



# How to find books in the Library



Today, most libraries use an electronic system to catalogue books. While the process of searching for a book may vary slightly from library to library, most libraries use the Dewey Decimal Classification System to organize its books. It is very important to teach students about the fundamentals of the Dewey Decimal System to enable them to locate books in the library.

# What is the DDC?

The Dewey Decimal Classification System is the most popular method used to organize books in the library. The DDC arranges mostly non-fiction books numerically into 10 major classes. Each of the 10 classes is then divided further.

Each book is given a number which helps us easily find books that we love to read and books that we need for research.

# Exceptions to DDC

- ▶ Fiction books are usually shelved in a different section alphabetically by author's last names.
- ▶ Oversize books or other media may be shelved elsewhere, where space is appropriate.



# The subjects in the DDC are arranged into ten Main Classes

**000 – 099 Computer Science, Information & General Works**

**100 – 199 Philosophy & Psychology**

**200 – 299 Religion**

**300 – 399 Social Sciences**

**400 – 499 Language**

**500 – 599 Science**

**600 – 699 Technology (Applied Science)**

**700 – 799 Arts & Recreation**

**800 – 899 Literature**

**900 – 999 History, Geography & Biography**

## Call numbers: how DDC helps



A call number shows the exact location of the book and what the topic is. **For example:** We are looking for a book about the planets.

The call number will look like this:

523  
Sim

**500 = Natural sciences & mathematics**

**520 = Astronomy & allied sciences**

**523 = Specific celestial bodies & phenomena**

**Sim = Author letters** (Author letters are the first 1-3 letters of the author's last name.)

In every library using the Dewey Decimal Classification, a book with the call number of **523 Sim** will be about planets and shelved in the same general area with related books.