LIBRARY OF CONGRESS
CLASSIFICATION
LC PROJECT TEAM

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AGENDA

• New Spaces
• Policy Changes
• Resources
• Training
• Communications
SPECIAL LC LOCATIONS

- Main (4 South)
- Africana
- Art
- MUDD
- Math
- Schaffner
This tower holds **MAIN Library** and **Main LARGE** books. See online catalog or call number guide for other collection locations.

**MAIN Library** books make up the bulk of the collection; **Main LARGE** books are oversized, and shelved separately at the end of each corresponding **MAIN Library** range.

**CALL NUMBER RANGES**

- **AC - ZA** (Library of Congress)
- **820 - 839** (Dewey Decimal)

Call number ranges begin to the left of the entrance, and shelves are arranged clockwise around the room.

Recent returns may still be in the sorting and reshelving process. Report missing books to the Circulation Service Desk on the first floor (847-491-7633).
SCHAFFNER LIBRARY

Schaffner LC Collection
POLICIES THAT MAY AFFECT YOU

• Class numbers in copy will be accepted as is; we will not shelflist
• Duplicate call numbers will be accepted if they occur
• Large and Folio will be written out (not L, F)
• No more special schemes
• Existing serials will not be reclassified or split up; they will continue to be classed in DDC
RESOURCES

Policies

• Staffweb - https://staff.library.northwestern.edu/faq/lc-call-number-policies

Online Resources

• Call Numbers Libguide - http://libguides.northwestern.edu/callnumbers


Print Resources

  • 2 copies available on Catalogers' reference shelf in Bib services
TRAINING

Tech Services Training kick-off tomorrow - 12/3
ARC training sessions - various dates
Original Cataloging sessions - various dates

Student Supervisors/Shelvers training session - 12/17

LCEasy software will be available soon for all staff.
COMMUNICATIONS FOR FACULTY

- September 2014 – Transitional signage put in 4S
- September 2014 – LC is Coming talking points for faculty
- October 2014 – LC FAQ available on library website
- November 2014 – Faculty newsletter and blog post

- *December 2014 – January 2015*
- Updates via blog/mailing that LC has arrived at the library
COMMUNICATIONS FOR STUDENTS

• September 2014 – Transitional signage put in 4S
• November 2014 – Usability Study with signs working group

• December 2014 – January 2015
• All Grad Students Email – LC and Nusearch
• Additional signage for LC locations Webpages/Libguides/resources – how to read LC numbers
• Updated maps and book guides
Questions?