

How to Use a Call Number to Find a Book

PBCC Libraries use the *Library of Congress (LC) Classification System* when assigning call numbers to books and journals. The LC Classification System is a letter and number system that arranges books and other items by their subject. Call numbers are similar to a house address. The call number determines the book's location on the shelf.

The call number for a book can be found by searching the online Catalog:



The Memory Keeper's Daughter
Edwards, Kim

Palm Beach/Palm Beach Gardens Circulation

PS3555.D942 M46 2006

The call number is also on the spine of the book:



PS 3555
.D942
M46
2006

Every call number has several parts, and finding a book on the shelf is just a matter of reading each part in the right order. When reading a call number, consider each element one at a time.

PS	The first element is alphabetical, and is read A to Z. Books are placed on the shelves by this letter sequence. These letters refer to the book's subject. A B BF D DS L LB M ML PN PS TK TR Z
3555	The second element should be thought of as a whole number. 1 2 26 45 345 750 1274 3555 5615
.D942	The third line is read alphabetically, then numerically. Since a decimal begins this element, the number is read as a decimal . .D6 .D7 .D8 .D86 .D876 .D9 .D94 .D942 .D9042
M46	The fourth, and any subsequent line, is read first alphabetically, then numerically as decimals .
2006	This refers to the date this particular copy of the book was published. It can help distinguish between other editions of the same title.

Where to Find Items during the Library Renovation

Location: The online Catalog will indicate which campus has the item. Campus locations may be:	Palm Beach Gardens Lake Worth Belle Glades
Specific Collections :	
Curriculum	SC 161 These books may be borrowed for three weeks.
Florida Collection	SC 161: These books contain information specific to Florida, and most may be borrowed for three weeks.
Media	LC 109: Videos and DVDs may be borrowed from the Media Center (LC 109) and may be borrowed for up to seven days.
Periodicals	SC 170 Magazines, journals and newspapers may be used in the periodical room only.
Oversized Books	SC 161: These are usually art and other illustrated books, too large to fit on a normal sized shelf. Most can be borrowed for three weeks.
Reference	SC 154: These books include encyclopedias, dictionaries and other frequently used books. These books are not available for borrowing.
Reserve	SC 161: Professors have made arrangements to keep these books behind the Circulation Desk, where they may be borrowed for short periods of time, as determined by the faculty member.

