

## A guide to finding books and e-books in Brookes Library

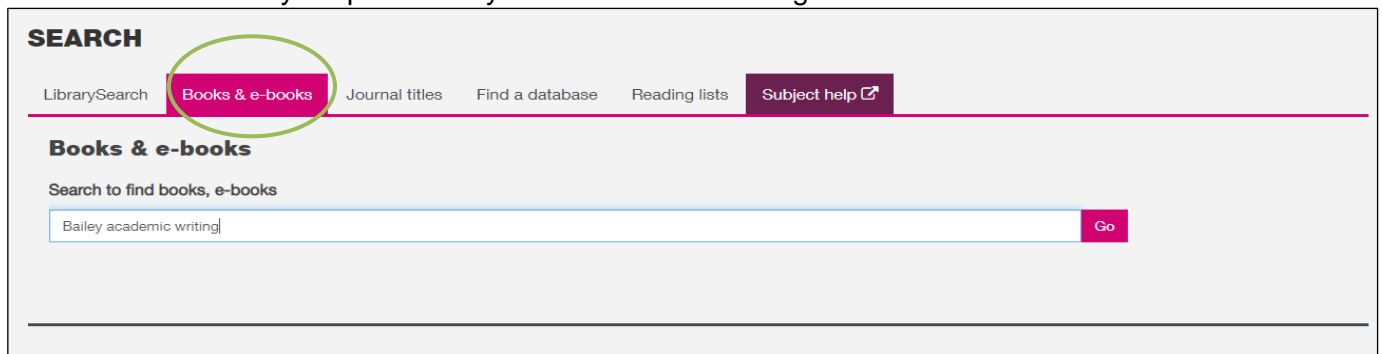
### 1. How do I find books in the Library?

Brookes Library uses the Dewey Decimal Classification system to arrange the book stock. Every item is assigned a call number (also known as a shelfmark) between 000 – 999 which indicates its subject and enables you to locate it on the library shelves. Books on a similar subject will be shelved together, making it easier for you to browse.

Follow these steps to find a print book in the Library:

#### Search for the book using LibrarySearch

From the Library home page at <http://www.brookes.ac.uk/library/> click on the **Books & e-books** tab. Type in the type in the author, title or subject that you are interested in and click Go. For example, this is a search for a book by Stephen Bailey about academic writing:



#### Can I use the main LibrarySearch tab instead?

Yes, this is the default search. Books will usually come up at the top of your search results, but you will also find articles and other resources. To see only the book results, scroll down the **Search Tools** box on the left of the screen. Look for the **Format** option and tick the box next to **Book**.

At the results screen we can see this book:

The screenshot shows the search results for the book 'Academic writing : a handbook for international students' by Stephen Bailey. The book cover is on the left. The title is in blue, and the author's name is below it. There is a 'Print Book 2018 | Explore all editions & formats' link. Below that, it says 'Clearly organised into four parts, this new edition allows teachers sections containing ex... Read More'. It is held by Oxford Brookes University. There is a 'View eBook' button. At the bottom, it says 'Available Headington Standard Loan 808.042 BAI' and 'More local formats: Older Print Book, Older eBook'. Two callouts are present: one pointing to the blue title link saying 'You can click on the blue title link for more details about this book' and another pointing to the call number saying 'The print book is available and this is the Call Number'.

The number you need in order to find the book on the library shelves is the **Call Number** – a code made up of letters and numbers. For example we can see that the book *Academic writing: a handbook for international students* by Stephen Bailey has the call number **808.042 BAI**

