

# U3A Library Use Guide



The U3A Library is comprised of books which members have donated over a period of years. The books are shelved in book-cases along the walls of the entrance corridor to the U3A rooms.

The books are grouped into several categories as follows:

- Autobiographies and Biographies
- Dictionaries
- Encyclopaedias
- Fiction, including French novels
- Non Fiction
- Maps
- Quarto size, which includes all the above categories.

Fiction books, except French, are arranged in sequence alphabetically by the first author's/ editor's surname. Non-Fiction books, French literature, Dictionaries, Encyclopaedias and maps are classified by an abbreviated form of the Dewey Decimal system followed by the first three letters of the first author's/editor's surname and the appropriate label is placed on each book.

## Classification of Non-fiction Books

- 001 General
- 100 Philosophy & Psychology
- 200 Religion
- 300 Social Sciences
- 400 Languages
- 500 Natural Sciences & Maths
- 600 Applied Sciences
- 700 The Arts
- 800 Literature
- 900 Geography & History

Each Quarto book is labelled appropriately to its category and placed in sequence order. Autobiographies and biographies are in sequence according to the first three letters of the subject name and a corresponding label is on each book. The shelves carry labels locating the main categories and there are labelled shelves for donations, borrowings and returns.

All books may be borrowed using an honour system. There is no time limit on borrowings. Members are requested to please write the appropriate information in the provided notebook when borrowing and returning books and leave returned books on the returns shelf. The library persons will replace the books on shelves.

Our Librarians, Barbara and Dorothy welcome suggestions from members about the Library.

Barbara McDougall and Dorothy Houlden