HOW ITEMS ARE ARRANGED ON THE SHELF

Items are shelved by their call number
Call numbers are made of alpha numeric characters
Read call numbers line by line

In the Catalogue they appear like this:

On the item label the call number appears like this:
JN 2012 A225 A66

First line – one to three letters, arranged alphabetically

Second line – Whole numbers 1 to 9999 with possible decimal extension

Third line – a letter followed by a decimal number

Last lines – either another letter followed by a decimal number or the date of publication.