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### Sorting by LC Call Number in Excel

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# Sorting by LC Call Number in Excel

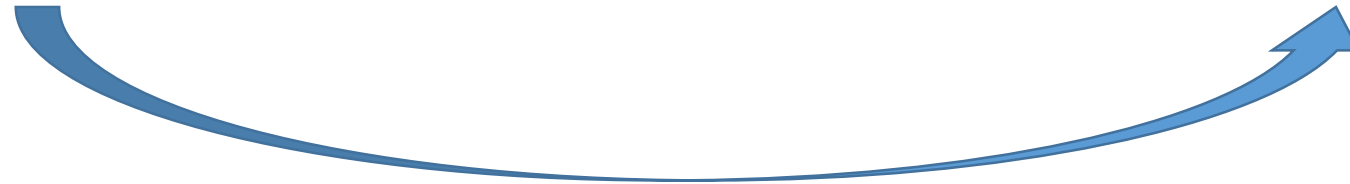
Daniel Jolley

Systems Librarian

Gardner-Webb University

B171 .G8 1960
B171 .G83
B171 .G84
B171 .R66 2004
B171 .T4
B1837 .H25 1952
B1837 .S55 1958
B1853.E5 L3 1961
B1854 .B55 2006
B1868.R43 B4
B187.5 .M35 1994
B187.M25 B3

B171.G8 1960
B171.G83
B171.G84
B171.R66 2004
B171.T4
B187.M25 B3
B187.5.M35 1994
B1837.H25 1952
B1837.S55 1958
B1853.E5 L3 1961
B1854.B55 2006
B1868.R43 B4



# Working with WMS inventory lists

- I routinely pull inventory lists for different sections of the library
  - We use inventory lists for weeding as well as the inventory process itself
  - Librarians and staff members want and need for these lists to be sorted by call number
  - Having inventory lists with significant numbers of items radically out of LC call number order is a problem

# The problem

- Excel's sorting rules do not work particularly well when it comes to sorting by LC call number
- In a standard Excel sort, BT 5 comes after BT 4999, for example, and PR111 comes after PR1109
- This happens because Excel is seeing LC call numbers as "text-numbers" and sorting based on the digits in each number rather than the overall value of each number

PR105 .J58
PR105 .M3 1967
PR106 .B66 2008
PR106 .B7 1970
PR106 .R55 2007
PR1109 .A2 2000
PR1109 .A2 2000
PR1109 .A2 2006 v.2
PR1109 .A2 2006 v.3
PR1109 .E63 2006
PR1109 .L67 1999
PR111 .E94 1993
PR111 .W52
PR1110.W6 F4 1977
PR1110.W6 G6
PR1110.W6 L39 1997

# Other possible problems for sorting

- Some old records have a space between the opening letters and opening numbers of call numbers
- A significant number of older records have an extra space in front of the first period in the number (e.g., PR1109 .A2 2006 rather than PR1109.A2 2006)

PR 1301 .B8 1967
PR 2888 .L6
PR 6003.R442 E3 2018
PR105 .J58

# The solution

- The method I use to sort LC call numbers is not one of my own creation.
  - The basic method was originally posted in 2014 on Penn State's institutional repository site by Lee Ann Nolan and Jameson Conley in the form of a 1-page PDF. The most current version of the document is available at <https://scholarsphere.psu.edu/resources/4e1e5dc2-6251-4ff2-8658-ce90b8db6180>
  - I have added a few tweaks to the process based on my experience
  - The method is not perfect, as it only sorts by the base call number (it does not sort by volume numbers or the like) – but it definitely beats having the likes of PS203 books immediately following PS2029 books in your “sorted” inventory list

# Sorting by LC call number

- In order to use the two formulas involved in this method, your call numbers need to be in Column A (otherwise, you would need to edit the formulas to account for the column difference)
  - The first formula basically converts the number immediately following the letters to a four-digit number (BS95 becomes BS0095)
  - The second formula “inserts a ‘.0’ second cutter to those call numbers without one (e.g., turning G0001.A into G0001.0.A to ensure it sorts before G0001.1.A)” (Nolan & Conley, 2016)
- The values generated by the first formula go into one newly inserted column, while the values generated by the second formula go into a second newly inserted column.

