Before you locate the location of desire book on shelves, have you determined the Call Number, Status or Location of the book? If YES, proceed to the next step. If NO, try to search on OPAC.

**The Call Number and where you can find them?**

Items in the library are organised by the main classes of the Library of Congress Classification (which associate to the subject area). Each of the item is assigned with Call Number, which also identified as the ‘address’ of the book on shelves, followed by Cutter Sanborn which represented by unique numbers of the author’s name and year of publication.

For example, *The HACCP food safety training manual / Tara Paster* has the call number TX537 .P277h 2007. Books in this range are in the Technology category and under Subject of Technology this particular title is arranged together with similar sub-subject category, TX - Home economics. Hospitality industry.

**Library of Congress Classification - Main Classes**

<table>
<thead>
<tr>
<th>Letter</th>
<th>Subject area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>General Works</td>
</tr>
<tr>
<td>B</td>
<td>Philosophy, Psychology, and Religion</td>
</tr>
<tr>
<td>C</td>
<td>Auxiliary Sciences of History</td>
</tr>
<tr>
<td>D</td>
<td>General and Old World History</td>
</tr>
<tr>
<td>E</td>
<td>History of America</td>
</tr>
<tr>
<td>F</td>
<td>History of the United States and British, Dutch, French, and Latin America</td>
</tr>
<tr>
<td>G</td>
<td>Geography, Anthropology, and Recreation</td>
</tr>
<tr>
<td>H</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>J</td>
<td>Political Science</td>
</tr>
<tr>
<td>K</td>
<td>Law</td>
</tr>
<tr>
<td>L</td>
<td>Education</td>
</tr>
<tr>
<td>M</td>
<td>Music</td>
</tr>
<tr>
<td>N</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>P</td>
<td>Language and Literature</td>
</tr>
<tr>
<td>Q</td>
<td>Science</td>
</tr>
<tr>
<td>R</td>
<td>Medicine</td>
</tr>
<tr>
<td>S</td>
<td>Agriculture</td>
</tr>
<tr>
<td>T</td>
<td>Technology</td>
</tr>
<tr>
<td>U</td>
<td>Military Science</td>
</tr>
<tr>
<td>V</td>
<td>Naval Science</td>
</tr>
<tr>
<td>Z</td>
<td>Bibliography, Library Science, and General Information Resources</td>
</tr>
</tbody>
</table>

**Call Numbers and Shelving**

Library materials are assigned to their places on the shelves through the use of call numbers. These are found on the spine label. Call numbers arrange materials by subject based on classification systems. In addition, the call number divides subject classification and ended with author Cutter Sunborn and year of publication. In University Library classification system that being used is Library of Congress Classification or LCC.

**A Sample of shelving arrangement for LCC Call numbers would be:**
Based on the call number you got from OPAC system, go to the specific area as mentioned on the Item Class. However, for further information on how library items are arranged read the following instructions:

**How library items arranged on shelves?**

Materials are arranged in the stacks using a block arrangement. The typical pattern of shelving is from left to right, from the top shelf down, section by section, and range by range.

---

**Range Finder**

<table>
<thead>
<tr>
<th>AC</th>
<th>BP</th>
</tr>
</thead>
<tbody>
<tr>
<td>39</td>
<td>42</td>
</tr>
<tr>
<td>ES</td>
<td>3253</td>
</tr>
<tr>
<td>2004</td>
<td>2009</td>
</tr>
</tbody>
</table>

**BLOCK ARRANGEMENT**

Books are arranged on both sides of range

**ITEMS ARRANGEMENT FROM TOP VIEW**

Books are arranged on both sides of range

---

**Location of Item**

The bibliographic record will always display in the location on which the item is located.

---

**T Technology**

**T Technology (General)**

**TA** Engineering (General). Civil engineering

**TC** Hydraulic engineering. Ocean engineering

**TD** Environmental technology. Sanitary engineering

**TE** Highway engineering. Roads and pavements

**TF** Railroad engineering and operation

**TG** Bridge engineering

**TH** Building construction

**TI** Mechanical engineering and machinery

**TK** Electrical engineering. Electronics. Nuclear engineering

**TL** Motor vehicles. Aeronautics. Astronautics

**TN** Mining engineering. Metallurgy

**TP** Chemical technology

**TR** Photography

**TS** Manufactures

**TT** Handicrafts. Arts and crafts

**TX** Home economics. Hospitality industry

---

**Record 1 of 1**

You searched Pintar Campus - Title: ha

**Author** Paster, Tara, 1965-.

**Title** The HACCP food safety training manual / Tara Paster.


**ISBN** 0471794456

**Material** xxii, 329 p. : ill. ; 28 cm.

**Checked Out** 1 On Reserve 0

**Available** 0 Requested 0

**On Hold** 0 Other 0

**Total Items** 1

**Unsatisfied Requests** 0 Total Requests 0

**Location of Item**

**Item Class** Open Collection

**Call Number** TX537 .P277m 2007

**Copy** 1

**Status** Due Date: 20/11/2010 17:30
If an item is showing as available, but it's not on the shelf

If the catalogue displays the status as "Available", it should be available on the shelf. If you still can’t find it:

- check the trolleys
- call extension 7898 for further clarification, or
- ask for help at the Reference Counter.

It is possible that somebody else is using the item in the library, so you may need to wait a while and then re-check the shelves. If you still can’t find the item, report to Reference Counter and we will carry out daily searches for the item accordingly.

If we locate it, you'll be notified by email or phone and the item will be placed on hold for you. If we are unable to locate it, the item will be marked as "Missing".

What do the letters before the call number mean?

Some call numbers have a letter preceding the call number:

- **ref**: reference
- **jou**: journal
- **rep**: report
- **FI**: English fiction
- **FM**: Malay fiction

What does the Open Collection mean?

All the items in library are divided according to its own function:

- **Open Collection**: Applied to a library or collection where readers are admitted to the shelves. This item can be borrowed in a certain period of time.
- **Red Spot**: The collection is located at Circulation counter which holds material in high demand that is selected by lecturers as essential reading. Items can be borrowed for twenty-four (24) hours and fines will be imposed - 50 cent per hour. Also known as Reserve.
- **Reference Collection**: Material designed to be consulted for brief items of information such as facts, statistics, background information, etc. which you can only use in the library. Reference material can be either general in nature, such as the *Malaysia* or *Encyclopedia of Britannica*.
- **Periodical**: A serial published indefinitely at regular or stated intervals, generally more frequently than once a year. Each issue is numbered and/or dated consecutively and contains articles, stories, or other writings. Journals, magazines, and newspapers are periodicals.