FINDING BOOKS ON THE SHELF

At Concordia Library, we organize our collections with a system called Library of Congress (LC). This allows us to arrange items on the shelf by subject, rather than by title or author. When you scan a shelf that is organized by LC you will see that all of the items are focused on the same topic.

When searching in the library catalog, an item's record will look like this:

Title: click to see the item's description, other editions, and to place it on hold

Author: click to see other works by the same author

The item's LC call number is what you will use to find the item on the shelf. Make sure to write it down and make note of the item's general location before heading into the shelves.

BREAKDOWN OF A LC CALL NUMBER:

QD 11 Main subject of the item: QD 11 = Chemistry, general.

B76 A further subdivision of the item. The letter usually represents the author’s last name. B = Brock, W.H.

1993 The year the item was published.
Item Locations at CUE Library.

Curriculum Collection - GROUND FLOOR
Reference Collection - GROUND FLOOR
DVDs & CDs - GROUND FLOOR
Writing Collection - GROUND FLOOR

On-Shelf Collection (LC Call numbers A-B) - MEZZANINE
On-Shelf Collection (LC Call numbers C-Z) - 2ND FLOOR

Print Periodicals - 3RD FLOOR

If you were looking for the book with the LC call number QD 11 B76 1993 you would head up to the 2nd floor because the call number starts with the letter Q.

Finding the right aisle in the shelves.

Once you have found your item’s general location, take a look at the alphabetically and numerically arranged signs at the end of each aisle.

QD 11 B76 1993

First look for the letters that match your call number (ex: QD) and then look for the right set of range end numbers that your call number fits into.

The item will be on this side of the aisle because QD 11 fits within the call number range marked on this sign.
Scanning the shelves.

After you've found the right aisle, walk down the aisle and scan the books' spine labels for the start of your call number.

Read the call numbers on the book spines line by line.

1) Look for the QD section
2) Then look for the start of the 11 section
3) Then look for B and 76*
4) Then look for 1993

*Read this number as if it had a decimal point in front of it (ex: .122, .76, .8, .83, .9) QD B76 1993 would come BEFORE QD B8 1993.

If you need any help finding items in the library, please stop by the Library Service Desk and we will be happy to help you out.