

# Information Skills

## Dewey Decimal Classification System

An American librarian called Melvil Dewey in 1876 invented the Dewey Decimal Classification System. The system is used in most public and school libraries to organise non-fiction books.



There are 10 main sections to the system:

000 - General (Encyclopedias, Dictionaries)

100 - Philosophy

200 - Religion

300 - Social Sciences

400 - Languages

500 - Sciences (Maths, astronomy, chemistry, physics, biology etc.)

600 - Technology (Engineering, medicine, food, farming etc.)

700 - Arts (Painting, architecture, photography, sports etc.)

800 - Literature (Poems, plays, books on writers.)

900 - History and geography.

You can find the Dewey number on the spine of the books on the shelves. To find the numbers you can use the "Where's That Book" booklet, the codebuster poster on the wall, the signs at the end of each bookcase or the library computer.

## Subject Search

To find information on a particular subject you can use the "Where's that book" booklet or the codebuster chart on the wall.

## Parts of a Book



Books contain lots of information that will help us research different subjects and learn new facts. There are different sections within books that help us find this information; they are called the **INDEX** and the **GLOSSARY**. An index can be used to see whether or not a book contains information on one specific subject, for example, if an encyclopedia of dogs contained information on poodles. A glossary is useful because it explains any specialist words or terms used throughout the book and is usually found at the back of the book.

At the front of books there is always a page that tells when and where the book was printed. This is important because some books, especially non-fiction, may go out of date. This means that the information inside may not be correct, for example atlases date quickly because the borders of countries change all the time.

If you wanted to find a list of books on the same subject you could look in the library catalogue. Our library catalogue is on the computer and can be accessed by selecting Public Access Search and typing in your subject.