

FIND THAT BOOK

Navigating library stacks to find call numbers



Finding a book with a call number is like a journey. You must go from one place to another before reaching your destination. So, let's plan the route:

Get It

< BACK TO LOCATIONS

LOCATION ITEMS

Dana Porter Library
Available, Book Stacks (6th-10th Floors); PN2593.13.S68 H56 2010
(1 copy, 1 available, 0 requests)

The **1st** destination is Omni, the library catalogue. Get the call number from the 'Get It' section of your book's record.

The **2nd** stop is at the Library that has your book. Use the [Library Clickable Floor Plans](#) to determine on which floor you will find your call number.

For example, PN2593.13.S68 H56 2010 is on the 9th floor at [Dana Porter Library](#).

The **3rd** place on the itinerary is the bookshelf with the call number range you need.

⚠ You will not see the exact call number on the shelf signs, so look for the range it falls within.

Find the section that contains call numbers beginning with a 'P.' Once in the 'P' section, search for a range with 'PN'. In our case, PN2593 falls between PN2582.C and PN2883, so you will find the example book on book stack 16, side A, in Porter.

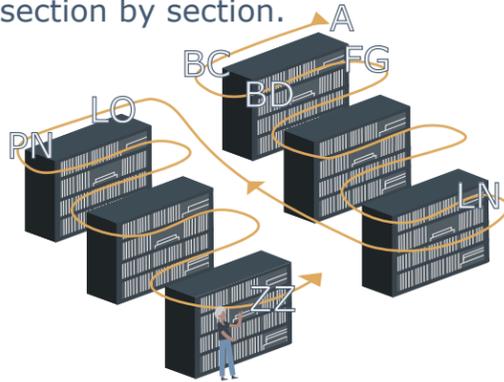


Travel guide

Scanning the stacks

Each bookshelf has the range of call numbers found in that row listed on both ends of the shelf. A bookshelf consists of multiple smaller sections or bays on both its sides. Scan the shelves one bay at a time, from left to right, top to bottom.

When you reach the end of the range, the call numbers resume on the next shelf at the top, going from left to right, section by section.



Locating by collections

Consider the type of material and the prefix on the spine labels when looking for an item. **Example:** REF means the reference area and PER means periodicals/journals. These collections are often kept in their own separate areas of the library.

At **Davis**, journals/periodicals are on the lower floor, while books and reference materials are on the main floor. At **Porter**, reference is on the main floor, journals/periodicals are on the 3rd floor and books are on floors 6-10.

⚠ Most of our books are on publicly accessible shelves, but several formats like CD-ROMs, DVDs, and Course Reserves are on shelves accessible only to staff. Ask at the circulation desk for help accessing these items.

Additional Travel advice

In **Davis**, call number ranges are sometimes split up by walkways. When scanning the shelves for a call number, skip over the walkway and keep scanning on the next bookshelf to find the end of the range.

In **Porter**, check beside the elevators and in the stairwells for signs listing the call number ranges on each floor.

10	Study rooms	Books PR6053-Z
9	Study room	Books NK4000-PR6052
8	Study room	Music HF-NK3999
7	Reflection room Study room	Books DS550-HE
6	Study room	Books A-D5549

Always ask a library staff if you need help!



UNIVERSITY OF
WATERLOO