

Hartnell College Library

Reference Department 831 759.6078/755.6872

www.hartnellcc.ca.us/library/

Information Literacy 6 Finding Books in the Library

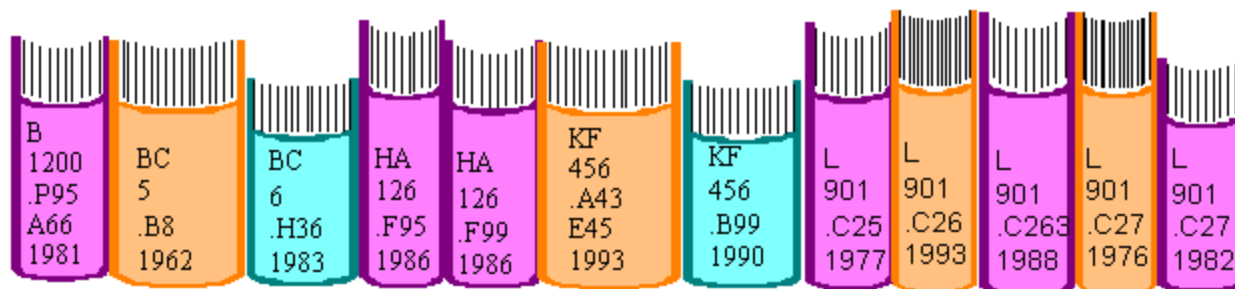
Use the Hartnell College Online Catalog available on computers in the Library or from any computer with an Internet connection. The web address above will access the Library web page and from there you can get to the online catalog. Once you search the catalog and find the book, write down the call number and location of the book. If the location is "Book Stack" use the first letter(s) of the call number to determine whether the book is located on the first or second floor book stack. Call numbers beginning with A – HC are located in the first floor book stacks. The remaining call numbers HD – Z are located in the second floor book stack area.

What is a call number?

Each book is assigned a unique call number designating both its subject and its place on the shelf. The call number has several parts. The first part is one or two letters (sometimes three) for the broad subject area. The second part is a number and further subdivides the general subject. The third part of the call number is a letter and number code for the author's name. Some call numbers include the date of publication on the last line. Here are some examples and what they mean:

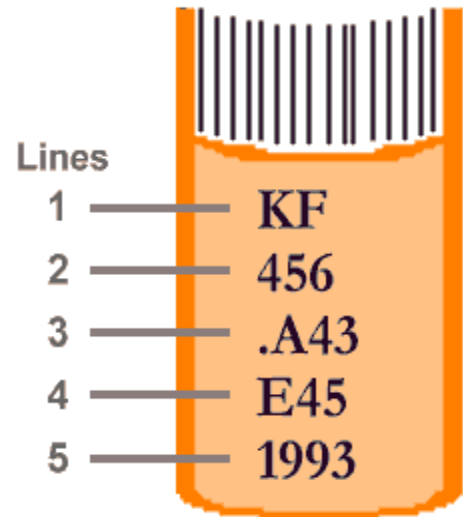
PARTS OF A CALL NUMBER	Example 1 - Call Number for March of Folly by Barbara W. Tuchman		Example 2 - Call Number for Economics: Principles and Tools by Arthur O'Sullivan	
Broad Subject Area:	D	= History	HB	= Economics
Specific subdivision of subject:	210	= Modern History	171.5	= Theory
Code for author's name:	.T89	=Tuchman	.O84	=O'Sullivan
Date of Publication:	1985		1998	

The call number appears on the spine of the book written vertically as in the above examples, but it can be written horizontally as well; for example: D 210.T89 1985. **There is no need to memorize the meaning of a call number. Call numbers are similar to street addresses. They simply tell you where the book is located. You only need to write down the complete call number so that you will be able to find the book on the shelf.**



Books are shelved by their call numbers on a line-by-line basis.

1. Alphabetically by the first line, then
2. Numerically by the second line, then
3. First alphabetically, then numerically by the third line. *Note that the numbers on line three are treated as decimals, so that .C263 comes between .C26 and .C27.*
4. If there is a fourth line before the year of publication, it is sorted first alphabetically and then numerically.
5. If a call number is identical in all respects except for year of publication, then the books are placed in chronological order by the year of publication.



How Are Books Arranged At Hartnell College Library?

Books are arranged by the Library of Congress Classification System. Each subject or field of knowledge is assigned a one-, two-, or three-letter code. The letters do not stand for the first letter of the subject they represent. For instance, political science is letter J, and art is letter N. The system uses letters and numbers to further define areas of knowledge. To see an outline of letters assigned to broad subject categories look at the Library handout entitled "The Library of Congress Classification System".

Books Shelved in Special Locations

Reference Books: Books such as dictionaries, encyclopedias, atlases, directories, indexes are arranged to supply pieces of information or identification and are intended to be referred to rather than read from the beginning to the end of the book. Reference books are shelved near the Reference Desk. The online catalog lists Reference Collection for the location of these items.

College & Career: This group of reference books is shelved near the Circulation/Checkout Desk and includes directories of colleges and universities, guides to locating scholarships and financial aid and vocational and career guides. The online catalog lists College & Career for the location of these items.

Reserve Books and Material: This group includes library books, textbooks, instructors' personal copies of material, assigned readings, and some heavily used Reference books. Reserve material may be used only in the Library. Reserve material is located at the Circulation/Checkout Desk.

If the book is not on the shelf, check:

- the nearby shelves to see if the book has been misshelved
- the reshelving area at the beginning of the first floor book stack area
- the reshelving book trucks located at the Circulation/Checkout Desk
- if the online catalog indicates the item is checked out you can place a hold on the material and you will be notified when the item is returned
- ask for help