How do I keep in touch and find out more?

VISIT US:
Library Homepage
http://lib.xjtlu.edu.cn

ASK US:
Lib-Answers
http://libanswers.lib.xjtlu.edu.cn

FOLLOW US:
Library Wechat
XJTLU_Library

LIKE US:
Library Weibo
@西交利物浦大学图书馆
HOW TO READ CALL NUMBERS AT THE XJTLU LIBRARY

Libraries use classification systems to organize the books on the shelves. The Library Congress Classification (LCC) system adopted at XJTLU Library uses letters and/or numbers (call numbers) to arrange the books so that books on the same topic are together. This arrangement results in "serendipitous browsing": this means that you may find one book in online catalogue system (OPAC) and it may be on the shelves but you may find an even better book lying right next to it.

WHAT ARE CALL NUMBERS?

Each book in the library has a unique call number. A call number is like an address. It tells us where the book is located in the library. Call numbers can be found like so:

REMINDER: The call number for books on the shelves, the EN (for books in English) or CN (for books in Chinese) is the BEGINNING of the call number. However, in the Library Catalogue System (OPAC), the EN/CN will at the END of the call number.

WHAT DOES THE CALL NUMBER MEAN?

The Library of Congress Classification arranges materials by subjects. The first two lines of the call number represent the subject of the book. The third line of the call number often represents the author’s last name. And, the last line of a call number is often running numbers.

For example: LB2395./C267/4 ("/" Separator)

- LB Represents the subject of the book.
  - LB = Theory and Practice of Education
  (details please refer to "Library Classification")
- 2395 Further divisions and subdivisions are designated by numbers ranging from 1 to 9999.
  - 2395 = Methods of Study in Higher Education
- C267 Represents the author’s last name.
  - C267 = Carol Carter
- 4 Running numbers are designated by numbers ranging from 1 to 9999.
  - 4 = This is the 4th book in the classification LB2395.C.

HOW TO UNDERSTAND CALL NUMBERS ON PRINTED BOOKS?

For examples, here is a shelf of books with their call number in order.

REMINDER: EN/CN represents the category of the materials language and does NOT need to be considered when sorting the call numbers.

<table>
<thead>
<tr>
<th>LA before LB</th>
<th>2327 before 2328</th>
<th>Letter before Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>M3 1</td>
<td>Y53 2</td>
<td>XL 4</td>
</tr>
<tr>
<td></td>
<td>B37 5</td>
<td>C544 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DX 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WXL 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

H before M    2 before 34   1 before 5

Read the first line in alphabetical order: A, B, BF, C, D,...L, LA, LB, LC... e.g. On the first line, “LA” comes before “LB”.

Read the second line as a whole number: 1, 2, 45, 100, 101, 1000, 2430... e.g. On the second line, “2327” is before “2328”.

The third line is a combination of a letter and numbers. The letter is before the number and it is read in alphabetical order.
 e.g. On the Combination of letters and numbers line, “H” is before “M”, “M” is before “2” and “2” is before “34”.

Read the last line in ascending order.
 e.g. For the last line, “1” is before “5”.  