

QUT Library Collection Development Manual

4. Collection Management

4.2. Call Numbers and Classification

Identification block

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Contact Officer	Associate Director, Library Services (Information Resources)
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Policy statement

Table of contents

1. General rule
2. Exceptions
3. Upgrading of Dewey numbers
4. Collocation
5. Truncation of Dewey numbers

4.2. Call Numbers and Classification

1. General rule

The call number, as a general rule, comprises a Dewey classification number plus a running number. For serials, the Dewey number is normally abbreviated to six digits after the decimal point.

In general, call numbers are unique.

2. Exceptions

Junior Fiction at Kelvin Grove is unclassified; the Cutter Sanborn tables are used, with running numbers also assigned.

QUT theses and dissertations are not classified; faculty codes and running numbers are assigned.

Maps at Gardens Point are classified but have Cutter-type alpha-numeric characters added to the Dewey number instead of running numbers.

Legal materials in the Law Library (with the exception of secondary serials) are assigned Moys classification numbers.

- Primary material: Call numbers comprise classification number plus Cutter code.
- Secondary monographs: Call numbers comprise classification numbers plus main entry identifier (4 characters).
- Secondary serials: These are not classified. Arrangement is alphabetic by title.

3. Upgrading of Dewey numbers

The latest edition of Dewey is used for all new titles.

Following the adoption of the latest Dewey edition, all newly received items are classified at the latest Dewey number for the subject, and copies of earlier editions of the same work are reclassified at the new number.

When new Dewey editions are released, no Library-wide reclassification of resources with earlier Dewey numbers is automatically undertaken. Branch Library Managers, in consultation with the Library Resource Services Manager, can propose and cost retrospective reclassifications of specific high priority subject areas within the annual Action Plan process for the Branch.

4. Collocation

Collocation of various categories of material (e.g. different formats or manifestations of the same work) is achieved through the addition of alpha/numeric characters to the running number.

5. Truncation of Dewey numbers

Where possible, Dewey numbers in purchased catalogue records with more than ten digits after the decimal point are truncated.

Modification history

Date	Sections	Source	Details
12 December 2006	Section 2 Section 5	Assoc Dir (IR) via IRMG	Section 2 – add GP numbering for maps Section 5 – add details of truncation of call numbers
12 December 2009	General revision	Library Resource Services Manager via IRC	Minor updates