

## Finding An Item

1. To find a particular item, the Title File Box has cards listing all the library items in alphabetical order.
2. To find an item by a particular author, the Author File Box has cards listing all the library items by their authors in alphabetical order.
3. All items are shelved according to the Dewey Decimal System. The number as well as author's initial appears on the spine of the book. A "J" before the number indicates an item suitable for children. An "A" before the number indicates an Adult item.
4. These general numbers are assigned to specific topics, which may be of special interest.
  - 220-230---Bibles, commentaries, and study guides of Scripture
  - 242-----Devotionals
  - 236-----Eschatology
  - 239-----Apologetics
  - 248-----Christian living
  - 269-----Spiritual renewal
  - 920-----Biography
5. An "AF" indicates Adult Fiction. A "JF" indicates Juvenile fiction. Shelves are marked for Adult and Juvenile Audio and Video Recordings.