# How to find a book in the Library: An easy guide to understanding call numbers and finding books on the shelf

## Video description

1:20 minute video

## Transcript

MALE NARRATOR:

To find the book you want, start with LibrarySearch. Write down the call number. Books in the Library are organised by call number and are grouped together by subject area. To find the right area in the Library look at the first three numbers in the call number.

Our call number begins with 337. Read the numbers on each shelf from left to right, like a page from a book. The numbers increase as you read across the shelf.

Now that you have located the books marked 337, you'll need to look at the numbers after the dot or decimal point – in our case, four, zero, five.

The numbers after the decimal point in a call number are read individually, not as a whole number. That means you read the number as "four-zero-five", not four hundred and five. So to find 337.405, look between 337.4 and 337.41.

Now that you've got the right number, look for the letter after the number. These are in alphabetical order. You then read the following numbers individually. Got it!

[closing credits]

RMIT University
www.rmit.edu.au