Where do I start? – Finding items on the shelf

Using SUPrimo

Before using this guide you need to search SUPrimo [http://suprimo.lib.strath.ac.uk/] to find the Location, Shelf number and Status of the item. When you have this information, you are ready to find the item on the shelf. For help with using SUPrimo to find books and journals see the separate guide called ‘Where do I start? – Finding books and journals’.

Finding books

Lending books are on the subject floors on Levels 4 and 5. They can be borrowed for one week (books with red labels) or up to six weeks (Standard Loan). Both types of loan renew automatically: six times for one week loans and four times for six week loans. Reference books are on Level 1. This guide refers to Science material; lending books on Level 4 and journals and reference books on Level 1. See also the Shelving Map of Level 4: [http://www.strath.ac.uk/media/ps/isd/libraryinformationresources/Shelving_Map_of_Level_4.pdf]

There is also a separate collection of heavily used material for all subject areas, the Short Loan collection, on Level 3.

How are books organised on the shelf?

The University of Strathclyde Library uses the Dewey Decimal Classification Scheme (DDC). Books are arranged by subject. Each subject has a number and books on the same subject are shelved at the same number.

The 000 [Computer Science, knowledge systems], 500 [Natural sciences and mathematics] and 600 [Technology (applied sciences)] numbers are on Level 4.

- The shelf number will have at least three numbers followed by three letters after the number, e.g. D 615 CLI
- The more numbers after the decimal point, the more specific the subject.
- The letters after the number are the first three letters of the author’s surname or the first three letters of the book title.

The green cards at the end of the shelves show the range of numbers on that shelf. Books are arranged in numerical order from left to right. Where books have the same number, the letters are further used to organise them:
Example of numerical order of books on the shelf

D 530.01 PHI  D 530.15  D 530.16
YOU       OSH     DAN
D 530.1553 RUB
D 530.16  TAY

Finding journals

Journals are on mobile shelves on Level 1. All journals are reference only.

How are journals organised on the shelf?

Journals are organised by number and then alphabetically by title. The University of Strathclyde Library uses Universal Decimal Classification (UDC).

Think of the number as a decimal fraction with the point missed out, so 62 would be shelved after 619.

Example of numerical order or journals on the shelf

6  61  611  611.1  611.2  611.9  619  62

Additional symbols are used to further classify journals and they are shelved in the following order:

+       621+624
/       621/622
Plain number  621
:       621:622
( )    621 (41)
-       621-79
.       621.1

Please ask staff if you are unable to find an item on the shelf.

Library Store

Older books, journals and all print copies of research level theses are in the Library Store. This is a closed area of the Library. You can get items from Store by using the Request option from SUPrimo. Sign in to your Library Account. Look up the item on SUPrimo and choose Get It then the request option. Store items are fetched Monday-Friday. Requests submitted before 10.30 are usually available at 11.30.

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