

# How call numbers work!



**1** Books are shelved alphabetically (left to right) by the **top letter** or letters in the call number.

**2** All books of the same top letter are arranged **numerically** by the **number below**.

**3** All of the same numbers are arranged **first alphabetically** by the letter after the decimal point, and then **decimally** by the number after the letter.

**4** If another letter appears after this decimal number, it too is arranged **first alphabetically** within the previous number group and **then decimally**.