Finding material in the Perry Library

Searching the Library catalogue

Current LSBU students can search for library resources by logging into MyLSBU, clicking on the Library & Academic Tab and then Library.

Library users can also search the catalogue on dedicated catalogue computers in the Library. Off-campus the library catalogue is also available at http://encore.lsbu.ac.uk/
You can search the catalogue by title, author or keyword. Once you have clicked ‘Search’, a list of results will be displayed.

E-books are available for some titles. To view an e-book, click on Access this e-book. If you are off campus you will need to enter your LSBU username and password before accessing electronic resources.

Click on the title of an item to view the detailed record.

Click on ‘Place a Hold’ to reserve a book when all copies are out on loan.

Make a note of the class number (also known as the shelf mark) to find the book in the library.

This tells you if the item is available or the date it’s due to be returned.

The map will highlight the floor in the library where the item is located.
To find a book or other physical resource in the library, first check the location. In the Perry Library, resources are arranged in the following collections:

**Perry Library Main Bookstock:** Extends to many floors  
**Perry Library Audio-Visual (e.g. DVDs):** Level 2 East  
**Perry Library Statistics:** Level 3 Bridge  
**Perry Library Journals:** Level 3 Bridge  
**Perry Library Law Reference:** Level 3 East  
**Perry Library Closed Stack:** Ask at Level 1 East helpdesk  
**Perry Library Locked Stack:** Ask at Level 1 East helpdesk  
**Perry Library Teaching Practice:** Level 4 East

Then make a note of the **class number** (including the three letters). The number relates to the subject of the book. The three letters are normally the first three letters of the author’s surname. Books are arranged in numerical order and then in alphabetical order by the last three letters of the class number.

The Main Bookstock is arranged as follows:

<table>
<thead>
<tr>
<th>Class number</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 – 304</td>
<td>Level 2 East</td>
</tr>
<tr>
<td>305 – 349</td>
<td>Level 3 East</td>
</tr>
<tr>
<td>350 – 612</td>
<td>Level 4 East</td>
</tr>
<tr>
<td>613 – 709</td>
<td>Level 3 West</td>
</tr>
<tr>
<td>710 – 999</td>
<td>Level 2 West</td>
</tr>
</tbody>
</table>

Maps of the Perry Library are available throughout the building.

Copies of many Health and Social Care books are held at the Havering campus in Essex. Items from the Havering Library can be delivered upon request to the Perry Library and vice versa. Please see the **Inter-site Loans** link on the MyLSBU Library homepage for further information and to make a request.

**Checking the shelves**

Once you have made your way to the right floor, navigate to the correct shelf by checking the signs at the end of each bay of shelves. These signs will tell you what class number ranges are located on those shelves e.g. 350.00-372.12.
Check the numbers on the spines of books, moving from left to right along each individual shelf.

Work your way down the book case, until you find the correct number. Then check the three letters at the end of the class number. Remember books with the same number are shelved alphabetically according to these three letters.

**Borrowing an item**

Once you have found the items you require, you can borrow them using the self-issue machines on **Level 1 East**. Undergraduates may borrow up to 10 items while postgraduates may borrow up to 15. Most books are loanable for 2 weeks.

If you cannot find the item you require on the shelves, check the ‘Recently Returned Items’ shelves or shelving trolleys on that floor. Alternatively, you may find a book covering similar subject material around the same class number.

If you need any help locating a resource, please ask at one of the helpdesks which are located on **Level 1 East, Level 3 Bridge, Level 3 West** and **Level 4 East**.
Accessing other libraries

Students can use other libraries and in some cases borrow books from them if they are members of the Sconul Access scheme. For further information about this scheme and how to register, please ask at one of the library’s helpdesks or visit http://www.sconul.ac.uk/sconul-access

We can also order loan copies of books and photocopies of chapters and articles from other libraries on your behalf. If you are a final year undergraduate or a postgraduate you can request items yourself. If you’re an undergraduate and not in your final year, we need a note from your lecturer saying you require the item for your studies. Please visit the Inter-library loan link on the MyLSBU library homepage for further information.

Renewing your loans

You can renew your loans online, over the phone or at the library helpdesk as long as no one else has placed a hold on them. If you have fines exceeding £10.00 you will need to contact the library directly to renew your books.

Searching for journal articles

Please note the library catalogue does not search inside journal databases or other types of databases that the library subscribes to. Use the ‘Find journal articles and more’ search box (also known as Summon) on MyLSBU for a quick search across these resources. Alternatively, navigate to your subject resources page on MyLSBU to access relevant databases for your studies.
For further information about databases relevant to your subject area, please contact your School’s Information Skills Adviser or visit the Research Helpdesk on Level 3 Bridge.

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