



Leabharlann Glucksman Glucksman Library

## Finding a Book

- Step 1 Open the library catalogue at ul.ie/libary Sign into your account and type in the name of the item you require, in the search field
- Step 2 On your results page, select which item it is the you want
- Step 3 Note the item's availability If the book is available to borrow it will say Available at in green, if not, it will say *Checked out* in grey, ARC means you have to Request the book online. Note: the book may be available electronically in which case it will say Available Online
- Step 4 Library material is kept in different locations \* see list
- Step 5 Items in the library are organised in Dewey Decimal System: see list on the reverse side. On the spine of each book you will see a series of numbers and letters, this is the Shelf Mark. This number tells you the subject matter of the book and its place on the shelf. For example, books on Social Science are found in the 300 range and within that range, books on Political Science will be found at the 320s. The three letters at the end of the series of numbers are the first three letters of the author's name.
- Go to the correct location, find the book according to its Shelf Mark Step 6 and check it out at the self-issue machine

## \*Library Locations

**Open Shelves:** The shelves on floors 1, 2 & 3 where the study desks are.

ARC: Items can be requested online and collected in the room adjacent to the Information Desk

**Reference material and** dictionaries, denoted by a red dot are on the open shelves after the 499s on Floor 1

## **Popular Reading:**

located on the Ground Floor adjacent to the glass stairs.

**Special Collections:** located on the ground floor

TRC: Floor 2

Floor 1	Floor 2
001-003 Knowledge, Systems	500 Science
004-007 Computer Science / IT	510 Mathmatics
010-090 Information & Journalism	530 Physic
100 Philosophy	540 Chemistry
150 Psychology	570 Biology
200 Religion	610 Medicine & Health Sciences
300 Social Sciences	610.73 Nursing & Midwifery
310 Statistics	620 Engineering
320 Political Science	621 Mechanical Engineering / Electronics
327 International Affairs	624 Civil Engineering
330 Economics	629 Aeronautics
350 Public Administration	636 Equine Science
360 Social Policy	640 Home & Family Management
368 Insurance	650 Business
370 Education	657 Accountancy
400 Languages	658 Management
Reference material	660 Chemical Engineering
Dictionaries	664 Food Science
	671 Metal Technology
	674 Wood Science
Floor 3	690 Construction
340 Law	700 Art
	720 Architecture
	780 Music
	796 Sport
	800 Literature
	910 Geography
	930 Archaeology
	940 History

HSM & Teaching Resource Collection



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