

Book Collection

General Information

At the University Library, we have approximately 500,000 books in our Book Collection. We select our books to support EMU student research and complement their course work. In our collection, you can find materials on subjects ranging from biology and computer science to art history and psychology. Use *WebVoyager* (<http://portal.emich.edu>), our online catalog, to discover what items we have on your topic.

Materials in our Book Collection are either on the third level or in Storage. Books on the third level are recently published or are frequently used older books. Books in Storage generally are older and less often checked out.

Call Numbers

The University Library's Book Collection is arranged by Library of Congress (LC) call numbers. The call number is taped to the lower outside edge of the book's spine.

PN
1991.4
.S82
1995

The **first line** contains letters and is read alphabetically.

The **second line** is always a number and is read as if you were counting.

The **third line** contains both letters and numbers. They are read alphabetically first and then in decimal numeric order. For example: .A6, .A64, .A7, .B641, etc.

The **fourth line** is the year the item was published.

Requesting Items From Storage

Use our *WebVoyager* catalog to request materials out of Storage.

1. When looking at the screen with the item's information (location, call number), scroll to the top of the page and click on the "Request" button.
2. Enter your barcode and your last name. (Your barcode is based on your student number printed on the front of your EMU ID/Eagle OneCard. Follow the directions on the screen to correctly enter your barcode.) Then, click the "Login" button.
3. Click on the down arrow and select "ARC Storage Request." Then click on the "OK" button.
4. At the next screen, you have to enter your barcode once again. Click on the "Submit Request" button.
- 5. You should get a message stating that your request was successful.**
6. You can pick up your materials at the Circulation Desk on the first level. Materials are usually ready within 10 minutes and are held for you up to three days.

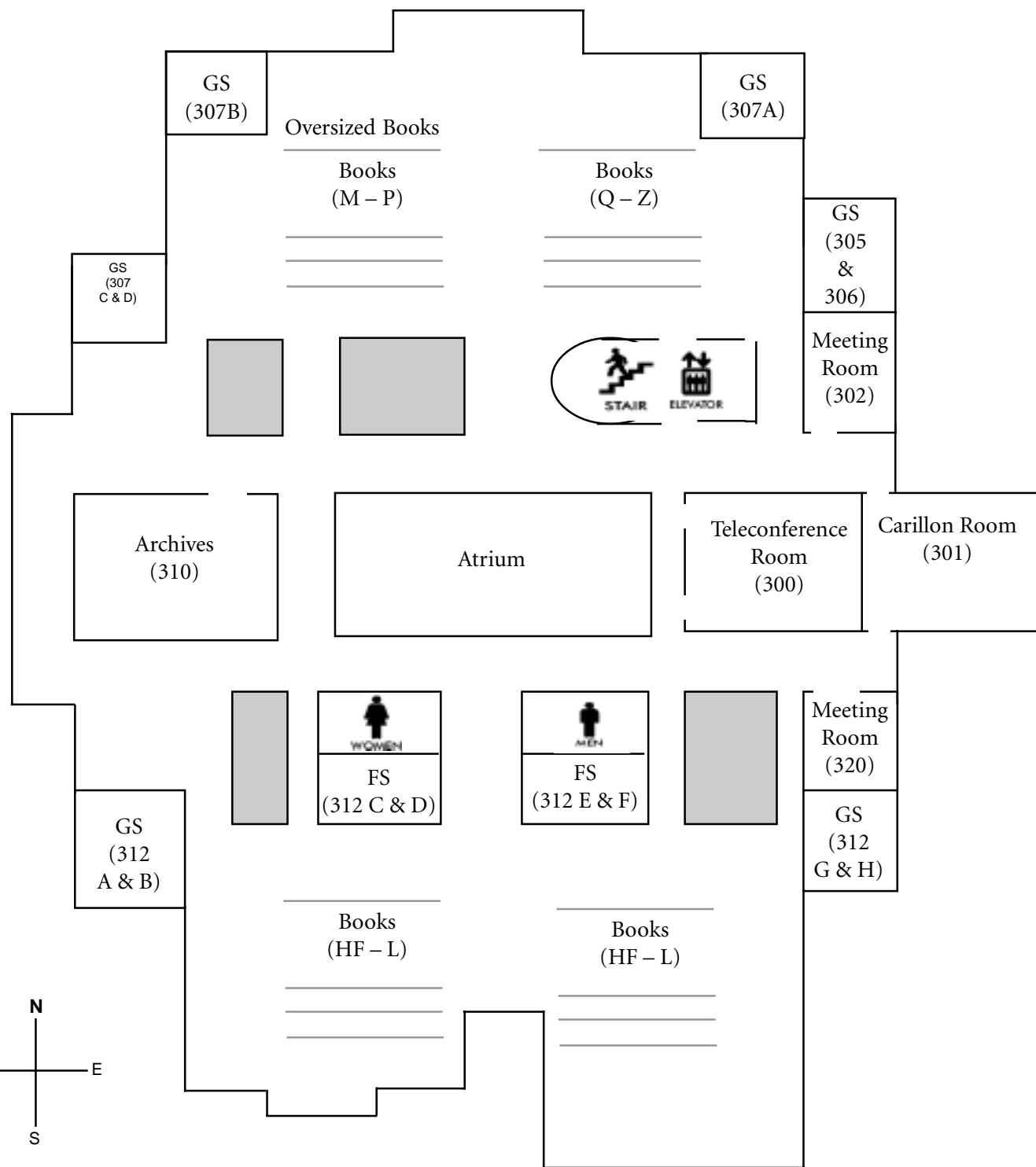
If you have any problems entering your barcode or if your request was unsuccessful, come to the Information/Reference Desk on the first level, e-mail us at libref@emich.edu or call us at 734.487.0020, x2100.

Help

Questions? Ask for assistance at the Information/Reference Desk on the first level. If you are on the third level, ask for help from one of the student assistants seated near the stairway or call the Information/Reference Desk by dialing 2100 on one of the in-house phones located in the stairwell.

(over)

Third Level



Faculty Study Rooms (FS)
Group Study Rooms (GS)