

To find items in the Central Library:

1. Use the Library Catalogue to search by Author, Title or Subject.
2. Note the location (e.g. Central Library Books) and the call number (subject classification).
3. If the Status is **Available**, go to the shelf and find the item by reading the **call number**.

Understanding Library call numbers

The **call number** tells you where to find an item. It gives the Library branch, collection and classification. Library of Congress classifications are used. Each item (book, journal, microfilm, video) has a unique **call number** made up of letters and numbers.

e.g. **Cen:Reference HA 1107.5 EW5**

Cen	Library that has the item. e.g. Cen: Central, Hoc: Hocken, Sci: Science.
Ref	Department or Collection. e.g. Ref: Reference, Jnl: Journals.
HA	Main subject area. Letters in alphabetical order. e.g. HA: Statistics.
1107.5	Subject subdivision. Decimal running number. e.g. 1107.5 comes before 1108
EW5	Letters filed alphabetically. Numbers file as decimals. e.g. EW5 comes after EW1107

Reading call numbers

Work down line by line, alphabetically then numerically (some numbers may contain a decimal point). In the last line with letters and numbers, the numbers are treated as decimals.

<i>Moko: Maori tattooing</i>	<i>Maori folk art</i>	<i>Seven Maori artists</i>	<i>An imaginary book</i>	<i>Another imaginary book</i>	<i>Oceanic art</i>
DU 465 T2 KH6	N 7406 T694	N 7406.5 SG37	N 7406.5 SG375	N 7406.5 SG40	N 7410 AG12 1970

4. If the Status is:
 - Discharged** – Look for the item on the low Just Returned shelves.
 - 109 Leith Street** – In storage facility located at 109 Leith Street. Ask at Lending Services.
 - On Loan (Requests: 1)** – This item has been Requested and Recalled by another Library user.
 - Bindery** – This item is being bound. Ask at Lending Services or go to 109 Leith Street.

BOOKS: major subject classifications & where they are shelved in the Central Library

FIRST FLOOR		SECOND FLOOR	
<u>Subject</u>	<u>Classification</u>	<u>Subject</u>	<u>Classification</u>
Philosophy	B - BD,BH,BJ...	Music	M...
Religion	BL - BX...	Fine arts	N...
Psychology	BF...	Linguistics	P,PB - PM...
History and area studies.	C - F...	Greek & Latin	PA...
Maori & NZ history.	DU 400...	Spanish	PC...
Geography	G - GF ...	German	PF,PT...
Anthropology	GN - GT...	Russian	PG...
PE & Recreation	GV...	Maori Language	PL 6465...
Commerce	HE - HJ...	Asian Languages	PL...
Economics	HB - HD...	Linguistics	P, PB - PM
Sociology	HM - HV...	French	PC,PQ...
Gender studies	HQ...	English	PE,PR - PS...
Political studies	HX - JX...	Film	PN...
Education	L ...	Psychology	W...

Location of Collections in the Central Library

Audiovisual * Floor 2. (all subjects except Health Science)

Material is only to be used in the Library by enrolled University of Otago students.

Books Floor 1- Classifications A to L. Floor 2 - Classifications M to Z.

Journals * Floor 1.

Arranged by the same classification system as the books.

Microforms * Ground Floor Reference area.

Includes microfilms, microfiche, microcards, and reader/printers.

Newspapers * Floor 1 on the low shelves near the Journals.

Arranged alphabetically by title within the categories of New Zealand and International.

Online Ground Floor Electronic Resources Area (ERA).

Access to web resources, including e-Reserve items via the Library web page www.library.otago.ac.nz/

Quick Reference * (Qk Ref) Floor 1 & Floor 2.

Includes dictionaries, encyclopedias, NZ yearbooks, reference works...

Recent Arrivals * Floor 1 near the Newspapers.

Includes books, journals, and newspapers.

Reference * Ground Floor.

Includes atlases, calendars, dictionaries, indexes, maps, NZ statistics, parliamentary papers...

Arranged by the same classification system as the books.

Reserve * Floor 1.

High demand material available for short-term loan within the Library.

Special Collections * (Rare Books) Floor 1.

Collections include de Beer, Brasch, Shoults and Stack.

Items to be consulted in the Reading Room.

Theses * Ground Floor. Ask at Lending Services.