

Symbol of Collection

Symbol refers to the Alphabetical Information that represents each item in the library collection. This symbol appears on the call number which is labeled on the library materials.

SYMBOL	MEANING
a	Archives
af	Archives folio
bj	Bound journal
ja	Journal archives
ma	Magazines archives
mao	Media archives - original
mea	Media archives
med	Media collection
meo	Media collection - original
n	Novel
oaf	Open shelf archives folio
os	Open shelf
osa	Open shelf archive
osf	Open shelf folio
oss	Open shelf small
r	Reference
ra	Reference archives
raf	Reference archives folio
rap	Reference archives prospectus
raq	Reference archives examination papers
rd	Reference dictionary
re	Reference encyclopedia
rf	Reference folio
rgp	Reference government publication
rm	Reference map
rp	Reference prospectus
rs	Red spot
rsm	Reference small
rx	Reference index/abstract
std	Standards

Call Number

Each material in the library has a call number. Call number is like an address which inform a user the location of the material in the library.

TK 454 .R62 2004 osf n2

TK = Subject Headings Classifications
 .R62 = Responsibility Number
 2004 = Year of Publication
 osf = Open shelf folio
 n2 = Second Copy

KIND = Kampus Teknologi (Technology Campus)

KB = Kampus Bandar (City Campus)

MEDI = Media Library