### Find out which section of the Library you need to go to.

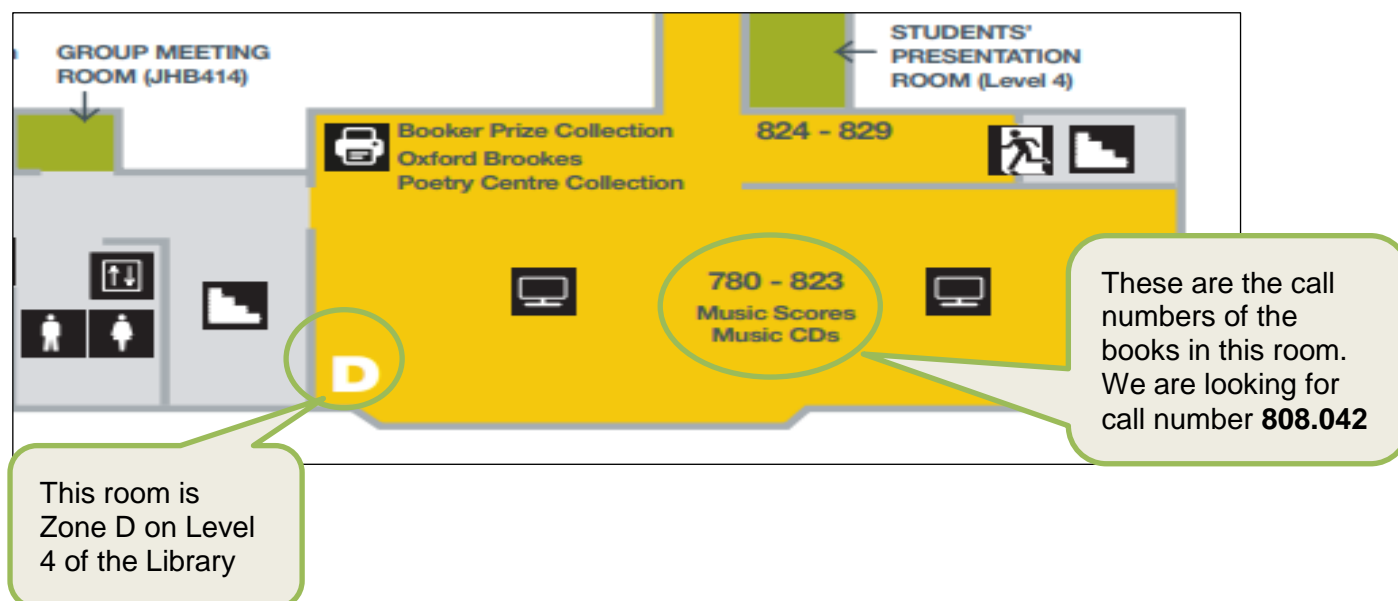
Call numbers in the library start at 0... on Level 2 and end at 9... on Level 4.

Call numbers (shelfmarks) in the Headington Library		
Level	Call numbers	Subjects
Level 2	000s	Computing & publishing
	100s	Philosophy & psychology
	200s	Religion
	300s	Social sciences Includes sociology, anthropology, politics, economics, tourism, law, health care services, criminology, education.
	400s	Languages
Level 3	500s	Natural sciences Includes maths, chemistry, biology
	600s	Technology Includes medicine and health care, business, food science and nutrition, hospitality, construction.
	700s to 719s	Fine Art and planning
Level 4	720s	The rest of the arts subjects and recreation Includes architecture, painting, music, cinema, sport and leisure.
	<b>800s</b>	<b>Literature &amp; writing</b>
	900s	Geography & history

Looking at this list of call numbers, we can see that books with a call number starting **8...** are shelved on **Level 4**.

You can pick up a copy of the Headington Library floor plan leaflet from the Help Zone on Level 1 of the Library and there are also maps on the landing of each floor. These show us that when we get to **Level 4** of the library, we should go to **Zone D** to find the book with the call number **808.042 BAI**

