

How can I find my books on the shelf?

1. Letters representing general subject areas are arranged alphabetically. Single letters are filed before multiple letters, e.g. J, JC, JD, K, KGF...

3. Some books may have a further number to indicate a more specific topic. Read this as a decimal. e.g. .75, .8, .85, .8572, .9...

5. All books will include a line with three letters. This will usually indicate the author or sometimes the title. These are arranged alphabetically.

HA
155
.75
.C3
.HUB
2008

2. Read this line as a whole number, e.g. 1, 2, 10, 15, 150 1200... This represents a specific subject area.

4. If a book has a letter followed by a number, consider the letter first and read numbers as decimals e.g. .A7, .C3, .C337, .C4, .D1...

6. Some books will show the publication year at the end of the notation. These are arranged chronologically.

HA
154
.GLO

HA
155
.GLI

HA
155
.D75
.GIB

HA
155
.75
.C3
.HUB

HA
155
.8
.INT

HA
156
.BAR
1999

HA
156
.BAR
2007