

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.

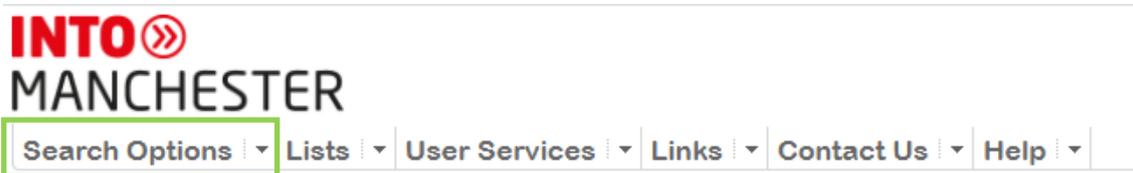
August 2022

INTO 

MANCHESTER

Finding a Book

- 1) Access the **Library Catalogue** through our website <https://intolearningcentre.co.uk/> or by going to *Learning Centre Research Skills* 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



- 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!

You can find **Help Videos** and **further guides** on the
Dewey Decimal System and using **eBooks** on our
website or via *Learning Centre Research Skills* on **Bright-
space**.

Contact Us:

Website: www.intolearningcentre.co.uk

Learning Centre Research Skills on Brightspace

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