

## Transcript

Title: Find a book on the shelves (Library Clips)

Creator: Swinburne Library

Audio/video for this transcript available from: <http://commons.swinburne.edu.au>



Use Library search to find a book.

We're looking for a book on media literacy by Potter.

When a title has multiple editions click on the title to see which editions are available in the Library. This book has three editions.

Select "Available" to find its location.

The Library has one copy held at Hawthorn campus, in the General Collection. The book is "in place" which means it's on the shelf and available to be borrowed.

The call number is 302.23 POT-M6. A call number is like an address. It identifies where the book is located in the library. Note the entire call number, including the letters.

Books are arranged in subject areas. Look at the first three digits (302) to work out where you need to go.

Number ranges are displayed at the end of the shelves. At the shelves, read the numbers from left to right, top to bottom. Look at the numbers after the decimal point. These are read individually.

When you've found the number you'll be able to find the book alphabetically using the letters. This book has the letters POT. The M6 refers to the first letter of the title - M for media - and it's the 6th edition.

Found it!

If you have any other questions speak to a Library staff member or contact us online.

[END OF TRANSCRIPT]