Books in the Library

Dewey Decimal Classification:
Books on the same subject stand together.

<table>
<thead>
<tr>
<th>Books in the Library</th>
<th>May be borrowed</th>
<th>e.g. 246.1 GOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open shelves</td>
<td>May be borrowed</td>
<td></td>
</tr>
<tr>
<td>Reference works</td>
<td>May be used only in the Library</td>
<td>e.g. R225.1 BIB</td>
</tr>
<tr>
<td>Reserved books</td>
<td>May be used only in the Library</td>
<td>Recommended by lecturers</td>
</tr>
<tr>
<td>Study collection</td>
<td>May be used only in the Library</td>
<td>Prescribed books</td>
</tr>
<tr>
<td>Electronic books</td>
<td>Available everywhere</td>
<td>Username and password</td>
</tr>
</tbody>
</table>
Books v Journals

• **Books**
  - Definitions, theory, background information
  - Complete, comprehensive
  - Not always recent information
  - Use:
    - Table of contents
    - Introduction
    - Index
    - Bibliography
  - Use books with bibliographic references

• **Journals**
  - For recent information
  - Short, specific information
  - Apply theoretic information