

## **About the Library Catalogue**

1-Look up items by author or title by using those pages for a quick check.

2-Refer to the Code number in the first column of the row. It is the numeric grouping for each subject area All publications with like numbers are stored together: 0 –99, 100's – 500's.

3-The second column, Class, has three components. The capital letter is the first letter of the author's last name. The number is an identifier for the author's last name. The lower case letter is the first letter of the title. Using this method keeps the books in alphabetical order.

Abbreviations such as M, CRP, DVD reflect publications other than books. Example: All magazines are represented by M. There is a page listing all the abbreviations.

If you want to check on a specific magazine issue refer to the Code sheet. You will find a complete listing of all the issues including month or season and year. If you have questions feel free to contact the librarian, Linda Verbiscar, [verbiscarjl@yahoo.com](mailto:verbiscarjl@yahoo.com) or 520-392-1414

Please feel free to request items in advance of the monthly meeting to reserve material for sign out at the monthly meeting. You are welcome to arrange to visit the library at a mutually convenient time.

There are library policies. Please be familiar with them. There are not many to review. It is hoped you will enjoy the library contents.