

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.