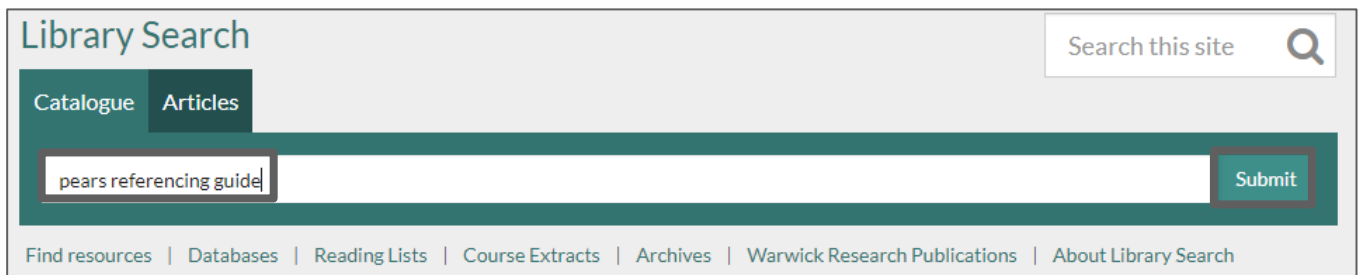
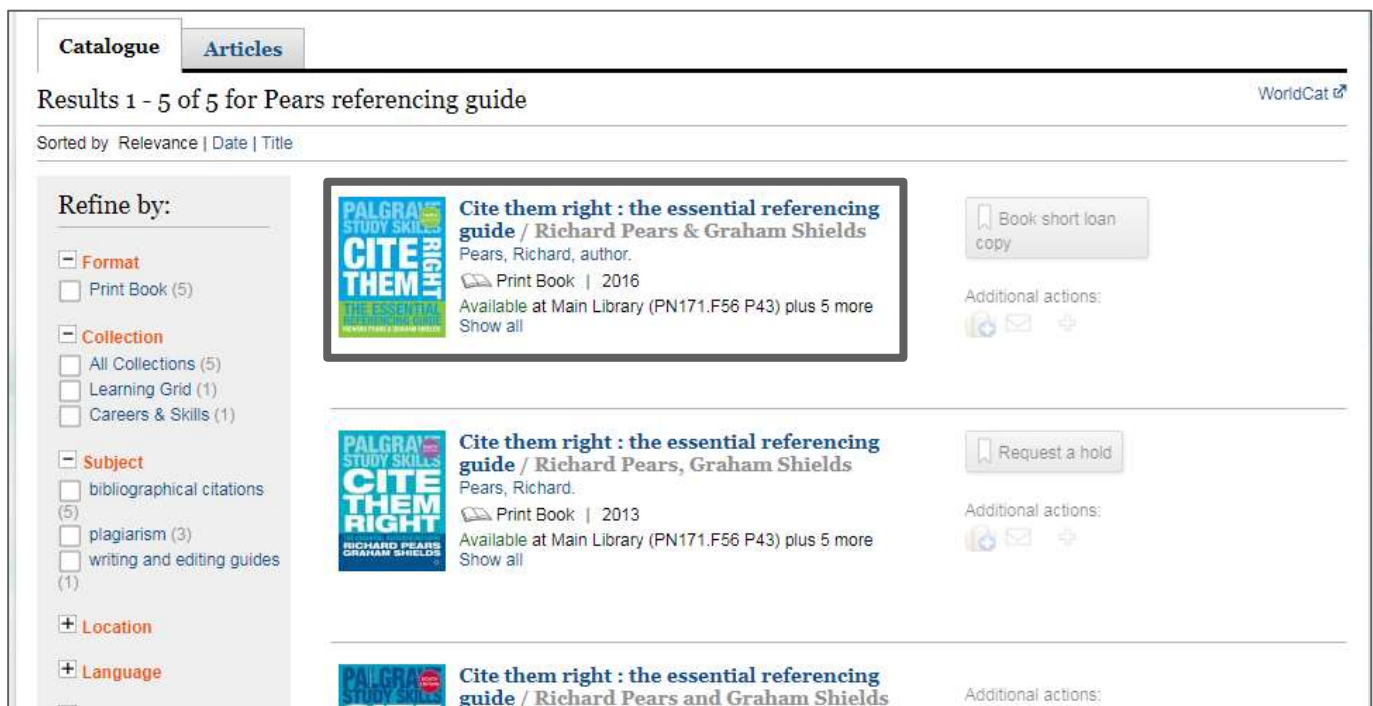


