

Finding a Book in the Learning Centre

INTO MANCHESTER

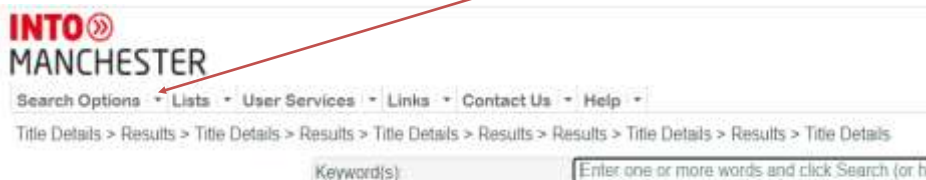
How do we arrange our books?

In the Learning Centre we use the **Dewey** Decimal System. Dewey numbers are also called classmarks and shelfmarks. Very simply a **Dewey number is a subject number** given to each book for example 574 is Biology and 320.941 is British Politics.

How do I find a book my book/s?

Go to the Library Catalogue page on our website **http://intolearningcentre.co.uk** and click on the link or go through Brightspace and in **Skills for Success** area choose Library Catalogue and click on the link.

The following appears, click on **search options down arrow** to search by author, author/title, keyword, or subject:



If you know the book you want choose **author/title or author**.

If you want a list of books choose **keyword or subject**.

Next page is an example of an author search. Click on the title of the book you want.

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

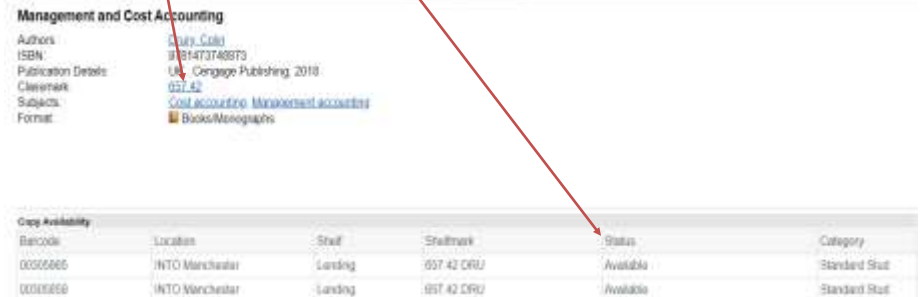
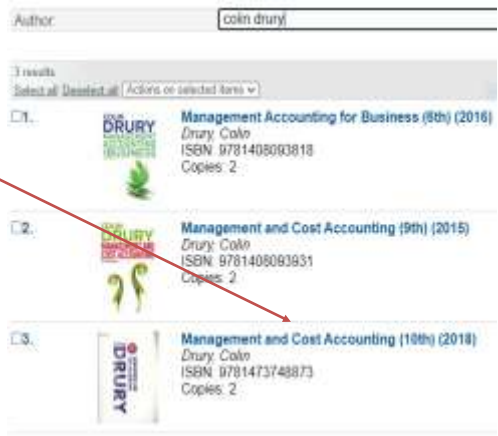
Brightspace: Library Services then e-library

E-mail: manchester.lrc@intoglobal.com

Telephone: 0161 631 1222

Click on the title of the book you want to take home.

The following page appears which gives you the book details, **where to find it** and whether it is **available**. If the status says on loan or overdue another student or teacher has the book.



E-BOOKS

If you see a book title that has **(E-BOOK)** after the title this is an electronic book. Click on the title the following page will appear.

Economics (E-BOOK)



Click on the link and it will take you to the page below, click on the **OpenAthens** link and input your OpenAthens username

and password and it will take you to the e-book.

