

Learning Resources Centre Classification Guide

Most of the material kept in the Learning Resource Centre – Reference books, ordinary books, audio and video cassettes- is classified and allocated a numerical class-mark according to the Dewey Decimal Classification system. It classifies material by subject so that all books, videos etc. on the same topic will be filed at the same place on the shelves and material on related topics will be filed close by.

In the Dewey Decimal Classification system, subjects are divided into ten main subject areas, each identified by a three digit number as listed below:-

- 000 Generalities and Computing
- 100 Philosophy and Psychology
- 200 Religion
- 300 Social Sciences
- 400 Language
- 500 Natural Sciences and Mathematics
- 600 Technology (Applied Sciences)
- 700 The Arts
- 800 Literature
- 900 Geography and History

These ten divisions are subdivided and can be further divided with each division becoming more specific e.g.

- 595.7 – Insects
- 595.789 – Butterflies

Some of the collections in the Learning Resource Centre have been given different codes or class-marks to keep them separate from the main stock.

F (followed by the first 3 letters of the author's surname) Fiction

JF (followed by the first 3 letters of the author's surname) Junior Fiction

EFL (followed by the first 3 letters of the author's surname) readers and audio cassettes which use simplified English for students who are taking English as a Foreign Language courses.

KS COM books that are kept in our Key Skills collection. They use simplified language and are useful for students who would like to improve their basic skills in communication.

CAREERS Careers material is kept in a separate collection that is arranged according to a specialised scheme which uses alphabetical codes. A guide to the arrangement of Careers material is displayed on posters in the area in which the collection is housed.