

**Call Numbers:
Size designation guide**
rev. Jan. 18, 2008 rls

Note: This document replaces information formerly found in the *Cataloging Department Call Numbers Manual* (July 1991).

SIZE DESIGNATION GUIDE

Since size of the book may determine its location in the stacks, call numbers have size marks added according to the following guidelines:

GENERAL POLICY

*	over call number if book is more than 29 through 38 cm. high OR more than 30 cm. in width
**	over call number if book is more than 38 through 61 cm. high
***	over call number if book is more than 61 cm. high

For monographic sets, mark volumes with the size designation corresponding to the largest volume. If an oversized volume is received for a cataloged set, retrieve earlier volumes and have them remarked to reflect the larger size.

EXCEPTIONS TO GENERAL POLICY

SERIALS

Size designations are not given for any serials, except for the following libraries:

- Art

SOUTHERN REGIONAL LIBRARY FACILITY (SRLF)

No size designations are used.

YRL REFERENCE

No size designations are used.

MUSIC LIBRARY

Oversized designations:

	*	**	***
LD [incl. CAGE]	---	35.5 - 61 cm.	61.1+ cm.
M 1-3 [incl. CAGE]	No size designation	No size designation	No size designation
M 4 – end [incl. CAGE]	---	35.5 – 61 cm.	61.1+ cm.
ML, MT, and all other classifications [incl. CAGE]	29.1 – 38 cm.	38.1 – 61 cm.	61.1+ cm.

Miniature designations:

	[min.]
Cage books: M	20 cm.
Cage books: ML	14 cm.
Regular stacks	No miniature designation

Music Reference: Local exceptions will be made for Music Reference materials, because this is a “temporary” location status.

Centimeters/inches comparison table:

Centimeters	Inches
14 cm.	5.5”
20 cm.	8”
35.5 cm.	14”

BIOMED LIBRARY:

*	over call number if book is more than 31 through 42 cm. high OR more than 26 cm. in width
**	over call number if book is more than 42 cm. high