

GENERAL READING ROOM

Czytelnia Ogólna

The General Reading Room provides access to several different collections of the SGH Library:

- by open access to the bookshelves in the Open Access Area *Czytelnia* (1)
- by the library order slip in the case of items from the Main Collection *Księgozbiór Główny* (2)*

Exact information about the way of access to the item and its location is given in the ALEPH Catalogue (3)

1. Open Access Collection *Czytelnia*

In the **Open Access Area** in the General Reading Room you will find:

- set of monographs and textbooks recommended by the SGH Academic Staff
- SGH Printing House publications
- public and private economic schools and universities publications
- dictionaries, encyclopedias, statistical yearbooks, atlases, guide –books, etc.

The **Open Access Collection** in the General Reading Room is ordered in accordance with the Library of Congress Subject Headings. The call number is long and composed. It begins with the symbol of the specific discipline, indicating simultaneously the respective bookcase where you will find the needed book on the appropriate bookshelf.

For example: **HG 600** – textbooks of management
HB 1105 – textbooks of economics

After the use, do not return the book from the **Open Access Collection** on the bookshelf yourself, but put it on trolleys. Librarians will put back the books from trolleys on the bookshelves successively.

If you cannot find the needed book on the right bookshelf - it means that someone else is using it. In such situation you still have the possibility to request another copy of the sought book - from the Main Collection, thanks to the library order slip.

2. Main Collection *Księgozbiór Główny*

From the General Reading Room you may access to the **Main Collection** that includes:

- books
- Polish periodicals older than 21 years
- foreign periodicals older than 7 years

These items should be requested thanks to the library order slip with the call number of the demanded item. After the use, you return the item from the **Main Collection** to the librarian on duty at the librarian's desk.

In the Reading Rooms no borrowings are allowed, but you have a possibility to make photocopies instead.

If you look for current foreign periodicals from the last 7 years : please go to the Foreign Periodicals Reading Room *Czytelnia Czasopism Zagranicznych* , room 108, on the 1st floor.

3. ALEPH Catalogue

If you wish to conduct a thorough search for materials we advice you to start with the ALEPH Catalogue, containing records for items published after 1989. The ALEPH Catalogue:

- assures exhaustive bibliographical information about items
- informs exactly about the item's location and status
- gives detail information about its: call number, number of available copies, possibilities of borrowing, of reservation, etc.

Items published before 1989 are described in Card Catalogues that were closed 31st of December 1995

How to search for items from the General Reading Room

The system allows you to explore the ALEPH Catalogue in total or in previously defined sub-sets. You may choose the index to browse, or the field to search by: author, title, keyword, etc.

Example of search results in the ALEPH Catalogue:

#	Hasło główne Author	Tytuł Title	Rok Year	Zasób Holdings (all/lent)
1	Handa, Jagdish	Monetary economics / Jagdish Handa.	2012	Biblioteka-Główna(3/0)
2	Carbaugh, Robert J.	International economics / R.J. Carbaugh	2011	Biblioteka-Główna(4/ 1)

When you decide what item you want to use, you should check **how** you may access to it. In this aim click on the underlined tab from the corresponding line in the '**Zasób = Holdings**' column.

For example: if you want to use the book "International economics" by R.J. Carbaugh, you should press the respective tab on the right: **Biblioteka - Główna (4/1)** in the 'Zasób = Holdings' column

The ALEPH Catalogue will inform you then **on what conditions** and **where** this item is available.

Status egz. Item status	Termin zwrotu Due date	Podbiblioteka Library	Kolekcja Location	Sygnatura Call number
Na miejscu	Dostępny	Biblioteka Główna	Księgozbiór Główny *	D.60892 *
Na miejscu = On the shelf	Dostępny = Available	Biblioteka Główna	Czytelnia	HC 660;C.3.72;l.5.8;2011
Wypożycza się = For lending	Dostępny	Biblioteka Główna	Wypożyczalnia = Students' Lending Library	W.45678
Wypożycza się	12/List/2012	Biblioteka Główna	Wypożyczalnia	W.45679

HC 660;C.3.72;l.5.8;2011

means that this copy is available in the General Reading Room *Czytelnia Ogólna*; to use it you should go to the Open Access Area *Czytelnia* and look for the bookcase labeled with the symbol **HC 660**; there, on the appropriate bookshelf, you will find the needed item.

D.60892 **

means that the copy belongs to the Main Collection *Księgozbiór Główny*; to request it you should fill in the library order slip with this call number (*D.60892*)

** (the same proceeding for other short call numbers starting with letter '**G**' : G.345678 or without the beginning letter at all: 618.678, etc.

The call number starting with the symbol **CDE** means that the copy is available in the European Documentation Centre *Centrum Dokumentacji Europejskiej (CDE)*, room 9, at the ground floor.