

## How to read a call number

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So you found a book in the library catalogue – now what? Today you will learn how to read a call number in just a few minutes. We will use the book *Conserving and Valuing Ecosystem Services and Biodiversity* as our example for today.

Right on the spine you will see the call number in 4 parts, with each part on a separate line. One, two, three, and four. The first two parts are fairly easy. You have QH, which you are going to find between QE and QK. Wondering where you can find the Q section? Check for signs around the library. In a larger library like the Killam, you will need to find the right floor first! Signs are by the elevators.

Okay, then you have QH75, which you will find between QH74 and QH76. So far so good, right?

Now the next part of the call number: C6817. Any time you see a letter and number combination together, it should be read as a decimal. So what we have here is C.6817. Since it is a decimal, .6817 is going to be smaller than .682.

Here is our book! Our book is found between the book *Conservation Science and Action* (QH75 C6815) and the book *Conserving Peatlands* (QH75 C6819).

Finally, you have the fourth part of the call number. The fourth part is the year that the book was published, but if you have made it this far, you pretty much have the book already in your hand.

So that is how you read a call number. You have two things to remember with call numbers:

1. Take it part by part
2. If you see letters and numbers together, treat it as a decimal number.

If a book is not where it should be on the shelf, let our staff know!

Thanks for watching! For subject guides, Live Help, other online tutorials, and contact information for the 5 Dalhousie Libraries, check out the links in the description below.