

How to Use a Call Number Step-by-Step

1. Write down or take a clear photo of the entire call number for the book. OneSearch displays a call number like this:

4th Floor PN648 .S3 A4436 1994

but be aware that the label on the actual book looks like this:

PN	Code for the subject of the book
648	
.S3	Code for the author's name and/or the title of the book
A4436	
1994	Year of publication

2. On the 4th floor of the library, find the P section, then begin matching the call number to the books on the shelves line by line this way:

PN	Alphabetical - P, PA, PB, etc., come before PN. (And if you are at PR or PS, you have gone past PN.)
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648	Numerical - normal number order (1, 2, 3, etc.)
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.S3	Alphabetical, then numerical and this number is a decimal (.S1, .S222, .S3, etc.)
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A4436	Alphabetical, then numerical and this number is a decimal
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1994	Year of publication
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3. Only one book in the library will have this call number so when you have matched every letter and number you have located your book. Take the book off the shelf and down to the Check Out Desk on the 1st floor to check it out with your current MyCoyote ID card.