Call Number Sorting in Excel

The call number sorting process for use in Microsoft Excel has two parts. The first part normalizes the length of the first cutter to consistently use 4 digit numbers (e.g., turning G1 into G0001), while the second part 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).

Part 1:

=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)))

*where A2 contains the call number you want to sort. Change all A2 instances to A1 if you do not have a header row.

Part 2:


*where B2 is the result of the formula for part 1. Change all B2 instances to B1 if you do not have a header row.

Steps to follow in Excel:

1. Import data from DirectorsStation (or other application) into Excel.
2. Move column containing call numbers to column A.
3. Insert blank columns for Column B and C. If your file has headers, name them “Intermediate” and “New Call Number” respectively.
4. Copy the part 1 formula in B2. Use handle in lower right corner to drag down to end of column.
5. Copy the part 2 formula in C2. Use handle in lower right corner to drag down to end of column.
6. Select call cells and click on Customize Sort in Excel and select the sort column to be "New Call Number" (or column C if you have no headers).
7. Please note this formula does only the base call number and will not sort volume numbers, issue numbers, or sheet numbers.

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