# Isolate the data you want to work with

- Isolate the section of the downloaded inventory report that you want to work with (e.g., eliminate withdrawn items, sort by shelving location and call number to isolate a certain range of items, etc.)
  - If you are working with only a section of the full inventory report, copy and paste that section into a new Excel spreadsheet
  - Copy and paste the header row into the top row of the new spreadsheet
- Move the Item\_Call\_Number column to Column A
  - I normally just delete the first five columns, as I typically do not need them
  - You could also just copy and paste the call number column into Column A, then delete that duplicate call number column after you finish sorting



# Insert temporary columns

- Insert three columns immediately after Column A
  - I like to ensure the width of column A is wide enough to show all call numbers in their entirety before inserting the three additional columns, as the newly inserted columns are going to be the same width as Column A
- You can add headers to the three new columns if helpful
  - I tend to just add the header “New Call Number” to column D to make it easier to find in the sort options later
  - Columns B, C, and D are going to be temporary columns used in the conversion process

# Insert temporary columns

	A	B	C	D	E	F	G
1	Item_Call_Number			New Call Number	Item_Enu	Author_N	Title
2	B1001 .S65					Stabb, Ma	In quest o
3	B1001 R649 2005					Milla Hün,	The role o
4	B1008.E5 I2					Aldridge,	The Ibero-
5	B104 .B58 1984					Blanshard	Four reasc
6	B1044.M3 H613					Mello, A.	Man, his li
7	B105.A35 E63 2003					Enc Hg, Be	How we ar
8	B105.B64 B35 2000					Baker, Lyn	Persons ar
9	B105.B64 F3513 2016					Falque, Er	The wedd
10	B105.C45 K78 2009					Krupp, An	Reason's c
11	B105.C5 L6					Lovejoy, A	The great
12	B105.C74 P53 2014					Paul, Ellio	The philos
13	B105.H8 A3					Adams, Rc	The better
14	B105.H8 H3					Hadas, Mr	The living

# Apply Formula 1 to Column B

- Insert the following formula into cell B2:
  - =CONCATENATE(LEFT(A2,IF(ISERR(VALUE(MID(A2,2,1))),2,1)),REPT("0",5-FIND(".",A2)+IF(ISERR(VALUE(MID(A2,2,1))),2,1)),RIGHT(A2,LEN(A2)-IF(ISERR(VALUE(MID(A2,2,1))),2,1)))
- Select cell B2. Hover over the bottom right corner of the cell to display the handle icon, then click on that handle and drag down to the end of the column
  - This will convert the first part of the call number to four digits (with preceding zeros where needed)
  - Do not worry if you see #VALUE! rather than a call number in any cells – we will fix that shortly

# Formula 1 applied

B2                      =CONCATENATE(LEFT(A2,IF(ISERR(VALUE(MID(A2,2,1))),2,1)),REPT("0",5-FIND(".",A2)+IF(ISERR(VALUE(MID(A2,2,1))),2,1)),RIGHT(A2,LEN(A2)-IF(ISERR(VALUE(MID(A2,2,1))),2,1)))

