Books in the Library

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

<table>
<thead>
<tr>
<th>Books in the Library</th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Open shelves</td>
<td>May be borrowed</td>
<td>e.g. 246.1 GOL</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, must be available for all students</td>
</tr>
<tr>
<td>Study collection</td>
<td>May be used only in the Library</td>
<td>Prescribed books identified by staff</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