# LOCAL IDENTIFIER (CALL NO)

Public Display Label: Call Number

**Type:** Repeatable, Indexed, Free text

## Description

The call number of the unit of description.

**DO NOT APPLY LB 16/03/2020**

**Local Rules –**

Construct Call Numbersaccording to local guidelines for Manuscripts, Oral History & Pictures. Refer to the Call Number tables below.

* When creating a multi-level record hierarchy for an Aggregated Collection, record the Call Number(s) in the component Collection/Series/Item/Part records ONLY.

* When creating a multi-level record hierarchy for a Collection, record the Call Number(s) in the component Series/Item/Part records ONLY.

## Example

Collection hierarchy with Call Numbers recorded in the component parts

*Norman Selfe, Norma Selfe, Rhoda Selfe, and Selfe family papers and pictorial material, 1853-1948*

<http://acms.sl.nsw.gov.au/item/itemdetailpaged.aspx?itemid=825426>

**Data entry note:**

Call Numbers have been automatically programmed to display with spaces between

**“/”** delimiters.

For example: MLMSS 261 / Box 1 / Items 1-9

Note data entry will NOT be affected; enter Call Numbers WITHOUT spaces between **“/”** delimiters.

**Manuscripts Call Nos.**

For consistency of style, letters should be grouped together, followed by a space, then the number. **(see TABLE 1)**

Call Number style for containers and folder/item sequenceswill usually be described in the Scope and Content element. (see Scope and Content examples)

**Exception:** For multilevel descriptions follow the style in **TABLE 2**

**Data entry note:**

Call Numbers have been automatically programmed to display with spaces between

**“/”** delimiters.

For example: MLMSS 261 / Box 1 / Items 1-9

Note data entry will NOT be affected; enter Call Numbers WITHOUT spaces between **“/”** delimiters.

## TABLE 1

|  |  |
| --- | --- |
| **MANUSCRIPTS**  **Collection ID &**  **Prefix**  **Arranged alphabetically** | **Description and example Call Numbers** |
| \*D | Collections  **Example**  **\*D 54** |
| A | Collections  **Example**  **A 3043** |
| Aa | Documents – single documents or small groups |
| Ab | Documents – single documents or small groups |
| Ac | Documents – single documents or small groups  **Example**  **Ac 124** |
| ACCESSION RECORD | Collections – Call Number for Accession level records  **Example**  **ACCESSION RECORD** |
| Ad | Documents – single documents or small groups |
| Ae | Documents – single documents or small groups |
| Af | Documents – single documents or small groups |
| Ag | Documents – single documents or small groups |
| Ah | Documents – single documents or small groups |
| Ai | Documents – single documents or small groups |
| Aj | Documents – single documents or small groups |
| Ak | Documents – single documents or small groups |
| Al | Documents – single documents or small groups |
| Am | Documents – single documents or small groups |
| An | Documents – single documents or small groups |

|  |  |
| --- | --- |
| Ao | Documents – single documents or small groups |
| Ap | Documents – single documents or small groups |
| Aq | Documents – single documents or small groups |
| Ar | Documents – single documents or small groups |
| As | Documents – single documents or small groups |
| At | Documents – single documents or small groups |
| Au | Documents – single documents or small groups |
| Av | Documents – single documents or small groups |
| Aw | Documents – single documents or small groups |
| Ax | Documents – single documents or small groups |
| Ay | Documents – single documents or small groups |
| Az | Documents – single documents or small groups  **Example**  **Aw 120** |
| B | Collections  **Example B 23** |
| Banks Series | Collection  **Example**  **ML/DL Sir Joseph Banks Electronic Archive Series 83.01** |
| BT (Bonwick  Transcripts) | Collection  **Example**  **BT 1-88/Series 1**  **BT 1-120/Series 2**  **BT 1-36/Series 3**  Item  **BT 80/Series 1**  **BT 80/Series 2**  **BT 36/Series 3** |
| C | Collections (sequence includes Rare Books)  **Example**  **C 378** |
| CY | Microfilm  **Example CY 2400** |
| D | Collections |
| DLADD | Dixson Library NSW archival estray (uncat.) / Tasmanian archival estray  **Example**  **DLADD 289** |
| DLDOC | Dixson Library Small documents in folders  **Example**  **DLDOC 159** |
| DLNAR | Dixson Library N.Z. archival estray |
| DLCSIL | Dixson Library NSW archival estray. Colonial Secretary |
| DLMS | Dixson Library Collections – octavo |
| DLMSF | Dixson Library Collections – folio |
| DLMSQ | Dixson Library Collections – quarto  **Example** |