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Item_Call_Number			New Call Number	Item_Enu	Author_N	Title	LHR_Item	Material	OCLC_Nur	Title_ISBN	Publicatio	Item_Barc	LHR_Item	LHR_Item	LHR_
2	B1001.S65	B1001.S65				Stabb, Ma	In quest of identity :	Book		272899	080787948	1967	1017303			
3	B1001.R649 2005	#VALUE!				Milla, Hün,	The role of history in	Book		55962306	079146427	2005	2255810	\$65.00		
4	B1008.E5 I2	B1008.E5 I2				Aldridge,	The Ibero-American	Book		128158	025200122	1971	501479			
5	B104 .B58 1984	B104 .B58 1984				Blanshard	Four reasonable me	Book		10323831	081955100	1984	1164288			
6	B1044.M3 H613	B1044.M3 H613				Mello, A.	Man, his life, his edu	Book		935910		1956	52506			
7	B105.A35 E63 2003	B0105.A35 E63 2003				Enc, Be,	How we act :causes,	Book		52567238	019920418	2003	2168601	\$45.00		
8	B105.B64 B35 2000	B0105.B64 B35 2000				Baker, Lyn	Persons and bodies :	Book		41176654	052159263	2000	2302573	\$36.99		
9	B105.B64 F3513 2016	B0105.B64 F3513 2016				Falque, Er	The wedding feast of the Lamb			9.39E+08	082327040	2016	2626965	36 USD		
10	B105.C45 K78 2009	B0105.C45 K78 2009				Krupp, An	Reason's children :ch	Book		2.29E+08	083875721	2009	2443822	\$61.69		
11	B105.C5 L6	B0105.C5 L6				Lovejoy, A	The great chain of be	Book		192226	067436153	1936	501521			
12	B105.C74 P53 2014	B0105.C74 P53 2014				Paul, Ellio	The philosophy of cr	Book		8.53E+08	019983696	2014	2566191	50.95 USD		2016
13	B105.H8 A3	B0105.H8 A3				Adams, Rc	The better part of va	Book		684454		1962	501567			
14	B105.H8 H3	B0105.H8 H3				Hadas, Mc	The living tradition /	Book		367566		1967	501488			
15	B105.J87 J65 2011	B0105.J87 J65 2011				Johnston, A	brief history of jus	Book		6.83E+08	140515576	2011	2487874	\$29.95		
16	B105.J87 M33 2003	B0105.J87 M33 2003				MacIntyre	Whose justice? Whic	Book		1.82E+08	026801944	2003	2287368	\$20.00		
17	B105.T54 F67	B0105.T54 F67				Young, Ro	Fostering critical thi	Book		7101026	978999238	1980	1079399			
18	B105.T54 P47 2006	B0105.T54 P47 2006				Peperzak,	Thinking :from solitu	Book		63187508	082322618	2006	2264882	\$22.00		
19	B105.T54 T43 1987	B0105.T54 T43 1987				Baron, Joa	Teaching thinking sk	Book		13333670	071671789	1987	1215312			
20	B105.W3 E86 2005	B0105.W3 E86 2005				Sorabji, Ri	The ethics of war :sh	Book		58468082	075465448	2006	2264310	\$29.95		
21	B105.W3 M55 1991	B0105.W3 M55 1991				Miller, Ric	Interpretations of cc	Book		23386470	022652795	1991	84704	\$22.00		
22	B105.W3 S74 2007	B0105.W3 S74 2007				Steinhoff,	On the ethics of war	Book		77012148	019921737	2007	2301057	\$55.00		

# Apply Formula 2 to Column C

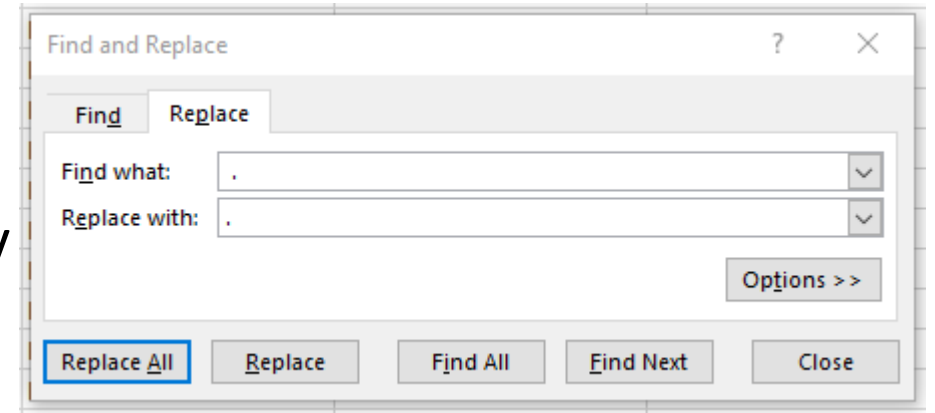
- Insert the following formula into cell C2:
  - =IF(IF(ISERROR(FIND(".", B2, 1+FIND(".", B2))<FIND(" ", B2)), IF(ISERROR(FIND(".", B2, 1+FIND(".", B2))), FALSE, TRUE), FIND(".", B2, 1+FIND(".", B2))<FIND(" ", B2)), B2, CONCATENATE(LEFT(B2, FIND(".", B2)), "0.", RIGHT(B2, LEN(B2)-FIND(".", B2))))
- Select cell C2. Hover over the bottom right corner of the cell to display the handle icon, then click on that handle and drag down to the end of the column
  - This will insert a .0 after the first set of numbers without one
  - Do not worry if you see #VALUE! rather than a call number there – we will fix that shortly

