After searching on the Library’s catalogue (Heritage Cirqa OPAC https://libcat.union.ac.uk/), you can find out where an item is by looking at the location, loan type and class or shelfmark of the item you are looking for.

Clicking on the title shows more details for each item:

The citation is useful for creating bibliographies.

Locations include reading room 1, the corps room and the periodical room.
Reading room 1 is the main part of the library where the majority of books are found. It holds:

- the new classification books (Library of Congress)
- short loan and 7 day loan items
- biographies
- most of the old classification books
Short loan and 7 day loan items are stored behind the issue desk.

Ask a member of library staff for them.

Biographies and works by different theologians are found around the outside of the library, on the lower shelves. They are classified under BY_ e.g. under BYL you would find works by C.S. Lewis or Martin Luther.
Old classification books are stored on the high shelves around the outside of the library.

The door to the **corps room** is at the **far end of reading room 1**.
The corps room.

The corps room contains the **Reference, Irish, Scottish, Oversize and Pamphlet collections**. It holds the rest of the old classification books.
The door to the periodical room is just past the issue desk in reading room 1. The periodical room contains hardcopies of journals and the computer suite.

Turn right at the end of the issue desk. Entrance to photocopying area, periodicals room and computer suite.

Photocopiers and printers. The stairs lead up to the periodicals room and computer suite.
New journals stand. Journals arranged alphabetically by title.

Computer suite.
There are several different loan types: reference, standard loan, short loan and 7 day loan.

Reference books are found in the Reference collection in the corps room and the Irish and Scottish collection also have a small reference collection. These cannot be borrowed. Short loans and 7 day loans are stored behind the issue desk on your right as you enter the library. They have short loan or 7 day loan stickers on their spines. Standard loan books are usually on the ordinary, new classification shelves.

<table>
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<tr>
<td>Short loan books.</td>
<td>7 day loan books.</td>
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Class or shelfmarks are usually found on the spine of books. They are a code for the subject of the book.

The letters B to BX are from the new Library of Congress Classification and will be found on the main shelves in reading room 1. They are shelved in alphabetical and numerical order.


<table>
<thead>
<tr>
<th>Section 1</th>
<th>Section 2</th>
<th>Section 3</th>
<th>Section 4</th>
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<tr>
<td>BS</td>
<td>2330</td>
<td>.2</td>
<td>B424</td>
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**Section 1**

Read this section in alphabetical order. (E.g. B, BD, BF, BJ, BL, BM, BR, BS etc.) Use the signs on the bookcases to help you find the BS area of the library.

**Section 2**

Read this as a whole number in numerical order. E.g. 1, 15, 200, 680, 1190 etc.

**Section 3**

Read the number as a decimal. E.g. BS2330.2 comes before BS2330.3.

Sometimes this section can be a combination of letters and numbers. Read the letter alphabetically. E.g. BS2545.B36, BS2545.C567, BS2545.D45.
Letters always come before numbers. E.g. HA100.A3 comes before HA100.3.A64.

Section 4
This represents the author’s surname. It is in alphabetical and numerical order.

The following pictures give a rough guide to the letters in the Library of Congress Classification, the subjects they represent and where they can be found in the Gamble Library.

B Philosophy (General).
   BC Logic.
   BD Speculative Philosophy.
   BF Psychology.
   BJ Ethics.
   BL Religions. Mythology. Rationalism.

BM Judaism.
BP Islam. Bahaism etc.
BQ Buddhism.
BR Christianity.

BS The Bible including commentaries in biblical order. (Genesis – Mark).

BT Doctrinal theology.

BV Practical theology.

BX Christian denominations.
Books in the **corps room** will have a **prefix before section 1**.

**BIB** means the book is a **bibliography** and is in the **Reference collection**, e.g. BIB BYL6737 G612.

**REF** means the book is in the **Reference collection**, e.g. REF BS185 E57.

**OS** means the book is in the **Oversize collection**, e.g. OS BR482 J73.

**CAL** means the book is in the **Scottish collection**, e.g. CAL BR787 B853.

**HIB** means the book is in the **Irish collection**, e.g. HIB BX4839 B433.

**Pamphlets** stored in the corps room have **PAM** before **two numbers**. They do not follow the Library of Congress Classification.

**Biographies** and works by or about **famous theologians**, found along the **lower half of the outside of reading room 1** have **shelfmarks** beginning with **BYA** through to **BYZ**. The A to Z usually represents the **surname of the person** who the **biography or work is about or by**. For instance BYB7142 to BYB7148 will hold works about or by Bonhoeffer. BYL6732 to BYL6738 will hold works about or by C.S. Lewis.
Other books are kept in the store or rare books room. Ask library staff to get these for you. These books will have class or shelfmarks which begin ST-; RBR-; RPA-; RPM-, e.g. ST-00540; RBR.1.280; RPA460; RPM317. Most store books can be borrowed, but rare books room materials can only be consulted in reading room 1.

If you search the catalogue for a journal title their class or shelfmark reads PERIODICALS. Journals in the periodical room are arranged alphabetically by journal title. They run around the outside of the room first then along the bookcases in the centre of the room. They are reference only but can be photocopied. (Remember to obey copyright regulations when photocopying – one whole article from, or 10% of, a journal issue, whichever is greater, may be copied).

Remember:

Ask a member of the library staff if you cannot find something you need in the library. They will be happy to help.

*The Gamble Library Vision Statement* - Every member equipped with the resources and information literacy they need to support teaching, learning, research or personal and professional development, within the context of the Union Theological College’s vision, mission and ethos.