

Finding Books

www.washburn.edu/mabee

<p>What materials are listed in the online catalog ATLAS?</p>	<p>Most items in Mabee Library, WU's Curriculum Resources Center, WU's Law Library, the KS Supreme Court Library, the Kansas State Historical Society Library, and the Kansas State Library are cataloged in this system.</p>
<p>How can I find out if the library has a specific book?</p>	<p>Search the Library Catalog ATLAS http://www.washburn.edu/mabee/ Be sure to check the LOCATION of the item.</p>
<p>How can I tell if the book is checked out or not?</p>	<p>In ATLAS, if the status displays CHECK SHELVES, the item is on the shelves and can be checked out. If the status displays a due date, the item is checked out and is due back on that date.</p>
<p>What if the book is not listed in the online catalog?</p>	<p>Ask at the Reference Desk. Sometimes other libraries in town may have the item. Reference librarians can assist in requesting the item through Interlibrary Loan. Those affiliated with Washburn University can request most items (books, journal articles, etc.) without cost. Guest borrowers may be asked to pay processing and mailing costs. Materials can be requested online. Go to <i>Mabee Library</i> home page, then select <i>Interlibrary Loan/ Document Deliver</i>.</p>
<p>Where are the books shelved in the Library?</p>	<p>Most of the Library's books are shelved on the 3rd floor of the Library. There are special collections shelved in different areas such as: Reference, Oversize, Koch Room, Storage, and the Washburn Room.</p>
<p>What information do I need to find a book on the shelf?</p>	<p>At the very minimum you need the book's call number- a combination of letters and numbers assigned to each book. (See next page).</p>
<p>What if the book is not on the shelf?</p>	<p>Ask the Reference Librarian or look again to double-check the call number, the location, and whether it is checked out. The book may be in oversize, or in another library. If the book is checked out, go to the Circulation Desk to place a hold on the item.</p>
<p>What do I need to check books out of the library?</p>	<p>Washburn students, faculty and staff must present a valid Washburn ID at the Circulation desk to check out books. Community patrons must present their guest borrower's card.</p>

Mabee Library uses the Library of Congress (LC) call number system. The Curriculum Resources Center uses the Dewey Decimal (DDC) system. The key to finding a book in this Library is to search for the top line of the call number first, regardless of whether it is a DDC or an LC call number.

Library of Congress Call Numbers

**BF
38
.M38**

Title: Systems and Theories in Psychology
Author: Marx, Melvin

- The first line “BF” is the LC designation for psychology books. Look for this line first.
- The second line “38” represents books on general psychology.
- The third line, “.M38” arranges the book decimally by the author’s last name.

Dewey Decimal Call Numbers

**150
As35i**




Title: Introduction to General Psychology
Author: Asher, Eston

- The first line, “150” is the DDC designation for books on psychology. Look for that number first.
- The second line, “As35i” arranges the book alphabetically by author and title. Look for this line next.

Special Call Numbers

The Library maintains several special collections. Materials in these collections have been assigned call numbers with special designations:

- REF** These are reference books that are shelved on the main level (2nd floor) of the Library. Reference books do not check out of the Library.
- OVERSIZE** Books that are too large for the regular shelves are shelved in a special location on the upper level (3rd floor). Use the STACK GUIDE to find their location.
- R.B.R. or W.R.** Rare books or archival materials are shelved in the Washburn Room on the lower level (1st floor). Make an appointment with the Special Collections Librarian to access this collection. These items do not check out of the Library.
- KOCH** The Koch Art History Collection materials are located on the main level (2nd floor) of the Library, near the photocopiers. Ask a Reference Librarian for access. These items do not check out of the Library.

<p>Call Us! (785) 670-1483</p>  <p>Reference Desk Hours Mon.- Thu. 9 – 9, Fri. 9 – 5, Sat. 10 – 5, Sun. 1 – 9</p>	<p>Need help after hours? Go ONLINE!</p>  <p>E-mail reference service @ www.washburn.edu/mabee/ask.html (24-hr turnaround time)</p>	<p>Live chat reference service @</p> <p>OR</p>  <p>www.kananswer.org (chat in real time with a librarian)</p>
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