

# UNITY UNIVERSITY COLLEGE LIBRARY USERS'S GUIDE

## Arrangement of books

Once a student finds a book using computers, card catalogue or book catalogue, good arrangement of books helps readers to locate books quickly on the shelves. A special number that is assigned to every book on the spine known as the **Call Number** is used to arrange the books in an ascending order on the shelves. The shelves are clearly labeled to help users to find the books quickly.

Example: - Books with the following call numbers are located on the shelf in an ascending order as following.

340.3	421	657	657
KAT	BUF	ABC	BAA

## Book Card

Users need to fill these cards when checking out books.

### Reserve Book Card /Short Loan Book Card /1hour and 30 minutes/

<b>Call No.</b> 657/ HOR <b>Author</b> Horngern, Jone <b>Title</b> Introduction to Accounting <b>Copy -1</b>			
Date	Borrower's Name	Due Time	Sign.

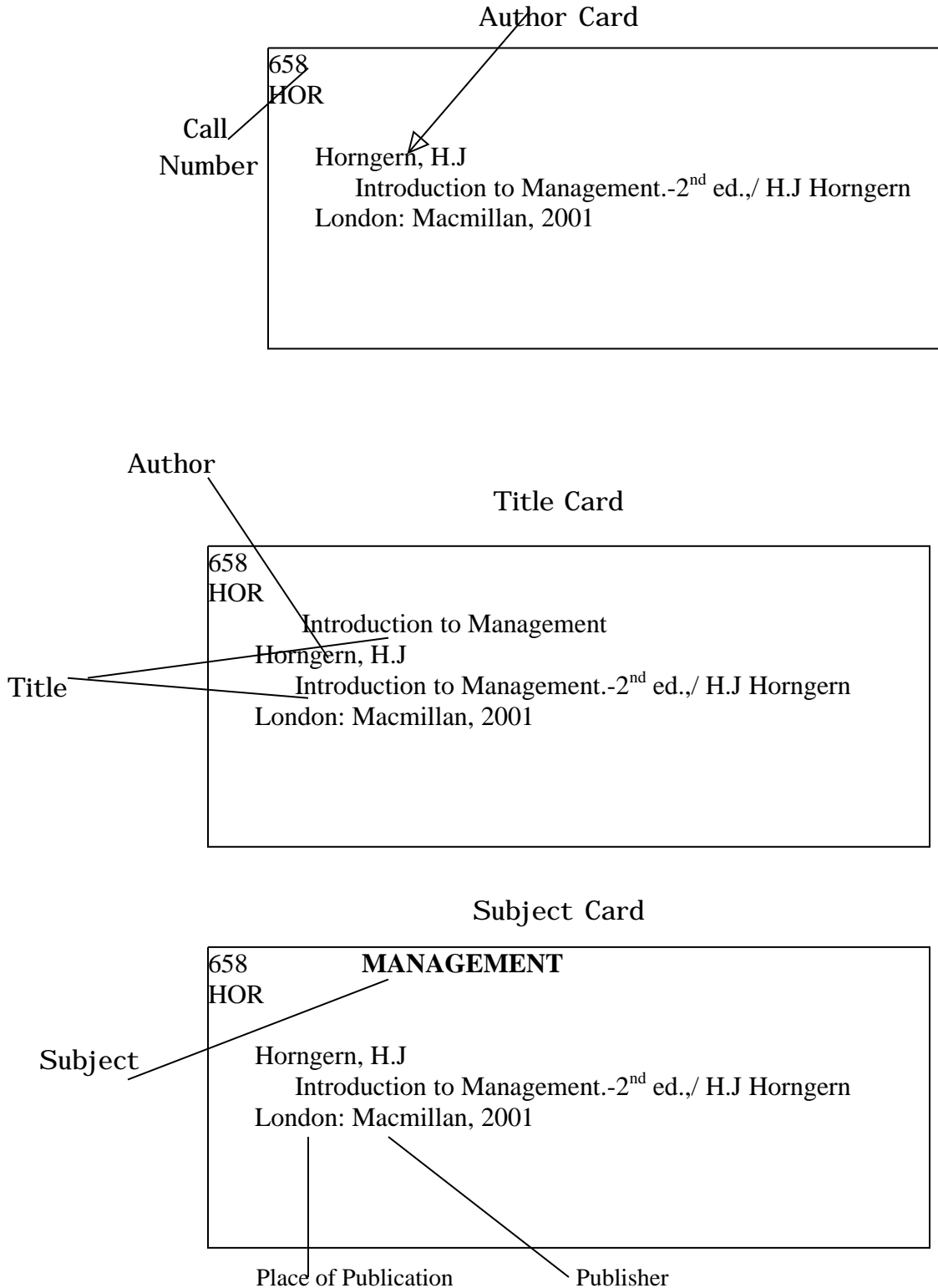
### Long loan Book Card /Two week, one week, three days /

