

Oversize Chart

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Date last updated: 7/13/2022

Scope: The Oversize chart shows the book dimensions that each library defines as too large for their conventional shelving areas. These books are shelved in a separate area with more space, and the call numbers on cataloged oversize materials will denote this status. Some locations may have different levels of Oversize, depending on size increments (e.g. single "+" for the smallest oversize books, all the way to triple "+" for the largest), and some locations lack oversize designations altogether. The below chart and examples show the Oversize definitions for each library location, as well as the instructions for entering the information both in FOLIO, and in the written call number in the piece in-hand.

NOTES:

- Sizes falling between numbers should always be rounded up to the higher number.
- Oversize designations refer to the width as well as the height of an item. ****Important!** Items for Olin/Uriis/Asia stacks which are wider than 20 cm. require an oversize designation.** See also [note 8](#).
- Undersize items (less than 12 cm.) will be put in a contour case. See [note 5](#).

EXAMPLE of an Oversize designation in FOLIO: a common Oversize scenario is shown below as an example: book is **between** 26 and 30 cm. tall, and is for the Echols collection. Using the chart, we add "Oversize" to the **Call number prefix** field, and a single plus sign (+) to the **Call number suffix** field:

Call number type	Call number prefix	Call number	Call number suffix
Library of Congress classification	Oversize	DS442.6 .J63 2018	+

Oversize Chart:

Holdings Permanent Location	Location Code	Size	Call number Prefix	Call Number Suffix	On spine (Click to see example)
Africana	afr	n/a	none	none	AFR
Annex sublocations	---,anx	n/a	n/a	n/a	[Main location]
Conservation	cons	n/a	none	none	CONS
DCAPS	dcap	n/a	none	none	DCAPS
Echols note 2	ech	26 to 30 cm. 31 to 49 cm. 50+ cm.	Oversize	+ ++ +++	ASIA
Echols Rare	ech,rare	26 to 30 cm. 31 to 45 cm. 46+ cm.	Asia Rare	+ ++ +++	ASIA RARE
Fine Arts	fine	34 to 40 cm. 41+ cm.	# FLAT	none	FINE
Geneva	gnva	30 to 38 cm. 39+ cm.	Oversize	+ ++	GNVA
History of Science	rmc,hsci	up to 16 cm. 26 to 30 cm. 31 to 45 cm. 46+ cm.	History of Science	tiny + ++ +++	[Sk location]
Hotel	hote	n/a	none	none	ILR
Icelandic (A-P)	olin	26 to 30 cm. 31 to 49 cm. 50+ cm.	Icelandic	+ ++ +++	OLIN ICE
Icelandic (Q-Z)	uris	26 to 30 cm. 31 to 49 cm. 50+ cm.	Icelandic	+ ++ +++	URIS ICE

ILR	ilr	n/a	none	none	ILR
JGSM	jgsm	n/a	none	none	ILR
Kroch Rare & Mss	rnc	up to 16 cm. 26 to 30 cm. 31 to 45 cm. 46+ cm.	Rare Books	tiny + ++ +++	[\$k location]
Law	law	31+ cm.	+	none	LAW
Mann	mann	31-51 cm. 52+ cm.	n/a	+ ++	MANN
Maps	maps	26 to 30 cm. 31 to 49 cm. 50+ cm.	Oversize	+ ++ +++	MAPS
Maps (call #s G3180-9980) note 4	maps	Determined by Maps Dept. staff	Oversize	none	n/a
Mathematics	math	note 1	n/a	n/a	MATH
Music (call #s M)	mus	24 to 37 cm.	none	+ note3	MUSIC
Music (call #s M)	mus	38+ cm.	none	Folio	MUSIC
Music (call #s A-L;ML-Z)	mus	24-35 cm.	none	none	MUSIC
Music (call #s A-L;ML-Z)	mus	36+ cm.	none	Folio	MUSIC
Olin note 2	olin	26 to 30 cm. 31 to 49 cm. 50+ cm.	Oversize	+ ++ +++	OLIN
Ornithology	orni	31+ cm.	Oversize	none	ORNITH
South Asia note 2	sasa	26 to 30 cm. 31 to 49 cm. 50+ cm.	Oversize	+ ++ +++	ASIA
South Asia Rare	sasa,rare	26 to 30 cm. 31 to 45 cm. 46+ cm.	Asia Rare	+ ++ +++	ASIA RARE
Uris note 2	uris	26 to 30 cm. 31 to 49 cm. 50+ cm.	Oversize	+ ++ +++	URIS
Veterinary	vet	31 to 40 cm. 41+ cm.	Oversize	+ ++	VET
Wason note 2	was	26 to 30 cm. 31 to 49 cm. 50+ cm.	Oversize	+ ++ +++	ASIA
Wason Rare	was,rare	26 to 30 cm. 31 to 45 cm. 46+ cm.	Asia Rare	+ ++ +++	ASIA RARE

General Notes:

1. **Do not designate as oversize.** Unit makes its own oversize decisions on a case-by-case basis.
2. O/K/U sublocations which **use** oversize symbols, such as **ref**: Apply the same oversize designations as for other materials for those locations, i.e. both **Prefix: Oversize** and **Suffix: +, ++, +++**, as appropriate. See [examples](#) in Olin section. **Do not use** oversize symbols for Newspapers or items in LTS reference collection.
3. **Music Library:** In the event of two \$m entries, the + should be in the first \$m.

4. **Olin maps:** Maps Dept. staff make decisions on a case-by-case basis. Include designation in call number as indicated on map and pre-cataloging worksheet.

5. Conservation staff will create a contour case for undersize or "tiny" items (less than 12 cm. in height) for O/K/U. Whether they are hardcover or paperback, catalogers should place them on the softcover truck with a note on flyer to create contour case.

6. Items designated as +++ for Olin, Uris and Kroch Asia, will be housed in the Annex, with locs: **olin,anx** ; **uris, anx** ; **ech,anx** ; **sasa,anx** ; **was,anx**.

7. Items classed in G ++ for Olin will be housed in the Annex: **olin,anx**.

8. Items for Olin/Uris/Asia stacks which are wider than 20 cm. require an oversize designation. This pertains in particular to juvenile books that are often as wide as they are high. Library "regular-size" shelves will handle no more than 20 cm. in width.