

Using Call Numbers to Find Books

Step One: Use CUNY+ from Hostos Library homepage, to determine the call number of a book.

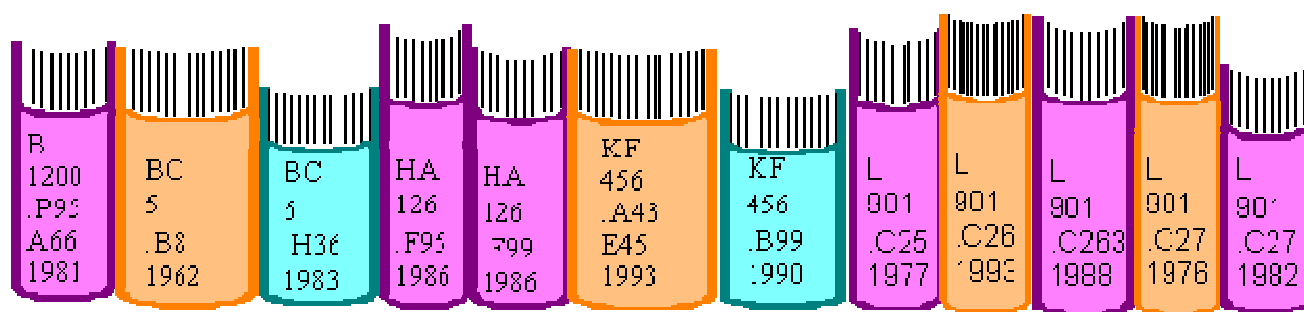
Step Two: Write down the call number and location of the book. If the location is “Hostos Stacks,” use the first letter of the call number to determine where the book is shelved (see next page).

What is a Call Number?

Each book is assigned a call number designating both its subject and its place on the shelf. The call number has several parts. The first part is one or two letters (sometimes three) for the broad subject area. The second part is a number and is a further subdivision of the general subject. The third part is a letter and number code for the author's name. The last part is the date of publication. Here are some examples and what they mean:

Parts of a Call Number	Example 1 - Call Number for <u>Cultural Forces in World Politics</u> by Ali A. Mazrui	Example 2 - Call Number for <u>The Stock Selector System</u> by Michael D. Sheimo
Broad Subject Area	D = History	HG = Finance
Specific subdivision of subject	849 = World politics	4661 = Stocks
Code for author's name	.M387 = Mazrui	.S43 = Sheimo
Date of Publication	1990	1995

The call number appears on the spine of the book written vertically as in the above examples, but it can be written horizontally as well; for example: D 849.M387 1990. There is no need to memorize the meaning of a call number. You only need to write down the complete call number from the catalog so that you will be able to find the book on the shelf.



How Books are Placed on the Shelf by Call Numbers

Books are sorted by their call numbers on a line-by-line basis.

1. Alphabetically by the first line, then
2. Numerically by the second line, then
3. First alphabetically, then numerically by the third line. *Note that the numbers on line three are treated as decimals, so that .C263 comes between .C26 and .C27.*
4. If there is a fourth line before the year of publication, it is sorted first alphabetically and then numerically.
5. If a call number is identical in all respects except for year of publication, then the books are placed in chronological order by the year of publication.



How Books are arranged in the Hostos Library

Books are arranged by subject in the Hostos Library with books on one subject shelved together. Each subject is assigned a one-, two-, or three-letter code. The letters do not necessarily stand for the first letter of the subject they represent. For instance, political science is letter J, and art is letter N. This system is called the Library of Congress Classification System because it was first designed and used by the Library of Congress. The system uses letters and numbers to denote subjects.

Here is a brief listing of letters assigned to broad subjects:

LETTER	TOPIC
A	General works
B-BJ	Philosophy
BF	Psychology
BL-BX	Religion
C,D, E	History
F	History
G	Geography, Anthropology, Recreation
H	Social Sciences, Business
J	Political Science
KF	Law of the U. S.

LETTER	TOPIC
L	Education
M	Music
N	Fine Arts
P	Language & Literature
Q	Math, Science, Computer Science
R	Medicine
S	Agriculture
T	Technology, Engineering
U	Military Science
V	Naval Science
Z	Bibliography, Printing, Publishing

Books Shelved in Special Locations

Reference Books: Books such as dictionaries, encyclopedias, gazetteers, yearbooks, directories, concordances, indexes, bibliographies, handbooks, and atlases are compiled to supply definite pieces of information of varying extent and are intended to be referred to rather than read through. Most of the reference books are located on the second floor in the **Reference Area**.

Reserve Books and Material: Reserve materials include library books, textbooks, instructors' personal copies of books, assigned readings, samples of past exams, and some heavily-used reference books. Reserve books and material may, in general, be used only in the library, although some material may be checked out overnight. You must determine the call number of the reserved book or material from CUNY+ (DPAC/CR-Course Reserve) before you request it at the reserve desk on the third floor.

If the book is not on the shelf, you may want to check:

- CUNY+ to be sure the book is not on reserve, in reference or on order.
- The nearby shelves to see if the book has been misshelved.
- The area around the copy machines on the third floor in the reserve/periodicals room.
- The shelving area, located in the main reading room to the right. See the "To be Shelved" sign.