

How books are shelved?



1. Books are shelved alphabetically by Main Class first. Within the Main Class, Subclasses follow next. Hence, for example, the Subclass LB comes before the Subclass LC.

LB is shelved before **LC**

2. If books have the same Main Class and Subclass, books are sort by set of number in decimal system.

LB is shelved before **LB**
12.37 **12.5**

3. After subdivision number, books are shelved by author letters and numbers (called Cutter numbers). The filing is in a decimal system so that in the example below LB12.5 C3563 is shelved before LB12.5 C412.

LB is shelved before **LB**
12.5 **12.5**
C3563 **C412**

4. When Call Numbers are exactly the same, books are shelved according to date of publication with the most recent shelved last.

LB is shelved before **LB**
12.5 **12.5**
C3563 **C3563**
2000 **2001**

5. In case of a book title is acquired more than one copy, books are shelved by copy information.

LB is shelved before **LB**
12.5 **12.5**
C3563 **C3563**
2000 **2000**
c.1 **c.2**

you should know
Call Number



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Shinawatra University
Office of Library and Information Services

LIS CLASSIFICATION SCHEME

The Office of Library and Information Services, Shinawatra University has classified library collection according to two main classification systems. They are:

Library of Congress Classification System (LC)
LIS Local Classification System (LISC)

What kind of materials is classified according to 'LC' system?

Textbook
 Reference Material

What kind of materials is classified according to 'LISC' system?

Periodicals
 Fiction
 Short Story
 Juvenile
 Audio Visual Materials
 - Cassette
 - Video
 CD-ROM
 Reprinted Material
 Clipping

ABBREVIATIONS*

FIC	Fiction
JUV	Juvenile
SS	Short Story
CL	Clipping
CD	Compact Disk
REP	Reprinted Material
v.	Volume
c.	Copy
d.	Disk

note
 * This abbreviation is used in LIS only. The purpose is to describe item type and information.

TIPS:

LIS has identified the classification by color of spine label (call number label). LIS users can recognize the frequent used classes by remember the color of the selected classes.



CLASSIFICATION

Why does LIS use 'LC'?

The LC system is used to organize library materials in many academic and university libraries throughout the world. As well as other science and technology research libraries, LIS has been challenged emergence of new sciences and technologies which has been grown so fast. LC system is a flexible system which can be extended its classification number to support the mentioned requirements.



LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

The LC divided information sources in the library into 21 branches of knowledge. The 21 categories (labeled A-Z except I,O,W,X and Y) are further divided by adding one or two additional letters and a set of numbers (Call Number).

HD	Main Class & Subclass
74.3	Set of numbers indicate individual subject
M543	Cutter numbers begin with author name
2001	Year of publication
c.2	Copy information

This below outline might assist you to locate areas of the library to begin your research.

A	General Works
B	Philosophy, Psychology, Relation.
C	Auxiliary Science of History
D	History (General) and history of Europe
E-F	History : America
G	Geography, Anthropology, Recreation
H	Social Sciences*
J	Political Science
K	Law
L	Education
M	Music
N	Fine Art*
P	Language and Literature
Q	Science*
R	Medicine
S	Agriculture
T	Technology*
U	Military Science
V	Naval Science
Z	Bibliography, Library Science. Information Resources (General)

*Classes which are related to Shinawatra University's programs.

For example, Class 'H', a social sciences class including Business and Management, has been represented by 'white'. Thus Business administration students and faculty members can easily find business and management collection by go to the shelves which contain white-spine-label books.

And what is "LISC" for?
 Although LC system can support an emergence of new kind of science and technology as well, it could not cover all type of information medias provided in LIS such as compact disc and cassette. LIS has to adapt LC system to organize media other than textbook and reference by adding few codes to identify item types and copy ordering.

LIS LOCAL CLASSIFICATION SYSTEM

LISC is a local classification system created by LIS. LISC system are divided according to provided media types.

Periodicals

Periodicals in LIS are divided into 4 media types. They are
 Journals
 Magazine
 Newspaper
 Pamphlet



LIS will classified by title alphabetically.

FICTION, SHORT STORY & JUVENILE

FIC	Abbreviation of Media Type as Fiction in this example.
M543A	Cutter numbers begin with first letter of author name and follow by the first letter of book title.
2001	Year of publication
v.2	Volume information

CD-ROM & AUDIO VISUAL MATERIAL

HD	All Call number elements as LC system
74.3	
M543	
2001	
cassette	Material type
v.1	Volume information
c.1	Copy information
d.1	Package information



CLIPPING & REPRINTED MATERIAL

CL	Abbreviation of media type as Clipping in this example.
1	Reproduced location code; 1= Main LIS, 2 = Graduate LIS.
HD	LC Main Class
76	LC Subclass
03	Last 2 digits of reproduced year
001	Running Accession number

As well as different subject, LIS has set up the color specific to different collections such as all reference materials are labeled with 'red' while 'pink' represents fiction.

