Finding Printed Books and Journals in the Library

The University of Otago Library uses the Library of Congress (LC) shelving system. Items are shelved by a call number located on the spine. With LC, the call number starts with one or two letters (which indicate the subject), followed by numbers (further subdivision of subject).

The call number is preceded by the library location and collection.

Cen Ref HA 1107.5 EWS 1972

⇒ Library that has the item. Examples: Cen:Central, Hoc:Hocken, Sci:Science
⇒ Department or collection. Examples: Ref:Reference, Jnl:Journals
⇒ Main subject area. Letters in alphabetical order. Example: HA (Statistics)
⇒ Subject subdivision. Decimal running number. Example: 1107.5 comes before 1108
⇒ Letters filed alphabetically, numbers file as decimals. Example: EWS comes after EW1107
⇒ Year of different edition.

Reading LC call numbers
Read the call number line by line, alphabetically then numerically. Some numbers may contain a decimal point. In lines that have letters and numbers, treat the numbers as decimals.

See examples below.

Moko: Maori tattooing
DU 465 T2 KH6

Seven Maori artists
N 7406.5 SG37

A good book
N 7406.5 SG375

Another book
N 7406.5 SG40

Maori folk art
N 7406.5 T694

Oceanic art
N 7410 AG12 1970

Where are the Hocken books?
To request items from Hocken Collections:
1. Click on the title to display the full record.
2. Click Make a Request then complete Login.
3. Select Callslip.
4. Select the copy, pick-up location and need by date.
5. Click Submit.

Can’t find what you’re looking for? Library staff are happy to help.
Using the Library Catalogue

Use the library catalogue to find print and electronic resources in the library, items on Course reserve, check what you have borrowed, and renew items online.

Logging in to My Account
Use your university username and see what items you have borrowed, if you have fines and fees, and if you can pick up items you have requested.

Basic search
Use a basic search for quick searching.

1. Enter search terms
2. Search **within** keyword, title, author, or call number.
3. **Limit to** selected years, types or places.

Advanced searching
When you use advanced searching you can limit a search, use Boolean operators (AND, OR, NOT), search for books in other libraries and request them via BorrowDirect or Callslip, use phrase searching, wildcards, and truncation.
For more details about advanced search, see the guide: Library Catalogue: Advanced Searching.

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