

LIBRARY CATALOGUE GUIDE

The following guide is intended to help you when searching for items using the [RTC Library catalogue](#). If you need further assistance in using the catalogue, please contact the Librarian either in person or by phone or [email](#).

CALL NUMBERS

The call numbers you see listed for each item include a combination of the media type or location; the Dewey Decimal catalogue number and the first three letters of the authors surname (in most cases).

The RTC Library uses the following prefixes indicate different media types and locations:

Prefix	Media type and/or location
REF	The item is part of the Reference collection and is located in the Reference Room at the RTC Library and is NOT available for loan
EBC	The item is an eBook and is accessible through one of our eBook platforms
THE	The item is a thesis and is located in the Reference Room at the RTC Library and is NOT available for loan
MEL	The item is located in the Melbourne Reading Room and is NOT available for loan
DVD	The item is a DVD and located in the DVD collection at the RTC Library
CD	The item is a CD and located in CD collection at the RTC Library
VHS	The item is a VHS disk and is located in the Library archives at the RTC Library – please contact the librarian for access
AC	The item is an audio tape and is located in the Library archives at the RTC Library – please contact the librarian for access
FLS	The item is located in the Foreign Language Section (the top rows in the general borrowing collection at the RTC Library)
REF FLS	The item is located in the Foreign Language Section of the Reference Room (the top rows) and is NOT available for loan

Items without a prefix before the DDC number can be found in the general borrowing collection at the RTC Library unless the location is listed as either Melbourne Reserve NOT for loan or Reserve. Books listed as Melbourne Reserve NOT for loan can be found in the Reading Room (Melbourne) and as with the rest of the Reading Room collection these items are on closed access meaning they are not available for borrowing. Books listed as Reserve items are located in the Reference room at the RTC Library and can be borrowed overnight provided they are returned by 10.00 am the next morning (or by 10.00 am on Monday if borrowed on Friday).