

Finding books and eBooks for Modern Languages

1. How do I search for books & eBooks?

Use **LibrarySearch** on the Library home page at <http://www.brookes.ac.uk/library/>
Type in the type in the author, title or subject that you are interested in and click Search.

Here is a search for the book Intercultural Communication: A Discourse Approach, by Ronald Scollon, Scollon and Jones. There's no need to type in all these details; one author surname and a few words from the title should be enough:

Search the library

LibrarySearch Books Journals Databases Reading lists Library website

LibrarySearch

scollon intercultural communication

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 filters on the left of the screen. Look for the **Format** option and tick the box next to **Book**.

Click on the blue title link to find out more about a specific book.

The screenshot shows the search results for the book 'Intercultural communication: a discourse approach'. The page includes a book cover, author information, a summary, and access options. Numbered callouts highlight the following elements:

- 1:** The book cover image.
- 2:** The 'View eBook' button in the 'Access Options' section.
- 3:** The 'Place Hold' button in the 'Access Options' section.
- 4:** The 'Reading Lists' section, which includes links to 'BMGT4006 Global Business Communications', 'MARK4001 Foundations for Academic Success', and 'Intercultural communication'.
- 5:** The 'Cite', 'Share', and 'Save' buttons located above the book details.

- 1. View eBook:** Connect to the eBook (Brookes student number & password required).
- 2. 306.44 SCO:** Print books have a **call number** which this tells you where the book is shelved in the Library.

3. **Place Hold:** If the book is on loan to another user or at one of our other libraries, you can put a hold on it. If it's on the shelves, it's quicker for you to go and get it yourself.
4. **Reading lists:** View reading lists that recommend this book
5. **Cite and Save options:** You can copy the citation but always check Cite Them Right Online before putting it in your written work. Find out more from **3 tips for improving your referencing – and your marks!** at <https://www.brookes.ac.uk/library/resources-and-services/course-resource-help/modern-languages#referencing>

2. How do I borrow books?

- Use the self-service machines to borrow books (you'll need your student card).
- Undergraduates may borrow up to 20 books (Postgraduates, staff and researchers may borrow up to 30) for 1 week.
- Most items will be automatically **renewed** on the date they are due to be returned. Loans that have been reserved by someone else will not be automatically renewed and must be returned.
NB Check your Brookes emails to keep track of your loans and renewals. We will only contact you if you need to do something.
- Find out more from our guide How to Borrow and return books: <https://www.brookes.ac.uk/library/how-to/borrow-and-return-items>

3. If I want to browse the Library shelves, where should I go?

The Library has a range of books, dictionaries, audio-visual materials and online resources to help you with studying languages. Books are shelved by subject rather than language, so you may need to use various sections of the Library for your course. Every item is assigned a call number which enables you to locate it on the library shelves, for example:

- Books on intercultural communication are at 306.44
- The book Intercultural Communication by Ronald Scollon is at 306.44 SCO

The call number is usually displayed on the spine of the item. Books are arranged numerically on the library shelves from 000 – 999. If you look at the end of each shelf you will see a sign which tells you which call numbers are located there.

Here are some useful sections of the Library:

Call number and location	Subject
Level 2, Zone C	
300s	Social sciences - sociology, anthropology
303.482	Globalization, cultural relations
306	Culture
306.0942	British culture
306.0944	French culture
306.0946	Spanish culture
306.0952	Japanese culture
306.44	Social aspects of language, sociolinguistics, including intercultural communication
Level 2, Zone D	
320	Politics
327	International Relations
330	Economics

332	Finance
337	International economic relations
Level 2, Zone E	
370	Education – also at Harcourt Hill
Level 2, Zone E	
400s	Languages
420	English language
423	English dictionaries
423.1	Thesauri and dictionaries of English synonyms
425	English grammar
428	English language usage
428.24	Learning English as a foreign language, including IELTS resources
428.64	Collection of readers – simplified versions of English novels
430	German language
433	German dictionaries
435	German grammar
438	Learning German, German usage
440	French language
443	French dictionaries
445	French grammar
448	Learning French, French usage
448.2421	French study texts and easy readers
460	Spanish language
463	Spanish dictionaries
465	Spanish grammar
468	Learning Spanish, Spanish usage
495.1	Mandarin Chinese
495.1321	Chinese dictionaries
495.182421	Learning Chinese, Chinese grammar <i>Tell Me More</i> virtual language centre kit available to borrow from the Library at 495.182421/CHI
495.6	Japanese language
495.6321	Japanese dictionaries
495.65	Japanese grammar
495.68	Learning Japanese, Japanese language usage <i>Tell Me More</i> virtual language centre kit available to borrow from the Library at 495.682421/JAP Graded readers including the Brookes series <i>Let's Read Japanese</i> are shelved at 495.686
Level 3, Zone D	
658	Business
658.049	International management
658.3	Human resources management
658.4	Management & organisational behaviour
658.4012	Business strategy

658.421 658.8	Entrepreneurship Marketing
Level 4, Zone D 791.43 791.430941 791.430944 791.430946 791.430952 820	Cinema including films on DVD British cinema French cinema Spanish cinema Japanese cinema English Literature
Level 4, Zone E 840 860 895.6 941 951 952	French literature Spanish literature Japanese literature British history Chinese history Japanese history

4. Further help for students doing BA Applied Languages and MA in International Business and Intercultural Communication (IBIC)

- If you would like further help, please contact the Academic Liaison Librarian for Modern Languages, Joanna Cooksey by emailing jcooksey@brookes.ac.uk
- Check the **Course resource help for Modern Languages** at: <https://www.brookes.ac.uk/library/resources-and-services/course-resource-help/modern-languages> for links to key-e-resources, guides and much more.

[JC languagesbooks 08/2021]