

# Organisation of Materials in the Libraries

Library books and other resources are arranged in subject order by the **Dewey Decimal Classification System**, the most common Library system in the world.

When you look for something with the Library catalogue, you will see a **Shelf Mark** – this helps you find the item on the shelves.

Copy/Holding information				
Location	Collection	Shelf Mark	Status	
Melrose Campus	Book	616.994 KEL	Available	Request Copy Add Copy to MyList

To find the item, make a note of the shelf mark and the letters following it.

The Dewey system organises books by dividing them into 10 main groups and giving each group a number - beginning at **000** and going up to **999**.

000-099	Encyclopaedias, dictionaries, directories
100-199	Philosophy, psychology
200-299	Religion
300-399	Social sciences - economics, sociology, law, education
400-499	Languages- English, French, Italian etc
500-599	Sciences - chemistry, physics, biology, zoology, botany
600-699	Technology and applied sciences - medicine, engineering, agriculture
700-799	Arts - architecture, sculpture, painting, music, photography
800-899	Literature, novels, poetry, drama, literary criticism
900-999	Geography, history

Each of these 10 main groups (or classes) is then broken up into specialised subject areas. For example:

300	Social Sciences		330	Economics
310	Statistics		331	Labour economics
320	Politics		331.1	Labour market
330	Economics	→	331.2	Conditions of employment
340	Law		331.21	Wages and salaries
350	Government		331.215	Factors affecting salaries and wages
360	Social care		331.2153	Discrimination & anti-discrimination policy at work
370	Education			
380	Transport			
390	Customs, folklore			

Each class is then filtered into even more specialised groups with more numbers after a decimal point. This means books on the same/similar subjects are together on the shelves.

331.2153 CUS
331.2153 PER
331.2153 STU

The 3 letters after the number are the first three letters of the author's surname, or if there are no authors, the first three letters of the title. This means all books with the same classification number are also arranged in alphabetical.

The books are in continuous number order in every Library, but the way the shelves are laid out will be different at each Library. To find books on the shelf:

- Note down the number of the book you are looking for, for example 331.2153 CUS
- Follow the numbers on the spines of the books until you get to the ones starting with 3
- Follow the numbers on to the ones starting 33, onto 331, onto 331.2 etc.
- Once you get to 331.2153, follow the letters alphabetically until you reach 331.2153 CUS