|  |  |
| --- | --- |
|  | **DLMSQ 663** |
| DLSGIL | Dixson Library NSW archival estray. Surveyor General |
| DLSPENCER | Dixson Library NSW archival estray. Spencer  DLSPENCER 374 |
| DLWD | Dixson Library. William Dixson personal papers |
| GR | Gramophone records |
| H | Collections (Location Number) |
| K | Collections (Location Number) |
| KH | Collections (Location Number) |
| KV | Collections (Location Number) |
| M | Microfilm |
| MAV/FM3 | Microfilm |
| MAV/FM4 | Microfilm |
| MAV/FM6 | Microfiche  **Example**  **MAV/FM3/709** |
| METHCH | Collection |
| MLDOC | Documents – single documents or small groups  **Example**  **MLDOC 3252** |
| MLK | Collections (Location Number) |
| MLMSS | Collections  **Example**  **MLMSS 7791** |
| MLMSS ADD-ON | Collections  **Example**  **MLMSS 3229 ADD-ON 1484** |
| MOM | Collection |
| MUN | Collections  **Example**  **MUN 19** |
| PMB | Microfilm |
| PMBDOC | Microfilm |
| PRO | Microfilm  **Example**  **PRO 4882** |
| RV | Collections |
| SAFE | Segregated series/ valuable items **(current procedure)**    **Description:**  Allocate the appropriate manuscripts Call Number and provide the location prefix “SAFE”    **Example**  **SAFE/MLMSS 9158**    **ENTER** the location in the strongroom in the **Current Location** field |

|  |  |
| --- | --- |
|  | **Example**  Strong Room - Macquarie Street Wing– Cabinet 58    (**Note** the term Cabinet will replace the former term Press)    **Additional Note**  Label the container with the Call Number (i.e. not the location number): e.g. SAFE/MLMSS 9158 (+ vol. etc. if required) |
| Safe 1 | Segregated series/ valuable items  **CLOSED sequence**    **Description:**  **Used only for retrospective cataloguing**, i.e. Call Number = strongroom location    **Example** for items filed by Safe number only  **Safe 1/7a**    **ENTER** the cabinet location in the strongroom in the  **Current Location** field    **Example**  Strong Room - Macquarie Street Wing– Cabinet 53    (**Note** the term Cabinet will replace the former term Press) |
| Safe 2 | Segregated series/ valuable items **(see above)**  **CLOSED sequence** |
| Safe 3 | Segregated series/ valuable items **(see above)**  **CLOSED sequence** |
| Safe 4 | Segregated series/ valuable items **(see above)**  **CLOSED sequence** |
| SAG | Microfilm  **Example**  **SAG 303** |
| TAS PAPERS | Collection |
| TAS PAPERS D | Collection |
| TR | Tape Recordings |
| VT | Video tapes / films |
| X | Outsize Location Number  **Examples**  **MLMSS 6625/Box 1X**  **MLMSS 2600/vol. 1X**  **MLMSS 5051/Folder 1X**  **MLMSS 1889/Item 1X** |
| Y | Collections (Location Number) |
| YV | Collections (Location Number) |

