How to Find a Book on the Library Shelves

Greetings. The following short film clip is intended as an easy guide to locating a book on the shelves of the Newton Gresham Library.

Welcome to the library. Shauna needs a book for her sociology class. Let’s follow along with her on her search. Computers that search the library’s online catalog are located in the center of the lobby.

Shauna types in the title of the book she needs. She clicks on the search button. Shauna’s search generates two results.

She chooses the first title which is the most recent edition of the book and clicks on the Details button. Here she finds important details about the book.

To find the book on the shelf, Shauna needs the Call Number and Location of the book. She writes this information down on a slip of paper.

The call number is **HM 548 .H25 2005**. She remembers to write the complete information including location.
Shauna needs to know on which floor her book is located.

She sees a directory near the elevator.

She walks to the directory, and compares her note to the information in the directory.

She learns that books with **call numbers that begin with A through L** are housed on the 4th floor. Her call number begins with the letter **H**. So her book will be on the 4th floor.

Shauna takes the elevator to the 4th floor.

The second letter of her call number is **M**, so she looks for the ranges labeled **HM**.

**HG** is incorrect. Here are the ranges labeled HM.

The next part of her call number contains the number **548**.

The number **548** is between 258 and 1101.

Shauna searches for the number 548 on the shelf. There may be several books with this number. To narrow the search she needs to match the next part of her call number.
The next part of her call number is **H25**. She finds two matches.

The last part of her call number represents the year the book was published. **2005**. The entire call number on this book completely matches the call number she wrote down. This is her book.

If Shauna had been unable to find her book, library staff would have been happy to assist her. Staff at the library’s Circulation Desk and the Reference Desk are always available to help with searching and locating books and information. These desks are located on the library’s 2nd floor.

Shauna wants to borrow this book from the library. She returns to the 2nd floor. Shauna goes to the Circulation Desk to check out her book. She will need her Bearkat ID card.

Good luck with your searches. Remember to ask whenever you need help.