

## NEWPORT NEWS PUBLIC LIBRARY SYSTEM ALPHA/NUMERIC SKILLS TEST STUDY GUIDE

The alpha/numeric test is designed to give us an idea of how well acquainted you are with our method of filing materials. The two methods used are 1) alphabetical order, and 2) the Dewey Decimal System.

Fiction books are shelved in alphabetical order by the author's last name. When two or more authors have the same last name, they are put in order first by last name and then by first name. When there is more than one title by the same author, the books are placed in order by author and then by title. Initial articles (a, an, the) at the beginning of titles are ignored.

Author:	1) Abrahams, Peter	5) Clancy, Tom
Title:	Hard Rain	Rainbow Six
	2) Adams, Richard G.	6) Dickens, Charles
	Watership Down	The Adventures of Oliver Twist
	3) Brown, Rita Mae	7) Dickens, Charles
	Murder at Monticello	Great Expectations
	4) Brown, Sandra	8) Dickens, Charles
	Executive Orders	A Tale of Two Cities

The Dewey Decimal System shelves non-fiction books in numerical order. In reading the Dewey number, file from left to right to the decimal point. Beyond the decimal, arrange from left to right as if all blank spaces have zeros behind them.

095.687	simply imagine the number is:	095.687
128.75		128.750
128.8		128.800
128.876		128.876
281.33		281.330

The final part of the call number is called the Cutter number. It is arranged first alphabetically, then numerically, then again alphabetically if necessary.

B271	D98
B466	Ea71
C38	Es284
C38a	Es284r
C38g	G642

So:	1) 001.4837	5) 581.35	9) 910
	H982	H452	P46
	2) 395.82	6) 581.357	10) 914.14
	L82	F591	G354g
	3) 395.82	7) 581.35724	11) 914.14
	Sh356	D397	G354s
	4) 574.6	8) 743.68	12) 914.1432
	M635	B32	R571