Find a book using Library Search

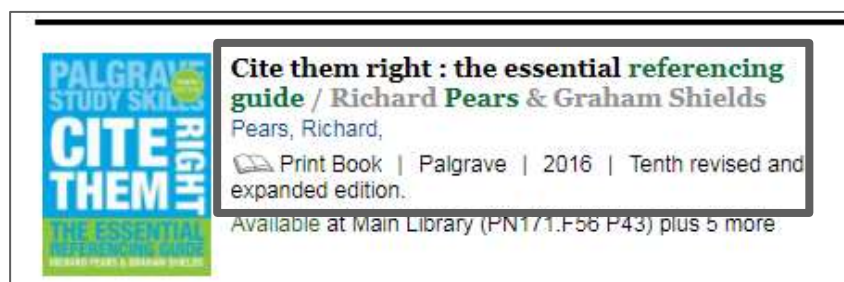
1. To find a book, we recommend that you start your search on the [Library website](#). In this example let's look for the book by Pears and Shield on referencing.
2. Enter the author's surname and a couple of key words from the title, then click [Submit].



3. There is more than one edition of this book. Let's select the most recent one.



4. At the top you'll see the publication details you will need for your bibliography or reference list.



5. The item information beneath shows you:

Items				
Location	Classmark	Barcode	Loan Type	Status
Main Library	PN171.F56 P43	15116247	STANDARD	AVAILABLE
Main Library	PN171.F56 P43	15116255	STANDARD	AVAILABLE
Main Library	PN171.F56 P43	15116263	STANDARD	AVAILABLE
Main Library	PN171.F56 P43	15116271	STANDARD	DUE 04-07-18
Main Library	PN171.F56 P43	17039428	STANDARD	AVAILABLE
Short Loan	PN171.F56 P43	15116239	SHORT LOAN	AVAILABLE

Click the [Location] link to see where the books are in the Library

On the shelf

Out on loan

The classmark will help you find the book on the shelves.

The Loan Type tells you whether you can borrow them and how long for.

In this case there are four available standard copies and one short loan copy.

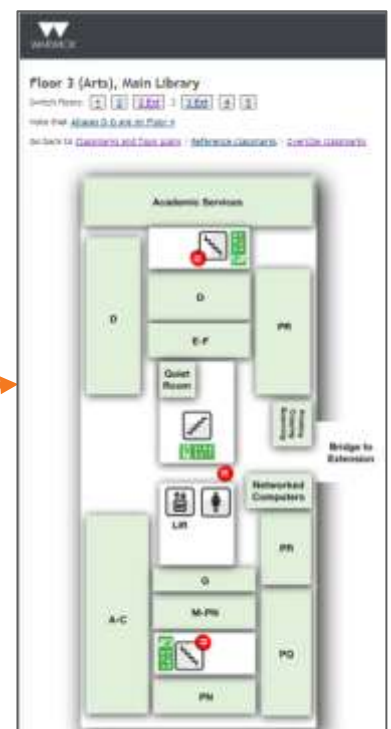
6. If you are not sure where the book is in the library click on the location link. You will see that anything beginning with a PN classmark is located on the Floor three. Click again on [Floor 3] to see the map of that particular floor.

Classmarks & floor plans (Main Library)

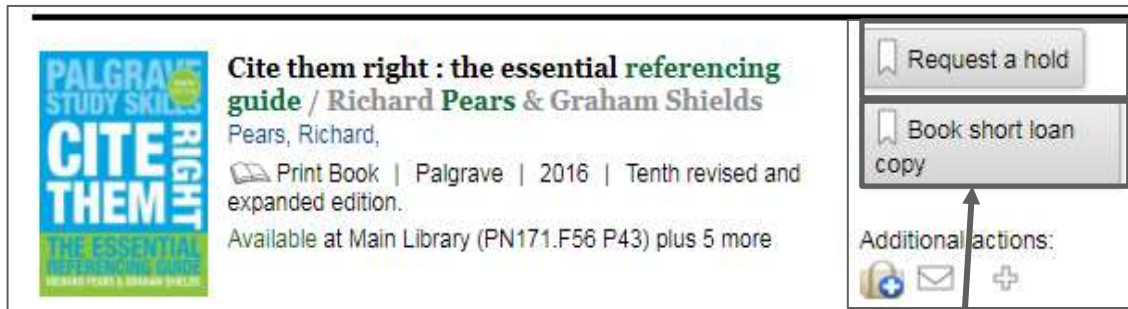
View floor plans: [1](#) [2](#) [2 Ext](#) [3](#) [3 Ext](#) [4](#) [5](#)

