

Libcast
Basic Storyboard

Title: Reading Call Numbers
Content: how to effectively search Novanet, reading call numbers, Library of Congress Subject Headings, call number locations, how to read a call number

Screen shot	Script
Title shot	Call numbers organize items according to subject, so learning how to read call numbers will be helpful to your research. This tutorial will explain how the Killam library breaks down items according to subject and help you benefit from the extensive collection.
Call numbers of book spines. JPG image.	The call number itself is like a unique address for the book, so it is essential to know how to read a call number in order to be able to find your book. This is the call number we will be pulling apart for the purpose of this tutorial. It is a call number for Shakespeare's A Midsummer Night's Dream. The Dalhousie Libraries use the classification system from the Library of Congress and the National Library of Medicine. These systems assign letters of the alphabet to different subject areas. The letters are then used in the call number assigned to each book. Books on the same subject are put in the same range. Find one book on your topic and browsing around that item you should be able to find related titles.
Library of Congress Classification System. Call-Out "H"	For example, call numbers beginning with "P" fall under the literature Discipline. Our call number begins with two letters. This means it has been assigned a subcategory. P, the main category is literature. R, the subcategory has placed in the English literature subcategory. To begin finding your item, first locate it in WorldCat. The call number is displayed in the location field. Be certain it is available from the library where you are. This item is available for General Loan from Killam.
WorldCat record for "a midsummer night's dream" Zoom and call out call number and "Dal Killam"	To find out where the call number is housed in the library you can access the "call number locations" page. From the library homepage, click on "Locations" then "Killam" then "Call number locations." This call number begins with a "P" which places it on the third floor.
Library homepage Zoom and click for each Call out	Killam is a five floor building. You can access the stacks using the stairs or the elevators. There are floor plans located at the reference desk and on the upper floors of the building at each stairwell. On each floor the stacks are organized alphabetically and numerically from top to bottom and left to right. Library of Congress call numbers should be read one line at a time; there can be up to five lines in a call number. Books are first arranged in alphabetical order by the first group of letters. Our call number begins with PR, placing it between PQ and PS.
JPG Images of elevators and stairs including signs pointing to stairs.	Next the books are arranged numerically. The second line of the call number is written as a whole number. The next line of the call number is the trickiest. It contains a letter and a number. The letters are shelved alphabetically, but the numbers are treated as decimals, so pay close attention to this number. Notice how point two comes before point six seven, because it is the larger fraction.
JPG image of 3rd floor	Sometimes there is a fourth number, it is read the same way as the third line. And

stacks with call number signs.	sometimes there is even a fifth line, with dates and other annotations. When you retrieve your item, bring it to the circulation desk, along with your student ID. The standard loan period for books is three weeks.
End shot	This has been a brief introduction to call numbers. If you need any other assistance please contact one of our reference desks or get online assistance with our LiveHelp service. You may also want to view some of our other libcasts on doing library research.