

District Standards for Elementary School Library Media Centers

Call Number Preferences—Cheat Sheet

LAUSD BUL-6227

Standard 6: Technical Services

Every school adheres to the District library standards related to the cataloging, processing, labeling, and arrangement of books.

MANAGEMENT & OPERATION

- Books are shelved in ★, ●, ▲, FIC, SC, 000-999, R, and P order
- All books (other languages, AR, Special collections) are interfiled into one standard library order
- Books are cataloged, processed, and labeled according to LAUSD specifications
- The LMC walls, sections, and shelves are properly labeled

Sample Elementary Fiction Call Numbers:

* San = Denotes a STAR Book

A = Denotes a TRIANGLE book

O = Use capital letter O not a zero
Seu = Denotes a CIRCLE book

Sample Fiction Call Numbers:

Fic Col

SC Hal

Sample NonFiction Call Numbers:

001.94 Bur 100 Tru 201 Dav 363 Col 411 Sam

599.75 Rin 631.4 Jac 743.8 Ber 811 Poe 921 Ken

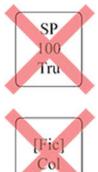
Ref 031 Wor Ref 031 Wor v. 12

P 811 Mul

Please note:

- The proper procedure is to capitalize <u>only</u> the first letter of the author's last name
- When there is no author, use the first three letters of the title (exclude the article)
- For Language labels please use the designated labels. It is **not** acceptable cataloging to add the language on the Call Number spine label

Examples of incorrect Elementary spine labels:





Elementary Library Collection Statistics Report

Call numbers grouped by prefix

	Circulations		Collection		
Range	Today	This Month	This Year	Total	Copy Count
000 - 099	0 [0.00%]	1 [0.18%]	2 [0.16%]	24 [0.11%]	15 [0.12%]
100 - 199	0 [0.00%]	3 [0.54%]	4 [0.32%]	28 [0.13%]	86 [0.67%]
200 - 299	0 [0.00%]	3 [0.54%]	5 [0.40%]	46 [0.21%]	85 [0.66%]
300 - 399	0 [0.00%]	17 [3.05%]	42 [3.33%]	757 [3.47%]	1,146 [8.89%]
400 - 499	0 [0.00%]	1 [0.18%]	1 [0.08%]	16 [0.07%]	96 [0.74%]
5 00 - 599	0 [0.00%]	67 [12.01%]	161 [12.75%]	3,341 [15.33%]	1,843 [14.29%]
600 - 699	0 [0.00%]	8 [1.43%]	13 [1.03%]	682 [3.13%]	575 [4.46%]
700 - 799	0 [0.00%]	21 [3.76%]	45 [3.56%]	621 [2.85%]	396 [3.07%]
800 - 899	0 [0.00%]	5 [0.90%]	9 [0.71%]	127 [0.58%]	257 [1.99%]
900 - 999	0 [0.00%]	31 [5.56%]	57 [4.51%]	1,396 [6.40%]	1,523 [11.81%]
*	0 [0.00%]	73 [13.08%]	137 [10.85%]	1,673 [7.68%]	2,795 [21.67%]
^	0 [0.00%]	52 [9.32%]	118 [9.34%]	1,760 [8.07%]	877 [6.80%]
CD	0 [0.00%]	0 [0.00%]	0 [0.00%]	2 [0.01%]	5 [0.04%]
DVD	0 [0.00%]	0 [0.00%]	1 [0.08%]	1 [0.00%]	23 [0.18%]
FIC	0 [0.00%]	154 [27.60%]	404 [31.99%]	6,345 [29.11%]	1,464 [11.35%]
0	0 [0.00%]	120 [21.51%]	216 [17.10%]	3,798 [17.42%]	1,103 [8.55%]
Р	0 [0.00%]	0 [0.00%]	0 [0.00%]	2 [0.01%]	23 [0.18%]
R	0 [0.00%]	0 [0.00%]	0 [0.00%]	20 [0.09%]	292 [2.26%]
REF	0 [0.00%]	0 [0.00%]	0 [0.00%]	0 [0.00%]	8 [0.06%]
SC	0 [0.00%]	2 [0.36%]	5 [0.40%]	79 [0.36%]	39 [0.30%]
VCAS	0 [0.00%]	0 [0.00%]	43 [3.40%]	111 [0.51%]	247 [1.92%]
No Call #	0 [0.00%]	0 [0.00%]	0 [0.00%]	943 [4.33%]	0 [0.00%]
Temporary	0 [0.00%]	0 [0.00%]	0 [0.00%]	26 [0.12%]	0 [0.00%]
	0	558	1,263	21,798	12,898

NOTE: The Collection Statistics Summary Report includes statistics for both current copies and copies that have been deleted.