DEWEY CLASSIFICATION

- Books on the same subject stand together.

### Books in the library

<table>
<thead>
<tr>
<th>Open Shelves</th>
<th>May be borrowed</th>
<th>Books on Level 5 or 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserved Books</td>
<td>May only be used in the library</td>
<td>E.g. 260</td>
</tr>
<tr>
<td>Books on Study Collection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference Works</td>
<td>May only be used in the library</td>
<td>Books on Level 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Recommendations by lecturers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be available for all students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prescribed books</td>
</tr>
<tr>
<td>Electronic Books</td>
<td>Available everywhere</td>
<td>Need username and password</td>
</tr>
</tbody>
</table>

### Books v Journals

#### Books

**Provide you with:**
- Definitions
- Theory
- Background information

**Information is:**
- Complete
- Comprehensive
- Not always recent

**Always use:**
- Table of contents
- Introduction
- Index
- Bibliography

#### Journals

**Provide you with:**
- Recent information
- Short specific information
- Apply theoretic information