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

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 |

10/13/2022 mdw Page 1

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

2023 Magazine Call Number Guidelines

2023 Special Issues

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

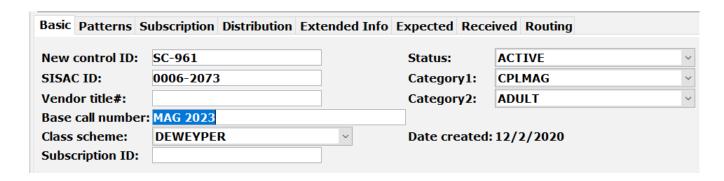
| On Magazine | Enumeration/Call Number in WorkFlows |
|---------------------------------|--------------------------------------|
| Holiday Special Issue 2023 | 2023/HOLIDAY |
| Swimsuit Issue 2023 | 2023/SWIMSUIT |
| Cleveland Visitor's Guide 2023 | 2023/CLEVELAND VISITOR'S GUIDE |
| Classic Preview 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

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



2. 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 | 2023/1.2 |
| Cleveland Visitor's Guide 2023 | 2023/CLEVELAND VISITOR'S GUIDE |
| Classic Preview Issue 2023 | 2023/CLASSIC PREVIEW |

10/13/2022 mdw Page 2

2023 Magazine Call Number Guidelines

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 |

10/13/2022 mdw Page 3