Note: Oversize (qto), Pamphlet (pam) and Reference (ref) are **separate** locations on each floor - see relevant floor plan. Short loan items are on floor 1.

Classmarks beginning with:	Where in Main Library?
Letters	
A-G	Floor 3 Except for Atlases D-G on Floor 4
H - J	Floor 5
K	Floor 4
M-PR	Floor 3
PS-PT	Floor 3 Extension
Q-V	Floor 2 Extension
Z-ZG	Floor 3 Extension
ZH and ZJ	Floor 5
ZK	Floor 4
ZM-ZP	Floor 3 Extension
ZQ-ZV	Floor 2 Extension



7. If all available copies are out on loan you can request a hold or you could book the short loan copy for a specific day.



Cite them right : the essential referencing guide / Richard Pears & Graham Shields
 Pears, Richard,
 Print Book | Palgrave | 2016 | Tenth revised and expanded edition.
 Available at Main Library (PN171.F56 P43) plus 5 more

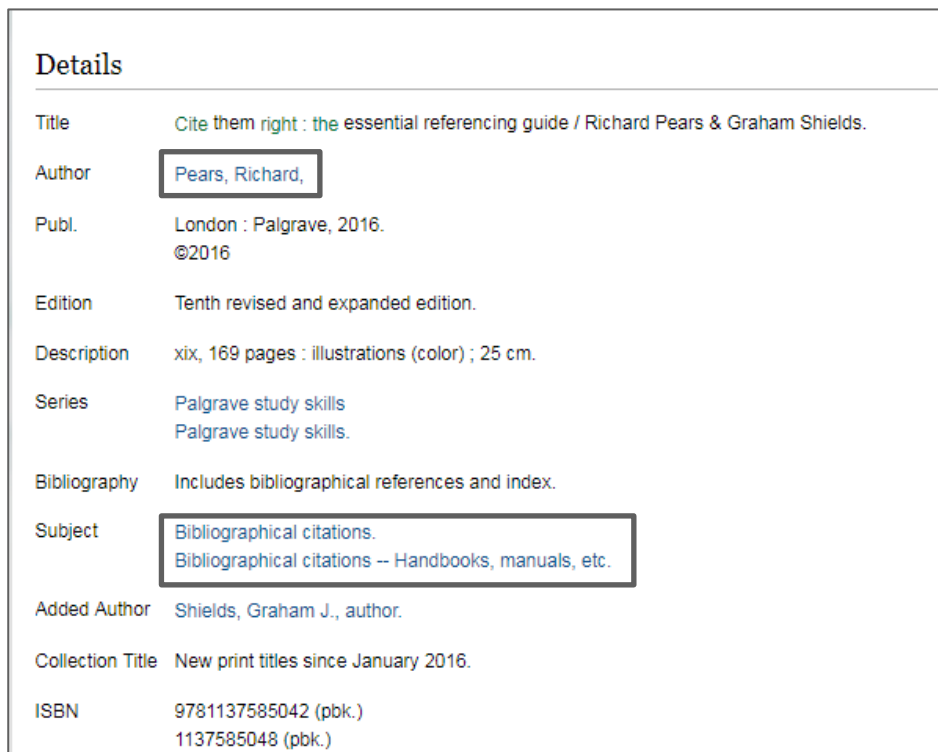
Request a hold
 Book short loan copy

Additional actions:

Request a hold so that the next returned copy is held for you.

Short Loan items are due for return by 11.00 am the following morning. For example, if you take the copy out on Monday afternoon, it will be due on Tuesday by 11.00am the latest.

8. Alternatively you could use the hyperlinks to look for other books by the same author or on the same subject.



Details

Title [Cite them right : the essential referencing guide / Richard Pears & Graham Shields.](#)

Author [Pears, Richard,](#)

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