

# Finding Non-Fiction

Non-Fiction is catalogued using the Schools **DEWEY DECIMAL SYSTEM**

## Dewey Decimal System - How do I find a book?

To find a book about a topic e.g. Earthquakes you will need to follow these steps ...

- ✓ Go to the correct section of library
- ✓ Find the number for your topic
- ✓ Find book on shelves - books sorted in numerical order

### 1. FIRST STEP: GO TO THE CORRECT SECTION

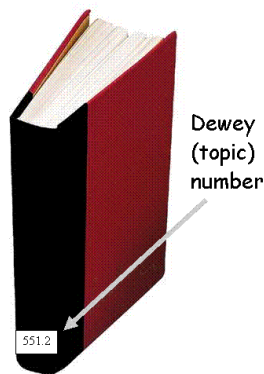
To make things as easy as possible the books are grouped into ten main subject areas with a number from 000-900.

The ten main subject areas are as follows:

General Subjects -	000	Natural Science -	500
Philosophy and Thinking -	100	Science and Technology -	600
Religion -	200	Arts, Recreation and Leisure -	700
Social Sciences -	300	Literature -	800
Language -	400	Geography and History -	900

There are signs on the top of the shelves to help you look in the correct subject area.

### 2. SECOND STEP: FIND THE DEWEY NUMBER



Each topic within a subject area has its own number - this is called a **Dewey number**. For example books about Earthquakes have their own number 551.2

To find the number for your topic use the **Subject Index Guide** or **Codecracker Poster** - at the desk and on the wall near the door.

The **Dewey number** can be found on the spine label on the book.

### 3. THIRD STEP: FIND THE BOOK ON THE SHELF

The books are sorted in numerical order. Keep looking until you find the book with the correct **Dewey number** - remember this can be easily seen on the spine of the book.

There are also **shelf guides** to help you find topics.

**Reference Books** - these include Bibles, Encyclopaedias and Dictionaries. These books may NOT be taken out of the library.

**KS3 and KS4 Resources** - **KS3 and KS4 textbooks, set texts, study and revision guides.**  
These are short loan only and may be used for ONE WEEK only.