



## How to Find a Book in the Richland College Library

Richland College Library <http://www.richlandcollege.edu/library>

The Richland College Library uses the Library of Congress Classification system to arrange books on the shelves. Each book has a unique call number that begins with one, two, or three capital letters followed by numbers.

To locate a book for which you have the call number, the following types of order must be considered:

- **Alphabetical order**

The first line of the call number is always alphabetical by one, two, or three letters:

L, LA, LB, LC, etc.

- **Numerical order**

The second line of the call number is always numerical

1, 2, 3, etc. 2327 is shelved before 2328

- **Decimal order**

The third and fourth lines of the call number are alphabetical and decimal

.C554 is shelved before .C63 (.C630); .Z8999 is shelved before .Z948 (.Z9480)

- ◆ Work from the top line of the call number to the bottom line:

**Example:** A book by Roger Whitlow, *Cassandra's Daughters : The Women in Hemingway*, has the call number PS3515.E37Z948 in the RL Main Collection.

PS	Alphabetical
3515	Numerical
.E37	Alphabetical, Decimal
Z948	Alphabetical, Decimal

- ◆ Check the guide signs posted on the ends of each range of shelves in the Reference Collection or in the Main Collection, and note where the PS books are shelved, then PS3515, then PS3515.E, then PS3521.E37, etc.

- ❖ **Reference Collection books (REF) are located on the First Floor.**
- ❖ **Main Collection books are located on the Lower Floor in the "stacks."**
- ❖ **McNaughton books and New books are shelved on the Lago Vista Level.**
- ❖ **Richland's English as a Second Language (ESL) collection are shelved on the lower level across from the restrooms.**
- ❖ **Course Reserve books are at the Periodicals/Reserve Desk on the first floor.**



If you cannot find the book you are looking for, please ask for assistance at the Reference Desk.

**FIND YOUR BOOK** 

Location: RL = Richland Library

Note the collection for your book.

Main (lower level)

Reference (first floor)

LRC Course Reserve (first floor)

For other locations ask at the Reference Desk

Write the LC Call #:

Example: LB  
2349  
.B11  
2004

Title: \_\_\_\_\_

Status: Available?  Lib Use Only?