

Locating Materials by Call Number

University of Idaho
College of Law

WHAT IS A CALL NUMBER?

Call numbers are codes, made up of letters and numbers. Call number labels are attached to book spines, and the books are then shelved in alpha-numerical order. This ordering scheme groups similar materials together on the library shelves. It is useful to have a basic understanding of the principles of call number subject classification. The call number system used in this library is described below.

The University of Idaho Law Library uses a call number scheme developed by the Library of Congress (LC). The first part of an LC call number consists of a letter, called a "class letter," which is assigned to a broad area of knowledge. For example, the topic "Geography" is assigned the letter "G." The letter "J" is assigned to Political Science, "K" to Law, "M" to Music, etc. Additional letters are used to subdivide a subject area. Under the topic "Law," jurisdiction determines the alphabetical subdivision. General Law, for example, is classified under the letter "K," English Law under "KD," Canadian Law under "KE," and United States Law under "KF." Since most of the material in the University of Idaho Law Library focuses on United States Law, most of the books in the Law Library have "KF" call numbers. Further jurisdictional subdivision is made by adding an additional letter. Materials specific to Idaho Law receive "KFI" class letters, while Washington State Law is classed under "KFW." The second line of an LC call number consists of a numerical code corresponding to a specific subtopic of the subject defined by the class letter. Additional call number lines provide unique location tags for individual titles and volumes.

For example:

The first volume of *Damages in Tort Actions*, a multivolume treatise, has this call number:

| | | |
|------|---|--|
| KF | = | United States Law |
| 1250 | = | Tort Law |
| D3 | = | An alphanumeric tag used to further identify this particular title |
| V.1 | = | Volume 1 |

Studies in the Law of Torts by Francis H. Bohlen, another treatise on the same topic, is shelved nearby at :

KF
1250
B6

Gathering the Tort Law titles in the vicinity of KF 1250 allows easy browsing of the library's collection of Tort Law.

Let's use the "K" (Law) class to illustrate shelving order in more detail. The initial sort is alphabetical: K class books follow J (Politics and Political Science) class books; KF follows KE; KFA-KFX follows KF; KJ follows KFX, etc.; L (Education) class materials follow the K class. The second call number line should be read as a number. KF 24 is shelved before KF 24.2, which is in turn shelved before KF 25. Following the second line, one or more lines called "cutter numbers" may be assigned. A cutter number consists of a letter followed by one or more numbers. The letters follow a simple alphabetical ordering scheme. The numbers are read as decimal numbers ranging from 0.1 through 0.99999. For example, C332 should be read as C.332 and would be shelved before C34 (C34 should be read as C.34). Beneath the cutter numbers, copyright dates, volume numbers, or other shelving information may be listed. On the shelf, a selection of books in proper call number order would look like this:

| | | | | | |
|------|------|------|-------|-----|-----|
| K | KF | KF | KF | KF | KFI |
| 3902 | 24 | 24.2 | 240 | 240 | 2 |
| C3 | D214 | A45 | A2201 | A31 | C3 |
| V.1 | | 1992 | | | |

Most materials on the main floor--case reporters, digests, annotated codes, legal encyclopedias, session law volumes, and most legal periodicals--do not have call numbers. See the library maps, available at the Circulation Desk, for the location of such "unclassified" material. Most of the LC classified collection is located on the top floor of the library and consists of monographs, treatises, and looseleaf services. The Reference, Reserve, Library Workroom, and Rare Book Collections on the main floor are also classified.

The best way to access library materials is through the online library catalog. A call number location guide, useful for subject browsing, is also available.

