

Call Number Format on Books for Widener Stacks

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This document provides general guidelines on the format of written call numbers for Widener Stacks books. Call number examples precede the explanatory text to which they refer.

GENERAL:

Copy the call number from the 852 field of the holdings record onto the verso (back) of the title page. Write it in the upper left corner, leaving a margin of about $\frac{3}{4}$ of an inch above it and to the left. This should prevent any part of the call number from being cut off, in the event the book is later bound or repaired.

WID-LC
PN
6231
.M66
I 84
1998x

In the example above, the fourth and fifth lines of the call number, each consisting of a capital letter followed by a number, are “Cutter numbers”. The first Cutter number always begins with a period. The second Cutter (when present) does not. For the sake of clarity, write the first Cutter number so that its period takes up a whole space, i.e., so that the period lines up visually with the first character in each line above and below.

If the Cutter number begins with I, O, or S, separate that letter visually from the number after it by inserting a blank space, as above. This is a signal to the people doing bindery- and shelf-preparation that these are not the numbers 1, 0, or 5.

The “trailing x” (not always present) follows the date without a space. ([further information](#))

WID-LC
DT
433.29
.A54
D66
1990

Not every period signals the beginning of a Cutter number. In the above example, the fact that the first period is followed by a number tells you that it is a decimal point and that the numerals after it are part of the base number and belong on the same line as the rest of the base number. Like the period in the Cutter number, this decimal point should take up the space of a single letter or number.

Oversize Designations:

WID-LC	WID-LC
HC	PL
331	839
.A1	.O 48
M8	1992x
1988	PF
F	

The letters F and PF are size designations which direct the reader to special sections of the Widener stacks where oversized volumes are shelved. Any volume whose size (as given in subfield c of the 300 field) is 31-39 cm. must have a call number ending in F. If subfield c indicates a size of 40 cm. or greater, the call number must end in PF. No other element of the call number may come after F or PF.

DETAILS:

Trailing x: Although the current practice is not to use the “trailing x” in the call numbers of books going to the Harvard Depository, it is still required on books for the Widener stacks, with one exception. If you are using cataloging copy that has on it a field 050 00, the call number in that field should be used without a trailing x. A call number taken from any other field (even 050 04) needs a trailing x.

WID-LC	WID-LC
PJ	D
7846	728
.S 89	.N28
1995	vol. 4
Heft 14	t. 3
F	PF

Multi-volume works: If oversize designations are necessary, volume numbers precede F or PF. The correct abbreviations for volume designations (Bd., t., pt., etc.) are found in Appendix B of AACR2. If the volume number is given on the book unaccompanied by any such term, use “vol.” (not “v.”) in the call number. Care should be taken in accepting call numbers that contain volume designations. The volume number given on an imported record may be the number of your particular volume within a multi-volume monograph, or it may represent the number of your multi-volume monograph as a whole within a larger monographic series.

LSoc 92143.82.9.5 (125, t. 6)

Old Widener call numbers: These call numbers, used until about 1977, are written horizontally. You will encounter one only if you are adding a volume to a multi-volume work originally cataloged before that year. The first volume number (but only the first) may be written without a caption (Bd., t., pt., vol. etc).