# Formula 2 applied

=IF(IF(ISERROR(FIND(".", B2, 1+FIND(".", B2))<FIND(".", B2)), IF(ISERROR(FIND(".", B2, 1+FIND(".", B2))), FALSE, TRUE), FIND(".", B2, 1+FIND(".", B2))<FIND(".", B2)), B2, CONCATENATE(LEFT(B2, FIND(".", B2)), "0.", RIGHT(B2, LEN(B2)-FIND(".", B2))))																				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
Item_Call_Number			New Call Number	Item_Enu	Author_N	Title	LHR_Item	Material	OCLC_Nur	Title_ISBN	Publicatio	Item_Barc	LHR_Item	LHR_Item	LHR_Item	Item_Stat	Item_Due	Item_Issu	Issued_Cc	Item_Soft It
B1001.S65	B1001.S65	B1001.0.S65			Stabb, Ma	In quest of identity :	Book		272899	080787948	1967	1017303				AVAILABLE		1	0	0
B1001.R649 2005	#VALUE!	#VALUE!			Milla, Hu	The role of history in	Book		55962306	079146427	2005	2255810	\$65.00			AVAILABLE		0	0	0
B1008.E5 I2	B1008.E5 I2	B1008.0.E5 I2			Aldridge, The	Ibero-American	Book		128158	025200122	1971	501479				AVAILABLE		1	0	0
B104 .B58 1984	B104 .B58 1984	B104 .0.B58 1984			Blanshard	Four reasonable me	Book		10323831	081955100	1984	1164288				AVAILABLE		1	0	0
B1044.M3 H613	B1044.M3 H613	B1044.0.M3 H613			Mello, A. i	Man, his life, his ed	Book		935910		1956	52506				AVAILABLE		0	0	0
B105.A35 E63 2003	B0105.A35 E63 2003	B0105.0.A35 E63 2003			Enc, Be	How we act :causes,	Book		52567238	019920418	2003	2168601	\$45.00			AVAILABLE		0	0	0
B105.B64 B35 2000	B0105.B64 B35 2000	B0105.0.B64 B35 2000			Baker, Lyr	Persons and bodies :	Book		41176654	052159263	2000	2302573	\$36.99			AVAILABLE		0	0	0
B105.B64 F3513 2016	B0105.B64 F3513 2016	B0105.0.B64 F3513 2016			Falque, Er	The wedding feast of the Lamb			9.39E+08	082327040	2016	2626965	36 USD			AVAILABLE		0	0	0
B105.C45 K78 2009	B0105.C45 K78 2009	B0105.0.C45 K78 2009			Krupp, An	Reason's children :c	Book		2.29E+08	083875721	2009	2443822	\$61.69			AVAILABLE		0	0	0
B105.C5 L6	B0105.C5 L6	B0105.0.C5 L6			Lovejoy, A	The great chain of be	Book		192226	067436153	1936	501521				AVAILABLE		3	0	0
B105.C74 P53 2014	B0105.C74 P53 2014	B0105.0.C74 P53 2014			Paul, Ellio	The philosophy of cr	Book		8.53E+08	019983696	2014	2566191	50.95 USD		2016 Presi	AVAILABLE		0	0	0
B105.H8 A3	B0105.H8 A3	B0105.0.H8 A3			Adams, Rc	The better part of va	Book		684454		1962	501567				AVAILABLE		1	0	0
B105.H8 H3	B0105.H8 H3	B0105.0.H8 H3			Hadas, Mc	The living tradition /	Book		367566		1967	501488				AVAILABLE		3	0	0
B105.J87 J65 2011	B0105.J87 J65 2011	B0105.0.J87 J65 2011			Johnston, A	brief history of jus	Book		6.83E+08	140515576	2011	2487874	\$29.95			AVAILABLE		4	0	0
B105.J87 M33 2003	B0105.J87 M33 2003	B0105.0.J87 M33 2003			MacIntyre	Whose justice? Whi	Book		1.82E+08	026801944	2003	2287368	\$20.00			AVAILABLE		4	0	0
B105.T54 F67	B0105.T54 F67	B0105.0.T54 F67			Young, Ro	Fostering critical thi	Book		7101026	978999238	1980	1079399				AVAILABLE		2	0	0
B105.T54 P47 2006	B0105.T54 P47 2006	B0105.0.T54 P47 2006			Peperzak,	Thinking :from solitu	Book		63187508	082322618	2006	2264882	\$22.00			AVAILABLE		0	0	0
B105.T54 T43 1987	B0105.T54 T43 1987	B0105.0.T54 T43 1987			Baron, Joa	Teaching thinking sk	Book		13333670	071671789	1987	1215312				AVAILABLE		3	0	0
B105.W3 E86 2005	B0105.W3 E86 2005	B0105.0.W3 E86 2005			Sorabji, Ri	The ethics of war :sh	Book		58468082	075465448	2006	2264310	\$29.95			AVAILABLE		2	0	0
B105.W3 M55 1991	B0105.W3 M55 1991	B0105.0.W3 M55 1991			Miller, Ric	Interpretations of cc	Book		23386470	022652795	1991	84704	\$22.00			AVAILABLE		8	0	1
B105.W3 S74 2007	B0105.W3 S74 2007	B0105.0.W3 S74 2007			Steinhoff,	On the ethics of war	Book		77012148	019921737	2007	2301057	\$55.00			AVAILABLE		1	0	0
B105.W6 H97 1996	B0105.W6 H97 1996	B0105.0.W6 H97 1996			McAlister,	Hypatia's daughters	Book		33357980	025321060	1996	1324365				AVAILABLE		0	0	0
B111 .C36 2003	B111 .C36 2003	B111 .0.C36 2003			Sedley, D.	The Cambridge com	Book		50851942	052177285	2003	2167381	\$24.00			AVAILABLE		0	0	0
B1111 .S6 1965	#VALUE!	#VALUE!			Sorley, W.	A history of British p	Book		299591		1965	501638				AVAILABLE		1	0	0
B113 .W613	B113 .W613	B113 .0.W613			Windelba	A history of philosop	Book		36548326		1899	501683				AVAILABLE		0	0	0