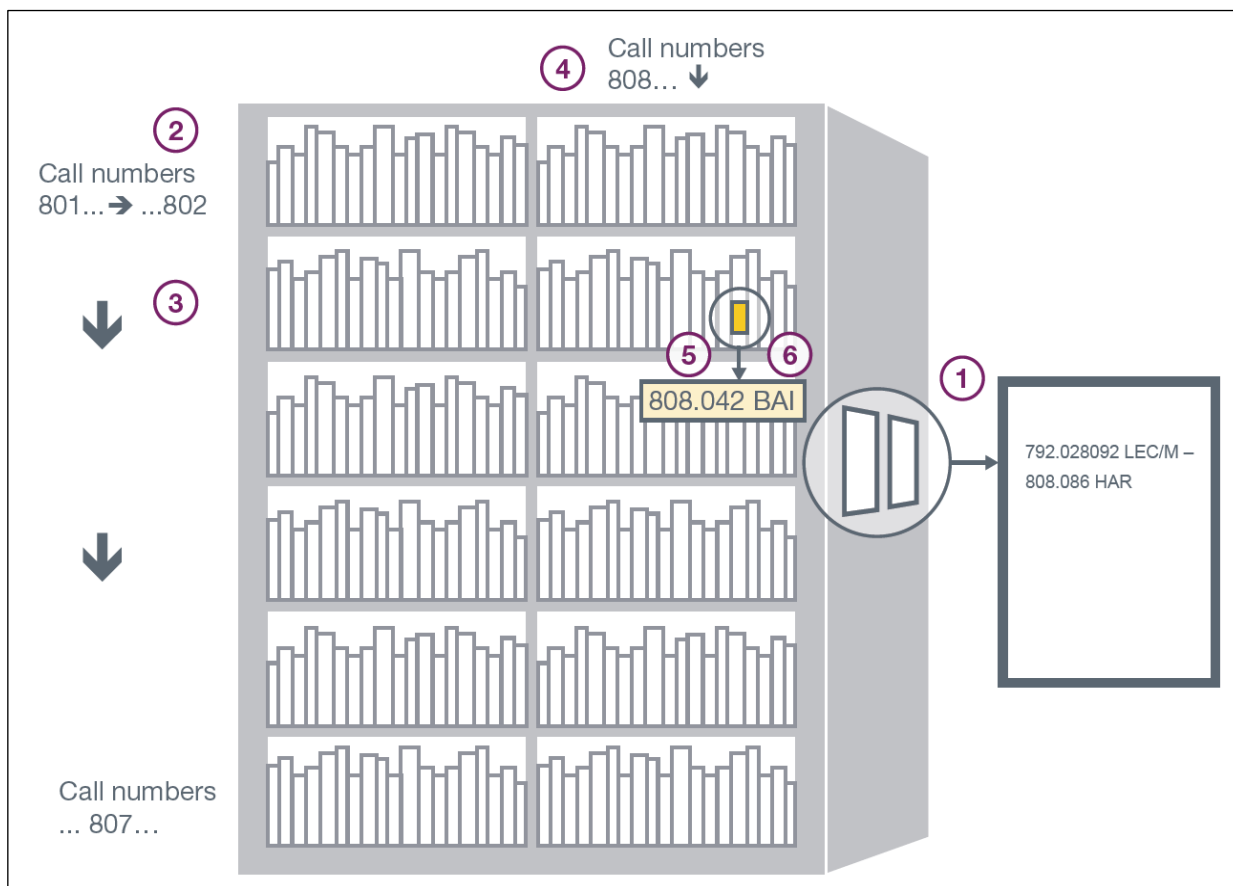
## HEADINGTON LIBRARY: LEVEL 4



## Look along the library shelves to find the book

(1) Look at the signs on the side of each shelving unit to see which call numbers are shelved there.

In our example, you'd need to go to Zone D on Level 4 and walk along looking at the signs at the ends of the shelves to find the section which covers the call number **808.042 BAI**



(2) When you have found the right section, scan the shelves to find your book. The call number is usually displayed on the spine of the item. It's easiest to start by looking along the shelves for the first three numbers (the ones before the decimal point), for e.g. **808.042**. Begin **at the left of the top shelf**. Read the call numbers of the books from **left to right** → until the shelf ends.

(3) Then go to the next shelf below. Again, read the call numbers of the books from left to right until the shelf ends. Carry on 1 shelf at a time, reading left to right, top to bottom.

(4) Once you reach the bottom shelf of a column of shelves (known as a 'bay'), **go to the top shelf of the next bay to the right** and repeat looking left to right, top to bottom, until you find the section with the call number you need, for e.g. **808**.

(5) Next look for any **numbers after the decimal point**, digit by digit - e.g. **808.042**. Scan the shelves from left to right, top to bottom as before.

(6) Finally use the **letters** to help you find the specific book. These are taken from the author's surname (or the first word of the title if it's an edited book), for e.g. **808.042 BAI**.

