

## **Finding a book on the shelf:**

There are thousands of books in the library collection, but once you've found the book in the catalogue, how do you locate the book on the shelf?

In this short video, I'll show you how.

To find a book on the shelf, first you need to find the item on the library catalogue. You then need to note down whether the item is available, and if it is available, you will need to make a note of the floor location and shelfmark.

In this example, I am searching for 'Skills for success: personal development and employability' by Stella Cottrell. I do this by entering both the book title and the author's surname. The search result for this title includes a link that tells you we provide multiple versions of this book. Click on this link. In one of the search results, you will see a 'copies available' link; click this to find the floor location and the shelf mark.

In this example, the item is located on level 5 and the shelf mark is 650.1 COT. You can also view a floorplan of level 5. Floorplans are also displayed on the walls around the library building.

To locate the item on the shelf, you will first need to look at the notices on the ends of the shelves; these state which range of shelf numbers appear on that shelf. In this example, books with a 650.1 number appear on a shelf where the numbers range from 650 to 657.

You then need to walk along that shelf to find the 650.1 section of books. You can see that within this section, books are shelved from A-Z by author surname. The three letters at the end of the shelf mark normally represent the first three letters of the author's surname, as in 650.1 COT.

If you're having difficulty finding a book on the shelf, please contact the Library team by emailing [library@bath.ac.uk](mailto:library@bath.ac.uk) or use the 'Ask a Librarian' option on the Library homepage. Thanks for watching.