# Replace extra spaces in original call numbers

- You may see #VALUE! errors in some cells
  - The most common cause of the #VALUE! error is a space immediately following the first period in the call number
    - BS305 .H6813 instead of BS305.H6813, for example
  - To correct these, select Column A and use **Find and Replace** to replace “ .” (a space followed by a period) with “.” (a period by itself). Use **Replace All** to apply this to all call numbers in the column.
  - There may still be some cells display the #VALUE! error, but it will address those later in the process



# Paste and sort Column C **values** into Column D

- In order to sort our newly modified call numbers, we need to paste the values from Column C into Column D.
  - Select all of the values in Column C (starting with cell C2)
    - Do not select the entire column – just the cells with values in them
  - Paste this in Column D starting with cell D2
    - Paste Values only – do not do a standard paste as this will bring the formulas over rather than just the values.
- Now sort Column D
  - I select the entire worksheet, go into Data – Sort and choose to sort by New Call Number (Column D if you did not name that column)
  - Make sure that the “My data has headers” box is checked in order to see header names in the Sort by box.



# Fix any remaining #VALUE! errors

- Any remaining cells with the #VALUE! error should all be grouped together now at the bottom of the worksheet
  - If any of these are missing a period, edit these manually
    - E.g., B49 P4 needs to be B49.P4
    - This will automatically “fix” the values in Columns B and C but not D. For each of these, copy the cell in Column C and use Paste Value to post that call number into the respective cell in Column D
    - I like to sort by Column D once again after making any of these fixes
  - Any remaining #VALUE! errors are likely due to old-style call numbers (e.g., B1330 1942) in the system that cannot be “fixed” completely
    - Select the values for these call numbers in Column A and user Paste Value to paste those manually into the respective cells in Column D
    - For any of these call numbers with less than four digits immediately following the initial letter(s), add any preceding zeroes necessary to convert those into four digits in Column D

