

## **SSHEL Locations: Shelving and Call Numbers**

This document provides a broad overview of the shelving areas in SSHEL.

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### **How to Read a Call Number**

SSHEL uses two classification systems, Dewey Decimal and Library of Congress (LC).

#### *About Dewey*

- Dewey call numbers typically start with a number.
  - Exception: school and curriculum collection materials.
  - Exception: Size markings – Q for oversized; F for really oversized!
- How to Read Dewey Call Numbers: <http://www.library.illinois.edu/ugl/howdoi/callnumber.html>

#### *About Library of Congress (LC)*

- Library of Congress call numbers start with one or two letters.
  - How to Read Library of Congress (LC) Call Numbers:  
<http://www.library.illinois.edu/ugl/howdoi/lccallnumber.html>
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### **SSHEL North Locations**

There are seventeen shelving areas in three rooms.

#### *Room 100*

1. **Reference – Non-circulating**: located on bookshelves in the middle of the room and the left-most bookshelf on the north side of the room. These books have an “R” sticker. These are reference books, primarily with Dewey call numbers. Reference books with LC call numbers are located after the Dewey books on the left-most bookshelf in the back of the room.
2. **Reference Circulating Collection (RCC)**: located on the two low bookshelves in the northeast corner of the room. These are also reference books; however, they can be checked out for a limited circulation period, 1-Day or 1-Week. These books have an orange dot sticker. The majority of these materials are also shelved by Dewey number. RCC materials with LC call numbers are located after the Dewey books on the shelves closest to the east wall.
3. **Periodicals**: located on the three tall bookshelves on the north side of the room. Periodicals have Dewey call numbers, but are shelved alphabetically by title. Both recently received, unbound issues and older bound volumes are here.
4. **New School (S-) and Curriculum Material**: located in the front of the room (immediately to your left as you enter). New children’s and young adult books as well as new curriculum material.
5. **SSHEL Reserves**: For assistance, ask at the SSHEL North Circulation Desk.

#### *Room 112, School (S-) and Curriculum Collections Room*

6. **S-Collection Reference**: located on the first shelf on the north side (right side as you enter) of the room. These books have an “R” sticker.
7. **SE.:** located on the north side of the room after the reference books. These are picture books for young children.\*
8. **S. + Letter**: located on the north side of the room after the picture books. These are children’s fiction materials. These are also called chapter books or young adult books.\*
9. **S. + Number**: located on the right side of the room after the children’s fiction materials. These are children’s non-fiction materials.\*
10. **SB.:** located on the right shelf in the southwest corner of the room. These are biographies for children.\*
11. **Curriculum Guides**: located on the right shelf in the southwest corner of the room. These materials all have call numbers beginning with the prefix CURR.\*

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H. Sullivan and K. M<sup>c</sup>Cusker, September 2013, updated February 2014

12. **Textbooks:** located on the left shelf in the southwest corner of the room. These materials all have call numbers beginning with the prefix TEXT.
13. **Oversize Books:** located in the middle of the room on the left side on the wide bookshelf. These are oversized books or kits in the school and curriculum collections. Call numbers begin with the letter F (for folio) OR have a regular school or curriculum collection call number, but are too large to fit on the regular shelves.
14. **Kits:** located in the middle of the room on the left side on the second low shelf. These have the prefix KIT.\*
15. **Newbery and Caldecott Medal books:** located on the first low shelf in the middle of the room on the left side. These books have a tag at the top that indicates they are Newbery or Caldecott award winners. These are organized by year award was won (oldest to newest).

*\*NOTE: Media items may be held at the SSHEL North Circulation Desk.*

### *Room 104, Microfiche and Test Collection*

16. **Microfiche:** located in the metal filing cabinets with small drawers. For assistance, ask at the SSHEL Information Desk.
17. **Test Collection:** located in the metal filing cabinets with large drawers. For assistance, ask at the SSHEL Information Desk.

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## SSHEL South

There are six shelving areas in two rooms.

### *Room 101*

1. **New Books:** located at the front of the room, opposite the circulation desk. These are recently received materials that will eventually move to SSHEL Stacks. Material is kept here for one month.
2. **LC Call Numbers:** located in the southwest corner of the room on the two bookshelves.
3. **LC – Oversized Material:** located at the end of the LC Call Numbers. Call numbers begin with the letter Q. (for quarto), followed by a letter(s).
4. **SSHEL Media:** For assistance, ask at the SSHEL South Circulation Desk.

### *Room 123, SSHEL Stacks*

5. **General Circulating Collection:** located on almost all of the shelves. Arranged by Dewey number.
6. **Dewey – Oversized Material:** located on the last row of shelves (west side). Call numbers begin with the letter Q. (for quarto), followed by numbers. Arranged by Dewey number.

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## Other Locations

### *SSHEL Storage*

For assistance, ask at the SSHEL Information Desk.

### *SSHEL Oak Street*

School (S-) Collection books housed at the Oak Street Facility. Request items through the Library Catalog.

### *Rare Book and Manuscript Library (RBML) and Rare Book Oak Street (RBOS)*

Pre-1946 S-Collection books and pop-up books are typically located in RBML or RBOS. Additionally, pre-1921 curriculum books are in RBOS. You cannot check out these books, but you can request them through the Library Catalog and view/use them in the Rare Book and Manuscript Library.