## TABLE 2

**Call Number style for containers and folder/item sequences.**

|  |  |  |
| --- | --- | --- |
| CALL NUMBER | CONTAINER or CARRIER | ITEM |
|  | Box  Boxes  Folder  Folders | Item Items  p. (page) pp. (pages) |

### Examples

|  |  |
| --- | --- |
| **MLMSS 5890/Boxes 9-11** |  |
| **MLMSS 5925/Box 3/Folder 2** |  |
| **MLMSS 5925/Box 3/Folder 2/Item 2** |  |
| **MLMSS 5925/Box 3/Item 3** | **For item(s) not contained in a folder** |
| **MLMSS 7631/p. 128** |  |
| **MLMSS 171/vol. 14** | **Single volume** |
| **MLMSS 171/vols. 1-2** | **Multiple volumes** |

**Oral History Call Nos.**

#### Local Rule

Only record item numbers in series or item level records.

|  |  |
| --- | --- |
| **ORAL HISTORY**  **Collection ID & Prefix** | **Description** |
| CY MLOH | Sound Recordings (Copy tape/s – for issue)  **Example**  **CY MLOH 123** |
| MLOH | Sound Recordings (Master tape/s – not to be issued)  **Example**  **MLOH 524** |

**Call Number style for series or item level records**

### Example

|  |  |
| --- | --- |
| **Call Number** | **CY MLOH 517/31-33** |

**Pictures Call Nos.**

For consistency of style, letters and numbers should be grouped together and spaced according to the examples in **TABLE 1**

Call Number style for containers and item sequenceswill usually be described in the Scope and Content element. (see Scope and Content examples).

**Exception:** For multilevel descriptions follow the style in **TABLE 2**

**Data entry note:**

Call Numbers have been automatically programmed to display with spaces between **“/”** delimiters.

For example: XV2B / Tow H / 1

Note data entry will NOT be affected; enter Call Numbers WITHOUT spaces between **“/”** delimiters.

## CALL NUMBERS AND RETROSPECTIVE CATALOGUING

Retain all Call Number sequences with the exception of:  **AUS ABO** **mounted** **sequences**

 **P2; P3; P4; MPG; LPG alphabetical sequences**

### AUS ABO mounted sequences

Reallocate items to the running number sequence and record the old number in the Confidential Notes element.

### Example

|  |  |
| --- | --- |
| **Call Number** | **SV/88** |
| **Immediate Source of Acquisition** | **Presented 1931** |
| **General Note** | **Transferred from SV\* file, October 2001** |
| **Confidential Notes** | **Transferred from SV\*/Aus Abo/1, October 2001** |

#### P2; P3; P4; MPG; LPG alphabetical sequences

Reallocate items to the running number sequence and record the old number in the General Note element.

### Example

|  |  |
| --- | --- |
| **Call Number** | **P3/224** |
| **General Note** | **Transferred from P3/P, Mar 2007** |

## TABLE 1

|  |  |  |
| --- | --- | --- |
| **PICTURES**  **Collection ID & Prefix**  **Arranged alphabetically** | **Description and example Call**  **Numbers** | **Maximum size of unit of**  **description**  **(i.e. not the container size)** |
| ACCESSION RECORD | Call Number for Accession level records  **Example**  **ACCESSION RECORD** |  |
| BOOKPLATE FILE | Bookplate file transferred to PXA 1217 in March 2010 |  |
| DG | Dixson Galleries Framed Picture  **Example**  **DG 60** |  |
| DG\*D | Dixson Galleries Portfolio/volume | 38 x 61 cm |
| DGA | Dixson Galleries Portfolio/volume | 28 x 43 cm |
| DGB | Dixson Galleries Portfolio/volume | 24 x 27 cm |
| DGD | Dixson Galleries Portfolio/volume | Anything larger than  DGE |
| DGE | Dixson Galleries Portfolio/volume  **Example**  **DGA 3** | 38 x 61 cm |
| DG MIN | Dixson Galleries Miniature  **Example**  **DG MIN 1** |  |
| DG MPG | Dixson Galleries Mounted Portrait  Group  **Example**  **DG MPG/1** | 46 x 75 cm |
| DG ON | Dixson Galleries Original Negative  **Example DG ON 1** |  |
| DG P1 | Dixson Galleries Mounted Portrait |  |
| DG P2 | Dixson Galleries Mounted Portrait | 33 x 35 cm |
| DG P3 | Dixson Galleries Mounted Portrait | 46 x 75 cm |
| DG P4 | Dixson Galleries Mounted Portrait  **Example**  **DG P4/6** | 70 x 97 cm |
| DG Pic.Acc. | Dixson Galleries Picture Accession  **Example**  **DG Pic.Acc.303** |  |
| DG PM | Dixson Galleries Portrait Medallion  **Example**  **DG PM 1** |  |

