphabetically:

- *Single* letters are shelved before *double* letters; "Nothing" comes before "Something" e.g. in the image below, **D** "nothing" comes before **D** "something":



2. Next: read Line 2 numerically, from lowest to highest:



3. Line 3 (alphanumeric line): read the letter alphabetically then the number as a decimal whether or not the decimal is printed

- Decimal digits are read one by one and numerically e.g. in the image below,
 - **A** is shelved before **B**
 - reading the first digit, **.A55** is shelved before **.A6** and **.A6** is shelved before **A77**
- There may be a second alphanumeric line; the same rules apply (green text in image below)



4. Finally, read Line 4 numerically, from lowest to highest

- Line 4 represents the year of publication



***Call numbers that begin with a small *q* or *f* refer to items that are oversized and that are shelved first the *q*'s then the *f*'s after the full sequence on each floor or on the far cart in the Reserve collection.**