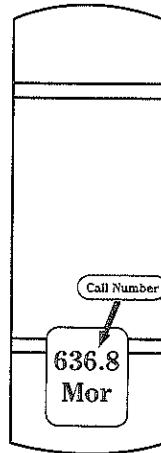


# How to Find Books

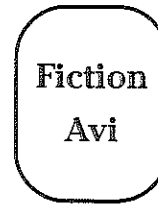
## What is a call number?

A call number is a group of numbers and/or letters put together to describe where to find every book in the library. A call number is located at the bottom of the book on the spine. Once you know the call number you are ready to find a book! **Remember:** Just because it is called a “call number” doesn’t mean it has numbers. Some call numbers are made up of only letters.

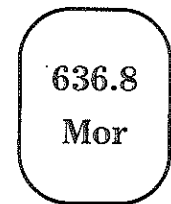


## Recognizing call numbers in our media center.

There are many ways to write a call number. In general, the top line of a call number tells where to find the book in the library. The bottom line of a call number tells the order on the shelf.



sample fiction call number



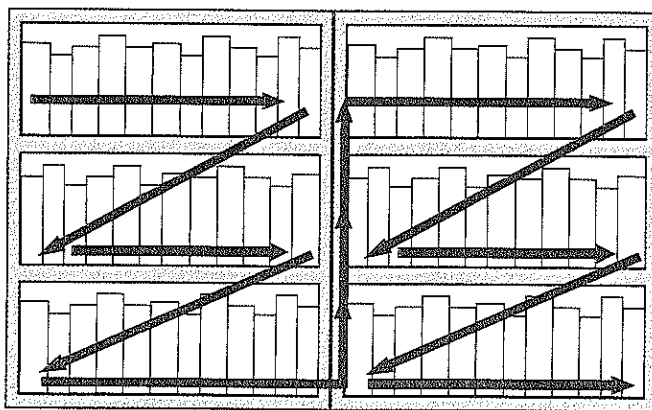
sample nonfiction call number

## Placing fiction and nonfiction books on the shelf.

Fiction books are placed on the shelf in alphabetical order by the author’s last name. It is easier to find a favorite author when all of his or her books are in the same place. Nonfiction books are shelved by their subject category. If you are looking for a book about horses, the author is not as important as the facts about horses.

## How books are shelved.

Books are shelved left-to-right, top-to-bottom—just like reading a book! Start at the left on the top shelf and move to the right until the shelf section ends. Then go to the shelf below and do the same. When you get to the bottom shelf, move up to the top shelf of the next section and continue, left-to-right, top-to-bottom.



## Nonfiction call numbers explained!

The call number that we use for nonfiction books is from the Dewey Decimal System. A Dewey number always has three numbers to the left of the decimal. So even if it is in the 000s (we call this the zero hundreds) it would be written like this: 001.9. To the right of the decimal, there is no limit on the number or digits. The more numbers you add to the right of the decimal, the more specific the subject is. For example, the Dewey number for “baseball cards” is 769.49796.



To put these books in order, organize by the numbers to the left of the decimal first. Then look at the numbers to the right of the decimal. You may have to imagine some zeros to make it easier to compare numbers. For example:

These books	Arrange in this order
769.497	769.000
769	769.400
769.4	769.497
769.5	769.500