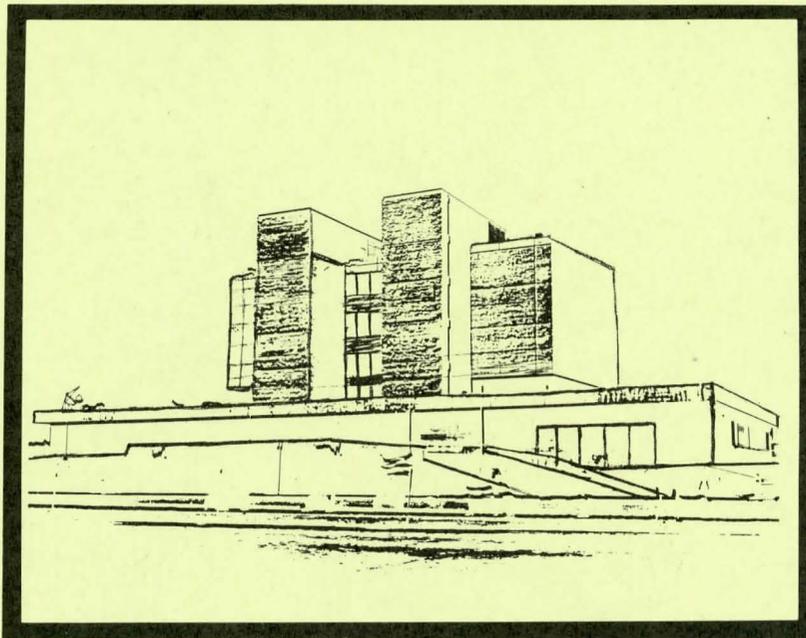


**Handbook**  
September 1970

**James H. Albertson  
Center for Learning Resources**



**Wisconsin State University  
Stevens Point, Wisconsin**

Wisconsin State University welcomes you to its James H. Albertson Center for Learning Resources. The Learning Resources Center is named in honor of James H. Albertson, President of our University from 1962 to 1967. After five years of planning and construction under a 3.2-million-dollar budget, the Center was opened for use in April, 1970. The building houses the library and instructional media collections and study facilities. Study stations of all varieties number over 1,000. The building provides space for a collection of approximately 300,000 print and non-print items. Our collection of audio-visual numbers in excess of 200,000.

HANDBOOK

JAMES H. ALBERTSON

CENTER FOR LEARNING RESOURCES

The major purpose of the Center is to create a learning environment which will best promote the educational objectives of our University. One of the foremost thoughts behind the planning of the facilities was to make all forms of educational media freely accessible to both the student and teacher. To this end, the Center brings together all forms of print and non-print learning materials. Free access to materials by the student prevails in almost all collections under an open stack policy. Study facilities are located in close proximity to the collections to provide easy use by the student.

The open stack policy necessitates some form of circulation control since we wish to secure our collections while providing patrons with easy access to them. To this end, we have points at both public entrances to the building to provide this control. The patron of the library must check out materials with the person at the checkpoint and permit his materials to be inspected when leaving the building. This inconvenience is the necessary result of the freedom of access to and use of the collection within the building.

WISCONSIN STATE UNIVERSITY  
Stevens Point, Wisconsin

September, 1970

This guide has been prepared to acquaint you with the Center and assist you in the use of its facilities. The emphasis of this guide is upon the features of the Learning Resources Center which may be new to the undergraduates. Students are urged to ask for any information regarding use of the Center's facilities, services, or collections. During operating hours a reference librarian is on duty at the information desk in the main lobby or in the Reference Room to assist you with your inquiries. Do not hesitate to ask for assistance. We want you to use the facilities of the Center efficiently and effectively. We are sure you will be successful and will help you to meet your educational needs and to further your education.

Credits:

Text - Allan Barrows

Circulation Librarian

Cover Design - Clifford Cone

Graphics Production

## FOREWORD

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## I. GENERAL INFORMATION AND REGULATIONS

The major portion of the library collection is on the first to the fifth floors. The Instructional Materials Center Collection with non-print and some print materials is located on the basement floor. Both print and non-print material may be located in the Public Card Catalog on the first floor. Members of the faculty and library staff members choose the books to be included, but students are also invited to recommend books. The open-shelf reference collection of several thousand bibliographies, encyclopedias, handbooks, dictionaries and the like are shelved in the Reference Room on the first floor. Periodicals, located on the second floor, has the latest issues of selected current periodicals and journals on open-shelf display.

