

Howto...

Find Materials on the Shelf

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UTA Libraries
<http://library.uta.edu/howTo/howTo.jsp>

At Which Library Should I Be?

UTA Libraries houses materials in **four** different locations. The **Location** line on the material's catalog record will tell you where to find the material. The Libraries' locations are:

Central Library

Architecture & Fine Arts Library

Science & Engineering Library

Library Collections Depository (materials must be requested)

With the exception of the Library Collections Depository, each location is organized into different collections (Reference Collection, Bound Periodicals Collection, Books Collection, etc.).

Reading Library of Congress Call Numbers

In order to find material on the shelf using a call number, you need to read each section of the number from left to right. Each section is separated by a period or a space. The call number is usually located on the spine of the material.

For example, the call number for *How to Study in College* is **LB 2395. P3 1993**.

LB — The first part of a call number contains letters and is ordered alphabetically. For example LB, MP, MR, SP, Z, etc.

2395 — The second part of the call number is always a number and ordered numerically. For example 15, 587, 2395, 3527, 3527.1, etc.

P3 — The next section contains a letter and a number and is read as a decimal. Notice in the following example that P576 comes before P66. For example P3, P576, R66, R10, etc.

1993 — Often the section above is followed by the year of publication, and sometimes a copy or volume number.

Finding the Right Shelf

On the side of each shelving unit will be a sign which indicates a range of call numbers. Find the shelving unit where the material you are seeking's call number falls between the range.

For example, the book *How to Study in College*, with the call number **LB 2395. P3 1993**, is on the shelving unit which contains call numbers **LB 2386. D5 - LB 2844.1. G39**.

Finding the Material

Scan the shelves from left to right. Remember to look for the first section in alphabetical order, the second section in numeric order, and the third section in alphabetical and then decimal order. See the example of call number order below.

LB
2395
D595
1985

LB
2395
D66
1994

LB
2395
P3
1993

LB
2395
S597
1984

LB
2395
T33

Reading SuDoc Call Numbers

Government documents have their own style of call number called SuDoc call numbers. These call numbers represent the federal department/agency, subagency, series, title, and year. The punctuation included in SuDoc call numbers is periods, slashes, colons, and dashes.

For example, the call number for the *High School Counselor's Handbook* is **ED 1.8:C 83/2/2003-04**. Read the information in the call number as letters (E, ED, S) and numbers (1, 8, 83, 2). Usually the last numbers represent the year (2003-04). Any periods within the call number are read as periods and not decimals (all numbers are whole numbers).

On Which Floor of Central Library Should I Be?

The Science & Engineering and Architecture & Fine Arts Libraries each house their materials on a single floor, while Central Library has materials on six of its seven floors. The **Location** line on the material's catalog record will indicate on which floor the material is shelved. For a guide to finding materials in Central Library see the following information.

1st Floor

Reserve Materials

Reserves are materials that your professor puts on hold for all students in your class to use. These materials cannot be checked-out. To use reserve materials, go to the circulation desk.

2nd Floor

Reference Materials

Reference materials are those encyclopedias, dictionaries, atlases, etc. that are frequently used for general information. These materials cannot be checked-out.

Government Documents

Selected Federal Depository Library Program publications.

Law Collection

Legal reference materials. These materials cannot be checked out.

Multicultural Collection

Books and periodicals focusing on the four major ethnic minorities found in the Southwest: African Americans, Asian Americans, Hispanic Americans, and Native Americans.

Popular Reading

Recently published fiction and non-fiction bestselling books

Reading Resources Room

Resources for the College of Education: children's literature, K-12 textbooks, and curriculum guides.

3rd Floor

Periodicals

Periodicals are journals, magazines, newspapers. These materials cannot be checked-out.

4th Floor

Books - Call Numbers Starting with A - L

These books will be about the following subjects:

A - General Works

B - Philosophy, Psychology, Religion

C - Auxiliary Sciences of History

D - History (General) and History of Europe

E - History: America

F - History: America

G - Geography, Anthropology

H - Social Sciences & Business

J - Political Science

K - Law

L - Education

5th Floor

Books - Call Numbers Starting with P - Z

These books will be about the following subjects:

P - Language and Literature

Q - Science

R - Medicine

S - Agriculture

T - Technology & Engineering

U - Military Science

V - Naval Science

Z - Bibliography, Information Resources

6th Floor

Special Collections

The Special Collections Division specializes in historical materials relating to Texas, the Mexican American War of 1846-1848, the cartographic history of Texas and the Gulf of Mexico, and Mexico from 1810-1920. These materials cannot be checked out.