



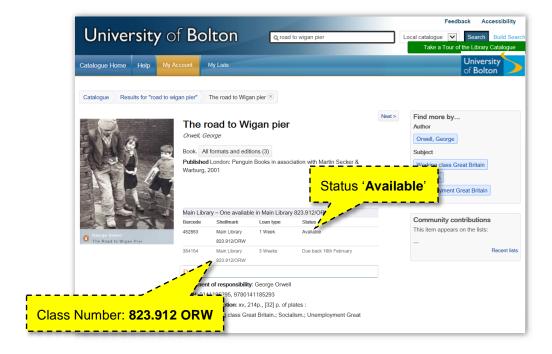






1. Find the class number and location

Search on the Library Catalogue to retrieve a list of results (there is a Library Catalogue – How to Search crib sheet, if you need assistance with this). From the list of results, select an item and click on **Check Availability**. Make sure the status on the record for the item you have selected is **'Available'** and not on loan (indicated by a due date), and that it is not an e-book (showing as **'Online'**). Make a note of the number and letters in the Shelfmark section.



2. Find the correct set of shelves

Numbers are displayed on the ends of the shelving stacks to help you find items.



000-099	Computing/Animation/Web Design
100-299	Psychology/Philosophy
300-399	Politics/Economics/Tourism/Law/Social Policy/Early Years /Education
400-499	Languages/English
500-599	Mathematics/Biology
600-699	Health/Engineering
700-799	Art/design/Animation
800-899	Literature/Creative Writing Class Number: 823.912 ORW
900-990	History

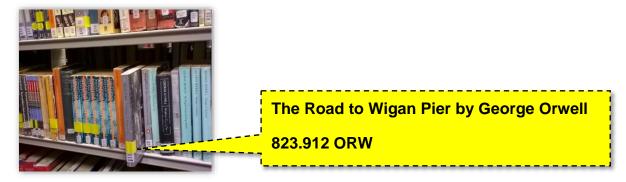
3. Find the class number on the shelf

Read each bay of books separately, shelf by shelf, before proceeding to the next bay. Three bays and the order in which to search are indicated below.



4. Follow the number sequence

823.8.....**823.90**......**823.91**.....**823.912**. When you have found the correct number, books with the same number are filed alphabetically, according to the three letters after the number 823.912 **ASA**.....823.912 **FEE**....823.912 **ORW**.



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