



Integrated Library and Textbook Support Services

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:



= Denotes a STAR Book



= Denotes a TRIANGLE book



= Use capital letter O not a zero

= 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 **only** 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:

~~SP
100
Tru~~

~~PB
FRE~~

~~[Fic]
Col~~

~~599.75/3
Rin~~

Elementary Library

Collection Statistics Report

Call numbers grouped by prefix

| Range | Circulations | | | Collection | Copy Count | |
|-----------|--------------|--------------|--------------|----------------|----------------|--------|
| | Today | This Month | This Year | Total | | |
| 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%] | |
| 500 - 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%] | |
| O | 0 [0.00%] | 120 [21.51%] | 216 [17.10%] | 3,798 [17.42%] | 1,103 [8.55%] | |
| P | 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.