

Call numbers:
Physical placement in work, for monographs and maps
UCLA Library Cataloging & Metadata Center
Oct. 16, 2007 rls

GENERAL INSTRUCTIONS:

- Print the full call number for each item (including branch stamp if the item is for a branch) on the recto of the page after the title page, unless that page is a plate
 - If the page is a plate, print the call number on the verso of the title page
 - IF THERE IS NO TITLE PAGE, print the call number on the recto of the page after the surrogate title page (for ex., on the first page after the cover)
- Print the call number:
 - Write oversize designation, if appropriate, above the call number
 - Capital letter(s) representing the major classification area on the first line
 - Numbers representing the major classification area on the second line
 - Cutter(s) on the third line
 - Other call number elements on subsequent lines
 - Examples:

LA	HN	PQ	*	**	***
606	310	1679	DS	G	G
L973	Z9C6337	A1	204	1019	1019
2006	1989	2004	L36	A88	B638
		v.7	2006	1925	1937

- Print the call number approximately 1/2 - 3/4 of an inch from the top of the page, close to the center of the page
 - If this space cannot be used, place the call number to the side, where the space is available
 - Do not place the call number too close to the edge of the page, in case the item needs to be sent to the bindery
- Use a label if the paper is brittle, or if it is necessary for visibility
- Print the call number legibly and clearly, being careful to distinguish between letters and/or numbers which may look alike (e.g., "5" vs. "S"; etc.)
- Print the call number in pencil

ADDITIONAL INFORMATION & EXCEPTIONS:

Accompanying materials:

- Use the following abbreviations when marking accompanying materials

add.	addenda	pt.	part
app.	appendix	reel	reel
atlas	atlas	score	score
cop.	copy	sec.	section
corr.	corrigenda (prefer sup.)	ser.	series
guide	guide	sess.	session
index	index	sup.	supplement
key	key	tables	tables
maps	maps	text	text
misc.	miscellaneous	v.	volume
no.	number	yr.	year
plates	plates		

- Please refer also to the following document, which is available on the UCLA Library Cataloging & Metadata web site, under Policies & Procedures: Call numbers:
 - "Call number marking (multimedia)"

Biomed:

- Follow *General instructions*, EXCEPT:
 - Each element of the call number goes on its own line
 - Examples (note: most Biomed call numbers include workmarks; if the workmark is an "L," it is always capitalized):

WA	WC
11	335
DA15	D369L
C965v	2007
2007	

Maps:

- SEL:
 - Follow specific instructions if supplied with map
- MGI/CRIS:
 - Flat maps:
 - Place call number on lower right of map
 - Each element of the call number goes on its own line
 - Affix blank white label first if necessary for visibility (then write call number on label)
 - Example:

G
3704
A1
1917
I53
1999

- Folded maps ("vertical file maps"):
 - Affix appropriate color label to upper left of top panel of map (please do not cover any text)
 - Trim label if necessary
 - Write call number on the label
 - Green labels: individual maps
 - Yellow labels: map sets

Multimedia (including microforms and other non-printable materials):

- Record call numbers on slips or post-it notes, and include them with the items so that Marking staff may label the items correctly
- Please refer also to the following document, which is available on the UCLA Library Cataloging & Metadata web site, under Policies & Procedures: Call numbers:
 - "Call number marking (multimedia)"

Music scores and parts:

- Please refer to the following documents, which are available on the UCLA Library Cataloging & Metadata web site, under Policies & Procedures: Copy Cataloging:
 - "Music marking abbreviations"
 - "Music marking examples"

SEL:

- Follow *General instructions*, EXCEPT:
 - Each element of the call number goes on its own line
 - Examples:

QA	TK
76.9	5105.59
D343	N33
A88	2007
2007	

UCLA theses/dissertations:

- Place the call number on the page after the approval page