## 2. How do I borrow books?

- Use the self-service machines to borrow books (you'll need your student card).
- Students may borrow up to 20 books for a week at a time. Postgraduate students, final-year undergraduates, concessionary students, staff and researchers can borrow up to 30. During the summer, loan periods are extended to 1 month.
- Most items will be automatically **renewed** for a further week on the date they are due to be returned. As long as no-one else puts a hold on the book, it can automatically be renewed up to 25 times.
- If someone places a hold on a book you have borrowed, your loan will not be automatically renewed and must be returned. The Library will email your Brookes Gmail account to tell you that a book is needed by another library user.
- You do not have to pay to borrow items from the Library. However, fines are charged if you bring back an item late.
- Return your books at Headington Library through the automatic return slots next to the Welcome Desk on Level 1. You don't need your student card.
- You don't have to return an item to the library from which it was borrowed – return it to any Brookes library.

## 3. What should I do if I can't find the book?

If you have checked LibrarySearch and it says a book is 'Available' but you can't find it on the shelves, go to the Library Help Zone on Level 1.

If LibrarySearch says the book is 'checked out' (on loan) or is at another Brookes library (e.g. Harcourt Hill or Wheatley) then you can **place a hold** to request it. We have a video at <https://www.youtube.com/watch?v=dix51J4VAio&feature=youtu.be> which shows you how to do this. You'll get an email notification to your Brookes Gmail account letting you know when the book is ready for collection. It can be collected from the section near the Library Welcome Desk on Level 1.

NB You should not put a hold on a book if it's listed as on the library shelves at your home site. It is much quicker to collect it yourself from the library shelves. Ask Library staff if you can't find it.

Check LibrarySearch to see if there's an **e-book**. You can access e-books from anywhere with your Brookes login details.

The screenshot shows the 'Check Availability' page for a book. At the top, there is a green bar with 'Check Availability'. Below it, there is a section for 'Access Online' with a 'View eBook' link. A callout box points to this link, stating: 'Click on the link to access the e-book. Log in when prompted with your Brookes student number and'. Below this, there is a section for 'Oxford Brookes University' with a 'Place Hold' button. A callout box points to this button, stating: 'If the copies are checked out, or the book is at another library, you can place a hold to reserve it.'. The main content area shows a 'Holding Summary' table with columns for 'Call Number' and 'Status'. The table lists three copies from 'Headington Standard Loan' and one copy from 'Harcourt Hill Standard Loan'. The first two copies are 'Available', the third is 'Checked Out, Due 09/09/19', and the fourth is 'Available'.

Call Number	Status
808.042 BAI	✓ Available
808.042 BAI	✓ Available
808.042 BAI	✗ Checked Out, Due 09/09/19
<b>Harcourt Hill Standard Loan</b> ✓ Available (1)	
808.042 BAI	✓ Available

## 4. How do I find other books on the same topic?

Browse the library shelves at the same call number to find other books on the same topic. You can also browse the shelves 'virtually' through LibrarySearch.

LibrarySearch will tell you if the book is on a **reading list**. Check this to find other relevant sources (books and online resources)

Academic writing : a handbook for international students

by [Stephen Bailey](#) (Author)

Print Book 2018

Held by Oxford Brookes University

View eBook

Academic writing : a handbook for international students

Reading Lists

- [Developing Skills for Business and Leadership \(BMGT7046\)](#)
- [English for Specific Purposes \(Academic and Occupational\)](#)
- [INRL4002 Introduction to International Relations 2: Themes and Issues](#)

[View all lists \(10\)](#)

View Description

Browse the Shelf

Explore Editions and Formats

LibrarySearch tells you if the book is on a reading list

Use **Browse the Shelf** to find other books on the same subject

Reading lists for each of your modules are usually available online and include links to the relevant resources. To find a list for a specific module, go to your [Moodle course](#). There will usually be a link to the complete reading list in the right-hand menu.

NB If you're unsure what you need to read each week, don't hesitate to check with your tutor.

You can also access reading lists for any module through the Library home page at <http://www.brookes.ac.uk/library/>. Click on the **Reading lists** tab and type in the module name and/or code and click on Go.