GENERAL CALL NUMBER LOCATIONS

| | | | |
|--------------------------|-------------------|-------------------------|--------------|
| ACCOUNTING | KF 1357 | INTELLECTUAL PROPERTY | KF 2979-2980 |
| ADMINISTRATIVE LAW | KF 5401-5425 | JURISPRUDENCE | K 210-487 |
| AGENCY & PARTNERSHIP | KF 1341-1381 | | KF 379-382 |
| AGRICULTURAL LAW | KF 1681-1755 | JUVENILE LAW (CRIMINAL) | KF 9771-9827 |
| ANTITRUST | KF 1600-1666 | LABOR LAW | KF 3315-3615 |
| APPELLATE PROCEDURE | | LAND USE PLANNING | KF 5691-5710 |
| CIVIL | KF 9050-9058 | LAW OFFICE MANAGEMENT | KF 318-320 |
| CRIMINAL | KF 9690 | LEGAL HISTORY (U.S.) | KF 350-374 |
| ATTORNEY & CLIENT | KF 311-314 | LEGAL PROFESSION | KF 297-334 |
| BANKING | KF 966-1032 | LEGAL RESEARCH | KF 240-246 |
| BANKRUPTCY | KF 1500-1525 | LEGAL WRITING | KF 250 |
| BUSINESS ASSOCIATIONS | | LEGISLATION | KF 425 |
| AGENCY | KF 1341-1348 | | KF 4833-4950 |
| CORPORATIONS | KF 1384-1480 | LOCAL GOVERNMENT | KF 5300-5332 |
| PARTNERSHIPS | KF 1371-1380 | MEDIA LAW | KF 2750 |
| CIVIL PROCEDURE | KF 8810-9086 | MINING LAW | KF 1818-1819 |
| CIVIL RIGHTS & LIBERTIES | KF 4741-4788 | NATURAL RESOURCES | KF 5505-5508 |
| COMMERCIAL LAW | KF 871-890 | PATENTS | KF 3091-3165 |
| COMMUNITY PROPERTY | KF 526 | PRODUCTS LIABILITY | KF 1296-1325 |
| COMPARATIVE LAW | K 540-5570 | PROFESSIONAL | |
| COMPUTER LAW | KF 242, 390, 1890 | RESPONSIBILITY | KF 305-310 |
| CONFLICT OF LAWS | KF 410-418 | PROPERTY | KF 560-720 |
| CONSTITUTIONAL LAW | KF 4501-5130 | PUBLIC LANDS | KF 5601-5677 |
| CONSUMER CREDIT | KF 1039-1040 | REAL ESTATE | |
| CONSUMER PROTECTION | KF 1601 | FINANCE | KF 670-705 |
| CONTRACTS | KF 801-1241 | TAXATION | KF 6535-6540 |
| COPYRIGHT | KF 2986-3086 | REMEDIES | KF 9010-9070 |
| CREDITOR'S RIGHTS | KF 1050 | RESTATEMENTS OF LAW | KF 395 |
| | KF 1501 | SALES | KF 911-935 |
| CRIMINAL LAW | KF 9201-9461 | SECURED TRANSACTIONS | KF 1050 |
| CRIMINAL PROCEDURE | KF 9601-9760 | | KF 1501 |
| EDUCATION LAW | KF 4101-4258 | SECURITIES | KF 1066-1087 |
| ENERGY LAW | KF 2120-2140 | | KF 1431-1457 |
| | KF 4280 | SOCIAL SECURITY | KF 3641-3664 |
| ENVIRONMENTAL LAW | KF 1298 | SPORTS LAW | KF 3989 |
| | KF 3775 | TAX | KF 6271-6795 |
| ESTATE | | TORTS | KF 1246-1327 |
| ADMINISTRATION | KF 774-779 | TRADEMARKS | KF 3176-3192 |
| PLANNING | KF 746-750 | TRIAL PRACTICE | |
| TAX PLANNING | KF 6576-6585 | CIVIL | KF 8911-8925 |
| EVIDENCE | KF 8931-8968 | CRIMINAL | KF 9656-9657 |
| FAMILY LAW | KF 501-553 | TRUSTS | KF 726-745 |
| FEDERAL COURTS | KF 8700-8807 | UNFAIR COMPETITION | KF 3195-3198 |
| FORMBOOKS | | UCC | KF 871-890 |
| DRAFTING | KF 179 | WASHINGTON MATERIALS | KFW 0-599 |
| PLEADING | KF 8835-8935 | WATER LAW | KF 645 |
| FUTURE INTERESTS | KF 604-615 | | KF 5551-5590 |
| HEALTH LAW | KF 3800 | WILLS | KF 750-780 |
| IDAHO MATERIALS | KFI 0-599 | ZONING | KF 5697-5710 |
| IMMIGRATION LAW | KF 4812-4820 | | |
| INDIAN LAW | KF 8201-8228 | | |
| INSURANCE LAW | KF 1146-1238 | | |
| INTERNATIONAL LAW | JX and KZ | | |