

# Shelf-listing and Filing Class M

The Albert Seay Library of Music & Art uses the Library of Congress Classification System for assigning call numbers to its collection. In general, the filing rules are basically alphabetical and numerical. [**Remember:** “*Nothing Before Something*” – “*More Before Less*” – “*Numbers Before Letters.*”]

## Reading Call Numbers

Read the first line in alphabetical order;  
This is the CLASS or SUBCLASS.  
(A, B, BF, C, M, ML, MT)

Read the second line as a whole number;  
This is the TOPIC.  
(1, 2, 3, 45, 100, 101, 1000, 2000, 2430)

The third line is a combination of a letter  
and numbers; This is the CUTTER.  
Read the letter alphabetically.  
Read the number as a decimal, e.g.  
(.B44 = .44 and is filed after .B423)

Some call numbers contain a second cutter  
for the title of the composition.  
File letter alphabetically  
Read number as decimal, same as first cutter, e.g.  
(B23 = .23 and is filed after B = .225)

Many call numbers will have the year of publication  
as the last item of the call number.

**M** (*Class/Subclass*)  
**22** (*Topic*)  
**.B44** (*Cutter*)  
**B23** (*2<sup>nd</sup> Cutter*)  
**2008** (*Date*)

The M Class, which is specific to printed music, has many different options available in a call number. For your information, below is an example of how the different options would look on the shelf.

**M Call Numbers (Single composer)**

Single Cutter number	M 22 .B44
Single Cutter number plus date composed (date in parenthesis)	M 22 .B44 (1802)
Cutter number + key of composition	M 22 .B44 Gmaj.
Double cutter number	M 22 .B44 B2
Triple cutter number	M 25 .A423 E8 M3
Cutter number plus serial number	M 557 .F68 no.1
Cutter number plus opus number	M 22 .B44 op.37
Cutter number plus opus number + serial number	M 22 .B44 op.37 no. 1

Cutter number plus thematic catalog number M  
125  
.B12  
BWV1008

**Call numbers with dates:** M  
22  
.B44  
op.37  
1988

M  
22  
.B44  
op.37  
2005

**Nothing Before Something:** M  
22  
.B44

M  
22  
.B44  
op.37

**More Before Less:** M  
49  
.B32  
v.1-5

M49  
.B32  
v. 1

**Numbers Before Letters:** M22  
.G875  
7:4

M22  
.G875  
p