

Find a book in the Library

Follow the steps below to find a book on the Library shelves.

1. Find the shelfmark

The shelfmark is the combination of numbers and letters you find next to each item on [Library Catalogue](#).

On Library Catalogue you will find the shelfmark listed next to 'Call Number' e.g. **635.94 WIN**

Hydroponics: Indoor Horticulture.

ISBN	978-0-9550112-0-7
Published Date	2005.
Subject Term	Pukka., Hydroponics. Horticulture Gardening.
Call Number	P 635.94 WIN
Author	Winterborne, Jeffrey.

Stock Details

Stock No	Resource Type	Location	Status
9692	BK	Library	Available

Each line of the shelfmark narrows down your search to the correct item and the first set of numbers indicates the area of the Library and shelf location.

The Library collections are arranged in numerical order by shelfmark, starting from the front corner by the Library Annex room.

If you cannot locate a book, please ask at the Library Service Desk.

2. **Check the range guides on the top of shelves**

When you have found the correct area, check the range guides on the top of shelves.

Each section is also colour coded.

Shelfmarks run sequentially along the shelves. The numbers on the range guides should be read as whole numbers.

If you're looking for **635.94 WIN** for example, it would be in the shelf in this image as it falls within the range 635.

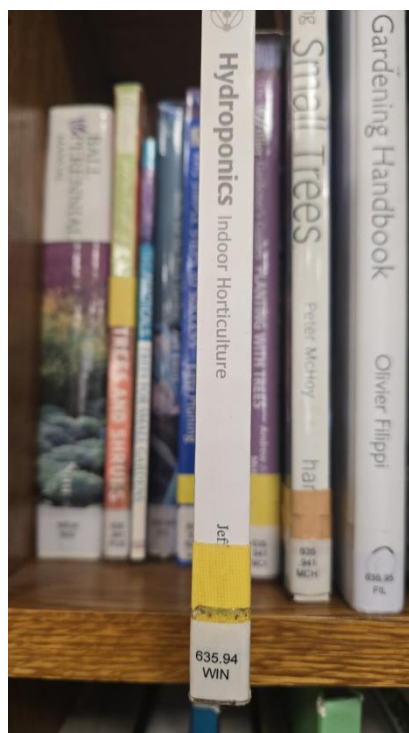


3. Check for additional letters

Read the next part of your shelfmark to narrow down further. After the first one or two lines, the shelfmark may contain letters, an alphanumeric combination, or a decimal number.

Read the letter alphabetically and the number as a decimal.

The next part is also alphanumeric, so it reads similarly to the previous line. This will allow you to locate your book among others on the same shelf.



Remember:

- Numbers run numerically, letters run alphabetically.
- Anything after a decimal point should be read as a decimal not a whole number.

- The general comes before the specific, e.g. books about General Mathematics are before books on Statistics.

Please note:

The range guides display the subject area. Every effort has been made to ensure that the terminology used on the range guides is accurate, inclusive, and respectful.