



Integrated Library and Textbook Support Services

District Standards for Secondary 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

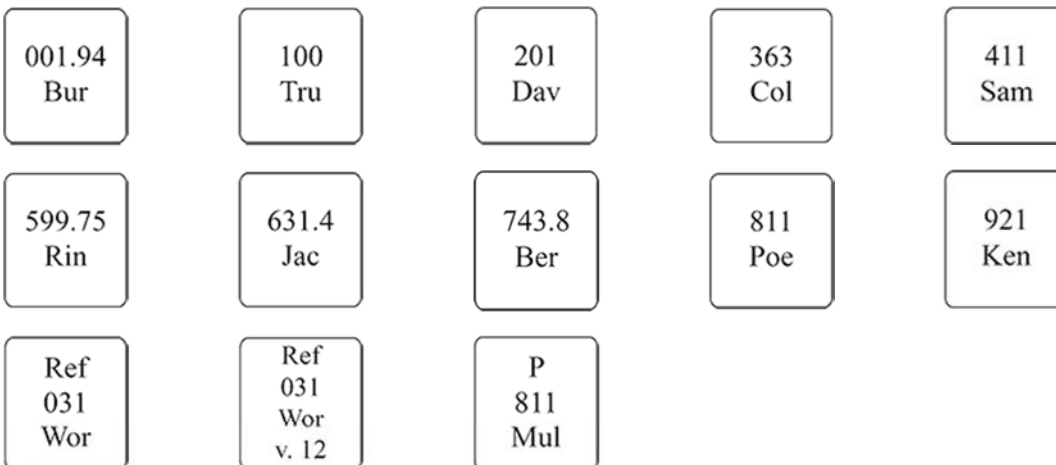
- Books are shelved in FIC, SC, 000-999, Ref, and P order
- All books (other languages, AR or Lexile, Special collections) are interfiled into one standard library order
- Books are cataloged, processed, and labeled according to LAUSD specifications
- The LMC walls, sections, and shelves are properly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

Sample Fiction Call Numbers:

Fic
Col

SC
Hal

Sample NonFiction Call Numbers:



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
- For Language labels please use the designated labels. It is not acceptable cataloging to add the language on the Call Number spine label

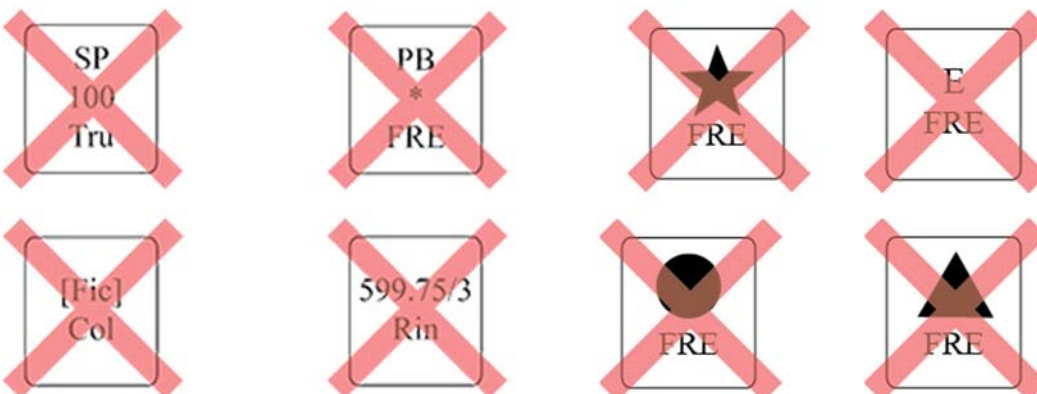
Sample call numbers for pulled-out sections:

If the graphic novels and/or paperbacks have their own sections in the library, use these call number prefixes:



*Some graphic novels may lend themselves as being classed as nonfiction.

Examples of incorrect Secondary spine labels:



Secondary 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%]	0 [0.00%]	0 [0.00%]	8 [0.08%]	72 [0.47%]
100 - 199	0 [0.00%]	0 [0.00%]	18 [2.12%]	125 [1.20%]	141 [0.93%]
200 - 299	0 [0.00%]	0 [0.00%]	6 [0.71%]	55 [0.53%]	134 [0.88%]
300 - 399	0 [0.00%]	0 [0.00%]	30 [3.54%]	306 [2.93%]	1,335 [8.78%]
400 - 499	0 [0.00%]	0 [0.00%]	1 [0.12%]	38 [0.36%]	62 [0.41%]
500 - 599	0 [0.00%]	1 [2.17%]	7 [0.83%]	162 [1.55%]	1,016 [6.68%]
600 - 699	0 [0.00%]	0 [0.00%]	9 [1.06%]	172 [1.65%]	909 [5.98%]
700 - 799	0 [0.00%]	1 [2.17%]	48 [5.66%]	420 [4.02%]	1,042 [6.86%]
800 - 899	0 [0.00%]	1 [2.17%]	16 [1.89%]	184 [1.76%]	694 [4.57%]
900 - 999	0 [0.00%]	7 [15.22%]	89 [10.50%]	605 [5.79%]	2,254 [14.83%]
CD	0 [0.00%]	0 [0.00%]	0 [0.00%]	0 [0.00%]	44 [0.29%]
DVD	0 [0.00%]	0 [0.00%]	3 [0.35%]	62 [0.59%]	199 [1.31%]
FIC	0 [0.00%]	35 [76.09%]	598 [70.52%]	8,117 [77.64%]	5,871 [38.63%]
OS	0 [0.00%]	0 [0.00%]	4 [0.47%]	15 [0.14%]	39 [0.26%]
P	0 [0.00%]	0 [0.00%]	0 [0.00%]	1 [0.01%]	4 [0.03%]
REF	0 [0.00%]	0 [0.00%]	0 [0.00%]	3 [0.03%]	1,225 [8.06%]
SC	0 [0.00%]	1 [2.17%]	19 [2.24%]	161 [1.54%]	159 [1.05%]
No Call #	0 [0.00%]	0 [0.00%]	0 [0.00%]	17 [0.16%]	0 [0.00%]
Temporary	0 [0.00%]	0 [0.00%]	0 [0.00%]	4 [0.04%]	0 [0.00%]
	0	46	848	10,455	15,200

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