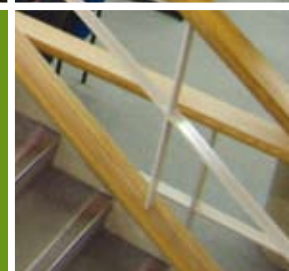




Finding a book on the shelf

Library and Archives



Finding a book on the shelf

Books can be located by their classmarks, which are shown on the computer catalogue and in the card catalogues. Make a note of the whole classmark: the difference between capitals and small letters is important. The list shows where to find the various sequences.

Classmark	Where to go
Letters only eg: Mar Jab Ral SMI	Education collection Level 5 (up main stairs)
Letters and numbers eg: F3.413 LAD	Other subjects sequence Level 3 (down main stairs, turn right)
Number + other classmark as above eg: 320 Soz Bex UNI	International collection Level 3 (down main stairs, turn left)
Oversize items eg: Mabt NAT OVERSIZE	Oversize book sequences, at the far end of each section
Classmark beginning RF eg: RF11 Bab EDU	Reference collection Level 4 (between stairs and windows)
Numbers + capital letters eg: 421.1 ONY	Curriculum Resources, non- fiction sequence – Level 4 (through double glass doors)
Collection name + numbers or letters eg: POETRY AGA	Fiction, poetry etc Level 4 (towards back of floor)
Numbers and date eg: 200/1999 NAT	Official Publications collection – ask at Enquiry Desk

Occasionally, you will see the letters 'zz' at the front of a classmark. Ignore them and proceed as above.

Classmarks beginning with XX usually refer to items still on order from our suppliers.

For any other classmark, ask at the Enquiry Desk.

How to find a book in the education collection (level 5)

The education sequence is alphabetical, with each syllable (eg. Mar) treated as a separate unit. Classmarks in the education sequence have two parts – one or more syllables indicating the subject of the book (written in capital and small letters), followed by the first three letters of the author's name, or occasionally the title, (written entirely in capitals). To find a book, first find the section where the syllables of the classmark correspond exactly to the one you are looking for, then check the author letters to find the right book within that section.

A typical shelf might look like this

Mar	Mar	Mar	Mar	Mar	Mar	Mar	Mat	Mav	Mav
		Ban	Ban	Jab	Jab	Ral			Bed
BAN	SMI	AUS	EMI	DEN	CHI	OPE	BUF	TOR	SEA

How to find a book in the reference collection (level 4)

The reference books are divided into broad sections labelled RF1 to RF13. Within these sections, classmarks are taken from the education, other subjects and international sequences, in that order. To find a book, first locate the appropriate RF section, then follow the directions for the other sequences as above.

A typical shelf might look like this

RF1	RF1	RF1	RF2	RF2	RF3	RF3	RF7	RF7	RF7
	Bab	320	Bab	YI	Ral	Ref	Maj	F3.8	600
ENC	INT	ENC	GOR	LYO	TEL	LON	REA	REN	AFR



How to find a book in the international and comparative collection (level 3)

Books in the international and comparative sequence have classmarks beginning with a number. The rest of the classmark is taken from the education or non-education schemes. To find a book in this section, first locate the numerical section which corresponds exactly to the number you are looking for, then follow the rules for education or non-education books. (Within each number, education books come before non-education books.) Finally check the author letters to find the right book within that section.

A typical shelf might look like this

676	676	676	676.1	676.2	677	678	678	678	680
Bab	Sab	F3.9	Kap	Beb	Mar	Bab	Mar	F3.5	Bab
	Bew		Ral		Ban		Jab		
AFR	SMI	GER	DID	CON	LAI	HIN	ALL	NYE	FRI

How to find a book in the other subjects sequence (level 3)

The other subjects sequence is divided into broad sections indicated by a capital letter, and then sub-divided by numbers. To find a book, first find the section where the letter and number combination corresponds exactly to the one you have, and then check the author letters to find the right book within that section.

A typical shelf might look like this

F3	F3	F3.01	F3.1	F3.1	F3.12	F3.2	F3.2	F3.4	F3.5
ALI	NET	DID	BLO	SMI	CAN	FIL	MIL	EMI	SEA

Multiple copies

For books in heavy demand, the Library often has several copies. Some of these may be one week loan copies, and there may also be an overnight loan copy. All copies will be shown on the location display on the computer screen, and will be found together on the shelves.

How to find a book in the curriculum resources collection (level 4)

Curriculum Resources is divided into several sections.

Non-fiction materials are in two parallel sequences, one for loan and one for use in the library only. They are both arranged by the Dewey Decimal system, common in public and school libraries. Always note whether the item you are looking for is loan or reference.

Reading resources, such as fiction, poetry and picture books, are shelved separately. They are generally arranged in an alphabetical sequence, according to the author's name.

Wallcharts are kept on separate racks.

Off-air videos, which are for use by Institute staff and students only, are also shelved in a separate sequence.

The Basic Skills Agency Resource Centre also uses Dewey classmarks.

If you have any difficulty finding the books you need, please ask for help at the Enquiry Desk.

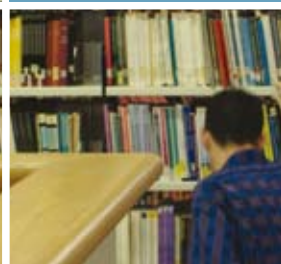
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