Understanding an OFF PUBS shelf mark (International Organisations)

The Official Publications section has its own unique classification scheme. The shelf marks look very different to shelf marks used elsewhere in the Library. However, they are designed to help you locate an item, with each section of the shelf mark narrowing your search on the shelves. Below you will find examples of the main types of shelf marks with an explanation of the meaning of each section. This should help you understand the shelf mark you have found on the Library catalogue and locate the item you require.

If you do not know the shelf mark of an item, please use the Library catalogue to find it. You search for all non-parliamentary publications in the same way that you would search for a book or journal elsewhere in the Library. If you need further help, please contact the Help Desk on Floor 2 (libenq@le.ac.uk).

Journal:

<table>
<thead>
<tr>
<th>OFF PUBS</th>
<th>EC/A</th>
<th>E7886</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part of the Official Publications collection</td>
<td>Abbreviation of an International Organisation, e.g. European Communities. N.B. It can be historic.</td>
<td>Subject grouping. e.g. A is for Economic affairs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cutter number. Journals are arranged with series at the beginning of each subject section in alphabetical order by title/cutter number</td>
</tr>
</tbody>
</table>
Publication in a series:

<table>
<thead>
<tr>
<th>OFF PUBS</th>
<th>CE/J</th>
<th>Rec (2000) 22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part of the Official Publications collection</td>
<td>Abbreviation of an International Organisation, e.g. Council of Europe</td>
<td>Abbreviation of series name and number in series. e.g. Recommendations adopted by the Council of Ministers. Year = 2000; No. 22 in the series.</td>
</tr>
</tbody>
</table>

Individual Publication (1):

<table>
<thead>
<tr>
<th>OFF PUBS</th>
<th>UN/HL</th>
<th>POP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part of the Official Publications collection</td>
<td>Abbreviation of an International Organisation, e.g. United Nations</td>
<td>First three letters of the title of the publication. These are shelved at the end of the subject section. Some sections have a three letter country code in front (e.g. SLO/SLO). These are shelved immediately after the journals/series.</td>
</tr>
</tbody>
</table>

Individual Publication (2):

<table>
<thead>
<tr>
<th>OFF PUBS</th>
<th>IBRD / G</th>
<th>SLO/SLO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part of the Official Publications collection</td>
<td>Abbreviation of an International Organisation, e.g. International Bank of Reconstruction and Development (now World Bank)</td>
<td>Subject Grouping. e.g. G is for External Affairs</td>
</tr>
</tbody>
</table>