

Finding a book in the Learning Centre



INTO® MANCHESTER

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

Learning Centre Guide 4

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The Learning Centre holds a wide range of different books on a range of topics. 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** is used by most libraries in the UK to organise their books .

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 can find 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
Chemistry	540
Economics	330
Management	658
Mathematics	510
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* do an author search; click on **Author** in the left-hand menu, put the name in the **Author** box

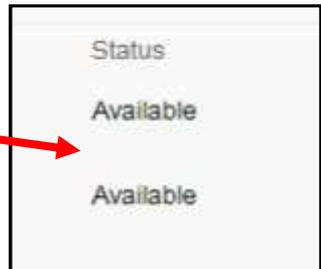
Click on the results to see the titles by that author and select the title you want:



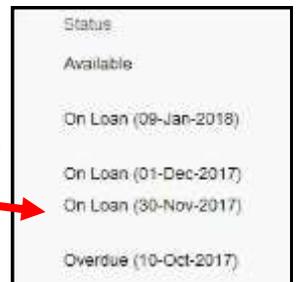
The example shows us the **Dewey number** (classmark/shelfmark) is **657.42DRU**

Title	Management and Cost Accounting, 6th Edition		
Name(s)	Drury, Colin		
ISBN	9781406093931		
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



If there is a **date** 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.



So how do I find the book?

Make sure you write down the **FULL** 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 A -Z

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) European union

Exact phrase

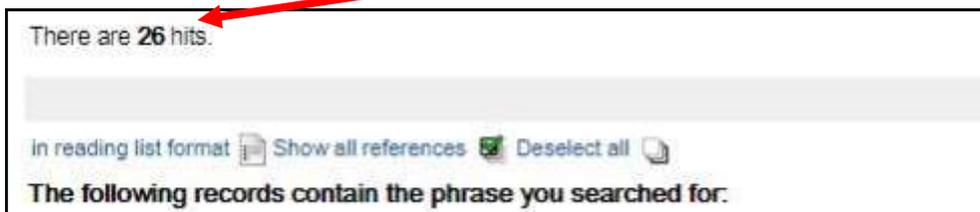
All exact or similar words

Any word or similar word

Number of hits per result page 20

Search

This then gives you a list of all the books in the library on the topic



There are **26** hits.

in reading list format  Show all references  Deselect all 

The following records contain the phrase you searched for:

European Union. In this example, **26** titles.

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: 9780199281964
Copies: 1
- [European Union, the basics \(2nd ed.\) \(2009\)](#)
Warleigh-Lack, Alex
ISBN: 9780415414678
Copies: 1

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

We have many 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



3. [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:

Login
If you have a MyLibrary user name and password, enter it below to login

User name
Password

GO

Institutional Access
You may be able to login using your institution's login credentials. Please select your institution's location from the drop down menu below, or [click here to view all institutions](#).

Select your location

GO

[View all institutions >](#)

OpenAthens
If you are an Athens user, please [click here to access the OpenAthens Authentication Point](#) -

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

The following screen opens:

MyAthens
Home Help

Login to MyAthens

Username
Password

Login

[Remember login](#) [Login help](#) [Forgotten password?](#)

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 get them**

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

NOTE:

Not all E-books are on the catalogue. Pick up the detailed guide(s) on using E-Books to make sure you find them all. **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!

