

McCaslin Library 101

To find books and other items in the McCaslin library

You can search the McCaslin library online [catalog](#) from any internet device to find a specific book, DVD, etc or ask a McCaslin library employee for help. The catalog will tell you what the McCaslin library has and will also give you the location and call number to find the book on the shelf. The McCaslin library places similar books together on the shelves by subject. So, if you are looking for books about Ephesians, these books will be located together on the shelf.

Understanding the McCaslin Library Call Number

In the McCaslin Library, the Call Number, or the book's "address" on the shelves is made up of the Dewey Decimal number, the Cutter number, and the Copyright date of the book. This is how the book is labeled, shelved in Dewey numerical order, and found within the shelves of our library. The call number label is placed on the spine of the book toward the bottom facing out so that patrons can easily see the label on the shelf and retrieve the book.

(To understand how each number is determined, please see the chart of classes and subdivisions below.)

Dewey Decimal Classification Guide

The McCaslin library uses the Dewey Decimal classification system. This system was created by Melvil Dewey in 1876 and is usually referred to as the Dewey Decimal system or just the Dewey system. The Dewey Decimal system is a numerical system using groups of 10 to categorize books in a library by subject matter.

Each of the ten main classes has ten divisions (see below). These divisions are further divided--and then further divided becoming even more specific and having more numbers. Many books also include a decimal point and numbers following the decimal point. The more numbers a book has for the dewey number, the more specific the subject. Books are arranged numerically and sequentially. For example, the first number indicates a general class while the second and third numbers indicate specific divisions within that class. Numbers following a decimal point provide even more specific subjects within the divisions of books. For example:

200	Religion
220	Bible
227	Epistles
227.5077	Ephesians

200 is the class, Religion; 220 is more general to the Bible; 227 is more specific to the Epistles; and 227.5077 is even more specific to Ephesians.

Below is the ten major classes and the ten divisions within those ten classes.

000 - Computer Science, Information, and General Works

000 Computer science, knowledge & systems
010 Bibliographies
020 Library & information sciences
030 Encyclopedias & books of facts
040 [Unassigned]

050 Magazines, journals & serials
060 Associations, organizations & museums
070 News media, journalism & publishing
080 Quotations
090 Manuscripts & rare books

100 - Philosophy and Psychology

100 Philosophy
110 Metaphysics
120 Epistemology
130 Parapsychology & occultism
140 Philosophical schools of thought

150 Psychology
160 Logic
170 Ethics
180 Ancient, medieval & eastern philosophy
190 Modern western philosophy

200 - Religion

200 Religion
210 Philosophy & theory of religion
220 The Bible
230 Christianity & Christian theology
240 Christian practice & observance

250 Christian pastoral practice & religious orders
260 Christian organization, social work & worship
270 History of Christianity
280 Christian denominations
290 Other religion

300 - Social Sciences

300 Social sciences, sociology & anthropology
310 Statistics
320 Political science
330 Economics
340 Law

350 Public administration & military science
360 Social problems & social services
370 Education
380 Commerce, communications & transportation
390 Customs, etiquette & folklore

400 - Language

400 Language
410 Linguistics
420 English & Old English languages
430 German & related languages
440 French & related languages

450 Italian, Romanian & related languages
460 Spanish & Portuguese languages
470 Latin & Italic languages
480 Classical & modern Greek languages
490 Other languages

500 - Science

500 Science
510 Mathematics
520 Astronomy
530 Physics
540 Chemistry

550 Earth sciences & geology
560 Fossils & prehistoric life
570 Life sciences; biology
580 Plants (Botany)
590 Animals (Zoology)

600 - Technology

600 Technology
610 Medicine & health
620 Engineering
630 Agriculture
640 Home & family management

650 Management & public relations
660 Chemical engineering
670 Manufacturing
680 Manufacture for specific uses
690 Building & construction

700 - Arts and Recreation

700 Arts
710 Landscaping & area planning
720 Architecture
730 Sculpture, ceramics & metalwork
740 Drawing & decorative arts

750 Painting
760 Graphic arts
770 Photography & computer art
780 Music
790 Sports, games & entertainment

800 - Literature

800 Literature, rhetoric & criticism
810 American literature in English
820 English & Old English literatures
830 German & related literatures
840 French & related literatures

850 Italian, Romanian & related literatures
860 Spanish & Portuguese literatures
870 Latin & Italic literatures
880 Classical & modern Greek literatures
890 Other literatures

900 - History and Geography

900 History
910 Geography & travel
920 Biography & genealogy
930 History of ancient world (to ca. 499)
940 History of Europe

950 History of Asia
960 History of Africa
970 History of North America
980 History of South America
990 History of other areas

The McCaslin library is especially concentrated in the 200, or the religion class. To understand the subfields of the 200s, see below:

200 Religion

- 201 Philosophy of Christianity
- 202 Miscellany of Christianity
- 203 Dictionaries of Christianity
- 204 General special
- 205 Serials on Christianity
- 206 Organizations of Christianity
- 207 Study and teaching of Christianity
- 208 Collections of Christianity
- 209 History & geography of Christianity

