

Library Services: Finding Books (J.B. Priestley Library)

This leaflet is a quick guide to finding books in the J.B. Priestley Library. For further help in finding items ask at information desks or the library counter.

FLOOR PLAN

Floor 0:

General Reference, Health Studies Collection, Quick Service Collection (QSC), Staff Files.

Floor 1:

Science and technology (Classes H-Y);
Subject bibliographies (ZH-ZY);
Development Collection

Floor 2:

Social sciences and humanities (Classes A-G);
Subject bibliographies (ZA-ZG);
British Government Publications (BGP);

European Documentation Centre (EDC)

Main collections on Management are held at the Management Library.

To see what the Library has in stock on a subject, use the catalogue and search by keyword.

To find a specific book, use the catalogue and look under the author or title of the book.

THE CLASSIFICATION SCHEME

The Dewey Decimal Classification scheme is used for Classes A-G. A number can be assigned to even the narrowest subject field by extending the numbers decimally, for instance:

D 327 - International Relations
D 327.1 - Foreign policy
D 327.116 – Alliances

The Universal Decimal Classification scheme is used for Classes H-Y. It allows for additional points to be inserted to break long numbers into groups, for instance:

N 541.132.3 - Hydrogen ion concentration

We are currently in the process of moving from UDC to DDC for the books on Floor 1.

The Development Collection housed on Floor 1 has a different classification scheme to the rest of the J.B. Priestley Library. See separate leaflet 'The Development Collection: a guide' or ask at information desks for further information.

HOW THE BOOKS ARE ARRANGED ON THE SHELVES

The classification scheme is **DECIMAL**, so, for example, D 370.412 will be found **BEFORE** D 370.5

Universal class numbers may also incorporate symbols, such as colons and brackets. This example illustrates the precedence of filing order:

N 54

N 54:57

Colons precede brackets

N 54(03)

Brackets precede decimals

N 54.001

The class number contains three parts:

- An initial letter representing the broad subject.
- A decimal number defining more precisely the topic of the book.
- Three final letters, often the first three letters of the author's surname, to differentiate books with the same initial letter and number.

***Pamphlets** are shelved with the books at the same class number, but kept with other pamphlets in a box. A box may cover a range of class numbers, so check the labels of the box nearest to the class number you want.*

ALPHABETICAL INDEX TO LOCATION OF SUBJECTS WITHIN THE MAIN COLLECTIONS

Please note: it is advisable to check the catalogue in case stock has moved location. Where a letter is shown below as e.g. U+X; that indicates the new location that stock is being moved into:

Agriculture	R	Film	G	Philosophy	B
Archaeology	C	Forensic sciences	S+T	Photography	G
Art	G	Geography	C	Physics	M
Artificial Intelligence/AI	A/L	Geology	P	Politics	D
Automotive Engineering	U+X	Government	D	Polymer Chemistry	N
Biochemistry	Q	Higher Education	D	Production Management	E
Biology	Q	History	C	Psychology	D
Biomaterials	S	History of Science	H	Religion	B
Biotechnology	Y+XX	Industrial Production	E	Science, General	K
Botany	R	Industrial Relations	E	Social Welfare	D
Building	X	Languages	F	Sociology	D
Chemical Engineering	Y	Law	D	Sport	G
Chemistry	N	Literature	F	Standard Specifications	T+X
Civil Engineering	X	Management	E	Statistical Maths	L+H
Commerce	E	Marketing	E	Structural Engineering	X
Computer Graphics	L	Materials Technology	T+X	Technology, General	T+X
Computing	L	Mathematics	L+H	Telecommunications	W+X
Control Engineering	U+X	Mechanical Engineering	U+X	Town Planning	X+G
Criminology	D	Medical Engineering	S/T	Trade	E
Dictionaries	F	Medicine	S	Traffic Engineering	X
Economics	E	Multimedia	L	Transportation	U+X
Education	D	Music	G	Virtual Reality	A/L
Electrical Engineering	W+X	Nuclear Engineering	V+X	Water Engineering	X
Electronic Engineering	W+X	Operations Research	L	Women's Studies	D
English	F	Optometry	S	Zoology	S
Environmental Sciences	Q	Pharmacy	S		