

2023 Magazine Call Number Guidelines

The enumeration/call number should represent the publication date or issue number on the magazine. Month names will be represented numerically. When entering the call number, use the Enumeration column below as your guide.

Call number guidelines for Items using Publication Date

1. Indicate the year, followed by a forward slash.
Example: 2023/
2. Indicate the numerical value of the month, season name, or special issue name.
Example: 2023/01
3. For weekly magazines, input a forward slash followed by the issue date.
Example: 2023/01/02

*Use a hyphen for issues that span across years, months and/or days.

Monthly and Weekly Examples

Date on Magazine	Enumeration/Call Number in WorkFlows
December 2022-January 2023	2022/12-2023/01
January 2023	2023/01
January/February 2023	2023/01-02
January/March 2023	2023/01-03
January/February/March 2023	2023/01-03
September 2023	2023/09
May 8, 2023	2023/05/08
July 10 & 17, 2023	2023/07/10-17
August 28 & September 4, 2023	2023/08/28-09/04

Seasonal Examples

The full season name is written out: WINTER, SPRING, SUMMER, FALL, AUTUMN.
For FALL and AUTUMN, use the term on the magazine.

Date on Magazine	Enumeration/Call Number in WorkFlows
Fall 2023	2023/FALL
Autumn 2023	2023/AUTUMN
Spring 2023	2023/SPRING
Spr. 2023	2023/SPRING
Winter 2023	2023/WINTER
Winter 2022/2023	2022-23/WINTER
Summer 2023	2023/SUMMER
Summer/Fall 2023	2023/SUMMER-FALL
Late Winter 2023	2023/LATE WINTER

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2023 Special Issues

Write the issue name as it appears is on the magazine but remove the words *Special, Issue, Edition*.

On Magazine	Enumeration/Call Number in WorkFlows
Holiday Special Issue 2023	2023/HOLIDAY
Swimsuit Issue 2023	2023/SWIMSUIT
Cleveland Visitor's Guide 2023	2023/CLEVELAND VISITOR'S GUIDE
Classic Preview Issue 2023	2023/CLASSIC PREVIEW
City Guide 2022/2023	2022-23/CITY GUIDE
Ohio River Special Edition 2023	2023/OHIO RIVER

Date Discrepancies

If the date on the cover does not match the spine date or the inside date, use the **cover date** when assigning the enumeration/call number.

Call number guidelines for Items using Issue and Volume

- Magazines that use Issues instead of dates will have the Base Call Number display as MAG and the year.

Basic	Patterns	Subscription	Distribution	Extended Info	Expected	Received	Routing
New control ID:	<input type="text" value="SC-961"/>	Status:	<input type="text" value="ACTIVE"/>	SISAC ID:	<input type="text" value="0006-2073"/>	Category1:	<input type="text" value="CPLMAG"/>
Vendor title#:	<input type="text"/>	Category2:	<input type="text" value="ADULT"/>	Base call number:	<input type="text" value="MAG 2023"/>	Date created:	<input type="text" value="12/2/2020"/>
Class scheme:	<input type="text" value="DEWEYPER"/>	Subscription ID:	<input type="text"/>				

- You will not need to enter the year. You only need to enter the Issue or Volume number.

On Magazine	Enumeration/Call Number in WorkFlows
Issue 1	2023/I.1
Issue 2	2023/I.2
Cleveland Visitor's Guide 2023	2023/CLEVELAND VISITOR'S GUIDE
Classic Preview Issue 2023	2023/CLASSIC PREVIEW

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2023 Comic books

Call number guidelines for Comic books

1. Indicate the year, followed by a forward slash.
Example: 2023/
2. Indicate the numerical value of the month, season name, or special issue name.
Example: 2023/01
3. Enter the issue number

On Magazine	Enumeration/Call Number in WorkFlows
Batman 2023 January # 127	2023/01 # 127
Scooby Doo 2023 # 23	2023/ # 23