

How to find a book in the Libraries

Where is the card catalog?

In place of the card catalog, the UMW Libraries use the VTLS (Virginia Tech Library System) computer system. You can access the computer catalog by opening the library website <http://www.umw.edu/library> using any Internet browser.

Click on the *UMW Libraries Catalog* link under FIND BOOKS.

The *Keyword Search* is the default. You can search by keyword, author, title, or subject. The *Keyword Search* is great if you don't know exactly what you are looking for. If you are sure you know the title, author or LC Subject Heading, the *Basic Search* is more direct.

What is a call number?

Each book is identified with a call number, representing the subject of the book and where to find it in the library. eBooks all have the call number *NetLibrary*. There is a separate guide for finding eBooks. The UMW Libraries use the Library of Congress (LC) classification system. The LC classification system uses a combination of letters and numbers to identify the books' subjects and keeps them in order on the shelves. Most people are familiar with the Dewey Decimal system, which uses only numbers.

A call number has essentially four parts. The letters on the first line identify the broad subject area of the book. The numerals in the second part indicate the book's specific subject. The third part, made up of both a letter and numbers, represents the author's last name and distinguishes that work from all others on the same subject. The copyright date of the book is often added as a fourth line. Occasionally, the first three lines of a book's call number represent the subject. In that case, the fourth line is the author number and the fifth line is the book's publication year.

For example, the call number for Morton Prince's *The Dissociation of a Personality: A Study in Abnormal Psychology* is **RC / 555 / .P74 / 1969**.

- RC** = "R" groups books on medicine; "RC" identifies the practice of medicine.
- 555** = Personality disorders.
- .P74** = Author number, which represents the author's last name, Prince.
- 1969** = Year the book was published.

How are books arranged?

Books are shelved in order by their call numbers. LC call numbers are shelved alphabetically by the first line, in numerical order by the second line and then in alphanumeric order (a letter and decimal order). The following call numbers are all arranged in the correct order.

D	DK	PN	PN	PN	PN	PN
30	4	56	560	560.3	571	571
.T41	.A39	.S55	.H63	.D4	.A43	.A5
2006	1987	1999	2002	2007	2006	2006

The number on the second line is treated as a whole number, while the number on the third line - - following the decimal point and letter - - is treated as a decimal. Thus, in the last two call numbers, **.43** is smaller than **.5** (if this is confusing, think of it as **.43** and **.50** or 43 cents is less than 50 cents).

Where is the book I need?

The CGPS Stafford Library is located on the second floor of the South Building at the College of Graduate and Professional Studies. Volumes on the Fredericksburg campus are located in Simpson Library.

Books with call numbers beginning with:	Simpson Library Location
A - L	Third floor
M - T	Second Floor
U - Z	First Floor

I and O are not used because of their resemblance to the numbers 1 and 0.

If the record says *Available at: Stacks*, the book may be checked out.

A location symbol may be added above a call number to distinguish those library materials which because of their size or use are shelved separately from the general collection.

Location Codes:	Simpson Library Location
REFB – Reference Books	First Floor
CASE - Atlases	First Floor
MAP - Maps	First Floor
ARCH - Archives	Second Floor – Room 217
RARE – Special Collections	Second Floor – Room 217
OVER - Oversize	Second and Third Floors

Reference Books cannot be checked out, but they may be used in the libraries.