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.

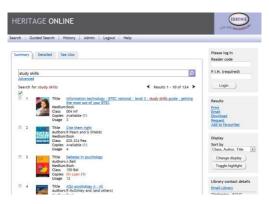
The best way to find the exact number for a subject or specific title is to use the library catalogue or ask the staff at the library desk for help.

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).



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.