

# Guide to Finding a Book in the Learning Centre

The Learning Centre has a variety of books and other resources that you can lend in-person. This guide will help you to navigate the Learning Centre to find these resources.

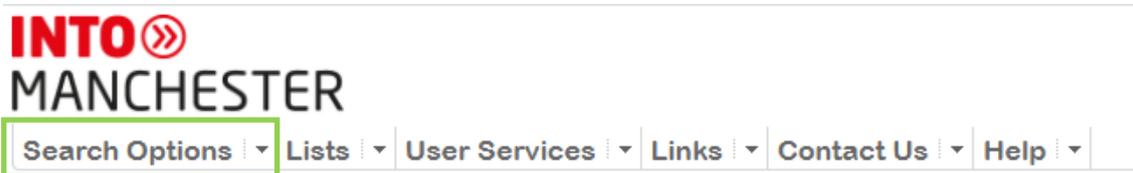
## *How are Resources Organised?*

All of our books and resources are available to view online through our **Library Catalogue**. This lets you see what resources we have and where to find them.

The **Learning Centre** uses the **Dewey Decimal System**. This classification system gives each resource in a library a Dewey number or shelf mark which tells you where it is located.

## Finding a Book

- 1) Access the **Library Catalogue** through our website <https://intolearningcentre.co.uk/> or by going to *Skills for Success* in **Brightspace** and finding the **Library Catalogue** page.
- 2) Once in the catalogue, you are able to search. Click on the **Search Options** in the upper left-hand corner (highlighted in green). You can find either a specific book (by choosing **Title/Author** or **Author**) or a list of books on a topic (by choosing **Keyword** or **Subject**).



- 3) Enter your search term in the search box, then press **search**. You will then see a list of results. Click on the title of the book you are interested in.

2.



**Geopolitics : :A very short introduction (2007)**  
*Dodds, Klaus*  
ISBN: 9780199206582  
Copies: 1

- 4) This page will show you the details of the book, where to find it (**Shelf mark**) and whether it is available.

If the book **Status** is *on loan* or *overdue* another student or member of staff has the book and you cannot borrow it right now.

Record 2 of 13 Return to hitlist

Geopolitics : :A very short introduction

Authors: [Dodds, Klaus](#)  
ISBN: 9780199206582  
Publication Details: UK : Oxford University Press, 2007  
Classmark: 320.12  
Subjects: [Geopolitics](#); [International relations](#)  
Format: Books/Monographs

Copy Availability						Availability
Barcode	Location	Shelf	Shelfmark	Status	Category	Related Items
00200362	INTO Manchester	Lending	320.12 DOD	Available	Standard Stud	

## ***What if the Book Title Ends in (E-Book)?***

Books that end in (E-Book) are **electronic books**. They are accessed online rather than at the Learning Centre itself. Click on the title, then follow the link given in **eResources** (highlighted in green).

### **Academic Writing (E-BOOK) : :A handbook for international students**

Authors: [Bailey, Stephen](#)  
Publication Details: UK : Taylor & Francis, 2006  
Classmark: [Ebooks; 428.24; Green spot](#)  
Subjects: [Academic writing; FAP; International students](#)  
**eResources: <http://lib.mylibrary.com/ProductDetail.aspx?id=56394>**  
Format:  Electronic/Magnetic Media

At the login page, select **Open Athens** at the bottom (highlighted in green) and log in with your Open Athens username and password. You will then be taken to the eBook.

#### Login

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

User name   
Password

#### 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

[View all institutions >](#)

#### OpenAthens

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

**If you are ever struggling to find  
what you need just ask the  
Learning Centre staff.**

**They are happy to help!**

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You can find **Help Videos** and **further guides** on the **Dewey Decimal System** and using **eBooks** on our website or via *Skills for Success* on **Brightspace**.

**Contact Us:**

**Website: [www.intolearningcentre.co.uk](http://www.intolearningcentre.co.uk)**

**Library Services on Brightspace**

**Email: [manchester.LRC@intoglobal.com](mailto:manchester.LRC@intoglobal.com)**

**Telephone: 0161 631 1222**