|  |  |  |
| --- | --- | --- |
| DG R | Dixson Galleries Object  **Example**  **DG R4** |  |
| DG SSV | Dixson Galleries Mounted File | 18 x 37 cm |
| DG SV | Dixson Galleries Mounted File | 33 x 35 cm |
| DG V | Dixson Galleries Mounted File | 46 x 75 cm |
| DG XV | Dixson Galleries Mounted File  **Example**  **DG SV\*/Sp Coll/Rae/19** | 70 x 97 cm |
| DL | Dixson Library Framed Picture  **Example**  **DL 27** |  |
| DL ON | Dixson Library Glass Negative  **Example**  **DL ON 1** |  |
| DL Pa | Dixson Library Miniature/Medallion |  |
| DL Pb | Dixson Library Small Framed Picture |  |
| DL Pd | Dixson Library Mounted File | 18 x 37 cm |
| DL Pe | Dixson Library Mounted File | 33 x 35 cm |
| DL Pf | Dixson Library Mounted File | 46 x 75 cm |
| DL Pg | Dixson Library Mounted File  **Example**  **DL Pa 100** | 70 x 97 cm |
| DL PX | Dixson Library Portfolio/volume |  |
| DL PXX | Dixson Library Portfolio/volume  **Example**  **DL PX 53** |  |
| DL WD P | Dixson Library William Dixson  Photographs  **Example**  **DL WD P 21** |  |
| DN/C | Dixson Numismatics Coin |  |
| DN/M | Dixson Numismatics Medal |  |
| DN/P | Dixson Numismatics Paper Currency |  |
| DN/T | Dixson Numismatics Token  **Example**  **DN/C 1287** |  |
| DR | Object  **Example**  **DR 157** |  |
| FM1 | Copy Negative (35 mm)  (i.e. copies of pictures)  Single frames and/or small strips of 2 or 3 frames.  For further information see:  Pictures in the Council's collection : manual of organisation and processing / prepared by S. Mourot ; |  |

|  |  |  |
| --- | --- | --- |
|  | with revision to Dec. 1970. Sydney : Library of New South Wales, 1970. |  |
| FM2 | Copy Negative (half plate)  **Example**  **FM2/2012**  For further information see reference cited for  FM1 |  |
| FM5 | Transparency (35 mm)  **Example**  **FM5/1395-1396**  For further information see reference cited for FM1 |  |
| GN | Glass Negatives (copies)  **Example**  **GN 11**  For further information see reference cited for  FM1 |  |
| LPG | Mounted portrait group (Large)  **Example**  **LPG/28** | 70 x 97 cm |
| LR | Object (Large)  **Example**  **LR 85** |  |
| MAV/FM4 | Microfilm |  |
| MAV/FM6 | Microfiche  **Example**  **MAV/FM4/8475** |  |
| MIN | Miniature  [Graphic materials that are very small in comparison to the usual size of their  genre or physical type.]  **Example**  **MIN 195** |  |
| ML | Framed Picture  **Example**  **ML 1398** |  |
| MP | Motion Pictures  **Example**  **MP 100** |  |
| MPG | Mounted Portrait Group (Medium)  **Example**  **MPG/148** | 46 x 75 cm |
| NCY | Nitrate Negative Copy/Proof sheets  **Example**  **NCY 52/404**    **Rules for *Copied ON collections.***  **1. ON collections *copied completely* to NCY (nitrate copy):** |  |

