

Sections of the Library:

Biography: a book that is a detailed description or account of someone's life

- Books have a number of 92 or 920.
- Books are labeled by the number plus the first three letters of the last name of the subject (Examples: A book over Lebron James will be have a call number of 92 JAM. A book about Will Rogers will have a call number of 92 ROG.)
- All books in the biography section are in alphabetical order.

Reference: refers to dictionaries, encyclopedias, almanacs, atlases, etc. This section includes books that have many brief articles and cover a lot of information. These books may not be checked out, but you may come in to use them anytime you are doing research.

Nonfiction: books that are understood to be factual. This section includes anything that is "not fictional."

- The books in this section are mainly used for writing papers, doing research, and gaining more knowledge about a particular subject. Some people even like to read them for fun.
- The books are arranged according to the Dewey Decimal System.
- The books are labeled with both numbers and letters. To find a book, go by the number first. If two books have the exact same number (most books share numbers with another), then go by the letters (books will be in alphabetical order within that number range).
- Use OPAC if looking for a specific author, subject, or title.

Fiction: an literary work not based on fact.

- This section includes the books that you are used to reading for entertainment.
- The books are all labeled with an "F" on the first line or as the first letter. This is to let you know it is a fictional book.
- Within the fiction section, all books are arranged in alphabetical order by the author's last name.
- The call number will have the "F" plus the first three letters of the author's last name. (Examples: If you are looking for *Twilight*, the call number will be F MEY because it was written by Stephenie Meyer. If you are looking for *The Notebook* by Nicholas Sparks, the call number will be F SPA.

OPAC: A system on library computers that allows you to look up books, determine if they are in the library or checked out, and find out the call number so you will know where they are located.

- Double click on the OPAC icon on the desktop.
- There will be a search bar. Decide if you are looking up a specific author keyword, subject, or title.
- Type in what you are looking for, and click on the appropriate label.
- Examples: If you are looking for a book over the solar system, type "solar

system,” and hit the subject label. All books over the solar system will come up, and from there you will be able to click on what you’re interested in, see if the book is in, and find it if available.

- Tip: To find an author, use the last name.