

# Finding a Book by its Call Number

You have found a book in the KentLINK catalog that interests you and you want to find it in the Library. **Follow these steps to locate the book in the collection.**

**Author** [Kearney, Hugh F](#)

**Title** **The British Isles : a history of four nations / Hugh Kearney**

**Publisher Info** Cambridge : Cambridge University Press, 2006

**Edition** 2nd ed

(Limited preview)

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LOCATION	CALL #	STATUS
<a href="#">MAIN 9th floor</a>	<a href="#">DA30 .K38 2006</a>	AVAILABLE

**Step 1:** Check the **LOCATION** box to determine in which KSU library (there are 14), or in which area of the MAIN library, you will find the book.

**Step 2:** Make a note of the **CALL NUMBER** – it's the address of the book. You'll need this to find the book on the shelves.

**Step 3:** Be certain that the book status is “**AVAILABLE**” for check out. Items marked **LIB USE ONLY** must be used in the library.

## Step 4: Finding an item in the Main library building.

Most location codes items will indicate the floor that the item is on, for others use the building guide to confirm location. Building guides are located near the elevators, or ask at the Reference Desk for a copy of the guide. It is also available online by clicking on any location code within the catalog.

**Example:** [MAIN juvenile coll](#) = 9th floor

Floor	Collection/Call numbers
12	Special Collections (Archives/Rare Books)
10	Government Documents
→ 9	A-HN; Min. Cat. Collection, Juvenile Collection
8	HQ-PR
7	PS-ZA
6	Periodicals : A -Journal of Comparative Family Studies
5	Periodicals : Journal of Comparative Neurology- Z
2	Microform area
1	Reference Collection

### Step 5: Find the correct section on the floor.



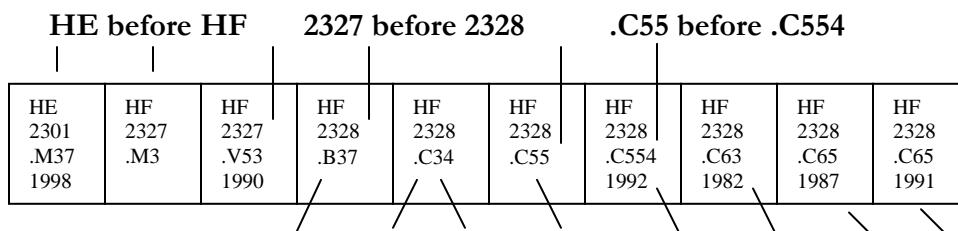
Once you are on the floor for the book you want, look on the end of the shelves to find the call number range listed.

For example, on the seventh floor there is a shelf that is labeled “**HF5500 to HF5566**”.

It is in this section that you will find the book with the following call number: **HF5549.5.R44 T28 2002**

### Step 6: Find the item on the shelf.

Books are shelved using the Library of Congress call number system. Here are some general rules:



**.B before .C .C34 before .C55 .C554 before .C63 1987 before 1991**

Once you have found the book, look at the titles of other books nearby. Because this call number system is arranged by subject matter, you may find other useful items nearby on the shelf.

### SPECIAL NOTE: Folios and Oversized Items:

Please note that if the call number begins with a lower case “f” (for folio) or “q” (for oversized), then look for that book on the last rows of shelving on the floor that has the call number range you need.

#### For example:

**fHF5540.5.M34** and **qHF5004.J45 1992** would both still be on the 7<sup>th</sup> floor. However, they would be found on the rows farthest from the elevators on that floor.

### What if I can't find the book on the shelf?

If you don't find your book on the shelf where it should be located, then first you should check on the “**sorting shelves**”. There are sorting shelves located on each floor, the last row on the side near the elevators. This is where books are held until they can be reshelved.

If you **STILL** cannot locate the item, then do the following:

1. Go back into the KentLINK catalog and search for the item.
2. Click on the “Request Item” button near the top of the screen.
3. Enter your name, KSU Flashline ID and password as prompted.
4. Submit your request. The library staff will attempt to locate the item for you. You will receive a notice if the item is determined to be missing.