|  |  |  |
| --- | --- | --- |
|  | * the Call number will be NCY; * the ON number will be recorded in the Alpha-Numeric Designations Note; * Information about date and reason for copying is recorded in   Appraisal, Destruction and  Scheduling Information field  [Link to example record to be added] **2. ON collections *partially copied* at NCY:**   * both ON and NCY numbers are recorded as Call number; * the Detailed Contents List will indicate which items are at ON and which are at NCY.   [Link to example record to be added] |  |
| ON | Original Negative  **Example**  **ON 295**    See also NCY and ONCY |  |
| ONCY | Original Negative Copy/Proof sheets  **Example**  **ONCY 74**    **Rules for *ON collections completely or partly copied to ONCY* (original neg copy)**   * ON number is the Call number; * ONCY number is recorded in the Existence and Location of Copies field. * Information about date and reason for copying is recorded in   Appraisal, Destruction and  Scheduling Information field  [Link to example record to be added] |  |
| P\* | Portrait Medallion  [Chiefly portrait medallions, porcelain, brass, wax, etc.]  **Example**  **P\*66** |  |
| P1 | Mounted Portrait (Self Indexing File)  **Example (running number sequence) P1/2129** |  |
| P2 | Mounted Portrait | 33 x 35 cm |
| P3 | Mounted Portrait | 46 x 75 cm |
| P4 | Mounted Portrait | 70 x 97 cm |

|  |  |  |
| --- | --- | --- |
|  | **Example P3/220** |  |
| Pic.Acc. | Picture Accession  **Example**  **Pic.Acc.5775** |  |
| PM | Portrait Medallion  [Chiefly portrait medallions, porcelain, brass, wax, etc.]  **Example**  **PM 133** |  |
| PX\*D | Portfolio/volume | 38 x 61 cm |
| PXA | Portfolio/volume | 28 x 43 cm |
| PXB | Portfolio/volume | 24 x 27 cm |
| PXC | Portfolio/volume (closed sequence) |  |
| PXD | Portfolio/volume | Anything larger than  PXE |
| PXE | Portfolio/volume  **Example**  **PX\*D 159** | 38 x 61 cm |
| PXn | Notes  **Example**  **PXn 571** |  |
| R | Object  **Example**  **R 807** |  |
| SAFE | Segregated series/ Valuable items  **(current procedure)**    **Description:**  Allocate the appropriate pictures Call  Number and provide the location prefix  “SAFE”    **Example**  **SAFE/PXA 1187**    **ENTER** the location in the strongroom in the **Current Location** field    **Example**  Strong Room - Macquarie Street Wing– Cabinet 49 |  |
| SHIPS FILE | Ships File (Self Indexing File)  **Example (running number sequence) SHIPS FILE/1** |  |
| SLIDES | Slides  **Example**  **SLIDES 22** |  |
| SPF | Small Picture File (Self Indexing File)    **Example (running number sequence) SPF/1001** |  |
| SPG | Small Portrait Group (Self Indexing  File)  **Example (running number sequence) SPG/145** |  |
| SSV | Mounted File | 18 x 37 cm |
| SV | Mounted File | 33 x 35 cm |
| V | Mounted File  **Example (retrospective sequence)**  **V1/Pub/Gov H/9a**    **Example (post 1992 – running number sequence)**  **V/86** | 46 x 75 cm |
| XP\* | Portrait Medallion (large)  **Example**  **XP\*1** |  |
| XR | Object (Extra Large)  **Example**  **XR 70** |  |
| XV | Mounted File  **Example (retrospective sequence)**  **XV2B/Tow H/1**    **Example (post 1992 – running number sequence)**  **XV/77** | 70 x 97 cm |

