### See the table below on what to do

<table>
<thead>
<tr>
<th>Location Status</th>
<th>What to do</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archive</td>
<td>Request for item at the Service Counter</td>
<td>UG (Ground)</td>
</tr>
<tr>
<td>AV Home Loan</td>
<td>Search in the Restricted Collection</td>
<td>UG (Ground)</td>
</tr>
<tr>
<td>Being processed</td>
<td>Item received by the Library and being processed Enquire at Service Counter or Help Desk</td>
<td>UG (Ground) 81 (Basement)</td>
</tr>
<tr>
<td>Being reshelved</td>
<td>Returned item is in the process of being reshelved Enquire at the Service Counter</td>
<td>UG (Ground)</td>
</tr>
<tr>
<td>Bindery</td>
<td>Item is sent for binding. Enquire at the Service Counter or Help Desk</td>
<td>UG (Ground) 81 (Basement)</td>
</tr>
<tr>
<td>Due: (Date)</td>
<td>Item on loan. You may reserve for it via Library Catalogue or at the Service Counter</td>
<td>UG (Ground)</td>
</tr>
<tr>
<td>Harvard Collection</td>
<td>Search in the Harvard Collection</td>
<td>81 (Basement)</td>
</tr>
<tr>
<td>Internet Access</td>
<td>Available online. Click on URL</td>
<td></td>
</tr>
<tr>
<td>Journal Display</td>
<td>Search in the Journal Display area</td>
<td>UG (Ground)</td>
</tr>
<tr>
<td>Lecturer’s Copy</td>
<td>Loan restricted to lecturers. Enquire at the Service Counter</td>
<td>UG (Ground)</td>
</tr>
<tr>
<td>Malaysia Collection</td>
<td>Search in the Malaysian Collection</td>
<td>81 (Basement)</td>
</tr>
<tr>
<td>On Hold</td>
<td>Reserved item waiting to be collected</td>
<td></td>
</tr>
<tr>
<td>On Order</td>
<td>Item on order</td>
<td></td>
</tr>
<tr>
<td>Open Shelf Collection</td>
<td>Search in the Open Shelf Collection</td>
<td>81 (Basement)</td>
</tr>
<tr>
<td>Recalled</td>
<td>Enquire at the Service Counter</td>
<td>81 (Basement)</td>
</tr>
<tr>
<td>Reference Collection</td>
<td>Search in the Reference Collection</td>
<td>81 (Basement)</td>
</tr>
<tr>
<td>Research Methodology Collection</td>
<td>Search in the Research Methodology Collection</td>
<td>81 (Basement)</td>
</tr>
<tr>
<td>Restricted Collection</td>
<td>Search in the Restricted Collection</td>
<td>UG (Ground)</td>
</tr>
<tr>
<td>Reserve Collection</td>
<td>Search in the Restricted Collection</td>
<td>UG (Ground)</td>
</tr>
<tr>
<td>Service Counter</td>
<td>Enquire at Service Counter</td>
<td>UG (Ground)</td>
</tr>
<tr>
<td>Store 1</td>
<td>Request for item at the Service Counter</td>
<td>UG (Ground)</td>
</tr>
</tbody>
</table>

In order to locate item in library collections, you need to obtain the call number from Library Catalogue, the online public access catalogue of Sunway Campus Library. Note the location and status of the item.

**Holdings**

Sunway Campus Library
QHS41.13 C24 2010
Copy No. 1 Location Open Shelf Collection

**Call Number** Location Status

Sunway Campus Library
Sunway University & Sunway College KL
No.5 Jalan Universiti, Bandar Sunway, 47500 Selangor Darul Ehsan.
library@sunway.edu.my
Help Desk: 03-74918647 or 03-74918622 ext. 7050 / 7051
Reference Division: 03-74918622 ext. 7054 / 7055 / 7056

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### H - Social Sciences

**H**

- Social Sciences (General)
- HA Statistics
- HB Economic theory, Demography
- HD Management, Agriculture, Industry, Labor and special industries
- HE Transportation and communications
- HF Commerce, Business, Marketing, Accounting, Auditing
- HG Finance, Banks and banking
- HJ Public finance. Taxation
- HM Sociology
- HN Social history and conditions, Social reform
- HQ The family. Marriage. Women
- HS Societies, Secret, benevolent, etc.
- HT Communities, Classes, Races
- HV Social pathology. Social and public welfare. Criminology
- HX Socialism, Communism, Anarchism

### J - Political Sciences

**J**

- General legislative and executive papers
- JA Political science (General)
- JC Political theory. Theories of the state
- JF-JG Political institutions and public administration
- JK United States
- JN Europe
- JO Asia, Africa, Australia, etc.
- JS Local government. Municipal government
- JV Colonies and colonization. Emigration and immigration. International migration
- JZ International relations, International arbitration

### K - Law

**K**

- Law in general. Comparative and uniform law
- KD Law of United Kingdom and Ireland
- KE Law of Canada
- KF Law of the United States
- KJ Law of Europe
- KM-KPZ Law of Asia
- KU-KWW Law of Pacific Area
- KZ Law of nations

### L - Education

**L**

- Education (General)
- LA History of education
- LB Theory and practice of education
- LC Special aspects of education
- LD-LG Individual institutions

### M - Music and Books on Music

**M**

- Music
- ML Literature on music
- MT Musical instruction and study

### N - Fine Arts

**N**

- Visual arts (General). Multimedia (Art)
- NA Architecture
- NB Sculpture

### P - Language and Literature

**P**

- Drawing. Design. Illustration. Graphic arts
- NC
- PA Classical languages and literature
- PB Modern European languages. Celtic languages
- PC Romance philology and languages
- PE English philology and languages
- PF West Germanic philology and literature
- PG Slavic, Baltic, Albanian languages and literature
- PJ Oriental philology and languages
- PK Indo-Iranian philology and languages
- PL Eastern Asia, Africa and Oceania languages and literature
- PM Hyperborean, Indian and artificial languages
- PN1-6790 Literature (General)
- 1600-1590 Performing arts
- 1600-3307 Drama
- 4000-4500 Oratory
- 4690-5650 Journalism
- PQ French, Italian, Spanish, Portuguese literature
- PR English literature
- PS American literature
- PT German, Scandinavian literature
- PQ Fiction and juvenile literature

### Q - Sciences

- Q Science (General)
- QA Mathematics. Computer science
- QB Astronomy
- QC Physics
- QD Chemistry
- QE Geology
- QH Biology (General). Natural history (General)
- QK Botany
- QL Zoology
- QM Human anatomy
- QP Physiology
- QR Microbiology

### R - Medicine

**R**

- Medicine (General)
- NC
- RA Public aspects of medicine
- RB Pathology
- RC Internal medicine
- RD Surgery
- RE Ophthalmology
- RF Otorhinolaryngology
- RG Gynecology and obstetrics
- RJ Pediatrics
- RK Dentistry
- RL Dermatology
- RM Therapeutics. Pharmacology
- RS Nursing
- RT Pharmacy and materia medica
- RV Botanic, Thomsonian and eclectic medicine
- RV Botanic, Thomsonian and eclectic medicine