

How to Find a Book in the Library

Once you have found a book (or other material) in the library catalog that is available on the shelf (please see How to Find a Book Using the Library Catalog to learn how to do this), you'll need to be able to find it in the library.

Call Numbers

Books in most academic libraries, the Rocky library included, are organized according to call number using the Library of Congress classification scheme. This is a series of letters and numbers found on a sticker on the book, usually at the bottom of the spine but sometimes, if the spine is too narrow, on the lower left corner of the front cover. It looks like this:

DC
137.1
F73
2001

This is the call number for Marie Antoinette: The Journey by Antonia Fraser. In the catalog, you'll find it in the search results:

4. Mark
 Place Hold

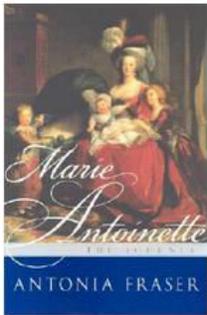


Marie Antoinette : the journey
Fraser, Antonia, 1932-
DC137.1.F73 2001
2001
1 copy available at Rocky Mountain College in Stacks

and in the item details:

Item Details

Mark



Place Hold
Find more by this author
Find more on these topics
Nearby items on shelf

Item Information [A](#) [Look Inside](#) [Catalog Record](#)

Title Marie Antoinette : the journey
Author Fraser, Antonia, 1932-
Publisher: N.A. Talese/Doubleday,
Pub date: c2001.
Pages: xxii, 512 p. :
ISBN: 038548948X
Item info: 1 copy available at Rocky Mountain College.

[CLCD Review](#)

Holdings [Change Display](#)

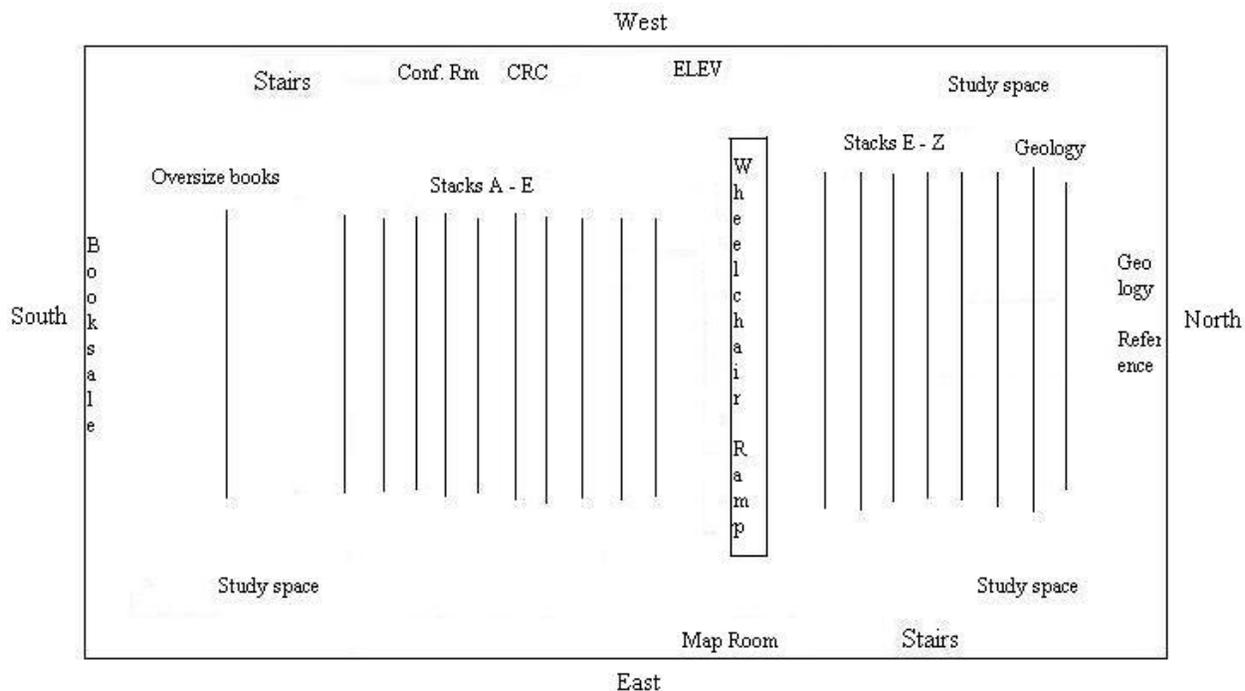
Rocky Mountain College	Copy	Material	Location
DC137.1.F73 2001	1	BOOK	Stacks

[All content](#)

Note that the location says “Stacks;” we’ll come back to that.