# Fix any remaining #VALUE! errors

1275	B5234.T3 C53 1971	B5234.T3 C53 1971	B5234.0.T3 C53 1971	B5234.0.T3 C53 1971	Cheng, Zh Tai
1276	B5241.E2	B5241.E2	B5241.0.E2	B5241.0.E2	Moore, Ch The
1277	B5305.H6813 1983	B5305.H6813 1983	B5305.0.H6813 1983	B5305.0.H6813 1983	Hountond Afri
1278	B6333.H38 M67 2008	B6333.H38 M67 2008	B6333.0.H38 M67 2008	B6333.0.H38 M67 2008	Hawkins, Mor
1279	B1001 R649 2005	#VALUE!	#VALUE!	#VALUE!	Milla Hün, The
1280	B1253 1916	#VALUE!	#VALUE!	#VALUE!	Locke, Joh Phil
1281	B1253 1916	#VALUE!	#VALUE!	#VALUE!	Locke, Joh Phil
1282	B1270 1966	#VALUE!	#VALUE!	#VALUE!	Locke, Joh Of t
1283	B1290 1959	#VALUE!	#VALUE!	#VALUE!	Locke, Joh An e
1284	B1290 1959	#VALUE!	#VALUE!	#VALUE!	Locke, Joh An e
1285	B1292 1924	#VALUE!	#VALUE!	#VALUE!	Locke, Joh An e
1286	B1303 1965	#VALUE!	#VALUE!	#VALUE!	Berkeley, Berl
1287	B1330 1942	#VALUE!	#VALUE!	#VALUE!	Berkeley, The
1288	B1465 1966	#VALUE!	#VALUE!	#VALUE!	Hume, Da An e
1289	B1480 1955	#VALUE!	#VALUE!	#VALUE!	Hume, Da An i
1290	B1485 1978	#VALUE!	#VALUE!	#VALUE!	Hume, Da A tr
1291	B1485 2000	#VALUE!	#VALUE!	#VALUE!	Hume, Da A tr
1292	B3213 B82 E55	#VALUE!	#VALUE!	#VALUE!	Buber, Ma The
1293	B355 1899	#VALUE!	#VALUE!	#VALUE!	Plato.; Jov Dial
1294	B3958 1985	#VALUE!	#VALUE!	#VALUE!	Spinoza, E The
1295	B437 1895	#VALUE!	#VALUE!	#VALUE!	Aristotle.; The
1296	B437 1895	#VALUE!	#VALUE!	#VALUE!	Aristotle.; The
1297	B49 P4	#VALUE!	#VALUE!	#VALUE!	Peters, F. Gre
1298					

# Re-sort Column D and remove temporary columns

- Sort by Column D one last time
  - All of the records in your spreadsheet should now be sorted correctly by LC call number
  - Delete Columns B, C, and D to leave only the call numbers in Column A
- Remember that volume numbers and copy numbers will not necessarily be sorted in the correct order

B3279.J33 P5 1956	Jaspers, K	Philosoph v.3	Book	346211
B3279.J33 P5 1956	Jaspers, K	Philosoph v.1	Book	346211
B3279.J33 P5 1956	Jaspers, K	Philosoph v.2	Book	346211

# List now properly sorted by LC call number

	A	B	C	D	E	F	G	H	I	J	LH
1	Item_Call_Number	Item_Enu	Author_N	Title	LHR_Item	Material_	OCLC_Nur	Title_ISBN	Publicatio	Item_Barc	LH
2	B21.A45 1978		Alston, W	The problems of phi		Book	3608800	020506110	1978	1196057	
3	B21.F7 1910		Descartes	French and English p		Book	56019975	076618187	1910	2256392	
4	B21.F73		Friedman,	The worlds of existe		Book	248526		1964	504243	
5	B29.A73 1981		Arendt, H	The life of the mind		Book	6864451	015651992	1981	2591430	
6	B29.B445		Berlin, Isa	Against the current :		Book	5564831	014006049	1980	1055253	
7	B29.B55		Black, Ma	Problems of analysis		Book	368539		1954	505331	
8	B29.B78		Buber, Ma	Between man and m		Book	918313		1947	505377	
9	B29.C2745 2006		Caputo, Jc	Philosophy and thec		Book	62127884	068733126	2006	2503589	
10	B29.C7		Marcuse, I	The Critical spirit :es		Book	1850449	080701551	1967	505386	
11	B29.D42		De Santill	Reflections on men :		Book	368454		1968	505340	
12	B29.F2		Baylis, Ch	Fact, value, and perc		Book	1363611	082230321	1975	505402	
13	B29.F55		Findlay, J.	Studies in philosoph		Book	368453		1966	505359	
14	B29.G643 1969		Gourmont	Philosophic nights in		Book	45458	083691293	1969	505411	
15	B29.H326		Hanson, N	What I do not believ		Book	4845451	902770191	1971	505420	
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# PDF Summary Document

- You can find a PDF summary of the steps outlined above at the following URL:
  - [Sorting by LC Call Number in Excel](#)

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