

Books are shelved by their call numbers. Call numbers are made of alphanumeric characters.

In the catalogue they appear like this:

JN 2012.A225 A66 1998

On the item label the call number appears like this:

JN
2012
.A225
A66

First line – one to three letters, arranged alphabetically

J	shelved before →	JA	shelved before →	JN
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Second line – **Whole** numbers 1 to 9999 with possible **decimal** extension

JN 212	shelved before →	JN 2012	shelved before →	JN 2012.123	shelved before →	JN 2012.2
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Third line – a letter followed by a **decimal** number

JN 2012 .A225	shelved before →	JN 2012 .A23	shelved before →	JN 2012 .B12
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Last lines – either another letter followed by a **decimal** number or the date of Publication. Undated editions of books are shelved before dated editions.

JN 2012 .A225	shelved before →	JN 2012 .A225 1998	shelved before →	JN 2012 .A225 A66	shelved before →	JN 2012 .A225 A66 1998
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