



Library Research Tips

Finding Materials in the Library

- Each resource has a unique call number printed on it. On a book, you'll find the call number printed on the spine.
- The call number and location are like an address telling you where the resource can be found in the library.
- Call numbers are made up of letters and numbers.
- The library uses the Dewey Decimal System to arrange materials by subject. Call numbers start at 001 and go up to 999.999.
- When you search for resources in the catalogue, the record shows the call number for the item, where it is located, and whether it is available.
- Once you know the call number, you need to find the corresponding section in the library—all shelves have signs indicating which call numbers are available on each shelf.

Example: To find a book with the call number 658.8 A735 2007

1. Use the signs on the end of the shelves to find the right area, then look for 658.8. Remember that the .8 part is a decimal so the ordering would be 658.723 → 658.8 → 658.9.
2. Once you have found 658.8 look for A735 by scanning the books on that shelf (resources are organized alphabetically and numerically: A 658.8 A513 → 658.8 A735 → 658.8 B121).
3. The last part of the call number tells you when the resource was published.

Marketing : an introduction /	
Title:	Marketing : an introduction / Gary Armstrong ... [et al.].
Other Author(s):	Armstrong, Gary.
Publisher:	Toronto : Pearson Prentice Hall, c2007.
Description:	2nd Canadian ed. 619 p. : ill.
Subjects:	Marketing.
Holdings Information	
Location:	McNally Main Shelves
Call Number:	658.8 A735 2007
Number of Items:	1
Status:	Available

The location directs you to the area of the library where the resource can be found

The call number tells you the specific location of the resource on the shelf

This is the status of the item (whether it is signed out or not)

Visit the library website: www.nait.ca/library