### Learning Resources Center Hours

Monday-Friday		8:00 a.m. to 10:30 p.m.
Sunday-Thursdays	After-Hours Study	10:30 p.m. to 1:00 a.m.
Saturday		9:00 a.m. to 5:00 p.m.
Sunday		1:00 p.m. to 10:30 p.m.

Limited Learning Resources Center hours are maintained during Christmas, spring and summer vacations and during summer sessions. Service hours for these periods and any change in hours are announced in the Campus News Letter.

### Student Lounge

The Student Lounge (on the first floor) has current issues of popular periodicals of general interest and some reference material. Conversation and smoking are permitted. This room is used as the library after-hours study room.

### Parking Regulations

General campus regulations on vehicle parking are applied to the precincts of the Learning Resources Center. All parking and traffic signs should be observed. Motorized vehicles are not permitted on the approaches to the building. Parking of non-motorized vehicles such as bicycles should be confined to the rack provided at the east entrance to the Center.

### Care of the Furniture and Equipment

It is expected that due care will be given to the furnishings

and equipment within the Center. It is particularly requested that feet not be placed on the chairs or tables.

The library does not reserve seats or carrels on the second, third, or fourth floors. It is requested that students not leave their books on the shelves of carrels once they have finished using the carrel as they may find that other users of the library will mistakenly remove these books that have been left behind.

### Smoking Areas

Smoking is permitted in the Student Lounge (on the first floor) and the entrance vestibules. Fire regulations strictly prohibit smoking in carpeted and book stack areas.

### Checkpoints

Because of the open-shelf arrangement of the book collection, it is necessary for you to have all materials in your possession (library books, textbooks, personal books, and briefcases) inspected at the checkout points as you leave the lobby. You can help by having your materials ready for the attendant.

### Posting of Notices

The Learning Resources Center has strict policy on posting of public notices in and around its facilities. Please contact the Main Circulation Desk for further details.

### Telephones

Public telephones are located on the basement level and first floor of the southwest stairwell. Patrons are requested to use the public phones rather than ask permission to use Learning Resources Center facilities phones.

### Lost and Found

The lost and found service is at the Circulation Desk on the first floor.

### Photocopying

The Periodical Desk has equipment to make photographic copies of microfilm. Ten cents a page or exposure is charged, which covers little more than the cost of the paper. Coin operated self-service copiers are available on the first and second floors.

### Typing

Typewriters are located in Room 311. The rate is twenty cents per hour. The key for this room can be obtained at the Circulation Desk.

### After-Hours Book Return

Books may be returned at any time through the outside book depositories located at both entrances of the Center.

### Request for New Material

Students may request material to be added to the Learning Resources Center collection subject to review and approval by the Learning Resources Materials Selection Committee. Please contact Main Circulation Desk for request cards.

### After-Hours Study

The Student Lounge, Room 108 in the southwest corner of the first floor, is used for a study room after the library closes. The schedule during the academic year is 10:30 p.m. to 1:00 a.m., Sunday through Thursday.

### Group Study

Several rooms are provided on the third and fourth floors where groups may meet for study that requires limited conversation. These rooms cannot be reserved or considered private.

## II. COLLECTIONS AND SERVICES

### REFERENCE

#### Reference Collection

Other important sources of reference, besides periodicals and their indexes, are encyclopedias, dictionaries, atlases, yearbooks, biographical dictionaries, and bibliographies, such as the Cambridge Bibliography of English Literature, Harvard Guide to American History, and the American Historical Association's Guide to Historical Literature. Although the card catalog, with its subject headings, is the library's fundamental reference key, an encyclopedia will serve you better when you wish to know something about embalming practices in ancient Egypt or the

meaning of modular arithmetic. Or perhaps you need a bibliography of the writings of Mahatma Gandhi, or a review of William Golding's Lord of the Flies.

Books with answers to questions such as these are in the Reference Room, located on the north side of the first floor off the Public Catalog. With few exceptions, they are arranged by call number on open shelves. Reference books are restricted primarily to reading room use.

A reference librarian is on duty daily from 9:00 a.m. to 9:00 p.m., Monday through Friday, 11:00 a.m. to 5:00 p.m. on Saturday and from 6:00 p.m. to 10:30 p.m. on Sunday.

