

# U3A Library Use Guide

Feb 2019



The U3A Library is comprised of books and DVDs 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:

- Classical Literature
- Autobiographies and Biographies
- Non-Fiction
- Fiction
- Dictionaries
- Encyclopaedias
- Quarto size, which includes all the above categories.

Fiction books are arranged in sequence alphabetically by the first author's/ editor's surname. Non-Fiction books, Dictionaries, and Encyclopaedias and 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 and DVDs may be borrowed using an honour system. Except for the Great Courses DVDs (limit of one month) there is no time limit on borrowings. Members are requested to please write the appropriate information in the provided Borrow Books when borrowing and returning books and DVDs and leave the returns on the returns shelf. The library persons will replace the books on shelves.

The library is available when the U3A complex is open on weekdays.

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

Barbara McDougall and Mary Fry