

Class Scheme
(Shelving Scheme or Shelving Key)

This policy name identifies the call number's classification scheme. The Class Scheme automatically generates the correct shelving key based on the Class Scheme policy which defines capitalization rules, sorting rules, and ascending or descending order. The shelving key takes the call number and, depending on the sort rule, adds zeros and spaces to different parts of the number or number/letter string.

The following sort rules are used with class schemes.

Name	Definition	Example
AT Dewey with Location* <i>*(Recommended)</i>	AT Dewey with Location, used with ATDEWEYLOC classification, is for Dewey call numbers sorted by author and title and preceded by a location. The location is read as entered, the fiction indicator is expanded to three letters, and 3-letter author and title cutters are provided if needed. Any numerals in the call number are expanded to six digits (zero filled).	A call number of JUV F CLE produces a shelving key of JUV FIC CLE JAN for the Beverly Cleary's book Janet's Thingamajigs in the juvenile JUV collection. The location letters are left as is. The next letters are the fiction marker and are expanded to three characters. The 3-letter cutter for the title is added. The same item with the call number J FIC CLE JAN produces the shelving key J FIC CLE JAN. The expansion and the cutters are not necessary. The call numbers LP F MIT HAW V.1 and LP F MIT HAW V.2 represent the Large Print edition of James Mitchener's Hawaii. The shelving keys are created as: LP FIC MIT HAW V.0000001 and LP FIC MIT HAW V.0000002. The numerals in the volume statement expand to six digits.
ASIS	ASIS means "as is." It sorts the call number exactly as it is entered. LC or Dewey call numbers do not sort properly with ASIS, but it is appropriate for other kinds of call numbers or accession numbers.	AV equipment serial numbers like S/N 23456-981 would sort exactly as entered into the call number field.

AT Dewey	AT Dewey, used with ATDEWEY classification, is for Dewey call numbers sorted by author and title. A 3-letter title cutter or both a 3-letter author and title cutter may be added to the existing call number. A cutter is not added if it already exists in the call number. Any numerals in the call number are expanded to six digits (zero filled).	A call number of FIC produces a shelving key of FIC DUN TWO for Dominick Dunne's book The Two Mrs. Grenvilles. A call number of F STE produces a shelving key of F STE DAD for Danielle Steel's book Daddy.
Dewey	Dewey, used with DEWEY classification, sorts Dewey Decimal nonfiction call numbers. This rule assumes that the first numeral encountered is the classification code, and expands the numeral to three characters. Any preceding letters are location marks to be ignored. Letters after the classification numeral group are to be left as is. Numerals after the classification group expand to six digits.	<p>A call number of 133.69 BIL produces a shelving key that looks the same:133.69 BIL.</p> <p>A call number of B 92 LIN produces a shelving key of B 092 LIN. "B" is assumed to be a location marker and is left as is. The first numeral in the call number expands to three digits.</p> <p>A call number of REF 811.42 RUK 1991 produces a shelving key of REF 811.42 RUK 001991. The date "1991" becomes "001991" when expanded to six digits.</p>

Note: For more detailed information or specific questions, use HELP wizard.