

LIBRARY SCHOOL

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306 Library

U3155 (Room 312) Bell: 7-4959

1. LIBRARIAN: Miss Frances E. Hammitt. (Hours: M-F, Usually 8:30-12, 1-4:30; Sat. 8:30-12:30)
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS: School year: Open for use whenever the main library is open (except Sunday) but no one is in charge except during above hours.
Summer session: Same.
Usual vacation hours: Same.
4. BOOK COLLECTION: 3000 volumes (?)
5. SUBJECTS: Library science.
6. SPECIAL COLLECTIONS: None.
7. CLASS RESERVES: For all Library Science courses, both first and second year.
8. PERSONS ENTITLED TO USE LIBRARY: Graduates and faculty, Library School students. If undergraduates need books located there, telephone for permission to send up students.
If undergraduates need books when librarian is not on duty, "it would be more satisfactory for the student to wait until the next day, since our books are located in so many different rooms. If immediate use is necessary, some staff member should come to get the book. Loan Desk attendants may take the books, providing they are not on reserve shelves. A charge slip should of course be left."
9. CIRCULATION OF BOOKS:
 - I. PERIODS OF CIRCULATION:
 - (1) Non-circulating: Bound periodicals and reference sets (except within building).
 - (2) Overnight (9 p.m.-9 a.m.; Sat. 12 noon-Mon. 9 a.m.): Reserve books. "Reading" books for Book Selection circulate 5 p.m.-9 a.m., Sat. 12 noon-Mon. 9 a.m.
 - (3) One week: None.
 - (4) Two weeks: "Usually books (except reserves) circulate for two weeks, but may be kept longer if the student needs them for a special purpose."
 - (5) Other periods: See (4)
10. CIRCULATION OF MAGAZINES: Not out of the building except by special permission but they may leave 306.
11. CIRCULATION OF PAMPHLETS: Permitted.
12. RECORDS: (1) Public card catalogs in Room 308: (a) Author file of books currently in collection, kept up-to-date by cards from the Catalog Department. (b) Dictionary catalog (used formerly) is kept for reference, but is not up-to-date.
(2) Public shelf list, in Room 308.
(3) Reserve lists, by courses.
(4) "Classed file of call slips, listing all books in use in school which are not in regular shelving order. Includes books taken from stacks. Room location is given for each, and/or reserve section indicated."
13. PERIODICAL INDEXES: Library Literature; Essay and general literature index; A.L.A. index.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: None.