How to Use Call Numbers in Cooper

1. Take down the entire call number listed in the catalog.

   It may look a bit odd if you’re used to your public or high school library since we use the Library of Congress classification system to arrange our items by main topic. Visit the Library of Congress website for more info.

2. Visit the floor that has the call number you need.

   Call number starts with…
   - A through P: 1st floor
   - Q through R: 5th floor
   - S through Z: 6th floor

3. Note that some collections have their own areas:

   - Children’s/Young Adult 3rd floor
   - S.C./Federal Documents 3rd floor
   - Popular Reading 4th floor
   - Cooper Reference 4th floor
   - Cooper Reserve 4th floor Library Services Desk

   ...and some aren’t in Cooper Library

   - Architecture Library 112 Lee Hall
   - Hunter Hall 2nd Floor 205 Hunter
   - Education Media Center 212 Tillman Hall
   - Special Collections Strom Thurmond Institute
   - Off-Site Shelving use the “Request from Storage” link in the catalog
   - Charleston Arch Center call the Architecture Library at 864-656-3933

4. Still can’t find it?

   Ask a Librarian! You can call 864-656-1557 or text 864-762-4884 for help.