# Shelving guide

## *Brief explanation of the Library of Congress Classification Schedule*

With the exception of Offprints and Dissertations, everything is shelved using the Library of Congress classification scheme.

The easiest way to understand the scheme is to break the shelfmark into sections (these sections are usually on separate lines on the spine label)

E.g. **p HA100.3.A64 ADAM**

| Prefix | 1st section | 2nd Section | 3rd Section | Suffix |
|--------|-------------|-------------|-------------|--------|
| p | HA | 100 | .3.A64 | ADAM |

## Prefix

Some items will have a prefix before the shelfmark:

- R/ = Reference
- h = Henry Collection (Special Collections item)
- p = Pamphlet
- q = Quarto
- pq = Pamphlet Quarto

## 1st Section

- Read the first section in alphabetical order
- Single letters come before double, e.g. D comes before DA, DK etc.

## 2nd Section

- Read the second section as a whole number e.g. 1, 2, 45, 100, 101, 1000 etc.

## 3rd Section

- When present the 3rd section is a combination of letters and numbers
- Letters always come before numbers e.g. HA100.A3 comes before HA100.3.A64
- Read the letter alphabetically e.g. HA100.A4 comes before HA100.B4
- Read the number as a decimal e.g. HA100.26 comes before HA100.3

## Suffix

- The shelfmark for a book normally ends in the first 4 letters of the author's/editor's surname. Read this suffix alphabetically e.g. BROW comes before SMIT
- Journals will not have this 4 letter suffix.