



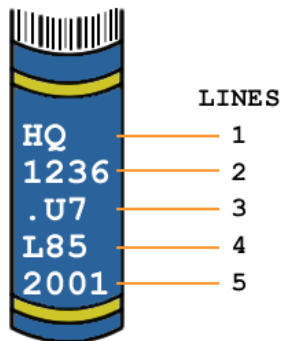
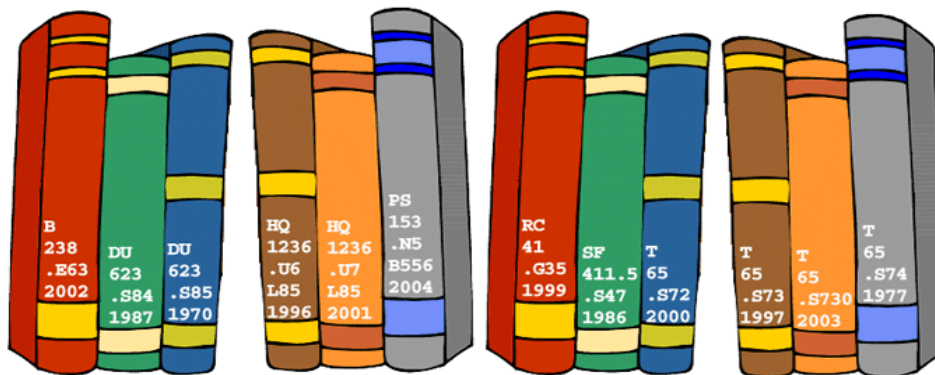
Finding Books in the Kean University Library

How to Read a Call Number

You can use the *Kean Catalog* available online at <http://library.kean.edu> to locate call numbers for books on your topic of interest. Click *Books, E-books, Videos, & More* to access the *Kean Catalog*.

The Kean University Library uses the Library of Congress Classification System to organize and keep track of books, as do most academic libraries. Each book in the collection is identified and shelved by a unique sequence of letters and numbers. This combination of letters and numbers is simply called the call number. Books in the collection are shelved according to these call numbers.

Library of Congress call numbers always begin with one or two letters, which then are followed by a series of numbers. These letters represent a major subject area, as designated by the Library of Congress and as illustrated in the chart on the second page of this handout. The third column of the chart indicates the floor number upon which books with the corresponding call numbers are shelved in the Main Collection.



When you search for books on your topic in the Kean Catalog, write down the call number for any titles of interest, note the library location and then go to the appropriate floor. To retrieve a specific book by its call number, compare the call number against the call numbers that you see on the shelves. Read the call numbers line by line:

Start by comparing the alphabetical ordering of letters on the top lines of the book call numbers. For example, the beginning alphabetical sequence "HQ" is shelved after call numbers beginning with the letter "H" and before call numbers beginning with the letter "K."

If the letters are the same for the first lines of call numbers, then compare the ordering of the numerical sequences on the second lines. For example, the beginning numerical sequence "1236" is shelved after call numbers with the number "12" and before call numbers with the number "1237."

If the letters and numbers on the first and second lines are the same, then compare the ordering on the third lines. For example, a third line beginning with the letter ".U" is shelved after call numbers with the letters ".TA" and before call numbers with the letter ".Z." If the letters are the same, then you must compare the numbers that also appear on the third line, but note that third line numerical sequences must be treated as decimals. For example, the number "7" should be handled as "0.7" and is shelved after number "630" and before number "71."

Sometimes there is a fourth line of letters and numbers. If the first three lines of the call number are the same, then compare the alphabetical and numerical sequence in the fourth lines, again treating numerical sequences as decimals. For example, "L85" should be placed after "L836" and before "L86."

If all of the above lines are the same, then compare the years of publication in the fourth (or fifth) lines. The books should be shelved in order by years. For example, year "2001" is placed after year "2000" and before year "2002."

| Letter | Subject | Floor |
|--------|-------------------------------------|-------|
| A | General Works | 2 |
| B-BD | Philosophy | 2 |
| BF | Psychology | 2 |
| BL-BX | Religion | 2 |
| C-F | History | 2 |
| G | Geography, Anthropology, Recreation | 2 |
| H | Social Sciences, Business | 2,3 |
| J | Political Science | 3 |
| K | Law | 3 |
| L | Education | 3 |
| M | Music | 3 |
| N | Fine Arts | 3 |
| P | Language and Literature | 3 |
| Q | Math, Science, Computer Science | 3 |
| R | Medicine | 3 |
| S | Agriculture | 3 |
| T | Technology, Engineering | 3 |
| U | Military Science | 3 |
| V | Naval Science | 3 |
| Z | Bibliography, Library Science | 3 |

Books Shelved in Other Locations

Reference Collection: Books in the Reference Collection are located on the main floor of the library.

Reference Collection Annex: Books in the Reference Collection Annex are located on the second floor of the library.

Course Reserve Books: Reserve books are kept at the Circulation Desk. The Circulation Desk is the first counter in the main library area, adjacent to the front door.

Juvenile Collection: The Juvenile Collection houses picture books, easy books, biography, series, fiction, and non-fiction for preschool to grade 12. This collection is shelved according to the Dewey Decimal system on the third floor near the elevator. Please see the Reference librarian for directions.

If you need help navigating the Kean Catalog or locating books in the library, please see a librarian at the Reference Desk for assistance.

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