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.*