LIBRARY SCHOOL

LIBRARY SCHOOL LIBRARY
328 Library
Phone: 8169 Campus service

1. LIBRARIAN: Miss Donna Finger.
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS: See current semester's Library Hours schedule.
4. BOOK COLLECTION: 7500 volumes.
5. SUBJECTS: All phases of library science and such related subjects as adult education, audio-visual aids, printing and publishing.
6. SPECIAL MATERIALS:
   (1) annual reports of libraries, staff manuals, student and faculty library handbooks, library organization charts, handbooks of library associations, library directories.
   (2) Lantern slide collection (3 1/4"x4"), books and libraries, library buildings - 1300 items.
7. CLASS RESERVES: For Library Science courses. (Short time reserves)
8. PERSONS ENTITLED TO USE LIBRARY: All connected with the University. Others with special permission from the Library Office.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
   (1) Non-circulating: Current and bound magazines and reference books.
   (2) Overnight (Mon.-Fri. 9 p.m.-9 a.m.; Sat. 4:30 p.m.-Mon. 9 a.m.) Class reserves.
   (3) One week: None.
   (4) Two weeks: All unreserved books, subject, however, to recall when needed.
   (5) Other periods: Current books bought primarily for Library Materials classes circulate for three days.
   II. NUMBER OF BOOKS TO A PERSON: Restricted only when demand requires.
   III. RENEWALS: 2-week and 3-day books are ordinarily renewable.
   IV. RESERVATIONS: Reservations may be made on all books which ordinarily circulate. Reservations may be made on overnight books only on the day the book is desired. No more than 2 overnight books may be reserved.
10. CIRCULATION OF MAGAZINES: Not permitted.
11. CIRCULATION OF PAMPHLETS: Permitted.
12. RECORDS:
   (1) Public card catalog (author, subject, title).
   (2) Public shelf list.
   (3) Supplementary card catalog of older library science collection, largely kept now in general stacks.
   (4) Public finding list of reserve books (by class).
   (5) Special indexes: Theses and Library Science 102 papers (author and subject); "Current Library Literature" 1943-45 (Compilation of monthly Library Journal index); Library reports (in process); Lantern slides.
13. PERIODICAL INDEXES: Library Literature; Reader's Guide; International Index; Education Index; Industrial Arts Index.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: Kardex visible periodical index.