<b>Call No.</b> 657/ HOR <b>Author</b> Horngern, Jone <b>Title</b> Introduction to Accounting <b>Copy -1</b>	
Date Due	Borrower's Name

## Author-Title and Subject Card Catalogue

The catalogue helps readers to find books by their Author, Title and Subject. Each Library has its own card catalogue that users can browse.

### Example:



## The Libraries Book List (Mobile Book Catalogue Lists)

All libraries collections have the information of which materials are available at which libraries  
*The Books shelve ascending order by there call No*

### Example:

Call No	Author	Title	Ed	ISBN	Publisher	Pub. Place	Qty	Location *
005 /OLE	Oleary,T	Microsoft Works 3.0 for DOS	2 <sup>nd</sup>	0-876-987	McGraw	Boston	4	D
005.4469/OLE	O'Leary T	Microsoft Windows 98		0-07-0978	McGraw	Boston	5	N
070 /PRA	Praeger, O	Press freedom and Global Politic		0-765-811	Macmillan	London	2	J
657 /SWA	Swanson, R.	Century 21 Accounting		0-538-622	South wester	USA	5	TVET
658.038/SCH	Schultheis R	Management information system	3 <sup>rd</sup>	0-01936-6	Unv Pres	London	1	IT
658.1511/HOR	Horngren, C.	Introduction to management accoun.		0-13-2065	Machic Unv	USA	2	P
670 /DAI	Daiber, R.	Manufacturing Technology:	1 <sup>st</sup>	0-334-534	McGraw	Toronto	2	K.M

### \* Key for Location

IT= IT and Computational Library.

D= Degree Library (FBE, Gerji, ODA Building)

K.M=Kebede Michael Library, (Faculty of Social Science and Humanitarian, Yellow Building)

P= Piazza Law and Architecture Library

J= SJAC Library (School of Journalism and communication, Gerji)

TVET=Technical & Vocational

N=Nazareth FBE Library

## Annual Inventory

For the purpose of Annual Inventory of the library collection, the library may request the users to return all borrowed books before annual inventory.

## UNITY UNIVERSTY COLLEGE LIBRARIES

### **1. Lost Books charging slip**

Name \_\_\_\_\_ ID. No \_\_\_\_\_ Department \_\_\_\_\_

### **0.2 Lost Book Details**

Call No. \_\_\_\_\_ Author \_\_\_\_\_ Title \_\_\_\_\_ Publisher \_\_\_\_\_  
\_\_\_\_\_ Place of pub. \_\_\_\_\_ Date of Pub \_\_\_\_\_ Total Charges in Birr \_\_\_\_\_

The \_\_\_\_\_ Library Inventory List Page No. \_\_\_\_\_

Information Verified by \_\_\_\_\_ Sign. \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Sign. \_\_\_\_\_ Date \_\_\_\_\_

## UNITY UNIVERSTY COLLEGE LIBRARIES

### **1. Overdue Books Charging slip**

Name \_\_\_\_\_ ID.No \_\_\_\_\_ Depratment \_\_\_\_\_

### **1.1 Overdue Book Details**

Call No. \_\_\_\_\_ Aauthor \_\_\_\_\_ Title \_\_\_\_\_

Overdue Days \_\_\_\_\_ Total Charges in Birr \_\_\_\_\_

Name \_\_\_\_\_ Sing. \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Sing. \_\_\_\_\_ Date \_\_\_\_\_