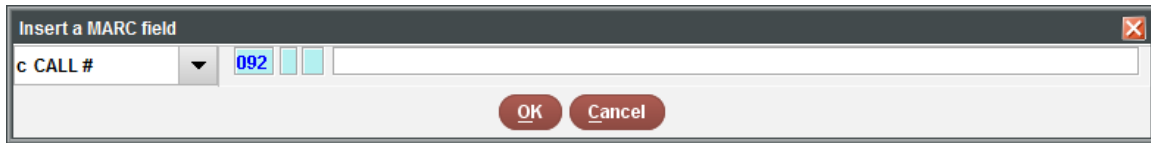


Lakeland Library Cooperative Call Number Standards

All call numbers will be entered in the item record variable field of CALL #



To enter a call number make sure the cursor is beyond the two blue indicators after the 092 in the call number field.

Non-Dewey Call Numbers

Enter the call number as follows:

CALL # 092 ■■ FIC BRO

CALL # 092 ■■ DVD SPI

CALL # 092 ■■ VHS LORD

CALL # 092 ■■ AUDIO BOOK HOL

CALL # 092 ■■ LP FIC JAMES

Exception: if information follows such as the month and year the item was added to the database, this information must be included in a separate subfield x. See the examples below.

CALL # 092 ■■ FIC FRO|x04/03

CALL # 092 ■■ MYS JANICE|xpb

CALL # 092 ■■ Wes Zane|xstorage

CALL # 092 ■■ Mystery Butterworth|x72-12564

Dewey Call Numbers without a Prefix

Enter the Dewey Call number without a prefix as follows:

CALL # 092 ■■ 641.5 GOR

CALL # 092 ■■ 977.4 MIC

Exception: if information follows such as the month and year the item was added to the database, this information must be included in a separate subfield x. See the examples below.

CALL # 092 ■ ■ 641.5 GOR|x04/03

CALL # 092 ■ ■ 977.4 MIC|xstorage

Dewey Call Numbers with a Prefix

Enter the Dewey Call number with a prefix as follows:

CALL # 092 ■ ■ |fJ|a298.3 MAC

CALL # 092 ■ ■ |fREF|a920 WOR

CALL # 092 ■ ■ |fA|a641.075 All

Exception: if information follows such as the month and year the item was added to the database, this information must be included in a separate subfield x. See the examples below.

CALL # 092 ■ ■ |fJ|a298.3 MAC|x04/03

CALL # 092 ■ ■ |fREF|a920 WOR|x99-5624

Call Numbers for generic magazines, generic paperback, etc.

Enter these call numbers as follows:

CALL # 092 ■ ■ |x2002, April or |x2002, April 23

CALL # 092 ■ ■ |xThe Touch of Aphrodite / Joanna Mansell : 12/96

Volume Numbers

Note: Volumes in series are NOT to be entered as volumes in the Item record and unless as noted below the field is not to be used. Notes such as numbers of parts in DVD's, audiobooks are NOT to be entered as volumes in the Item record.

Enter volume numbers in the Volume field as follows only when attaching a multipart item and even then it is optional.

VOLUME v.1

VOLUME v.1,pt.1
VOLUME disc 1-2

For items published annually:

VOLUME 2002
VOLUME 2002 : 4th ed.

To create a subfield, hold down the shift key and press the key located above the Enter key. This will create a | or pipe. Next to the pipe type the letter f so it will appear as follows |f. Type the prefix such as REF, J, YA in this subfield. Next create another subfield by using the pipe followed by the letter a |a. Enter the rest of the call number in this subfield. Example: |fREF|a912 AME. Subfield x is created the same way.

There are no spaces before or after a subfield.

Function keys can be set up that will supply the subfields such as |fJ|a, |fR|a, |fYA|a, |x. If you want these created for your library, please email tech_help with your request.