

Call Number Prefixes

The following are call number prefixes used in Jordan School District libraries.		
Please refer to the list when cataloging new materials.		
Use only one call number per type of material.		
Call#	How to process	Description
ART	by #, artists first initials	Art Prints
BR	1st 3 letters of author's last name	Beginning Readers (to 2.9 RL - fiction only)
921	1st 3 letters of subject's last name	Individual Biography
920	1st 3 letters of author's last name	Collective Biography
CAS BK	1st 3 letters of author's last name	Book on Cassett (with or w/o book
CAS MUS	by #	Music on Cassett
CD MUS	by #	Music on CD
CD BK	1st 3 letters of author's last name	Book on CD
CD COM	by Dewey #	Computer Software
CHA	by #	Charts
DVD	by Dewey #, 1st 3 letter of producer	Digital Video Disk
E	1st 3 letters of author's last name	Easy
EB	LEA by #	eBooks (Leap Frog)
EQU	See Equipment Call Number sheet	Equipment
FIC	FIC 1st 3 letters of author's last name	Fiction
KIT		Mixed materials
LAS		Laser Disc
MAG	See magazine instructions	Magazine
ML or MAT	MAT 1st choice	Math Lab
P or PIC	PIC 1st choice	Picture
R or REF	REF 1st choice	Reference
REC		Record
SCI of SL	SCI 1st choice	Science Lab
PRO or TR	PRO 1st choice	Professional or Teacher Reference
TRA	by Dewey #	Transparencies
VID, VHS	by Dewey # 1st 3 letters of producer	Video Tape Cassette
Bilingual (Catalog with the 650 subject tag -- Bilingual		
Foreign Language -- Foreign Language Code: Shelved in separate section.		