

TIPS



The Dewey Decimal Classification

The Learning centre uses the Dewey Decimal Classification scheme (DDC) to arrange books, so that subjects are arranged together and books can be easily found.

When you search the Library catalogue (OPAC) the record for each book displays a classmark. This classmark is the DDC number and shows where the book can be found on the shelves, it will be displayed on the books spine.

Sometimes the DDC number will be followed by three letters, these represent the books author or subject of the book.

For a full list of the DDC [click here](#).

Example


I have done a search for 'conceptual art'

Search library catalogue

conceptual art

[Advanced](#)

In the results list I have found a book that interest me and clicked on it. I am given further information including it's classmark '709.04OSB'



Title	Conceptual art	Class	709.04 OSB
Authors	Peter Osborne	Edition	
Standard no.	9780714861128	Language	
Medium	Book		
Imprint	London: Phaidon, 2011		
Subjects			
Keywords	Conceptual art, Conceptual art-History, Conceptual art-Influence		
Series	Themes and movements		

Next I must scroll down to check which centre the book is held at. **Hortensia=Chelsea Wormington=Kensington**

Copy no. 0 Existing reservation(s)

Copy no.	Loan type	Location	Status	Due date	Shelfmark
1	00011712	Standard Loan	Hortensia	Available	
2	00011713	7 Day Loan	Hortensia	Available	

If you are at the same centre look for the **classmark** on the shelves. If not you can click 'Reserve'. The book will then be sent to your centre.

