

# HOW ITEMS ARE ARRANGED ON THE SHELF

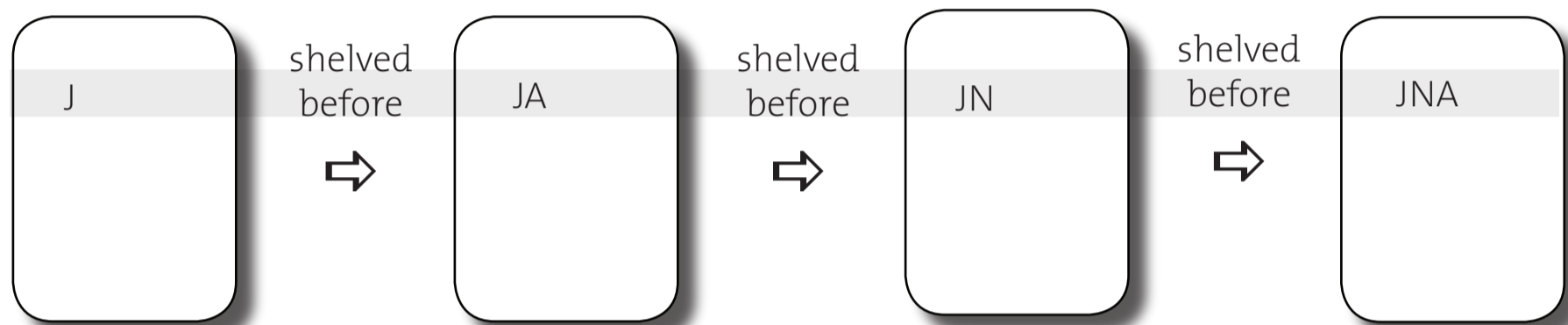
Items are shelved by their call number  
Call numbers are made of alpha numeric characters  
**Read call numbers line by line**

In the Catalogue they appear like this :  
**JN 2012 .A225 A66 1998**

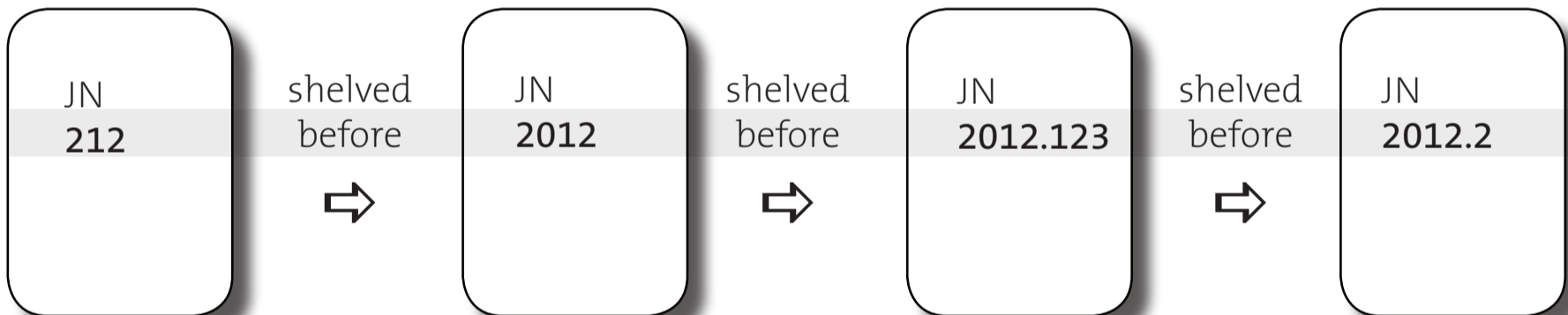
On the item label the call number appears like this:

JN  
2012  
.A225  
A66

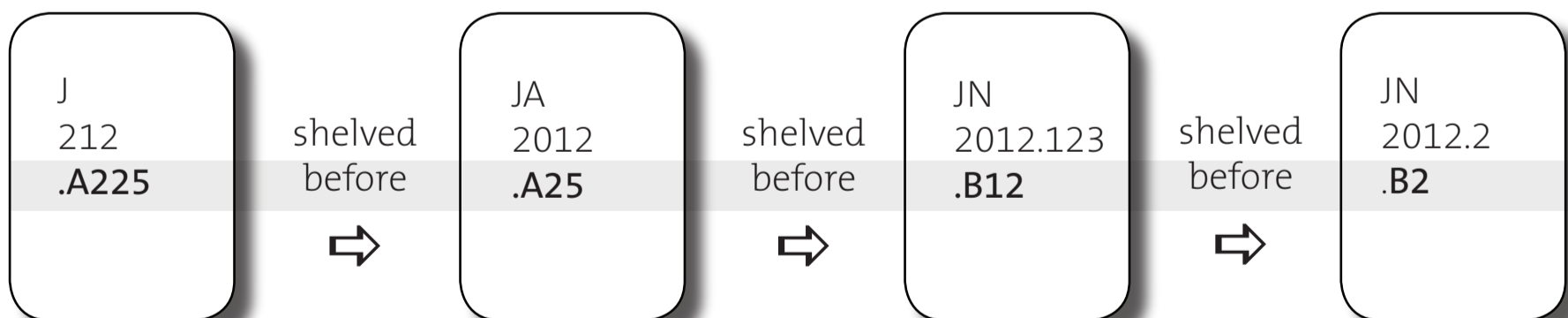
**First line** – one to three letters, arranged alphabetically



**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.

