

# Welcome to Chichester College Library

## Finding things in the library

Most of the non-fiction (information) books, DVDs and journals in the library are filed on the shelves in Dewey classification number order. The books and other resources each have a label on the spine with the number. There are signs on the end of each bay of shelves showing which numbers and subjects are shelved there.

The Dewey classification system divides all subjects into ten sections. These are:

000-099	Encyclopaedias, computing
100-199	Philosophy, psychology
200-299	Religion
300-399	Sociology, economics, education, social care
400-499	Languages
500-599	Mathematics, science
600-699	Health, engineering, business, construction
700-799	Art, photography, film, sport
800-899	Literature
900-999	Geography, history

Some resources have separate sections e.g. fiction, graphic novels, films on DVD, EFL.

The best way to find the exact number for a subject or specific title is to use the library catalogue or ask the staff at the library desk for help.

The library catalogue is available on dedicated computers in the library. There are also links to it on CCGOnline and it is available on the internet at <https://catalogue.chigroup.ac.uk>

## How to use the Library catalogue

Just enter your search terms, e.g. keywords from the title, author surname or subject you are seeking, to get a list of the resources available in the library.

Use the Advanced search to restrict your searches to specific fields (e.g. author, title, site) or items of specific media types (e.g. books, DVDs, ebooks).

The screenshot shows the HERITAGE ONLINE library catalogue interface. At the top, there is a navigation bar with 'Search', 'Guided Search', 'History', 'Admin', 'Logout', and 'Help'. Below this is a search bar containing the text 'study skills' and a search button. The search results are displayed in a list format, showing the first four results. Each result includes a checkbox, a title, author information, class number, and the number of available copies. The first result is 'Information technology : BTEC national, level 3 : study skills guide : getting the most out of your BTEC'. The second result is 'Cite them right' by Pears and Shields. The third result is 'Debates in psychology' by Bell. The fourth result is 'AQA psychology A : AS' by McGinley and others. On the right side of the page, there is a 'Please log in' section with a 'Reader code' field and a 'Login' button. Below this is a 'Results' section with options to 'Print', 'Email', 'Download', 'Request', and 'Add to favourites'. There is also a 'Display' section with a 'Sort by' dropdown menu and buttons for 'Change display' and 'Toggle highlight'. At the bottom right, there is a 'Library contact details' section with an 'Email Library' button.

Results are listed in class number order, i.e. the same order as the resources are filed on the library shelves. There are 10 results per screen.

Click on the title to select a specific item to get full information, including the site where copies of the resource are held and the due date for items that are on loan.

If you do not find what you are looking for use the Help button or ask at the library desk.

### **Structure of a book**

Most books have the same basic structure.

The **cover** shows the author and title of the book in an attractive format. On the back of the cover or on the flyleaf (inside the front cover) there is usually a '**blurb**'. This gives a brief overview of the contents of the book and is a good way to tell if the book will be useful or interesting.

One of the first pages of the book is the **title page**, which gives the full details of the authors and title. On the back of the title page you will find edition, date and publisher information. These pages contain all the important information needed to cite or reference the book in a bibliography or reference list.

The **contents list** provides a list of all chapters or sections of the book with their page numbers. It is in the same order as they are printed in the book.

At the back of the book there is usually an **index**. This list is in alphabetical order and includes all the key terms in the book with the page numbers on which they appear. It is a useful way to find information about a specific topic in a book.