

INTO »

MANCHESTER

**Learning Centre
Guide 4**

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Finding a book in the Learning Centre

**Use the Library
Catalogue to get the
Dewey number of the
book you want.
This number tells you
where you will find
the book on the
library shelf**



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The Learning Centre holds a wide range of different books, magazines and DVDs. It is important that you learn how to find the material you want as this will not only help you when studying at INTO Manchester, but it will help you find your way around large University libraries too.

How do we arrange our books?

In the Learning Centre, we use the **Dewey Decimal Classification** system to arrange our books. The **DDC** or **Dewey** (as it is often known) is the system used by most public and academic libraries in the UK to organise their collections of books and other resources.

The DDC lists different subjects/topics and gives each of them a number. These **Dewey numbers** (also called **shelfmarks** or

classmarks) are the numbers we use to organise our books on the library shelves so similar topics appear together.

The Dewey number for each book appears on a label on its spine at the bottom

Example of a Dewey Classmark: **657.42DRU**

If you get to know the Dewey numbers that relate to your course, you have an extremely powerful tool for finding your way round even the largest of libraries.

Some of the numbers we use the most in the INTO Manchester Learning Centre are in **Guide 5: Useful Dewey Numbers**.

Examples include:

Topic	Dewey Number
Biology	574
Economics	330
Management	658
Politics	320

Always ask
for help if
you are
stuck!

How do I find my book?

You can find the Dewey number (classmark) of the book you want by using the library catalogue; the library catalogue lists all the books in the Learning Centre

Find this at <http://intolearningcentre.co.uk/> The link to the catalogue is down the right-hand side

The following screen appears:



How do I use the catalogue?

If you know the exact detail of the book you want (for example, you have the author and title of the book from a reading list), carry out a **title** or **author** search

Example: if you know you need to read Colin Drury's *Management and Cost Accounting* carry out an author search; to do this, click on **Author** in the left-hand menu, put the name in the **author** box

Click on the results to see the titles by that author and select the title you want:

Name:	Drury, Colin
	1 Title

The example shows us the **Dewey number** (classmark/shelfmark) is **657.42DRU**

Title	Management and Cost Accounting - 9th		
Name(s)	Drury, Colin		
ISBN	9781406039931		
Publication	UK : Cengage Publishing, 2015		
Classmarks	657.42		
Availability			
Barcode	Location	Shelf	Shelfmark
00304248	INTO Manchester	Lending	657.42 DRU
00304248	INTO Manchester	Lending	657.42 DRU

and **Available** tells us the book is on the shelf, ready for you to find

Status
Available
Available

If there is a date given or the word "**overdue**", this means another student has the book out on loan. Ask staff about "reserving" the book so you get the book when it is returned to the library.

Status
Available
On Loan (09-Jan-2018)
On Loan (01-Dec-2017)
On Loan (30-Nov-2017)
Overdue (10-Oct-2017)

So how do I find the book?

Make sure you write down the entire class number, including both numbers and letters. In this example, **657.42DRU**

Go to the shelves and follow the numbers around until you find **657**. Then, look for the digits (numbers) that come after the decimal point; in this example, **.42** so you can find **657.42**

Once you have found the entire number on the shelves, look for the three letters. This is normally the first 3 letters of the author's surname. These are arranged alphabetically. In this example **DRU**
You should now have a copy of Drury C Management and Cost Accounting!

Check the book to ensure you have the correct edition. Usually you will want the latest edition as this contains the most recent information.

But I don't know what book I want!

If you do not know exactly which book you want but just want anything on a certain topic, carry out a **keyword search**.

Example: you want to find something on the **European Union** but do not have an exact title/ author in mind.

Carry out a **keyword search** using the **Keyword term** box.

Keyword(s)

Exact phrase

All exact or similar words

Any word or similar word

Number of hits per result page

This then gives you a list of all the books in the library on the topic **European Union**. In this example, **26** titles.

There are **26** hits.

Deselect all

The following records contain the phrase you searched for:

Click by the book you are interested in to find the **Dewey number** so you can find the books on the shelf

There are 26 hits.

in reading list format  Show all references  Deselect all 

The following records contain the phrase you searched for:

- [European Union politics \(2nd\) \(2007\)](#)
 Cini, Michelle
 ISBN: 9780199281954
 Copies: 1
- [European Union, the basics \(2nd ed.\) \(2009\)](#)
 Warleigh-Lack, Alex
 ISBN: 9780415414678
 Copies: 1

What about electronic/ online books (E-Books)?

We are building up our collection of E-books that you can read on the screen rather than in a printed form. Here, when you search the Catalogue instead of a **Dewey number/ classmark**, you will find the phrase **E-Book**. Click on the title of the book

- [New British Politics \(E-BOOK\)](#)
 Budge, Ian; McKay, David; Bartle, John

Details of the book will be displayed; click on the web address in the field marked **Files**

Title	New British Politics (E-BOOK)
Name(s)	Budge, Ian McKay, David Bartle, John
Publication	UK : Pearson Education, 2007
Classmarks	Ebooks 320.941
Subjects	British government ;
Files	http://lib.mylibrary.com/ProductDetail.aspx?id=177141

The following screen will appear:

Click where it says **click here to access the OpenAthens Authentication Point** at

The following screen opens:

Use your OpenAthens Username and Password to get the e-book; if you do not have your OpenAthens details, **come into the Learning Centre and fill in the OpenAthens form.**

Once logged in, the online book you are looking for will appear on the screen.

NOTE:

Detailed guide(s) on using E-Books are available. **Ask Learning Centre staff.**

Use the Library Catalogue to get the Dewey number of the book you want. This number tells you where you may find the book on the library shelf

Always ask the Learning Centre staff if you can't find the book you want – they like to help!

Make sure you check carefully on the Library Catalogue - if it is an electronic/ e-book, it won't be on the shelf!