STATE LIBRARY OF OHIO
SEO Service Center

2024 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: 2024/

2. Indicate the numerical value of the month, season name, or special issue name.
   Example: 2024/01

3. For weekly magazines, input a forward slash followed by the issue date.
   Example: 2024/01/02

*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 2023-January 2024	2023/12-2024/01
January 2024	2024/01
January/February 2024	2024/01-02
January/March 2024	2024/01-03
January/February/March 2024	2024/01-03
September 2024	2024/09
May 8, 2024	2024/05/08
July 10 & 17, 2024	2024/07/10-17
August 28 & September 4, 2024	2024/08/28-09/04

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 2024	2024/FALL
Autumn 2024	2024/AUTUMN
Spring 2024	2024/SPRING
Spr. 2024	2024/SPRING
Winter 2024	2024/WINTER
Winter 2023/2024	2023-24/WINTER
Summer 2024	2024/SUMMER
Summer/Fall 2024	2024/SUMMER-FALL
Late Winter 2024	2024/LATE WINTER

Issue and Volume Examples

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

On Magazine	Enumeration/Call Number in WorkFlows
Issue 1	2024/I.1
Issue 2	2024/I.2

2024 Special Issues

On Magazine	Enumeration/Call Number in WorkFlows
Holiday Special Issue 2024	2024/HOLIDAY
Swimsuit Issue 2024	2024/SWIMSUIT
Cleveland Visitor's Guide 2024	2024/CLEVELAND VISITOR'S GUIDE
Classic Preview Issue 2024	2024/CLASSIC PREVIEW
City Guide 2023/2024	2023-24/CITY GUIDE
Ohio River Special Edition 2024	2024/OHIO RIVER

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