## TABLE 2

**Call Number style for containers and item sequences.**

|  |  |  |
| --- | --- | --- |
| CALL NUMBER | CONTAINER or CARRIER | ITEM |
|  | Box  Boxes  Folder  Folders | f. (folio)  ff. (folios) no. (number) nos. (numbers) p. (page) pp. (pages) vol. (volume) vols. (volumes) |

### Examples for material stored in containers

|  |
| --- |
| **PXA 1006/Box 1** |
| **PXA 893/Boxes 4-5** |
| **PXD 761/Folder 131/nos. 1-7** |
| **PXD 532/Folders 1-24** |
| **PX\*D 160/vols. 1-2** |
| **PXD 304/vol. 8** |
| **PXA 1011/no. 10** |
| **PXA 1001/nos. 87-101** |
| **DG\*D 32/f. 53** |
| **PXD 492/ff. 1-100** |

### Multiple Call Numbers style guide

When multiple Call Numbers are used to describe a collection in ONE RECORD LEVEL, record the Call Numbers along with the Scope and Content description. In the Call Number element record the Call Number RANGE.

Note these rules apply chiefly to retrospective cataloguing.

When creating NEW records with multiple Call Numbers, prefer to create multilevel records.

#### Template for Call Number ranges

**Manuscripts example:**

Enter a new line for each Call Number range

|  |  |
| --- | --- |
| **Local Identifier (Call Number)** | **A 1992-A 1999 D 167** |

**Digital Call Nos.**

**Description**

Call numbers for collections acquired in digital format only (“born digital” material).

#### Local Rules

Enter Call Nos. for electronic files from the Digital ID allocated in Team Track and/or the DAM.

For a single electronic item enter the **FULL** Digital ID number followed by a [space] and the standard text “Online”

For a collection of electronic items enter the **STEM** (i.e. exclude the last 3 digits) of the Digital ID number followed by a [space] and the standard text “Online”

### Examples

|  |  |
| --- | --- |
| **Digital Call Nos.** | **Description** |
| a9989001 Online | single electronic item |
| a2440 Online | multiple electronic items |

**INCLUDE** a **General Note** field for all collections acquired in digital format only:

“**Acquired in digital format. Access copy available online**”

### Example

|  |  |
| --- | --- |
| **General Note** | **Acquired in digital format. Access copy available online** |

### Example ACMS record

[Gardens and front yards; Federal election; Hillsong church, 2007-2008 / photographed by Anya Van Lit](http://acms.sl.nsw.gov.au/item/itemDetailPaged.aspx?itemID=826033)

11 photographs : digital, TIFF files, coloured

## Cataloguing in progress

###  Description

The purpose of this standard statement is to inform users that cataloguing of the material is in progress.

### Local Rule

**Do not use the Suppress Option = YES when working on new records.**

Use the following standard statement “Cataloguing in progress” below the existing Call Number when working on new records.

### Example

|  |
| --- |
| **Local Identifier (Call No)** |
| ACCESSION RECORD  Cataloguing in progress |

See also: Suppress element in this manual

## Recording Missing / Not located Items

###  Description

The purpose of this standard statement is to inform users if an item is **unavailable**

(i.e. currently missing or not located)

### Local Rule

Record unavailable items on a new line below the **Call Number**

Enter the term ‘**Status:**’ followed by details of the missing item

### Example

|  |
| --- |
| **Local Identifier (Call No)** |
| As 128  Status: Item 6 unavailable |

[Papers relating to sheep, 1805-1921](http://acms.sl.nsw.gov.au/item/itemDetailPaged.aspx?itemID=913200)

In the `**Confidential Notes**’ field enter the missing item details **Example**

|  |
| --- |
| **Confidential Notes** |
| Item 6 not located, December 2010 |