210 Philosophy and theory of religion

- 211 God
- 212 Nature of God
- 213 Creation
- 214 Theodicy
- 215 Science & religion
- 216 Good & evil
- 218 Man

220 Bible

- 221 Old Testament
- 222 Historical books of Old Testament
- 223 Poetic books of Old Testament
- 224 Prophetic books of Old Testament
- 225 New Testament
- 226 Gospels & Acts
- 227 Epistles
- 228 Revelation (Apocalypse)
- 229 Apocrypha & pseudepigrapha

230 Christian doctrinal theology

- 231 God, Trinity, Godhead
- 232 Jesus Christ & his family
- 233 Man
- 234 Salvation (Soteriology)
- 235 Spiritual beings
- 236 Eschatology
- 237 Not assigned or no longer used
- 238 Creeds & confessions of faith
- 239 Apologetics & polemics

240 Christian moral & devotional theology

- 241 Moral theology
- 242 Devotional literature
- 243 Evangelistic writings for individuals
- 244 Not assigned or no longer used
- 245 Hymns without music
- 246 Art in Christianity
- 247 Church furnishings & related articles
- 248 Personal religion
- 249 Worship in family life

250 Local church and religious order

- 251 Preaching (Homiletics)
- 252 Texts of sermons
- 253 Secular clergymen and duties
- 254 Parish government & administration
- 255 Religious congregations & orders
- 256 Not assigned or no longer used
- 257 Not assigned or no longer used
- 258 Not assigned or no longer used
- 259 Parochial activities

260 Social and ecclesiastical theology

- 261 Social theology
- 262 Ecclesiology
- 263 Times, places of religious observance
- 264 Public worship
- 265 Other rites, ceremonies, ordinances
- 266 Missions
- 267 Associations for religious work
- 268 Religious training and instruction
- 269 Organized spiritual renewal

270 History and geography of church

- 271 Religious congregations and orders
- 272 Persecutions
- 273 Doctrinal controversies and heresies
- 274 Christian church in Europe
- 275 Christian church in Asia
- 276 Christian church in Africa
- 277 Christian church in North America
- 278 Christian church in South America
- 279 Christian church in other areas

280 Christian denominations & sects

- 281 Primitive and Oriental churches
- 282 Roman Catholic Church
- 283 Anglican churches
- 284 Protestants of Continental origin
- 285 Presbyterian and related churches
- 286 Baptist, Disciples of Christ, Adventist
- 287 Methodist churches
- 289 Other denominations & sects

290 Other religions and comparative religion

- 291 Comparative religion
- 292 Classical (Greek & Roman) religion
- 293 Germanic religion
- 294 Religions of Indic origin
- 295 Zoroastrianism
- 296 Judaism
- 297 Islam & religions derived from it
- 298 Not assigned or no longer used
- 299 Other religions

Finding the books on the shelves:

In the Dewey Decimal System, books are in numerical order starting with 000 on the first shelf and going up as the shelves wind around in a specific order. There are labels provided at the end of each shelf to give the range of books located on that shelf. Numbers after the decimal point are in decimal order the same as in math and are not whole numbers. This means, for example, that a book with Dewey 595.789 would come after 595.0123 and before 595.9. Here is another example - the Dewey call numbers below are in proper Dewey order: 331 → 331.01 → 331.016 → 331.02 → 331.041 → 331.0413 → 331.042 → 331.1 → 331.198 → 331.2

Understanding Cutter Numbers:

The term Cutter is named after Charles Ammi Cutter (1837-1903), who developed the Two-Figure Author Table at the end of the 19th century as a method for arranging books by author within a given class. The Cutter Two-Figure Author Table has since been revised to include the three figure and four figure table and are used in libraries throughout the world.

<https://www.loc.gov/aba/publications/FreeCSM/G063.pdf>

A Cutter number is a group of letters and numbers that represent that author's last name. This set of numbers begins with the first letter of the author's last name and is followed by system of numbers. The McCaslin library uses 2 types of cutter numbers, either a capital letter followed by a series of numbers and/or a capital letter followed by a series of numbers and ending with another letter(s). See below for the two types of Cutter numbers you will see in the McCaslin Library:

A752e
or
A7523

Since more than one book about Ephesians could have the Dewey number 227.5077, the McCaslin library uses a Cutter number to the call number. For example:

277.5077
A752e → This is the Cutter number
2010

Understanding the date in the call number:

In the McCaslin Library, the Dewey number, the Cutter number, and the Copyright date become the book's call number. The copyright date of the book is reflected in the last series of numbers of a book's call number. For example:

277.5077
A752e
2010 → This is the Copyright date

The Copyright date is the book's date of publication and is used to further specify how a book is organized. If there are multiple books with the same Dewey and Cutter numbers, the books will be placed in order from oldest to newest on the shelves within that Dewey and Cutter number. For example, the following books would be placed on the shelves in order of dates since Dewey and Cutter numbers are the same:

