

## Call Number and Location

\_\_\_\_\_ **E1.** Is there a usable call number in an 050 or 090 field? If 090 call number is complete and appears reasonable, change it to an 050 \_4. In the MFHD window, use the Voyager CTRL-N key sequence to copy the 050 number into the 852 field. This will generally be the number to use, along with the location as entered in the in-process ?b subfield, but you will need to keep in mind the following considerations.

\_\_\_\_\_ **E2.** Is the book analyzed by the location you are cataloging for? If so, make sure the call number used is that location's number rather than the number used in the 050/090, and that the call number has a volume number (or chronological information if appropriate) at the end.

\_\_\_\_\_ **E3.** Add (LC) to the end of all call numbers for SML and Bass. Check library-specific documentation for other locations.

\_\_\_\_\_ **E4.** For LC call numbers, the 852 indicators in the MFHD should both be 0. If sending out without an LC call number the first indicator would be 8.

\_\_\_\_\_ **E5.** Is the book oversize or a folio based on the location policies? For the former, add \$m Oversize **after** the call number; for folios, insert a \$k Folio **before** the call number.

\_\_\_\_\_ **E6.** If you are cataloging a literary work or a book about a literary work, there are special workflow instructions related to the call number. Refer to [Shelflisting of Literary Works by a Single Cutter Author](#) [1]

If you have not been trained in the literature call number workflow policies and procedures, route to your supervisor or a colleague who has been trained to assign literary call numbers.

\_\_\_\_\_ **E7.** Is your item part of a multi-volume set? In addition to the base call number in the 852, also include the volumes held in an 866 field. For specific information refer to the Multipart [Monograph MFHD guidelines documentation](#) [2].

\_\_\_\_\_ **E8.** Books for **Judaic Studies Reference** should come with a flag or some indication in the holdings record. The location code in the MFHD and Perm. Loc. Information (in the item record) may need to be changed to **smljudr**. CAUTION: changing the location code requires an update of the location in the item record, too. Change the Item Type to reference.

\_\_\_\_\_ **E9.** Should your book go to Numismatics Collection? [Refer to Numismatics Materials Workflow](#) [3]. All SML books classed in CJ are automatically assigned the smlnum location. Route to LSF after cataloging. CAUTION: changing the location code requires an update of the location in the item record. See [ITEM RECORD](#) [4] section.

\_\_\_\_\_ **E10.** All SML items with inserts that could be stolen or easily damaged, e.g.: loose plates, maps in pockets, etc., are sent to the Preventive Conservation Unit after cataloging for proper housing. Write call numbers on loose inserts before sending to Preventive Conservation.

\_\_\_\_\_ **E11.** If your book has accompanying media (e.g. CD-ROMs, audio CDs, audiocassettes, etc.) both the book and the accompanying media item are cataloged for the designated location. The item record for the media item needs to be checked for [Item type and Item Statistical Category](#) [5].

**CAUTION:** different workflows may be used for departmental libraries.

\_\_\_\_\_ **E12.** Should your book go to L&B? Books destined for the L&B room will be flagged, although the location code in Voyager may need to be changed. CAUTION: changing the location code requires an update of the location in MFHD and the item record. See [ITEM RECORD](#) [4] section.

\_\_\_\_\_ **E13.** **CAUTION:** books flagged for LSF should have sml, a sml sublocation, or another on-campus library

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location code as their Voyager 852 ?b location.

\_\_\_\_\_ **E14.** Non-SML location without department flag: if a book is not flagged but a non-sml location has been entered in the 852 field of the in-process MFHD, assume the location code in the 852 of the in-process MFHD is correct. If in doubt, check with your supervisor. *CAUTION:* changing the location code requires an update of the location in the item record. See [ITEM RECORD](#) [4] section.

\_\_\_\_\_ **E15.** Does the record use 050 \_4 or 090 rather than 050 00? If the book is about a work of literature, or a book about a literary author, follow the special procedures at E5. Otherwise, use the call number as is (with oversize, folio, (LC) if applicable) after determining that the series is not classed together. If you suspect that the number is incorrect, check with your supervisor.

\_\_\_\_\_ **E16.** If there is no call number, route to a cataloger.

\_\_\_\_\_ **E17.** In some cases, the call number is written in the book (see instructions below). If so, check the call number on the verso title page against the call number in record holdings.

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**Source URL:** <https://web.library.yale.edu/cataloging/cms/basic-copycat-checklist/call-number>

### Links

[1] <http://web.library.yale.edu/cataloging/belletristic-shelflisting> [2]

<https://web.library.yale.edu/cataloging/multipartmfhdrev> [3]

<https://web.library.yale.edu/cataloging/workflow/numismatics-090726> [4]

<http://web.library.yale.edu/cataloging/cms/basic-copycat-checklist/item> [5]

<https://web.library.yale.edu/cataloging/smlbass-policies-processes-media/item-types>