

## 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	
af	Archives folio	bj	Bound journal
ja	Journal archives	ma	Magazines archives
mea	Media archives	med	Media collection
meo	Media collection - original	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

Location Codes

KI = Kampus Induk (Main Campus)

KIND = Kampus Teknologi (Technology Campus)

KB = Kampus Bandar (City Campus)

MEDI = Media Library