Find Books Fast>>
At the end of this introductory guide, you should be able to

• Search for books using Discovery and the Library Catalogue
• Understand what a shelfmark is (Dewey Decimal Classification)
• Find a book on the shelves
• Manage your Library account
• Create your own lists of useful books (using My Lists)
• Use Reading Lists Online
Why should I use Discovery or the Catalogue?

• Useful place to start your search for background material
• Find books on your reading lists
• Contains the records of books, DVDs and other resources held in the Library
Searching **Discovery** or the **Catalogue**

- **Searching by author/keyword(s)**

  This is the most common search when you have a specific book you are looking for rather than using the full title


  E.g. Enter **Cottrell** and **study skills** into the search box
• Searching by keyword(s)

When you are looking for a book on a topic but don’t have a specific title use keywords

Enter one or two words, e.g. **postmodernism** into the search box

Limit your search using the **Discipline/Subject** headings – e.g. visual arts, literature etc.
Further ways to limit your search

• **By date** – when you need current information to support your studies
  
  E.g. Health, Law

• **By format** – when you would like to use sources other than printed books to find information
  
  E.g. e-books, DVDs
What is a shelfmark?

• The Library uses Dewey Decimal Classification to arrange its resources.

• Take a look at this YouTube clip created by Robert Gordon University Library for a brief introduction to how Dewey Decimal Classification works: [https://www.youtube.com/watch?v=F61DdVI_GtU](https://www.youtube.com/watch?v=F61DdVI_GtU)

• The shelf mark is located on the spine of the book and positions it on the shelf. It’s made up of numbers (representing the subject of the book) and letters (surname of the author/editor).

• It may also be referred to as a class mark, class number, shelf number and call number.
This is the spine label for *Introduction to qualitative research methods: a guidebook and resource (3rd edn.)* by Steven J. Taylor and Robert Bogdan, bought by the Library in 2010.
How to find a book on the shelves?

Check the Catalogue record of the book and note the shelfmark and which floor the book is on.

Use the shelf end guides to locate the book on the shelf.
Shelf end guide

363.2
-
363.256
Books are in decimal number order on the shelves

363.25   ADA
363.2503  FOR
363.2503  OXF
363.2562  SAW

Search from left to right, top to bottom
Manage your Library account

To get started using Library resources you need your:

- Teesside University Smart Card (TUSC)
- IT Username and Password
- Personal Identification Number (PIN)

Go to Register or Update Your Details (Manage your security details) at https://mylogin.tees.ac.uk/mylogin/ to set up your PIN.
My Account

• Check what items you have out on loan
• Confirm when items are due back
• Find out whether you have to pay fines
• Renew your loans so that you can keep the items longer
• See if you have any reservations or Inter Library Loan requests to pick up
• Change your PIN number

• Click on **My Account** from the Catalogue screen. Enter your IT username and PIN. Then click on **Login** to see your account details.
How to reserve a book?

• If a book is out on loan, you can reserve it.
• Go to the Catalogue
• Enter the author’s surname and some keywords to find the book you want.
• From the catalogue record of the book, click on Reserve this item.
• Enter your IT username and PIN and click on Login.
• Click on Reserve to complete the reservation.
Creating your own lists (using My Lists)

• You can keep a list of the useful books you find.
• Search for a specific book or topic in the Library Catalogue.
• Under the chosen book(s), click on Add to My Lists.
• Give the list a title, and click on Add to My Lists again.
• You can set up lists for different modules/assignments.
• If you want to save the list, you need to go to My Lists and log in to My Account. Otherwise the list will be temporary (for the duration of the Catalogue session only).
Using Reading Lists Online (RLO)

- Your module reading list contains details of items like books, journals, web pages or databases. These items have been selected for you by your module leaders, so when you are doing coursework the reading list is the best place to start.

- Your reading list should be available electronically through a system called Reading Lists Online (RLO).

- To search for your list on RLO, go to the tab on your subject LibGuide.

- You can also access your reading list through the VLE. Find your module on E-learning@Tees and click on the Reading List link.

- If you can’t find your reading list on RLO, speak to your module leader.