

THE DEWEY DECIMAL SYSTEM

Books are arranged on the shelves in numerical order according to the Dewey Decimal Classification system which divides all books among ten main divisions with numbers as follows:

- 000-099 GENERAL WORKS:** including encyclopaedias, newspapers, periodicals, bibliographies, etc. Also includes books on computers.
- 100-199 PHILOSOPHY:** includes books on psychology, ethics etc.
- 200-299 RELIGION:** Christian and non-Christian beliefs including books on Classical mythology.
- 300-399 SOCIAL SCIENCES:** includes law, mass communications, government, economics, education, commerce, folklore etc.
- 400-499 LANGUAGE:** grammar, dictionaries, etc. in all languages.
- 500-599 SCIENCE:** includes mathematics, statistics, physics, biology, chemistry, surveying, etc.
- 600-699 TECHNOLOGY (APPLIED ARTS) :** Nursing, engineering, accounts, management, marketing, etc.
- 700-799 FINE ARTS:** includes architecture, painting, photography, music, dance, fashion design, etc.
- 800-899 LITERATURE:** poetry, dramas, essays, etc. in all languages.
- 900-999 HISTORY, TRAVEL AND BIOGRAPHY:** Also includes physical geography.

IF YOU HAVE DIFFICULTY FINDING A BOOK, WE WILL BE GLAD TO HELP YOU.



BCC Library

**Barbados Community College
"Eyrie"
Howells Cross Road
St. Michael.
BB11058**

**Tel: 246-426-2858 Ext 5256
Fax: 246-429-5935
Email: library@bcc.edu.bb**



BCC LIBRARY

A Brief Guide

Aiming To Help You Succeed



OPENING HOURS

Semester: Mon. - Thu.	9:00 a.m. - 8:30 p.m.
Friday	9:00 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 4:00 p.m.
Vacation: Mon. - Fri.	9:00 a.m. - 4:00 p.m.

The Library is closed on Sundays, Public holidays and College holidays.

MEMBERSHIP & LOANS

Membership to the BCC Library is open to the entire College community and is activated upon the completion of a Library registration card, obtainable at the Circulation Desk.

► Regular Loans

Patrons are permitted to borrow 4 books for a period of two weeks. The College Librarian reserves the right to recall any book on loan, if a request is made for it. Patrons must present their College I.D. card when borrowing books.

Patrons must ensure that materials checked out to them are returned or renewed on or before the date due. Notices sent by the Library serve only as a reminder and non-receipt of the notices does not absolve any member from paying fines or other penalties as stated in the rules.

In addition to home lending, the Library offers the usual reference and research services.



► Reserve & Caribbean Heritage Collection (CHC) Loans

These are kept in closed access and must be requested at the Circulation Desk and Caribbean Heritage Collection Desk respectively. Materials are loaned for 2 hours at a time and are to be used **ONLY** within the Library. Fines are accrued on any Reserve or CHC loan kept for over 2 hours.

FINES

Fines are imposed for the late return of books, damage to, or loss of books. For late return of books the fines are:

Regular Loans (2 wks)	15c per day
CHC/Reserve Loans (2 hrs)	25c per hour

Any patron who removes a CHC or Reserve book from the Library will be fined a minimum of \$10.00 on its return. No books will be issued to any patron who owes a fine exceeding \$10.00.

Patrons should check their books carefully before leaving the Library and report any damage noticed, since they will be deemed liable for any damage discovered when the books are returned.

CONDUCT & RULES

Patrons using the Library are expected to observe the following rules:

- Silence shall be observed in the Library at all times.
- Bags or parcels must not be brought into the Library. These must be deposited in the lockers provided by the College or in the Library foyer. The Library will not be held responsible for the loss of any personal items.
- Patrons must not mark, deface or damage any book or other Library material or furnishings in any way.
- Patrons must not re-arrange chairs, tables or other fittings. Seats may be reserved for the Group Study Room.

CONDUCT & RULES cont'd

- Smoking is expressly forbidden in the Library.
- Food and drinks are not allowed in the Library.
- All books, periodicals etc. taken from shelves and used in the Library should be left on the tables and not replaced on the shelves.
- All books and personal belongings must be shown to the staff at the Circulation Desk whenever required to do so.
- Library patrons should be appropriately dressed. Please refer to the College Dress Code in your College Handbook.
- Cell phones must be on silent mode on entering the Library and no calls should be conducted in the Library.
- Patrons using their laptops must bring their own power supply and must show the laptop carrying case at the Circulation Desk on entering and exiting the Library.
- Patrons must ensure that the volume of electronic devices e.g. MP3 Players, be kept to a minimum to avoid inconveniencing other patrons.
- Only authorised staff is permitted to enter non-public areas of the Library.
- Library staff and security officers may at any time request users to show their College I.D. cards for purposes of identification.

ALL MEMBERS OF THE LIBRARY STAFF ARE EMPOWERED TO REQUIRE PATRONS TO COMPLY WITH THE ABOVE RULES. ANYONE BREAKING THESE RULES MAY BE EXCLUDED OR SUSPENDED FROM THE USE OF THE LIBRARY.