

MANUAL SEARCH

1.

BOOK

e.g.: **KEYWORD: Marketing**

AUTHOR: Philip Kotler

2.

Clarify the word/phrase

e.g.: i) **KEYWORD: Marketing**

ii) **Marketing - - SOCIAL SCIENCE**

3.

H	Social Sciences
H	Social Sciences (General)
HA	Statistics
HB	Economic theory. Demography
HC	Economic history and conditions
HD	Industries. Land use. Labor
HE	Transportation and communications
HF	Commerce
HG	Finance
HJ	Public finance
HM	Sociology (General)
HN	Social history and conditions. Social problems. Social reform
HQ	The family. Marriage. Women
HS	Societies: secret, benevolent, etc.
HT	Communities. Classes. Races
HV	Social pathology. Social and public welfare
HX	Socialism. Communism. Anarchism

Library of Congress Classification System General Works 000-099 001-009 010-099 011-019 020-099 021-029 030-099 031-039 040-099 041-049 050-099 051-059 060-099 061-069 070-099 071-079 080-099 081-089 090-099 091-099	History (General). Europe (General) 900-999 901-909 910-999 911-919 920-999 921-929 930-999 931-939 940-999 941-949 950-999 951-959 960-999 961-969 970-999 971-979 980-999 981-989 990-999 991-999	Social Sciences 300-399 301-309 310-399 311-319 320-399 321-329 330-399 331-339 340-399 341-349 350-399 351-359 360-399 361-369 370-399 371-379 380-399 381-389 390-399 391-399	Law 340-399 341-349 350-399 351-359 360-399 361-369 370-399 371-379 380-399 381-389 390-399 391-399
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1. Student approach librarian to find a book.

e.g.: **KEYWORD: Marketing**
AUTHOR: Philip Kotler

2. Clarify the word/phrase (keywords).

e.g.: **Marketing - - SOCIAL SCIENCE**

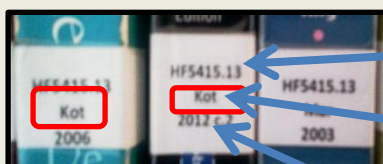
3. Find out from Library of Congress Classification which sticks in front of **REFERENCE & MAGAZINES** shelf. Marketing- **-SOCIAL SCIENCE (H)**.

4. Go to the shelf which got sign (H) which is at the 3rd & 4th shelf.

5. Find book using title/word & author's last name:

Philip Kotler—**Kotler, Philip**-- **Kot**

e.g.:



1ST LINE: SUBJECT

2ND LINE: AUTHOR'S LAST NAME

3RD LINE: YEAR OF PUBLICATION

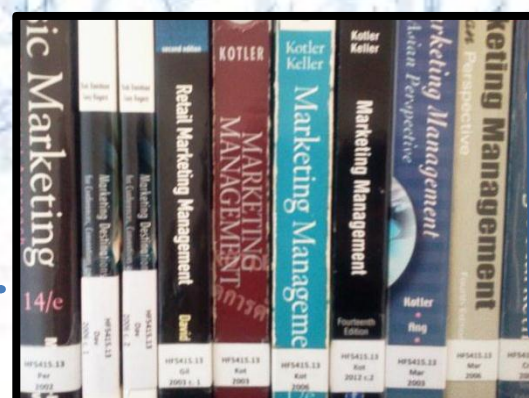
4.

3rd Shelf

Go to the shelf SIGN (H)

4th Shelf

5.



Find book using
TITLE/WORD & AUTHOR'S LAST NAME