

# Call Numbers and Other Useful Library Stuff

[Remember: Always ask a librarian for help if needed!]

## CALL NUMBERS

(how to read the Library of Congress call numbers)

Example: **BF 11 .H39**

**BF** = Subject Area

**11** = Location within the Subject – **Like a Street Address** – *Numbers go from 1-9999*  
(so: 11 is in beginning of BF section, 9879 is at end of BF section)

**.H39** (shows where book sits on the shelf in the BG11 area) -- stands for author's name

Books are shelved in Cravens floors 5-9, DVDs and CDs and Reserves can be found on Cravens 2<sup>nd</sup> floor.

Try out the **Map It** feature in TOPCAT!

## CITATION

(Basically what you will need to cite your work)

Generally, a citation for a journal is: Author, Title, Journal Title, Volume Number, Issue Number, Pages and Date.

A citation for a book is: Author, Title, Publisher, City Published in, Date.

## FULLTEXT

(Indicates an article is attached to the citation in results list)

Look for the following links in the citations of the database results:

PDF Fulltext  
HTML Fulltext  
XTML Fulltext  
Linked Fulltext

## If Citation is NOT Fulltext (no Fulltext links)

Click on:

**Check TOPCAT to see if Library Owns this Journal** link in the record to see if WKU has the journal.

If WKU owns the journal, it will be located on the 2<sup>nd</sup> floor of Helm in Periodicals. Periodicals are all shelved alphabetically.