

UNIVERSITY LIBRARIES

FINDING RESOURCES

Locating Books

The University Libraries use the Library of Congress Classification System. Under this system each library item is given a *Call Number* comprised of letters and numbers based on the material's **subject** content.

This *Call Number* in conjunction with the location chart (below) makes it possible for you to find library materials. The first letter of the *Call Number* dictates the floor on which the item will be shelved.

For example, you search **Addison**, the online card catalog, and find a book you want with a Call Number of **PS341 A2**. Using the location chart, you would determine that the book would be on the 3rd floor as that is where the Call Number **P** is located.

Once you have the Call Number of a book you want, and you know what floor it is on, you'll need just a bit of information on how to *read* the Call Number.

Numbers in the first line of the Call Number are 'real' numbers, therefore **AP40** comes *after* **AP5**.

Numbers after the first line are "decimalized", meaning they file left-to-right without regard to the number of characters. Therefore **AP40 N3** comes *after* **AP40 N22**.

The following Call Numbers are in correct sequence:

PR870 A8
PR5363 A68
PR5363 A7
PR5363 C47
PR5363 C5

As the library is organized by subject, it is possible to browse the collection in your area of interest.

Newman Library Location Chart

Call #'s	Floor
Books & Bound Journals	
Folio (A – Z)	1
DOCS A-Y (Gov. docs)	2
A, B, C, D, E, REF ROOM (A – Z)	2
F, G, H, J, K, L, M, N*, P, Juvenile	3
Q, R, S	4
T, U, V, Z	5
Current (Unbound) Journals	
A – Z, Current Newspapers	4
Other Formats & Special Locations	
Microforms	1
Videos, DVDs, CDs	1
Maps & Atlases	1
Special Collections	1
Scripts	3
ECS (CDs & DVDs)	4

*Most **N** call numbers will be found in the Art & Architecture branch.



Locating Journals/Periodicals

To find out if the University Libraries carry a particular journal, a **Title** search, using the **name of the journal**, is done in Addison. Locating journals is just a bit different than locating books because they will be found in different locations depending on the date of the issue needed.

Addison will indicate which volumes/years are located where. If considered **current**, the issue will be located in the **Current Periodical** section on the 4th floor. Current periodicals are shelved in call number order. If the issue has been **bound** (i.e., no longer current), it is shelved in the regular book collection (**stacks**) according to Call Number. If Addison indicates that older issues of the journal are in **Storage**, those must be requested using an online form that is available under the "Get an item from storage" link on the libraries' home page. Older issues might only be available in **microform** format. Microforms are found on the 1st floor.

Reference librarians are available in Newman Library and in the branches to help you use the libraries effectively. There are three assistance desks: on the 1st and 2nd floors of Newman and another on the 4th floor in the library tower, adjacent to Torgersen Hall.

If you have questions, just ask!

Library of Congress Classification System	
Initial Letter	Subject
A	General Works
B	Philosophy, Psychology, Ethics & Religion
C	History-related disciplines
D	History (except the Americas)
E - F	History (the Americas)
G	Geography, Anthropology & Recreation
H	Social Science
J	Political Science
K	Law
L	Education
M	Music & Books on music
N	Fine Arts
P	Language & Literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography, Book Trade