

## Call Number Prefixes

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Prefix	Description	Suffix
ART	Art Prints	1 <sup>st</sup> 3 letters of artist's surname
AUD	Audiobooks, Playaways, etc.	1 <sup>st</sup> 3 letters of author's surname
BB	Big Books	1 <sup>st</sup> 3 letters of author's surname
CD	Compact Discs ( <i>not</i> audiobooks)	1 <sup>st</sup> 3 letters of artist/performer's surname
CH	Easy Chapter Books	1 <sup>st</sup> 3 letters of author's surname
CHI	Materials in Chinese if in separate section; otherwise use 491.58	E, FIC, or Dewey #; 1 <sup>st</sup> 3 letters of author's surname
CS	Class Sets (elementary only)	1 <sup>st</sup> 3 letters of author's surname
DVD	DVDs	Dewey #
E	Picture Books and Easy Readers	[Option: FIC or Dewey #]; 1 <sup>st</sup> 3 letters of author's surname
EB	eBooks (Electronic Books)	E, FIC, or Dewey #; 1 <sup>st</sup> 3 letters of author's surname
EQ	Equipment	See Equipment Call Numbers List
FIC	Fiction	1 <sup>st</sup> 3 letters of author's surname
FRE	Materials in French if in separate section; otherwise use 448	E, FIC, or Dewey #; 1 <sup>st</sup> 3 letters of author's surname
GER	Materials in German if in separate section; otherwise use 438	E, FIC, or Dewey #; 1 <sup>st</sup> 3 letters of author's surname
GN	Graphic Novels	1 <sup>st</sup> 3 letters of author's surname
INT	Interconnections Materials (elementary only)	E, FIC, or Dewey #; 1 <sup>st</sup> 3 letters of author's surname
KIT	Kits, Multiple-copy sets, Text and Audio Sets, Mixed Materials, &c.	E, FIC, or Dewey #; 1 <sup>st</sup> 3 letters of author's surname
LL	Leveled Library Materials	Level Number <i>or</i> 1 <sup>st</sup> 3 letters of author's surname <i>or</i> 1 <sup>st</sup> 3 letters of item title
MA	Manga	1 <sup>st</sup> 3 letters of author's surname
MAG	Magazines if catalogued; otherwise use temporary barcodes	1 <sup>st</sup> 3 letters of magazine title
PAR	Parent Center Materials	Dewey #; 1 <sup>st</sup> 3 letters of author's surname
PIC	Picture books (secondary only)	1 <sup>st</sup> 3 letters of author's surname
PRO	Professional Materials	Dewey #; 1 <sup>st</sup> 3 letters of author's surname
REF	Reference	Dewey #; 1 <sup>st</sup> 3 letters of author's surname
SPA	Materials in Spanish if in separate section; otherwise use 468	E, FIC, or Dewey #; 1 <sup>st</sup> 3 letters of author's surname

TR	Teacher Resources	Dewey #; 1 <sup>st</sup> 3 letters of author's surname
TX or TEX	Textbooks (for schools without Textbook Manager)	Dewey #; 1 <sup>st</sup> 3 letters of author/publisher's name
VHS or VT	Video Tapes	Dewey #

## Dewey Notes

Prefix	Description	Suffix
400s	Translations into foreign languages; See Foreign Language Instructions	1 <sup>st</sup> 3 letters of author's surname
741.5	Please shelve graphic novels in GN section, not this location.	Not Applicable.
741.56	Comic Strips / Cartoons	1 <sup>st</sup> 3 letters of author's surname
808.8 or FIC	Story Collections	1 <sup>st</sup> 3 letters of author/editor's surname
920	Collective Biographies	1 <sup>st</sup> 3 letters of author's surname
921	Individual Biographies	1 <sup>st</sup> 3 letters of biographee's surname

## Things to Remember

- A call number should consist of the appropriate call number prefix (a Dewey number, 'FIC,' etc.) followed by the first three letters of the author's last name.
- Books should be shelved numerically and alphabetically according to call numbers.
- Only the call number prefixes on this list should be used in Granite libraries. Please contact district library specialists for approval before using any variations from this list.
- Spine labels should be typed or computer printed, not handwritten.
- Reading levels, genres, holidays, AR levels, etc., should all be indicated using spine stickers in addition to the standard spine label. Such information should not be included with the call number or on the spine label itself.
- Newbery, Caldecott, and other award-winning books should have the standard fiction or nonfiction call numbers. A separate sticker can be placed on the spine to indicate that the book is an award winner.

**Spine Label Examples**

551.48 RIC	<b>Nonfiction</b> <i>Inside the Water Cycle</i> By William B. Rice	FIC STE	<b>Fiction</b> <i>When You Reach Me</i> By Rebecca Stead
921 OBA	<b>Biography</b> <i>Who Is Barack Obama?</i> By Roberta Edwards	GN YAN	<b>Graphic Novel</b> <i>American Born Chinese</i> By Gene Luen Yang
CH OSB	<b>Chapter Book (Elementary Only)</b> <i>Dinosaurs Before Dark (Magic Tree House #1)</i> By Mary Pope Osborne	MA KIS	<b>Manga</b> <i>Naruto Vol. 32, The Search for Sasuke</i> Story and art by Masashi Kishimoto
DVD 303.4	<b>DVD</b> <i>Guns, Germs, and Steel</i> Produced by Lion TV for National Geographic Television	PRO 373.2 BEA	<b>Professional Materials</b> <i>A Middle School Curriculum: from Rhetoric to Reality</i> By James A. Beane
E SEU	<b>Picture Book / Easy Reader</b> <i>Green Eggs and Ham</i> By Dr. Seuss	REF 509 ASI	<b>Reference</b> <i>Asimov's Chronology of Science and Discovery</i> By Isaac Asimov
E 612.8 RIS	<b>Easy Nonfiction</b> <i>The Five Senses: Hearing</i> By Rebecca Rissman	SPA FIC TWA	<b>Spanish Fiction</b> <i>Las aventuras de Tom Sawyer</i> By Mark Twain
EB FIC MAR	<b>Electronic Book Fiction*</b> <i>One Hundred Years of Solitude</i> By Gabriel Garcia Marquez	SPA 600 MAC	<b>Spanish Nonfiction</b> <i>Como funcionan las cosas</i> By David MaCaulay
EQ IPOD	<b>Equipment*</b> Apple iPod Touch 8 GB SN: 123456789		

\*Even though you would not actually create spine labels for these types of items, the call number should still be entered into the copy in Destiny according to these standards.

## Foreign Language Call Numbers

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The following are appropriate call numbers for materials written in the most common foreign languages. To find the call number for a language not listed below, consult a Dewey Decimal Classification book or contact a district library specialist.

If you have a sizable collection of materials in a single language (more than 20 titles) you may want to create a separate section for that language collection. In this case, use the lettered call number prefix listed for that language. Please consult with a district media specialist before using a call number prefix not listed here.

<b>Call Number</b>	<b>Language</b>
438 or GER	German
448 or FRE	French
458	Italian
468 or SPA	Spanish
469.8	Portuguese
478	Latin
488	Greek
491.78	Russian
492.8	Arabic
492.48	Hebrew
495.18 or CHI	Chinese
495.68	Japanese
499.8	Polynesian Languages