

How to Locate Materials in the TRC
(flash with quiz)

Welcome to the Teaching Resources Center's Online Tutorial Series. This segment of the series is entitled "How to Locate Materials in the TRC".

When searching for materials in the library, there are three things you need to know in order to physically find the items you are looking for. You need to know which collection in the library has what you are looking for; you need to know what the call number is for each item you want; and you need to know if the items are checked-in.

The materials in the Teaching Resources Center are divided into individual sections. The following list shows all of the sections in the TRC, the different types of call numbers associated with each section, and the collection code used for each section. The collection code and the call number is what you see in the catalog after conducting a search, so make sure you write this information down before you go searching for the items you want. Also, make sure the items are checked in. It is very important that you understand this information when trying to locate materials in the TRC. Without this information, you could become frustrated in trying to find the materials you are looking for. If this should occur, keep in mind that you can always come to the TRC desk and ask for help. We will do whatever we can to help you locate the materials you are looking for.

Big Books have their own section. These items hang in large plastic bags in the short shelves in front of the TRC desk. You need to be aware that Big Books can also be found in the Textbook section, but they will have a textbook collection code and call number.

Biographies, Easy Picture Books, Fiction items, and Non-Fiction items each have their own section, but be aware that these items can also be found in the Mixed Media section, the Review section, the Ronnie Barnes section, and in the Special Books section, but they will have different collection codes, so it is important to know what the collection code is before you go searching for the items you want.

The Teaching Resources Center is a depository of North Carolina adopted textbooks for K-12 instruction. The call number scheme used for textbooks is actually 3 different versions of a homegrown system. In general, it is roughly based on the following information:

Broad subject area, such as Science

Grade level

Narrow subject area, if necessary, such as Biology

Publisher

Type of materials, such as a teacher's edition or software

The number of the item in a specific set of materials, if necessary

Copy number, if necessary

This is an example of a call number that is used for North Carolina Adopted textbooks.

Science is the broad subject area,
GR 9-12 is the grade level,
Physical science is the narrow subject area,
Glencoe is the publisher,
*Teacher is for the Teacher's edition textbook.

To find this particular call number, you would first go to the NC Adopt textbook section. The NC Adopt section is for current textbooks that were adopted by the state of North Carolina for K-12 instruction.

Next, look for the Science materials.

Once you get to the Science materials, look for the grade level you want. High School science materials are divided by narrow subject, such as Physical Science.

Within the Physical Science materials, look for the set of materials by the publisher, in this case, Glencoe.

The textbook that has *Teacher on the call number is the teacher's edition textbook.

In the Teaching Resources Center, our non-fiction items, our Professional collection, and our TRC Reference collection use the full Dewey Decimal call numbering system. These call numbers begin with numbers.

The other four versions of the Dewey System are abbreviated versions, and they are almost identical to each other. The only visual difference is the first letter or two of the call number, which indicates what type of book it is.

The letters "BB" are for Big Books.

The letter "B" is for Biographies.

The letter "E" is for Easy Picture Books.

The letter "F" is for Fiction.

In order to be able to locate an item by call number in the TRC, keep in mind that each type of material is grouped together. In the TRC, there are signs at the end of each isle of book ranges indicating where each type of material can be found.

Let's say for example that you were looking for the call number "B W123D". Assuming that this item has a collection code of Joyner TRC Curric Biographies, then the first thing you would need to do is go to the Biography section.

Once you get there, look for items with call numbers that begin with the letter “W”. For biographies, the second letter of the call number is the first initial of the last name of the subject of the book. This makes it easy to browse for a specific biography.

For EZ picture books and Fiction items, the second letter of the call number is the first initial of the last name of the author.

After the second letter, call numbers are in numerical order.

At the end of the call number there is at least one other letter, and this is usually the first letter of the title of the book.

This is how Biographies, Easy Picture Books and Fiction items are arranged on the shelves.

One other note to make here: there is a space between the first and second letters of these call numbers. When you write down these call numbers, it is important that you write it with a space. If you do not, your call number will look similar to a call number for an item in the general stacks, and this can be very confusing.

In summary, it is important to remember that before you go looking around in the stacks for the items you want, make sure that you know what collection the items are located in, what the call numbers are, and that the items are checked-in.

Quiz for "How to Locate Materials in the TRC"

- 1) When conducting a search in the library catalog, what information do you need to write down in order to physically find the materials you are looking for?
 - a) Title, call number, author
 - b) Collection, title, call number
 - c) **Collection, call number, status**

- 2) According to the tutorial, biographies, easy picture books, fiction items, and non-fiction items each have their own section of materials, but these types of materials can also be found in other sections of the TRC.
 - a) **True**
 - b) False

- 3) Which of the following types of call numbers are used for NC Adopt textbooks?
 - a) 372.11 B123L
 - b) E W432D
 - c) **Science**
GR 9-12
Physical
Glencoe
***Teacher**

- 4) The TRC uses the Dewey Decimal call numbering system for most materials. Which of the following is not a Dewey Decimal call number?
 - a) BB M123L
 - b) E W123D
 - c) B N123T
 - d) **LC123 K123R**
 - e) F G123B
 - f) 372 G123W

- 5) The first letter or two of an abbreviated Dewey Decimal call number indicates the type of book the item is. Which of the following is NOT true?
 - a) BB = Big Book
 - b) **F = Fantasy**
 - c) B = Biography
 - d) E = Easy Picture Book
 - e) F = Fiction

- 6) In the TRC there are signs at the end of each book range indicating the collection.
- a) **True**
 - b) false
- 7) The second letter of the call number for Easy Picture Books and Fiction items stands for the first initial of the last name of the author.
- a) **True**
 - b) False
- 8) The second letter of the call number for Biographies is the first initial of the last name of the subject of the book. This makes it easy to browse for a specific biography.
- a) **True**
 - b) False
- 9) When writing down the call number for biographies, easy picture books, and fiction items in the TRC, it is important to write it with a space between the first two letters. If you do not, your call number will look similar to a call number for an item in the general stacks, and this can be very confusing.
- a) **True**
 - b) False
- 10) Watching the tutorial for “How to Locate Materials in the TRC” has been helpful to me.
- a) True
 - b) False