

Call Numbers and How to Find Print Books

In this library tutorial we will be looking at call numbers and how to find print books in Robertson Library.

Robertson Library, like most academic libraries, arranges print books on the shelves according to the Library of Congress (LC) Classification System. Books are organized by call numbers. A call number is like an address - it tells you where a book is located in the library.

The Library of Congress Classification System organizes books into 21 Subject Categories. These 21 categories are further divided into subclasses or more specific subject areas. This system which uses a combination of letters and numbers ensures that books and similar subjects are shelved together making it easier for browsing. For example **Psychology** books are shelved in the **BF** section; **Education** books are shelved in the **L** section; **Canadian literature** books are shelved in the **PS** section; and **Biology** books are shelved in the **QH** section.

Books are shelved alphabetically by the first line of the call number, **B** comes before **JC** which comes before **RT**. If the first lines are the same, go to the next line. This line is shelved in numerical order, **457** comes before **3403** which comes before **6005**. If the first two lines are the same, then look at the next line. Here the arrangement is alphabetical, followed by decimal order. Decimal point **.A523** comes before decimal point **.A74** which comes before decimal point **.A76**. Hint: add zeros to the decimal in order to create the same number of digits; then read them as you would read a whole number. For an example decimal point A523 comes before decimal point A740. When you perform a search in the library catalogue, jot down the call number for the book or books you're interested in, note the book's location and whether the status is available or checked out. If a book is checked out you can request that the book be put on hold for you when it's returned. To request the book click on the placeholder link, if you wish to see the book's due date click on the title.

Books are shelved in many different locations throughout the library. Books with the location of stacks and oversize can be checked out of the library. The stacks and oversized Stacks are shelved on the upper level of the library.

Books at other locations such as Reference, Reference Oversized, Special Collections PEI and Special Collections University Archives can only be used within the library. Inquire at the Service Desk in the Learning Commons if you need assistance locating books in the Reference Collection.

PEI Collections and University Archives books are located in a closed stack area on the main level, staff at the Service Desk will retrieve books for you. The majority of books that you can check out of the library are located on the upper level or third floor in the STACKS area.

Signs on the end of each book stack indicate the broad range of call numbers within that row. This is further broken down by the exact call number range within the book stack. The first call number indicates the first book on the top shelf left hand side of the first row of books. The second call number indicates the last book on the bottom shelf right hand side. Books are shelved left to right, row by row, range by range.

A light timer is located on every second row.

Books are checked out at the Service Desk on the main level. The usual loan period is 28 days and can be renewed 5 times. Don't forget you need your UPEI campus card to check out library material.

If you need more help, AskUs at the service desk, phone us at (902)-566-0583, send an email to reference@upei.ca, or use the chat tool on the library website.

We are here for you.