

LOCATING A BOOK IN THE LIBRARY

Now that you've learned how the call numbers work, let's look at the process of locating a book in the Library.

The first letter of the call number indicates what floor of the Library the book is located upon. Throughout the Library you will see blue signs like this one to help you find this information. You can also stop by the reference desk and pick up one of our handouts, which will also give you this information. The reference desk and the information desk also have maps of the building.

If we are looking for the following call number, we'd consult a blue sign to discover what floor that call number range is on. This book would be located on the second floor of the building. From the first floor of the Library, let's take the elevator up to the second floor of the Library to retrieve our book.

Now is a good time to consult a Library map. Did you forget one? There are a few right next to the elevator. Use the map to discover where the call number would be. Notice that the Ps are in this corner... and we are here. For this book, we'll need to go past the atrium and then cut through a few stacks to get to the very corner of the building.

Here is the beginning of the call numbers that begin with **P**. Once you have located the first letter of the call number, use the labels on the edges of the stacks to find the first part of the call number you are looking for; in this case, that is **P96**.

P92 is too low, and **P98** is too high, so our book must be between the two, in this area. Look at the spines of the books to find the call numbers. Here's a book marked **P96**. But our call number is **P96.O24**. The letter after the first decimal is **alphabetical**... so we have to keep going to get to the Os. And here it is!

It takes some practice to get used to finding books using call numbers. Don't forget to ask a librarian if you cannot find a book you are looking for.