Every book in the library (with the exception of the curriculum books, which are organized by the Dewey Decimal system, and paperback juvenile books, which are shelved alphabetically by author and title), including audiobooks, has a call number similar to this. Books are shelved according to their call number on a line by line basis, first alphabetically, then numerically, then alphabetically and numerically again. Anything that starts with an A, B, or C, including for instance BX or CB, will come before anything in the Ds. B will come before BX; D will come after BX and before DC, GA will come after G and before GB, and so on. Each letter signifies a general subject area and each letter combination signifies a more specific subject area; Ds are world history books, DCs are the history of France, Andorra, and Monaco.

As you can tell in the following rough sketch of the lower level of the library, the alphabet starts at the South end of the library and moves towards the North, so the Ds will be in the southern half of the library.



Once you have found the proper letter section – in this case the DCs – you’ll look at the second line of the call number, in this case 137.1. This is simply in numerical order, so 137.1 will be after 137, before 137.2 or 138, and well before 1371. Watch out for the periods! This number also signifies subject area; 137.1 within the DCs (remember, DC means French history) is in the subject areas of “1715-1789. 18th century. Louis XV, Louis XVI.” If you were in the TCs, which is the letter combination for hydraulic and ocean engineering, 137.1 would signify that the subject was technical hydraulics. If you’re interested in a breakdown of what each letter and number code means, visit the Library of Congress Classification Outline at <http://www.loc.gov/catdir/cpsolcco/>. The general exception to organizing books by subject is fiction, where a given author’s work will (usually) be all together rather than separated by the subject of the story.

Sometimes, particularly in a small library, you'll have found the book by now: there won't be any other books in that letter and number area. For instance, there is only one book in Rocky's library in the DC145 section, so once you've found that, the rest of the call number is irrelevant. But usually you'll be faced with numerous books with that letter/number combo, so you'll need to move on to the next row of letter/numbers, in this case F73.

DC
137.1
F73
2001

In some call numbers this will be the last line; in others, like this one, it will be followed by the date of publication; in still others, there will be yet another line consisting of a letter and numbers before the date (if there is one). In cases where this is the last line of letter/numbers, not counting the date, as in our example, the code stands for the author's last name: F for Fraser, 73 for the r and a. To find this book first find the Fs in the DC137.1s, then the 7s, then the 3s. This call number, DC137.1 F73 2001, will be after a call number like DC137.1 A9 and before DC137.1 F74 or DC137.1 F8. If there is another line of a letter and numbers, follow the same process until you find your book. In such an instance this further line will be based on the author's name and the previous line will be a further specification of the subject.

If the library has another copy of the same book in a different edition that was published in a different year, that's when the final line, the date, helps you find the edition you are looking for. You may also find an 'a' or 'b' after the date (it would look like 2001a); that's a different edition that was published in the same year. If there are two of the exact same book in the same edition from the same year, the call number will end with a c.1 or c.2, with the c. standing for copy.

As mentioned, curriculum books (located in the Curriculum Resource Center, or CRC) are organized according to the Dewey Decimal system. This is what you may have used before in a public or school library; it looks like this:

370.9
Teh
2007

(Historical Foundations of Education by Janice B. Tehie) or like this:

372.4
R48
1992

(Teaching Children to Read by D. Ray Reutzel and Robert B. Cooter, Jr.). You find these books line by line just like books with the Library of Congress call number. The first line indicates subject, while the second comes from the author's last name.

Audio-visual materials are all arranged by a simple number, generally according to when they were received. DVD numbers are prefaced by DVD, videocassette numbers by VC, and cd numbers by CD-

AUDIO. So, for instance, the DVD of the Matrix has the simple call number DVD 544 and highlights from a live production of Les Miserables has the call number CD-AUDIO 145.

Periodicals are all shelved alphabetically by title and then by issue or date, with the most recent year or so kept in the “Current Periodicals” section and the rest in the “Noncurrent Periodicals.” The call number listed will start with Periodicals and continue with volume and number information; you can tell exactly which issues the library holds from this list.

