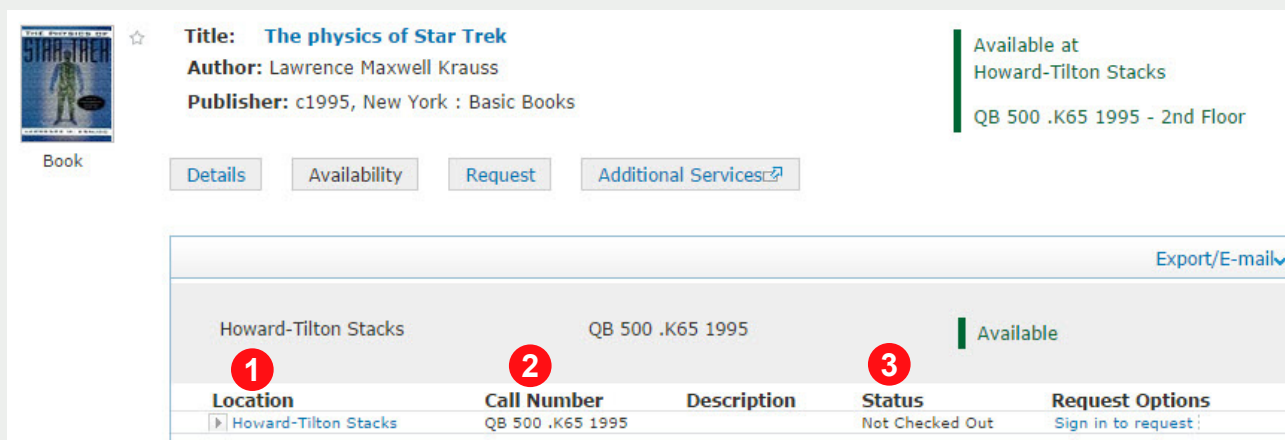


Use the **AVAILABILITY** tab to locate the items you want and make a note of the **LOCATION**, the **CALL NUMBER**, and the **STATUS**. Noting these is important and will prevent you from looking in the wrong library location, or looking for a book which is checked out or lost.

Let's look at an example:



Title: The physics of Star Trek
Author: Lawrence Maxwell Krauss
Publisher: c1995, New York : Basic Books

Available at
 Howard-Tilton Stacks
 QB 500 .K65 1995 - 2nd Floor

Book

Details Availability Request Additional Services

Export/E-mail

Location	Call Number	Description	Status	Request Options
Howard-Tilton Stacks	QB 500 .K65 1995		Available	
Howard-Tilton Stacks	QB 500 .K65 1995		Not Checked Out	Sign in to request

1 The location is *Howard-Tilton Stacks*. This book will be in the Howard-Tilton Memorial Library.

Locations may include:

Location listed	Building Location
Amistad Research Center	Tilton Memorial Hall
Architecture	Richardson Memorial
Business	Goldring-Woldenburg Hall
Howard-Tilton Stacks	Howard-Tilton Memorial Library
Jones Hall	Jones Hall
Latin American Library	Howard-Tilton Memorial Library, 4th floor
Matas Medical Library	Downtown Campus
Mathematics Library	Gibson Hall, 4th floor
Music & Media	Howard-Tilton Memorial Library, 6th floor
Offsite Depository (Ask at Circulation Desk)	Request the book using online form
Vorhoff Library	Caroline Richardson Building

2 The **call number** signifies:

- QB Subject area for the book
- 500 Number for a more specific subdivision of the subject area
- .K65 Number for an individual book
- 1995 Publication date

3 *Not Checked Out* means that the books should be on the shelf. *Checked Out*, *Renewed*, *In Process*, *Lost*, and *Missing* statuses indicate that the book is not on the shelf. *Howard Tilton Reserves* items are at the Check-Out Desk on the 1st floor (or on the 6th floor if item is a DVD).

For items with the status *Check for availability*, ask for help at the Research Help Desk.

- Most of Tulane's resources are classified in the Library of Congress Classification System which arranges materials by subject. The first letter denotes the larger subject area (Q for science) with a second letter designating a subdivision (QB for Astronomy).
- For items in Howard-Tilton Stacks, use the **Call Number Floor Guide** to determine **which floor** the book will be shelved:

Call Number Floor Guide	
A-BF	5
BG-DA	4
DB-LT	3
M-NX	6
P-PF	3
PG-QD	2
QE-Z	1

The call number **QB** falls between call numbers **PG – QD**, so QB 500 .K65 1995 is shelved on the **2nd floor** of Howard-Tilton Memorial Library.

- Next, look at the **signs on ends of the shelves** to find the call number area you need.

The signs at the end of the book shelves indicate the range of call numbers you will find in that particular row. **Find the general area**, in this case, the Qs. **Then look for the specific area**, in this case, QBs. Then find the row where your book is located.

QB	QC
65 to	1
U7	A4963

Call number **QB 500 .K65 1995** falls between the call numbers listed on this sign. The book is in this row.

- **Read the call numbers** on the books in the row to find the book you need.

How to read a call number:

1. Books are arranged alphabetically by the initial letters in the call number ...	H451 .Z682 1998	HA126 .I90 1987	HB12 .I90 2000	HC13 .C55 1952
2. ... then numerically by the numbers after the letter or letters. These numbers are read as whole numbers - 1, 2, 3 ... 101, 102, 103 ... 1001, 1002, 1003, etc.	BF1 .J575	BF 699 .D46	BF 1028 .B45 1993b	BF 1125 .G38 1992
3. The letters that follow the decimal point are read alphabetically .	BF699 .D46	BF699 .H5	BF699 .J6	BF699 .P7
4. The numbers that follow the the decimal point are in decimal order .	PS3569 .A 462345 D45	PS3569 .A 5137 F4 1984	PS3569 .A 52 B58 1999	PS3569 .A 5452 A44 1996
5. There may be a second letter-number combination after the decimal. These should also be read in decimal order .	PS3566 .A6948 B3 1994	PS3566 .A6948 E43 1998	PS3566 .A6948 J64 2000	PS3566 .A6948 W5 1997
6. The four numbers at the end of the record are the publication date .	BF1028 .B45 1993	BF1028 .B45 1993b	BF1125 .G38 1992	BF1125 .G38 1995

Need help? Contact the Research Help Desk anytime you have questions: visit us in person, call (504) 865-5606, go to library.tulane.edu, or email libref@tulane.edu