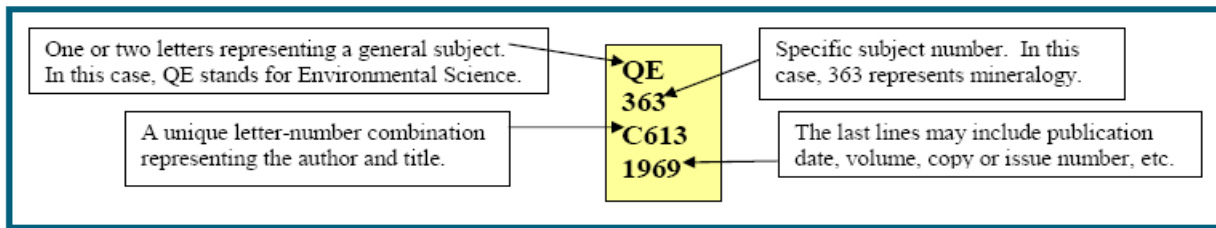# Guide to Finding Books in the Library's General Collection

- BSCC Library uses the **Library of Congress system of classification**.

- This system is used to organize books on our shelves <u>by subject</u>.

- Library of Congress call numbers are combinations of letters and numbers; they always start with a letter.

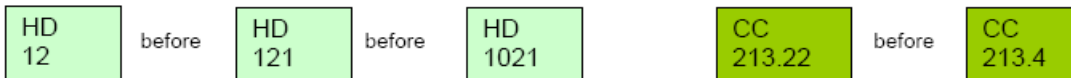- A sample call number looks like this: QE 363 .C613 1969

One or two letters representing a general subject. In this case, QE stands for Environmental Science. → **QE 363** ← Specific subject number. In this case, 363 represents mineralogy.

A unique letter-number combination representing the author and title. → **C613 1969** ← The last lines may include publication date, volume, copy or issue number, etc.
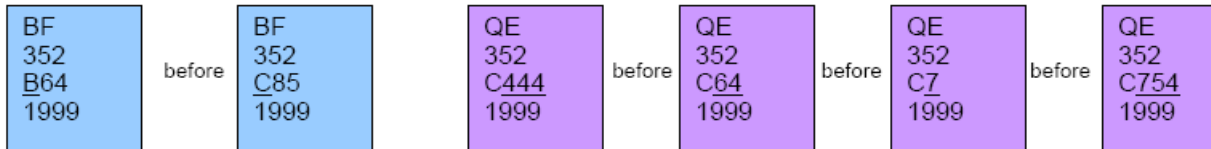
Reading Call Numbers

<u>First line</u>: The first part of a call number is one, two, or rarely three letters. Read these alphabetically: A before B before C, etc. QA before QE before QL, etc.

| A | B | | Q | QA | QD | QE | QL | | Z |

<u>Second line</u>: The second part is a whole number ranging from 1 to 9999. Smaller numbers come before larger numbers. These numbers can also be decimal numbers, such as 213.22.

HD 12 — before — HD 121 — before — HD 1021   CC 213.22 — before — CC 213.4

<u>Third line</u>: The third part can be the trickiest. This part starts with a letter, followed by a number. Read the letters alphabetically, and read the numbers as <u>decimal numbers</u>.

BF 352 B64 1999 — before — BF 352 C85 1999   QE 352 C444 1999 — before — QE 352 C64 1999 — before — QE 352 C7 1999 — before — QE 352 C754 1999

<u>Final lines</u>: May include dates, volume/issue #'s, copy #'s, etc., and are read last.