

## How to find a book on the library shelves

Let's say that you want to consult the book *The Information Crash*. The first thing you need to do is find it in the library catalogue. Once you've found it, click on the title for more details about the book and locate the call number.

The call number or call mark is the alphanumeric code placed on the spine of books to identify their location on the shelves.

This code is generated by means of a decimal classification system. At the UIB library we use the Dewey system.

This classification divides knowledge into ten broad areas.

Using these codes makes it easier to group documents together by area of knowledge or discipline. In this way, documents on a given subject can be easily retrieved from the same shelf.

The Dewey classification system is used at UIB libraries, with the exception of documents that are in closed stacks, which may have a different call number type. Now that you have the call number, you can collect the book from the corresponding shelf.

If you want to check it out, head to the library counter. If you just want to consult it, leave it on the desk or counter when you've finished. Do not take it back to the shelf where you found it.

How do I read a call number?

Call numbers are alphanumeric codes where the digits (at least three) identify the document subject area and the letters (usually three) match the first three letters of the author's name or the title of the document. Since this is a decimal system, the call number must be read digit by digit, and not sequentially.

In other words, you must look at the position of the number, not at its value. Note that 302.209.43 goes before 302.22, since we are not reading whole numbers, but decimal ones.

Finally, where numbers coincide, the letters are used to arrange them in alphabetical order.

This decimal system lets us be very precise when specifying the subject, since we can add as many digits as necessary.

Visit our website and click on this link to view maps and other relevant information for all the libraries on campus. For example, the Ramon Llull library map shows you the location of all the documents it holds.

For more information, head to the library website: [biblioteca.uib.cat](http://biblioteca.uib.cat). You may contact staff in-person at the counter, or use the *Deman@ la biblioteca respon* service: by either sending a WhatsApp or filling in the e-mail contact form.