

There is a standard for call number patterns. School libraries should mirror the public library as much as possible and use the [Dewey Decimal System](#). We are providing our students with an opportunity to become lifelong learners. Lifelong learners use public or academic libraries. These call numbers are similar to those used by New York City public library systems. The Office of Library Services recommends the following as a default:

AUD = for audio materials such as VOX books or playaways

BIO = for individual biographies. Some may want to use 920s for collective biographies or put them in their Dewey subject category. NYC school libraries do not use 92 for individual biographies.

DVD = for Digital Video Disc

E = for Early or Emergent Readers. In elementary this is important. Middle and high schools may want to integrate these books into the regular collection using the appropriate call numbers to avoid insulting our struggling readers.

eBook = for electronic books

FIC = for fiction books

GN - for graphic novels followed by FIC for any books that do not have a true non-fiction number. Manga and comics would use this designation instead of 741.5 for simplification, so a manga book would be (GN FIC KIT). A nonfiction book on ancient civilizations would be (GN 937 FRA) while a biography would be (GB BIO KIN). All fiction, manga and comic titles would call under (GN FIC ABC)

KIT = for multiple formats in a box or bag

SC = for story collections or catalog them under FIC

PIC = for picture books which are not always easy and may be in middle or high school collections

VID = for videos

Nonfiction books should be cataloged according to the Dewey Decimal system with the first three letters of the author's last name.

Do not order Reference or Professional books. They are expensive. OLS has many excellent reference and professional books in Sora.

Paperback books should be cataloged under their designated Dewey category (nonfiction, biography, fiction, etc.)

Foreign language books should likewise be classified under their Dewey number with the language as the prefix:

SPA = Spanish (ex. SPA FIC PER)

FRA = French

CHI = Chinese

ARA = Arabic

BEN = Bengali

HAI = Haitian Creole

KOR = Korean

RUS = Russian

URD = Urdu

JAP = Japanese