### College Catalogs

Maintained for reference use is a collection of catalogs from several hundred colleges, universities and professional schools. These are located in the Reserve Reading Room and may be checked out at the Reserve Circulation Desk.

### Telephone Directories

A small collection of telephone directories of metropolitan areas and central Wisconsin communities is located near the reference librarian's desk.

### Vertical File

Files of pamphlets and other ephemeral materials are maintained in the reference area. These materials are not listed in the card catalog, so the reference librarian will help you determine what is in the files that might be of use to you.

### Interlibrary Loan

Interlibrary Loan, one of the services of the Reference Department, provides access to materials not owned by the university library.

The National Interlibrary Loan Code prepared by a committee of the American Library Association specifies that books may be borrowed for graduate students and faculty for research papers. Usually, books in print are not borrowed.

Articles in magazines not in the library may be secured for anyone -- students and faculty -- in xerox or other photoduplication form.

Copies of articles in magazines owned by any one of the other eight Wisconsin State University libraries may be obtained without

charge and are the property of the individual.

If the material needed is only available in some other library, there is a charge of ten cents (10¢) per exposure plus any additional charges made by the supplying library. The material then also belongs to the individual.

For request forms and/or additional information, ask at the Reference Room Desk or Circulation Counter.

## RESERVE

### Reserve Collection

Books which have been placed on reserve by members of the faculty are on the first floor off the catalog in the southwest corner of the building. Reserve materials circulate for varying periods of time depending on the supply and demand of specific materials. Professors request the time limit that best suits the needs of their class assignments. Loan periods vary from two hours to seven days. Two-hour material may also be taken out for home use after 8:00 p.m. and must be returned before 9:00 a.m. of the following day.

Some Instructional Materials Center items circulate as reserve material and are charged out from the I.M.C. desk.

### Children's Literature Collection

The children's literature collection is kept in the reserve collection. These books circulate for a three-day period.

## PERIODICALS

### Newspapers

The current issues of many metropolitan, Wisconsin, and foreign newspapers are made available in the Periodical Reading Area as they are received. The non-current numbers go into the unbound periodical collection and can be drawn there. Eventually, some of these are discarded as their microfilm replacements are received. Microfilms of newspapers and reading machines are located next to the periodical checkout desk on the second floor. Check with Periodical Circulation as to length of time back issues are held for those newspapers not received on microfilm.

### Periodicals

Periodicals offer an important opportunity for research not only in times past, but, perhaps more important, in those areas where investigations are so recent that the material covered has not as yet appeared in book form.

The Library subscribes to about 1500 magazines, scholarly journals, and newspapers. The Public Card Catalog or a Periodical Checklist, arranged alphabetically by titles of journals and giving the library holdings, can be found in a separate loose-leaf binder located at the Periodical Circulation Desk or Reference Room Desk. Bound volumes do not circulate.

In general, inquiries regarding the Library's holdings should be made at the Periodical Desk. Unbound issues will be brought out upon request, and they may be checked out for use in the building.

## DOCUMENTS

### Documents Collection

Most of the official publications of the United States, United Nations, UNESCO, and Wisconsin are in Documents. This library is a Federal Depository. Also housed here is the Area Research Center, a part of the State Historical Society of Wisconsin. It contains manuscript and local government records relating to a 17 county area around Stevens Point.

Catalogs, guides, indexes and assistance are available.

Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

## INSTRUCTIONAL MATERIALS CENTER

The I.M.C., located in Room 26, has a collection of texts used in Wisconsin elementary and secondary schools, multi-media kits, filmstrips, films, film loop types, globes, curricular guides, etc. There are facilities provided for the preview of such items. This material may be checked out for two days' use during the academic year and overnight during the summer session.

## NATURAL HISTORY MUSEUM

The Natural History Museum houses specimen collections and printed materials pertinent to study in the natural sciences. The area contains both display and study facilities which should be of special interest to students in the fields of Natural Resources, Biology, Geography-Geology, and Sociology-Anthropology. The facilities are available on the same schedule as main library circulation. Guided tours for special groups may be arranged through the curator of the Museum.

## FACULTY READING ROOM

The Faculty Reading Room has on display recent Learning Re-

sources Center acquisitions of academic and recreational nature. This material may be checked out after a display period of two weeks by filling out a personal reserve card and leaving it at the Circulation Desk. The Faculty Reading Room is located on the fifth floor stack level overlooking the Fine Arts Building.

