

# 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**

**Website: <http://intolearningcentre.co.uk>**

**Brightspace: Library Services then e-library**

**E-mail: [manchester.lrc@intoglobal.com](mailto:manchester.lrc@intoglobal.com)**

**Telephone: 0161 631 1222**

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:

<b>Topic</b>	<b>Dewey Number</b>
<b>Biology</b>	<b>574</b>
<b>Chemistry</b>	<b>540</b>
<b>Economics</b>	<b>330</b>
<b>Management</b>	<b>658</b>
<b>Mathematics</b>	<b>510</b>
<b>Politics</b>	<b>320</b>

**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/> Click on the link for Library Catalogue.

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

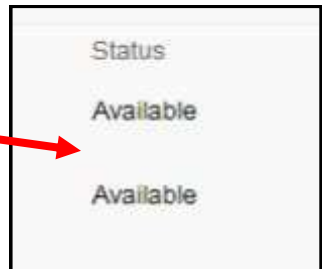
Click on the results to see the titles by that author and select the title you want:



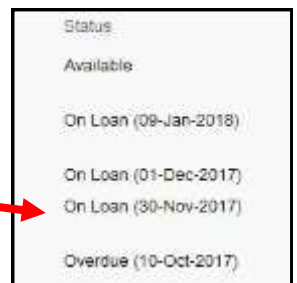
The example shows us the **Dewey number** (classmark/shelfmark) is **657.42DRU**

Title	Management and Cost Accounting, 6th Edition		
Name(s)	Drury, Colin		
ISBN	9781406093931		
Publication	UK : Cengage Publishing, 2015		
Classmarks	<a href="#">657.42</a>		
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** or **quick 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 **European Union**. In this example, **26** titles.




There are **26** hits.

in reading list format  Show all references  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: 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)	<a href="#">Budge, Ian</a> <a href="#">McKay, David</a> <a href="#">Bartle, John</a>
Publication	UK : Pearson Education, 2007
Classmarks	<a href="#">Ebooks</a> <a href="#">320.941</a>
Subjects	<a href="#">British government</a> ;
Files	<a href="http://lib.mylibrary.com/ProductDetail.aspx?id=177141">http://lib.mylibrary.com/ProductDetail.aspx?id=177141</a>

The following screen will appear the first time you click on an e-book link. After that it should go straight to the e-book.



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, **contact the Learning Centre.**

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!**

