



LIBRARY
1700 Spring Garden Street, Philadelphia, PA 19130
215-751-8394
<http://library.ccp.edu>

HOW TO FIND BOOKS

Use the On-line Public Access Catalog (OPAC) to find books in the library. The catalog can be found by clicking on the **Catalog** button located on the Library home page. The catalog lists all books, videotapes and periodical titles that are owned by the College's Library, as well as items that have been placed on Reserve.

You can search the catalog for materials owned by the Library by selecting one of the options from the menu:

WORD

Use the word search if you are not sure of a title of a book. The word search looks for words anywhere in a record. Use significant words. **Do not use** common words such as **a, an, if, it, of, the, with**, etc.

Use the * symbol to search for plural and alternative forms of a word. [For example: crim* will retrieve crime, criminal, crimes]. This symbol can also be used for truncation if you are unsure of the spelling of a word. [For example: theat* will retrieve theater and theatre.]

SUBJECT HEADING

Use the subject heading search to find books by a particular subject. The library uses the *Library of Congress Subject Headings (LCSH)*. Copies of LCSH are available behind the Information Desk under the call number 025.49 L697. The subject headings also suggest broader and narrower subject headings that you can use.

AUTHOR

Use the author search to find books by author. An author can be a person, corporation or organization. When searching for a personal author, please enter the name of the person *last name, first name*. When looking for a corporation or organization, enter the name in the order that it usually appears.

TITLE

Use the title search to find books by title. Only use this search when you are sure of the title. It is *not* necessary to include **a, an** and **the** when they appear at the beginning of a title.

JOURNAL/MAGAZINE TITLE

Use the journal/magazine title search to find periodicals by title. Periodicals include journals (scholarly), magazines (popular) and newspapers.

CALL NUMBER

Use this search if you know the call number of a book and want to know where it is located in the Library or to supply parts of the bibliographic citation. [For example: missing author or publisher.] Our Library uses the Dewey Decimal System.

RESERVES

Use this search to retrieve material by **course** name or by the name of the **professor**.

HELP

Provides additional help in searching the catalog OR ask a librarian!

HOW BOOKS ARE ARRANGED ON THE SHELVES

Books are arranged on the shelves using the Dewey Decimal System

According to this system, books are grouped by subject into ten classes:

000-099	General Works (including Reference, encyclopedias, almanacs)
100-199	Philosophy, Psychology
200-299	Religion, Mythology
300-399	Social Science
400-499	Language
500-599	Pure Science (including mathematics, biology, chemistry)
600-699	Technology (including medicine, nursing, engineering)
700-799	Arts (including painting, music, photography)
800-899	Literature (including poetry, plays, essays)
900-999	Geography and History

Each of these classes is then broken down even further into ten subdivisions. For example, Literature is divided as follows:

800	General
810	American Literature
820	English & Old English Literature
830	German Literature
840	Literature of the Romance Languages
850	Italian Literature
860	Spanish Literature
870	Latin Literature
880	Classical Greek Literature
890	Literature of other Languages

Locations

Section	Where Located?	Circulates? [Can be checked out?]
ATLAS	The first floor of the Library. The atlas section is located after the Index section.	No
FOLIOS-UPPER LEVEL	The second floor of the Library. Oversized books are located here.	Yes
INDEX	The first floor of the Library in the section on the left (low shelves) in the front of the library.	No
MAIN STACKS	The first floor of the Library in the section after the computers. Books with call numbers from 001 through the 700s are located here.	Yes
UPPER LEVEL	The second floor of the Library. Books with call numbers from 800 through the 900s, as well as Biographies, are located here.	Yes
REFERENCE	The first floor of the Library in the section just past the Information Desk - on either side of the computers.	No
REFERENCE FOLIO	The first floor of the Library on the bottom shelf opposite the Information Desk in the Reference Section. Oversized Reference books are located here.	No