





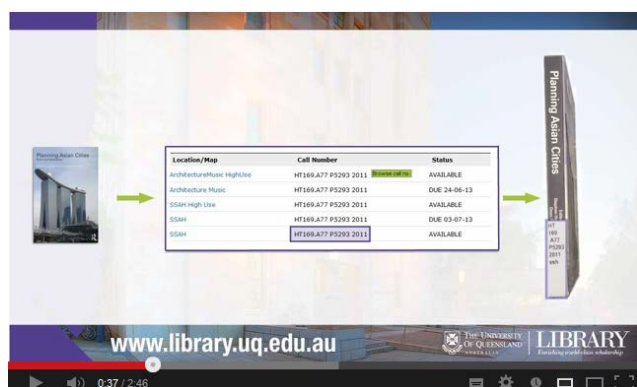
Title: Finding a book on the Shelf

Slide	Script
	<p>Finding a Book on the Shelf</p>
 	<p>Student:</p> <p>“Hi, I’ve found a book in the Library catalogue and Ive got the call number with me.”</p> <p>Librarian:</p> <p>“So, you’ve got the call number, that’s great! Call numbers are used to organise books by subject. Each individual book is given a call number to make it easier to find on the shelves.</p>
	<p>Student:</p> <p>“Okay that makes sense. But what about these letters and numbers H-T-1-6-9... What does that mean?”</p>



Librarian:

"That's the call number itself. It begins with letters and also includes numbers."

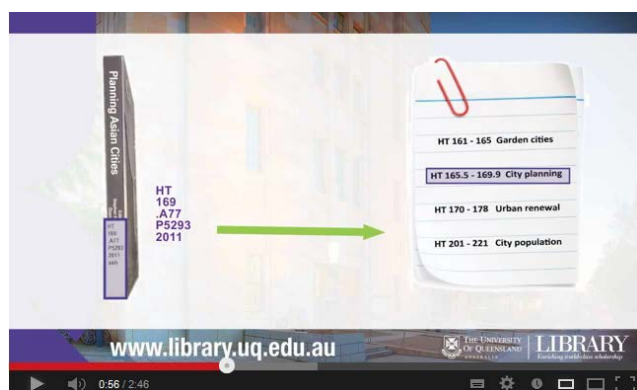


Librarian:

"In the catalogue the call number appears in a straight line. On the book spine, the call number is divided into five parts, breaking it down and making it easier to find."

Student:

"Okay, that makes sense."



Librarian:

"The book you're looking for is about planning Asian cities. It's call number start with HT 169 because that is where the books on city planning are found."



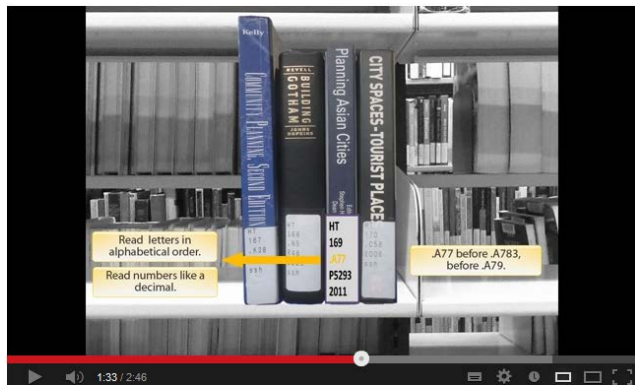
Librarian:

"The letters at the beginning of the call number are alphabetical, so HT is found before HV and after HS."



Librarian:

"This part of the call number is read as a whole number. For example, HT 169. This is found between HT 168 and HT 170."



Librarian:

"The third line of the class number will start with a letter and include numbers. Read the letters in alphabetical order and read the numbers like a decimal. For example, .A77 would come before .A783 and before .A79. So it really helps to think of the number as a decimal."



Librarian:

"The final number represents the year the book was published."



Student:

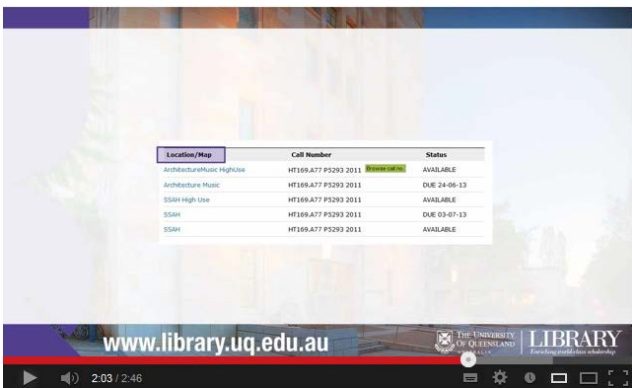
"I get it now. I'll head to the selves at HT 169 and work through the sequence from there. Thanks."

