

Mary Seacole Library

Guide 4

SHELFMARKS

How to find books in the Library



WHAT ARE SHELFMARKS?

Shelfmarks are the numbers we use to organise the books in subject order on the library shelves. The shelfmark for each book appears on a label on its spine, or, in the case of very thin books and other formats, on its front cover.

HOW TO FIND A SHELFMARK

To find the shelfmark of the book you want you will need to search the library catalogue. If you are unsure how to do this click the Help button on the Catalogue Tool Bar (see below) or refer to a copy of the Mary Seacole Library “How to Search the Library Catalogue” Guide Number...



Once you have found the book you want on the catalogue, click on the title link to see its full record.

Location	Shelfmark
MARY SEACOLE LIBRARY	016.61073/Cla
MARY SEACOLE LIBRARY	016.61073/Cla
MARY SEACOLE LIBRARY	REF 016.61073/Cla

Make sure you write down the **entire number** — and note which campus library the book is held in.

In this example all copies are held at the Mary Seacole Library.

WHAT DOES IT MEAN?

Shelfmarks are arranged in three parts:

- 1. Prefix** – the majority of books do not have a prefix and are found on the main shelves in the Lending Library. However, some books are prefixed with REF (Reference – see example above), or QK REF (Quick Reference) and this tells you in which collection the book is held. E.g.

Location	Shelfmark	Location	Shelfmark
KENRICK LIBRARY	QK REF 615.1341 Bri	MARY SEACOLE LIBRARY	Q 612/Thi
MARY SEACOLE LIBRARY	QK REF 615.1341 Bri		

Quick Reference Item

Quarto Item (height greater than 26cm)

2. Subject classification – a series of numbers which describe the subject area of the book. The longer the number, the more specific the subject coverage. Thus a number is built in the following way:

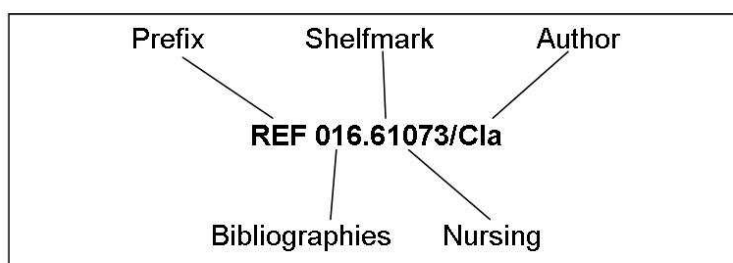
- 600 Applied Sciences
 - 610 Medicine and Health
 - 610.73 Nursing

Or

- 600 Applied Sciences
 - 616 Diseases
 - 616.8 Mental Disorders
 - 616.89 Schizophrenia

3. Suffix – three letters which represent the author, editor, or title of the book.

For example:



OFFICIAL PUBLICATIONS

Official Publications are not arranged in classified order, but shelved in labelled boxes in their own dedicated area of the Reference Library. By clicking on [Show details](#) the box label is revealed e.g.

Location	Shelfmark	Loan Type	Availability	Copies	Loans	
MARY SEACOLE LIBRARY	Q REF OFFICIAL PUBLICATIONS	REFERENCE	Available	1	0	Hide details
Barcode	Due Date	Reserves	Notes			
30479258	Available	0	Shelved in NSF 3			

The boxes are arranged alphabetically.

HOW TO FIND THE BOOK ON THE SHELVES

1. Make sure the book is in the Mary Seacole Library and whether it is in the Lending or Reference Library
2. Find the first three digits of the shelfmark (e.g. **016**).
3. Find the digits that come after the decimal point (e.g. 016.**61073**).
Please note: this is a decimal system, so 015.61073 comes **before** 016.61073.
4. Once you have found the entire number on the shelves, look for the three letter author suffix. These are arranged **alphabetically**. For example:
016.61073/**Acc** is followed by 016.61073/**Gou** is followed by 016.61073/**Rob**
5. Check the book to ensure you have the correct title and edition.



Still confused?

Ask at the Enquiry Desk for help!

To remind you...	
016.61073/Cla	Loan copy – In Lending Library
REF 016.61073/Cla	Reference Copy – In Reference Library
Q 016.61073/Cla or Q REF 016.61073/Cla	Quarto – large item (26cm or larger), in both Lending and Reference Library
OFFICIAL PUBLICATIONS	Shelved in OFFICIAL PUBLICATIONS in Reference Library
QK	Quick Reference – Shelved in the Reference Library

SUBJECT	SHELFMARK	AISLE	SUBJECT	SHELFMARK	AISLE
Anaesthetics	617.96	32 /33	Nursing Education	610.7307	30
Anatomy	611	48	Nursing Ethics	174.2	5
Cancers	616.994	46	Nursing Models	610.7301	28 / 29
Disease	616	37 - 46	Nursing Specialisms	610.736	32
Drug Calculations and Dosage	615.1	36	Oncology	616.992	46
Geriatrics	618.97	50	Operating Department Practice	617.91	48
Gynaecology & Obstetrics	618	48	Organizational Management	658.4	51 / 52
Health Promotion	613	35	Paediatric Nursing	618.9200231	49
Health Services	362.1	13 / 14	Paediatrics	618.92	49 / 50
Herbal Medicine	615.321	36	Physiology	612	34
Homoeopathy	615.532	37	Psychiatric Nursing	616.890231	44 / 45
Learning Disabilities	371.9	24	Psychiatry	616.89	43 / 44
Learning Disabilities Nursing	616.85880231	42	Psychology	150	2
Law (Nursing)	344.10441	11	Public Health	614	36
Learning Styles	658.407124	52	Rehabilitation	617.03	47
Learning Styles (Nursing)	610.7307	30	Research Methods (Social Sciences)	300.72	6
Management (General)	658	51	Research Methods (Nursing)	610.73072	30 / 31
Management (Nursing)	362.173068	18	School Nursing	371.712	24
Nurse Prescribing	610.730692	29 / 30	Sociology	301	6 / 7
Nursing	610.73	26 - 28	Surgery	617	47

