BOOKS: The catalog can be accessed from the library homepage. The catalog record will show whether the book is located in the reference collection, the main (circulating) collection, or a special location. It will also show whether the book is in the library (available) or checked out.

Reference books – First Floor: Encyclopedias, almanacs, dictionaries, statistical compilations, guides, handbooks, directories, bibliographies, indexes and more. These do not circulate.

Main Stacks (circulating) books: These are arranged in call number order on three floors of the library:

- Call numbers beginning A - C are on the Lower Level
- Call numbers beginning D – N are on the Ground Floor
- Call numbers beginning P – Z are on the Second Floor

Other Locations:
- Reserve materials are located at the circulation desk on the first floor.
- Oversize circulating books are located on the second floor in Room 212.
- The Curriculum Materials Center on the lower level supports teacher preparation programs at Marymount University. See the handout entitled “Curriculum Materials Center.”
- The Hoyt Room is located on the ground floor in Room G44.

Special Collections:
- A special collection on interior design and art is housed in the Boldt Room on the ground floor in Room G45.
- The Gomatos Room on the second floor houses an eclectic mix of old and rare history, literature, mythology, travel literature, religion and theology and other texts. Materials do not circulate and access to the materials is by appointment.

PERIODICALS – Lower Level: Journals, newspapers, and magazines are in electronic format, hardcopy, or microfiche or microfilm. Print periodicals are arranged in alphabetical order by title and do not have call numbers. Many more journals are electronic; these journals can be accessed through the MU e-JOURNALS link on the library’s homepage or through our databases. Microfiche/film reader/printer machines are available for use on the lower level.

MEDIA – First floor: Videos, DVDs, and other audiovisual materials are located on the shelves behind the reference desk.

EBOOKS can be accessed through the catalog.

Please note that when you enter the library you are on the first floor.

If you aren’t sure where to start or can’t find what you need, ask at the reference desk or the circulation desk. The phones by the elevators will connect you to the circulation desk. Items not available at Marymount can be requested from other libraries.
How Books Are Arranged on the Shelves

LIBRARY OF CONGRESS CLASSIFICATION OUTLINE

A  General Works
B  Philosophy
BF Psychology
BL-BX Religion
C  History
CT Genealogy
D  History: General and Old World
E-F American History
G  Geography
GF Human Ecology
GN Anthropology
GT Customs; Fashion
H  Social Sciences
HB-HC Economics
HD Management
HG Finance
HM-HT Sociology
HV Pathology, Criminology
J  Political Science
K  Law
KF U. S. Law
L  Education
M  Music
N  Fine Arts
ND Painting
NK Interior Design
P  Philology and Linguistics
PQ Romance Literature
PR English Literature
PS American Literature
PT Germanic Literature
Q  Science (General)
QA Mathematics and Computer Science
QC Physics
QH Natural History, Ecology
QL Zoology
QP Physiology
QR Microbiology
R  Medicine
RM Pharmacology, Diet, Physical Therapy
RT Nursing
S  Agriculture
T  Technology
TT Handicrafts
U  Military Science
V  Naval Science
Z  Bibliography and Library Science

Books are shelved alphabetically (left to right) by the top letter or letters in the call number.

All books of the same top letter are arranged numerically by the number below.

All of the same number are arranged first alphabetically by the letter after the decimal point and then decimally by the number after the letter.

If another letter appears after this decimal number, it is also arranged first alphabetically within the previous number group and then decimally.