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Library Quick Guide

How to find a Book on the Shelf

- The Main Collection is arranged by subject area across Levels 1 & 2.
- Each book is located at a specific Shelfmark. For example **378.198/ALL**. This shelfmark is displayed on the Library Catalogue.
- All books are labelled at the foot of the spine with the corresponding shelfmark.
- Books are shelved as follows:
 - Level 1: **500-699**
 - Level 2: **1-499 and 700-900**
 - Level 3: **High Demand items**
 - Level 4: **Leisure Reading Collection**

Follow these four simple steps to find a book by its shelfmark

To find **378.198/ALL** go to the **300** section on **Level 2**.



Look in **numerical order** until you find **370** numbers and follow the sequence until you reach **378**.



Look at the **number after the decimal point**. Look numerically again until you find **198**.



Once you find all the books with the label **378.198** look in **alphabetical order** for the letters **ALL**.



Main Subject Areas by Shelfmark

000 - Computer Science	610 - Medicine & Health
100 - Philosophy	620 - Engineering
150 - Psychology	650 - Management
200 - Religion	660 - Chemical Engineering
300 - Social Sciences	670 - Manufacturing
310 - Statistics	690 - Construction
320 - Political Science	700 - Fine Arts
330 - Economics	720 - Architecture
340 - Law	730 - Sculpture
370 - Education	740 - Graphic Arts
400 - Languages & Dictionaries	750 - Painting
500 - Pure Science	770 - Photography
510 - Maths	780 - Music
530 - Physics	790 - Recreation & Performing Arts
540 - Chemistry	796 - Sports & Athletics
550 - Earth Sciences	800 - Literature
570 - Biology	820 - English Literature
600 - Technology	900 - History

Location Key

Level 1 - Main Collection

500-699

Level 2 - Main Collection

1-499 and 700-999

Level 3

**High Demand
Collection**

Level 4

**Leisure Reading
Collection**

If you need help, please ask a member of staff at one of our enquiry desks.