

### Transcript: Finding a book on the shelves

The library catalogue will indicate where in the Library your book is located.

To find this information, search for the book, select the appropriate book record, and then click on the drop down menu.

You will then see the number of books available, and their locations. In this record, there are 2 copies available in the Lending Collection, and one that is out on loan.

Make a note of the whole shelfmark, including the letters. The book will either be on level 0 or level 1 of the Library. Once you have found the book, take it to the self-service machine or the Service Desk to borrow it. If you have any difficulty finding the book, ask for assistance at the Service Desk.

Books on the Reading List are kept behind the Service Desk. These are books which are in high demand and can only be checked out for 3 hours at a time. To borrow these, take a note of the title and shelfmark and request at the Service Desk.