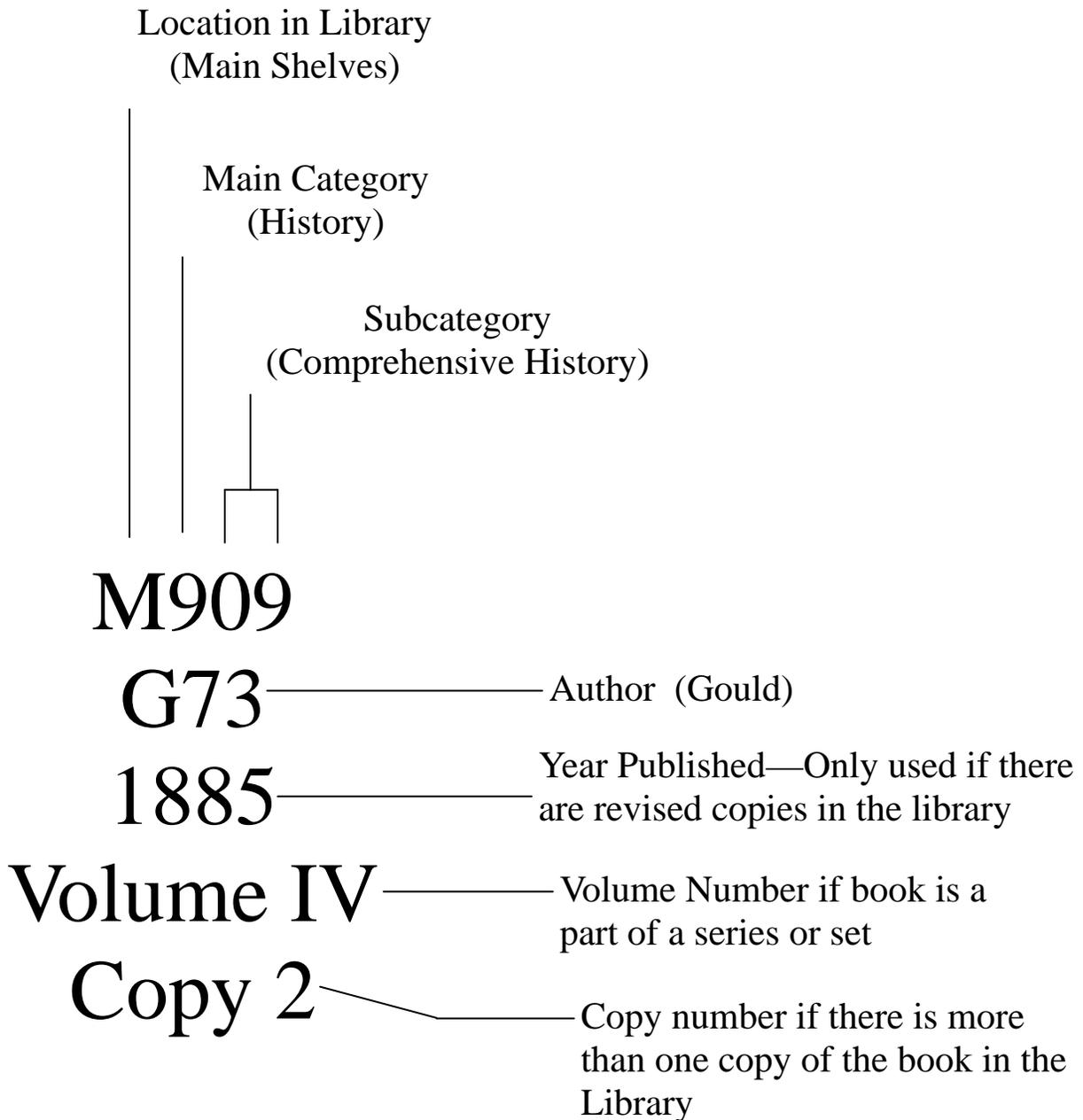


Reading the Book Catalogue Label

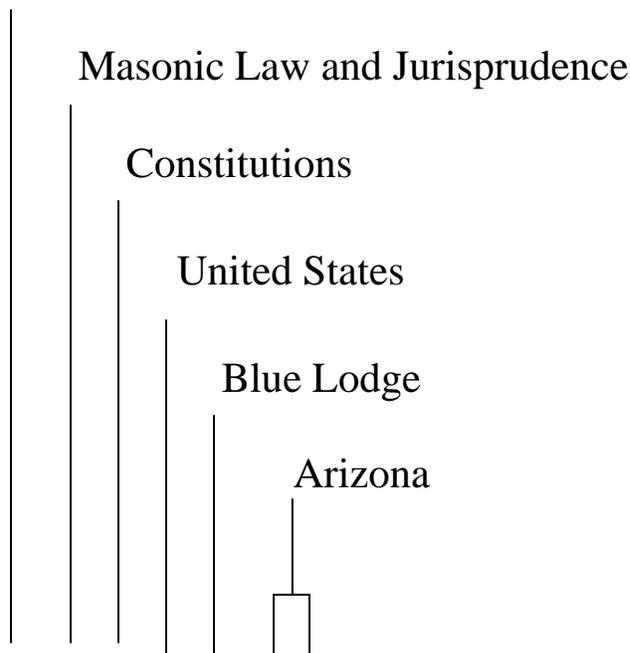
The following figure shows how to read the Catalogue label that is on our books.



The Topic Line

The Topic Line may be two or more characters (our library has no books with less than 3 characters) . The first is a letter and the next few are the topic. However sometimes it is necessary to add more characters to “fine tune” a book’s topic. For example a constitution from the Grand Lodge of Arizona. If that is the situation, here is what the Topic line would look like>

Location in Library



M551143

Greater detail on the topic numbers and the State Codes can be found in the various sections at the back of these procedures.

The Lines highlighted in Gray in the Topic Number sections are those in use in our Library.

The Author Line

You will notice that some of our labels have fewer lines than this figure, that is because only the minimum amount of information required to identify the book is on the label.

You will also notice that the Author Line is sometimes an alpha/numeric and sometimes all alpha. This is because some books are provided by groups, such as the Masonic Service Association (MSA) or Grand Lodge of Arizona (GLAZ)

Additionally there is sometimes a lowercase letter (or letters) following the authors name. This letter is the first letter of the book title (of, the, an etc. excluded) and is used if the author has written multiple books in the group.