Locations

Every item in the library is assigned to a location, which is listed in the library catalog in two places: in the search results:

2. Mark Place Hold

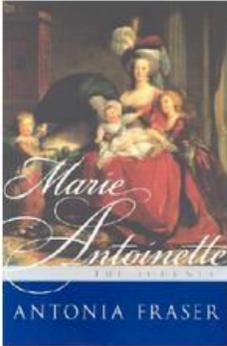


Marie Antoinette : the journey
 Fraser, Antonia, 1932-
 DC137.1.F73 2001
 2001
 1 copy available at Rocky Mountain College in Stacks
 ▶ [CLCD Review](#)

and in the item details:

Item Details

Mark



Place Hold
 Find more by this author
 Find more on these topics
 Nearby items on shelf

Item Information [A Look Inside](#) [Catalog Record](#)

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Holdings [Change Display](#)

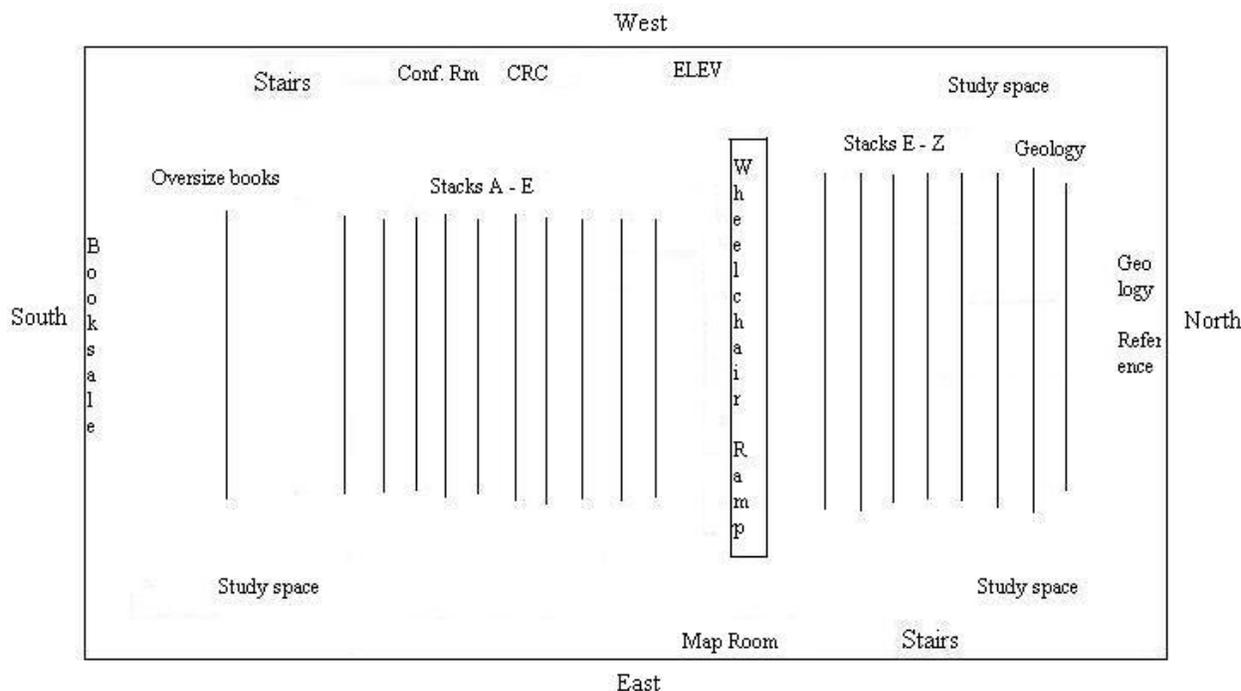
Rocky Mountain College	Copy	Material	Location
DC137.1.F73 2001 All content	1	BOOK	Stacks

If something comes up with “[electronic resource]” after the title, the location will be listed as Internet. This is an ebook, and can be accessed from your home computer by using the remote access login at <http://rocky.edu/academics/library/RemoteAccess.php>.

Often you may find something that is checked out to someone else. If this is the case, on the search results screen, instead of saying “1 copy available at Rocky Mountain College,” it will say Checked out with the number of days until it is due and by when, presumably, it will be back on the shelf. You can place a hold on these items by clicking on the Place Hold link and it will be kept for you at the front desk once it is returned. The location for these items in Item Details will list the due date.

For items that are available in the library, there are several different locations that may be listed. The most common that you will see is Stacks, as in the above example. These books make up the majority of the library’s physical collection and are kept in the lower level of the library.

As you can see in the sketch of the library’s lower level, the stacks take up most of the basement.



Other locations that you may see listed in the catalog that are in the lower level are Curriculum Resource Center, Oversize, Maps, and Geology locations.

