



Retrieving Library Books from Shelves

Catalog Numbers

SVC catalog numbers are located within the SVC electronic catalog on the library webpage (please see handout for searching the SVC catalog or talk to a librarian)

SVC Library materials (books, DVDs, etc.) are arranged on the library shelves in numeric and alphanumeric order (the Dewey Decimal Classification System).

The SVC physical book collection currently consists of over 15,000 volumes which range in classification numbers from **001 B296** to **996.9 K67o**.

Shelving Order

Books are shelved in order from the back right side of the main Reading Room clockwise (shelved along the walls of the room) to the back left side of the Reading Room; the collection then continues into the Sun Room on the left side of the room, following the row of shelves, to the right side of the Sun Room.

Each book shelf has an attached label indicating the range of books on each shelf. These labels follow the order of the shelving sequence. So if you are looking for a book with the catalog number **602.74 K129o** the shelf label indicating a book range between **550. 44 — 675. 59 M456q** will have the book you are looking for.

Retrieving the Book

Once you have the catalog number of the book you want, ex. **435.22 W84t**, you can begin to look for the book.

Following the shelving sequence explained above locate the shelf containing the catalog number you are looking for (indicated on the shelf label), ex. **435.22 W84t**. Starting with the first number follow the sequence on the shelf until you locate the item you are looking for. Once you have retrieved the book, if you plan to borrow it, take it to the circulation desk where you can check it out.

Oversize Books

Oversize books are located in the large two-tiered shelf (spanning nearly the length of the room) in the middle of the Reading Room. They are shelved here because they are physically too large to fit on the regular shelves. The SVC online catalog indicates when a book is oversized. When you are looking for a book that is oversized you will find it within the Oversize book shelf and not within the other shelves explained above.

The Oversize shelf sequence order begins at the back left side of the shelf and wraps around to the back right side of the shelf.