Understanding the Parts of a Library Catalog Record

There are key elements in a catalog record that you will need in order to find a book in the library. Be sure to write down the call number. This is essentially the book’s address – it will tell you where the book will be located on the shelf. You will also need to check the book location and make sure that it is not already checked out by someone else. Finally, if you do not see a copy available at SMCC, you can request the book from another library within the Phoenix Public Library (if one is available). You can also search for the book at one of the libraries within the Maricopa Community Colleges and request the item.

(FYI – All of the components needed to cite the book are included within the library record!)

[Diagram showing the parts of a library catalog record with labels: Call Number, Status, Location & Availability, Place a Hold Request, Use these tabs to find other books on your topic, The status tells you if the book is available or checked out.]