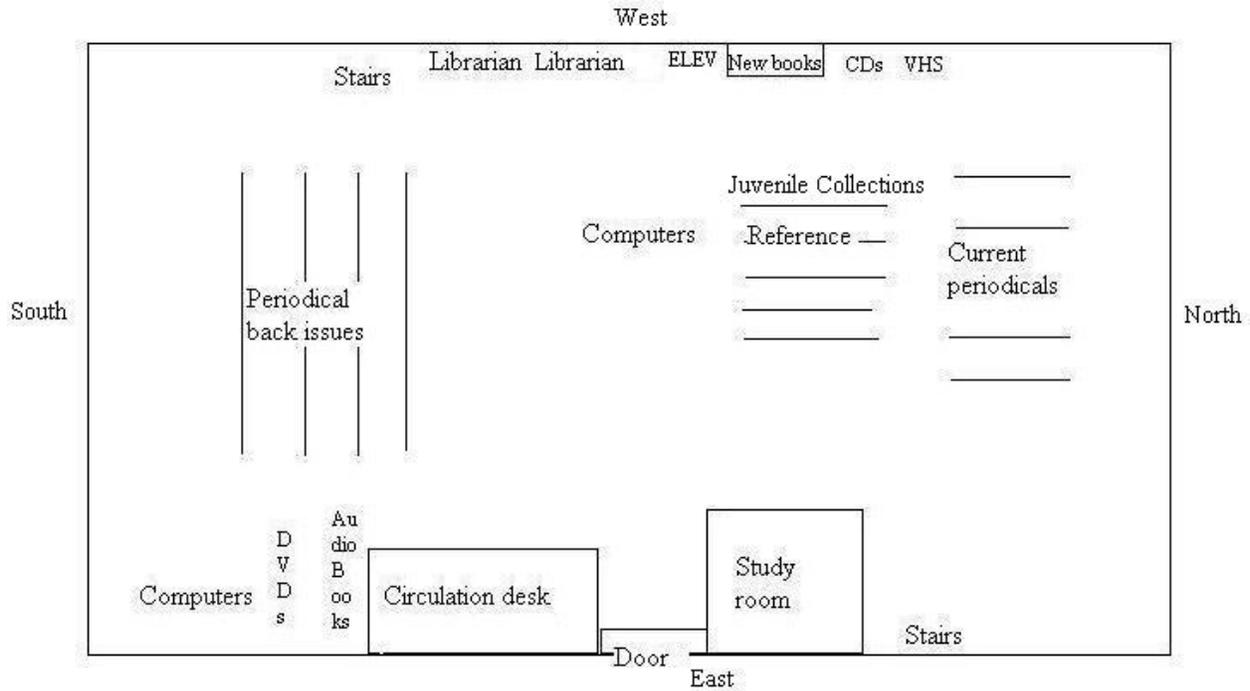
Items with the location Curriculum Resource Center are in the second room – labeled CRC on the sketch – from the west stairs.

The oversize books, as can be seen in the sketch, are kept at the beginning of the stacks.

You may find a map in the catalog with the location listed as Maps. This means the Map Room on the east side of the library near the end of the wheelchair ramp.

There are two final locations downstairs, Rocky Mountain College Geology Collection and Rocky Mountain College Geology Reference Collection. These are both found at the north end of the basement. The geology collection takes up the last few rows of the stacks, while the geology reference collection is on the north wall. Note that the geology reference books cannot leave the library.

The locations Reference, Juvenile Collection, New Books, Periodicals Collection, Newspapers, and Media-AV can be found on the main level of the library.



Books with the location Reference, to the right of the front door of the library, can't be checked out.

There are two location designators that are used for juvenile books: Juvenile collection and Juvenile Paperback collection. These can be found on the westernmost row of the Reference books.

New Books, those recently added to the collection, are displayed on a shelf on the west wall near the reference books.

Magazines and journals in the Periodicals Collection can be in one of two places: the most recent year or so is kept in the "Current Periodicals" section to the north of the reference books and the rest are kept in the "Noncurrent Periodicals" to the south. The search results page in the catalog won't list the location, but the Item Details page will say the location is Periodicals Collection; you'll have to determine whether what you want is in the current or noncurrent periodicals by the date of the issue you're looking for. Newspapers follow a similar pattern: new newspapers can be found by the librarians' offices; older issues are found at the east end of the current periodicals.

The final location the catalog lists is Media-AV, which encompasses not one location but four. You'll know where to look by what kind of material you're looking for: DVDs and audiobooks are to the left of the circulation desk; CDs and VHS tapes are on the west wall.

Always remember that if you're having any trouble or have any questions, the library staff is always happy to help! Call us at 406.657.1087 or email ill@rocky.edu with questions.