

# 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 320 s. The three letters at the end of the series of numbers are the first three letters of the author's name.

Step 6 Go to the correct location, find the book according to its Shelf Mark 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
001-003 Knowledge, Systems
004-007 Computer Science / IT
010-090 Information \& Journalism
100 Philosophy
150 Psychology
200 Religion
300 Social Sciences
310 Statistics
320 Political Science
327 International Affairs
330 Economics
350 Public Administration
360 Social Policy
368 Insurance
370 Education
400 Languages
Reference material
Dictionaries

Floor 3
340 Law

## Floor 2

500 Science
510 Mathmatics
530 Physic
540 Chemistry
570 Biology
610 Medicine \& Health Sciences
610.73 Nursing \& Midwifery

620 Engineering
621 Mechanical Engineering / Electronics
624 Civil Engineering
629 Aeronautics
636 Equine Science
640 Home \& Family Management
650 Business
657 Accountancy
658 Management
660 Chemical Engineering
664 Food Science
671 Metal Technology
674 Wood Science
690 Construction
700 Art
720 Architecture
780 Music
796 Sport
800 Literature
910 Geography
930 Archaeology

## 940 History

HSM \& Teaching Resource Collection

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