Librarian:

"Before you go. You also ned to check the branch location"

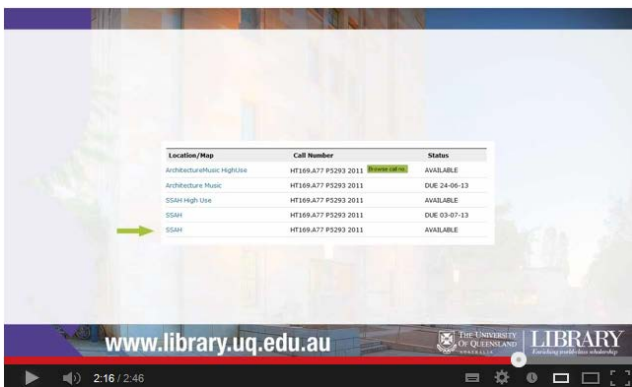


and whether it is available on the shelf.”

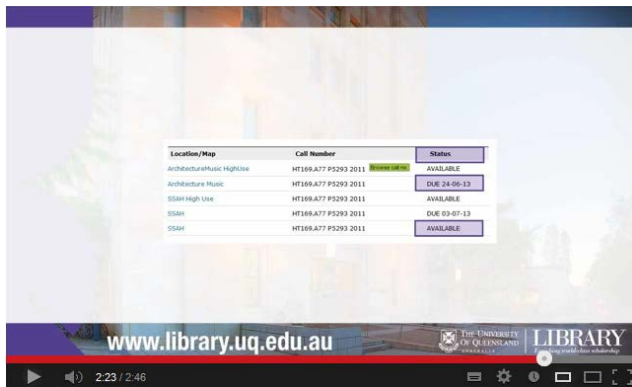
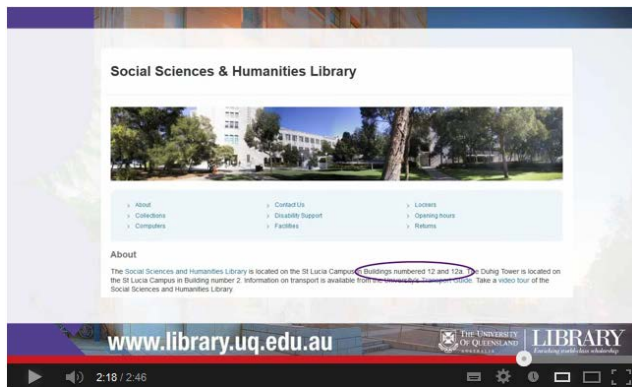


Librarian:

“In the catalogue record, look under the location field to the left of the call number. It will tell you which library holds the book. This book is held in two different locations. At the Social Sciences and Humanities Library and at the Architecture and Music Library...”



“To find out where these libraries are on campus, simply click the location link...”

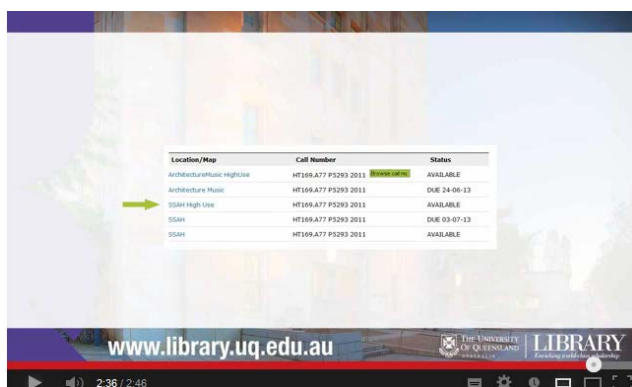


"It's also a good idea to check on availability. Look under the status column."

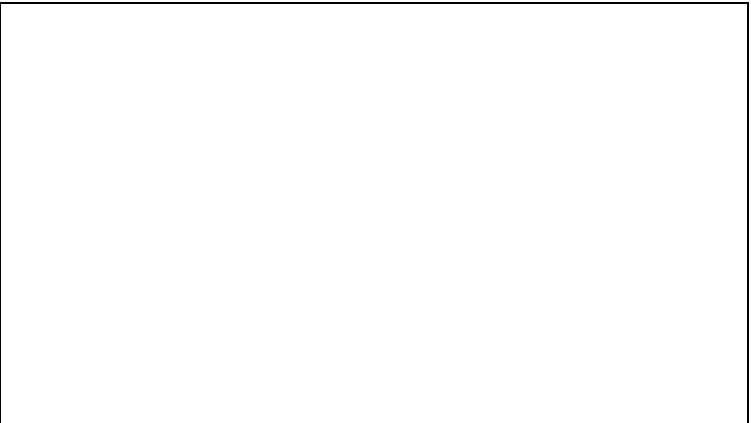


Student:
"Okay but what about copies that say 'High Use'?"

Librarian:
"A High Use item can be borrowed for tow hours only. This enables students to access to high demand books..."



Librarian:
"Just click on the location link to find a library's High Use area."



For more information, visit the Library website.