How to use the library catalogue—Heritage Cirqa

Where to start?
Most print material can be located using the library catalogue *Heritage Cirqa*. The catalogue will allow you quickly and easily to search for books, copyright fee paid articles, e-books, movies and other items that are in stock in UCL and in the wider holdings of Library Services. The catalogue can be accessed from any PC (even from home via the college website/Moodle) or from either of the two dedicated catalogues in the library at http://heritage.blackburn.ac.uk/.

Finding material on the shelf
When looking for a text on the shelf that you have located using the catalogue, first click on the title and check the copy information at the bottom of the record to see which library it is in. Material will be located as follows:

**BC Library** – material in this location will be in the Beacon Centre FE Library

**UC Library** – material in this location will be in the University Centre HE Library

Then, follow this example i.e. 361.323 NEL to easily find the item on the shelf in three stages – see below:

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Stage 2</th>
<th>Stage 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Look for the initial 3 numbers first</td>
<td>Then look for numbers after the decimal point</td>
<td>Finally, the letters represent the first part of the authors surname now ordered alphabetically</td>
</tr>
<tr>
<td>361.</td>
<td>323</td>
<td>NEL</td>
</tr>
</tbody>
</table>

Currently, material is shelved as follows:-

Material classified between **000 and 362** can be found on the **ground floor**.

Material classified between **363 and 999** can be found on the **first floor**.