The Library’s circulating collection is located in two locations in the Library—the third floor and the first floor (folio collection). Morgan State University’s Library uses the Library of Congress Classification System (LC) to shelve most of its collections. There are several collections cataloged using LC but are non-circulating. These collections are:

**Non-Circulating LC Collections**

- Beulah M. Davis Special Collections Department (third floor—Rm. 323)
  - Rare books
  - Manuscript collections
  - Photograph collection
  - MSU’s theses and dissertations
  - Selective University archives
- Maryland/Baltimore Collection (first floor)
- Multimedia Collection (second floor)
- Reference Collection (first collection)

**Why Are Call Numbers Necessary?**

- Each book in the library has a unique call number. A call number is like an address: it tells you where the book is located in the library.

  - on the spines of books and in the online catalog.

- Note that the same call number can be written from top-to-bottom, or left-to-right
The LC system uses a combination of letters and numbers to arrange materials by subjects.

**Reading Call Numbers**

Read call numbers line by line:

- Read the first line in alphabetical order: A, B, BF, C, D ..., L, LA, LB, LC, M, ML ...
- Read the second line as a whole number: 1, 2, 3, 45, 100, 101, 1000, 2000, 2430 ...
- The third line is a combination of a letter and numbers. Read the letter alphabetically.
- Read the number as a decimal, e.g., .C65 = .65 .C724 = .724
  (Some call numbers have more than one combination letter-number line.)
- This is the year the book was published.

**Putting Call Numbers in Shelf Order**

To understand how call numbers are put in order in Library of Congress Classification, again look at each section of the call number.
How LC Call Numbers are Arranged on the Shelves

The average call number has four lines on a book label, and each of those lines are read differently.

The first line is made up of 1-3 letters, and is read in alphabetical order.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>BC</th>
<th>BF</th>
<th>CJ</th>
<th>D</th>
<th>G</th>
<th>GE</th>
<th>GR</th>
<th>H</th>
</tr>
</thead>
</table>

The second line is made up of whole numbers, and is read numerically. The numbers in this line may sometimes have decimals.

<table>
<thead>
<tr>
<th>1</th>
<th>5</th>
<th>25</th>
<th>78</th>
<th>126</th>
<th>333</th>
<th>790</th>
<th>790.5</th>
<th>1357</th>
<th>4274</th>
</tr>
</thead>
</table>

This line is called the cutter number, which usually represents the author's last name, but can also stand for the name of a corporation or the book's title. It is read first alphabetically by letter, and then the numbers are read as a decimal.

|------|-----|------|-----|------|-------|--------|----|------|-----|
The last line is the year of publication, and is read in chronological order.

<table>
<thead>
<tr>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1654</td>
</tr>
<tr>
<td>1776</td>
</tr>
<tr>
<td>1796</td>
</tr>
<tr>
<td>1854</td>
</tr>
<tr>
<td>1910</td>
</tr>
<tr>
<td>1959</td>
</tr>
<tr>
<td>1959b</td>
</tr>
<tr>
<td>1978</td>
</tr>
<tr>
<td>1999</td>
</tr>
<tr>
<td>2001</td>
</tr>
</tbody>
</table>

Some labels, though, may have more than four lines.

This call number has two cutter numbers. The first cutter number narrows the topic; in this case .M7 stands for Mississippi. The second cutter number on this label, I5, represents the book's title. Both are read like the examples of cutter numbers above.

Ending the call number may be letters or numbers designating the book's order in a series or set. They are read either numerically (v.1, v.2, v.3, ...) or alphabetically (ser.A, ser.B, ...). Some common examples are:

- **v.1**: Volume 1
- **v.37, no.2**: Volume 37, Number 2
- **no. 305**: Number 305
- **ser.B**: Series B
- **Suppl**: Supplement

The call number may also end with a copy number (c.2, c.3, ...). This is used to tell multiple copies of the same book apart.