

HOW TO

FIND A BOOK

All of our books have a spine label which tells you and the Library staff where you will find a book on our shelves.

FACT OR FICTION

Fiction books (stories made up from the author's imagination) have a spine label that looks like this:

- The F tells you it is a fiction book
- The three letters below are the first three letters of the author's surname.



Non-Fiction books (true stories, assignment and research books) have a spine label that looks something like this:

The numbers on the top row tell you where the book sits on the shelf. Go to the shelf, find the first three numbers before the decimal point, and then look at the numbers that come after it. The three letters below are either the first three letters of the author's surname, or the first three letters from the title of the book.



BEFORE SETTING OFF FOR THE SHELVES...

Always check the status in the Copy/Holding information on the book record you bring up on the Catalogue.

If the book is Checked Out you can ask for the book to be set aside for you when it is returned. Use either the **'Place Hold'** or the drop down menu **'Select an Action'** then Place Hold (s). You will need to enter your Library ID number ... follow the prompts, and you will be notified when it the book is returned. Alternatively you can always ask a member of the Library staff for help.

| Available:1 | | | |
|------------------------|----------------|----------|------------|
| Location | Collection | Call No. | Status |
| Mary MacKillop Library | Middle Fiction | F ROW | Checked In |

WHERE DO I START?

Start with the Library catalogue where the first screen allows you to do a simple keyword search. Type in an author, title, or subject and in most cases you will get back a list of possible books that meet your search term.

Do you only want a fiction book ... in other words a good story?

Use the Limit Search Results menu on the left of the screen. Go to Collection and tick Middle or Senior fiction, or both, then click include.

I HAVEN'T A CLUE WHAT I WANT TO READ BUT I KNOW THE TYPE OF BOOKS I LIKE...

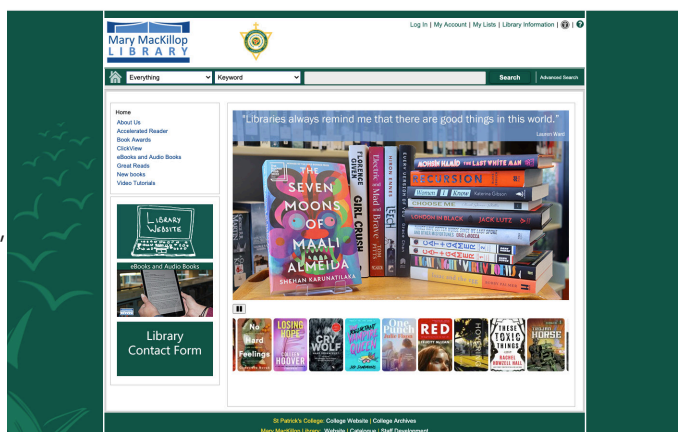
Try the "**Great Reads**" section of the catalogue for an updated list of books in many subject areas.

Have you looked at the reviews, with star ratings from 1 to 5, to help you make a choice?

Still lost? Click on one of the tags found at the bottom of each record to find:

- Similar books
- Keep browsing the shelves
- Ask for help from one of the Library staff

Can I just browse the shelves? Yes! Just take the time to look at the books we do have on our shelves. You might just discover some hidden gems. You can use the genre label posters that match the spine label stickers to help you.



USING THE DEWEY DECIMAL

TEN MAIN CLASSES

The Dewey Decimal system is used in libraries around the world. It divides information into classes by using numbers and letters to help group similar books, on similar subjects together. This means that they are easier to find on a library's shelves.

The Dewey Decimal System is divided into ten main classes:

- 000 Computer science & encyclopaedia
- 100 Philosophy & psychology (Ethics)
- 200 Religion (The Bible, Saints)
- 300 Social Sciences – (People, Environment, Culture)
- 400 Language – (Dictionaries)
- 500 Science – (Mathematics, Biology, Chemistry, Physics)
- 600 Technology – (Health, Food, Business)
- 700 Arts & recreation - (Painting, Photography, Sport, games)
- 800 Literature – (Quotations, Poetry, Plays, Classics)
- 900 History & Geography

PAST THE DECIMAL POINT

The ten main classes are broken down into smaller topics ... the bigger the number the more detail about that subject or class you can find in a book. For example:

If the spine label is 994.65, the 994 tells us the book is about Australian history.

The **6** beyond the decimal point says that it is a book about **Tasmania**. The **5** after the 6 tells us it's about **Launceston**.

Use the number to find the book you are after on the library shelves.