### CAMPUS LABORATORY SCHOOL LIBRARY

The Campus Laboratory School Library is on the third floor of the University Laboratory School. Its holdings, related to elementary school curriculum, may be borrowed and its own physical catalog is duplicated in the main Catalog of the Learning Resources Center.

### LEARNING RESOURCES CENTER SERVICES

#### Instructional Materials Center

Instructional Materials, located in the basement, provides support for the instructional programs of students, both directly and indirectly. The University does not have a film rental library, but the films housed in the I.M.C. may be used by students for student teaching. Both audio and projection equipment are available for use in scheduled and non-scheduled university activities.

#### Self-Instruction Laboratory

The Self-Instruction Laboratory, basement, provides carrels equipped with dial-access terminals, tape recorders, slide projectors, and material for dry mounting, photography, etc. to meet student needs for individualized instruction, student teaching, and review purposes.

#### Television

The television studio contains a full compliment of professional quality black and white equipment and has the following capabilities:

1. Video taping off-the-air Network programming.
2. Video taping C. A. T. V. programming.
3. In-studio live productions which would include micro-teaching.

### III. GRADUATE STUDY AIDS

#### Bibliography Area

A large number of the most important general bibliographies and national catalogs are assembled in the Bibliography Area at the east end of the reference collection located on the first floor. The following are some of the titles which the graduate student will probably find useful:

The Library of Congress Catalog, and its successor  
The National Union Catalog.  
The United States Catalog and Cumulative Book Index.  
Publisher's Trade List Annual, Books in Print, and  
Subject Guide to Books in Print.  
Paperbound Books in Print.  
The British Museum Catalogue of Printed Books.

#### Interlibrary Loan

Interlibrary loan services provide access to materials not owned by the University. (For more information, see pages 4 to 5).

#### Assignable Carrels

Persons working on advanced degrees or other projects which require extensive use of material in the library and who desire space for study should apply to the Circulation Librarian for assignment to a locked carrel in the stack area. Assignments are made for a semester, and needs are reviewed before assignments are renewed.

#### Graduate Bibliography and Reserve Rooms

On the fifth floor of the Learning Resources Center there are four Graduate Bibliography Rooms. Each room has a designation either Social Science, Science, Fine Arts or Language Arts. Faculty teaching an advanced course are welcome to put bibliographic materials in these areas to be used for closed reserve. Use of the rooms for regular scheduled class meetings will not be permitted but class meetings dealing with bibliographic or related L. R. C. materials may be booked by making reservations at the Circulation Desk.

#### U.W. - Madison Library Trip

Each month during the school year, Learning Resources conducts one Saturday trip to the University of Wisconsin Memorial

Library at Madison. Graduate students are eligible, but priority is given to faculty. For information and reservations, contact the secretary to the Dean of Learning Resources, extension 201.

#### IV. CIRCULATION REGULATIONS

##### GENERAL CIRCULATION

All Learning Resource materials you wish to take out of the building must be charged-out at either the Circulation Desk, Periodical Desk or Instructional Material Desk. Each student must present a plastic identification (ID) card. The attendant at the desk will stamp the due-date and return your ID card to you.

You are responsible for all Learning Resources Center materials charged against your card. Please notify the Learning Resources Center of a lost ID card.

##### REGULATIONS FOR BORROWING

###### Borrowing and Returning Books and I.M.C. Materials

Any book in the library that you wish to borrow must be checked out at the Circulation Desk on the main floor.

All materials are to be returned to the desk from which they were circulated. To return books charged to you, place them in one of the book return slots to the right of the Circulation Desk. For after-hours returns, use the outside book drops adjacent to the east and west entrances. Instructional Materials Center items may be returned, when it is closed, at the Main Circulation Desk or placed in the book deposit in the hallway outside the I.M.C.

###### Length of Loans

All books, with the exception of such restricted materials as reserve, reference books, and materials from the Instructional Materials Center, are loaned to undergraduates for a period of three weeks with one week renewal, to graduates for a period of three weeks with three weeks renewal, and to faculty members for the current semester. If no "personal reserve" has been placed on a book, it may be renewed once. All material must be returned to the Learning Resources Center for renewal.

Books charged to non-university persons are loaned for three weeks.

Bound and unbound periodical circulation is closed and should be used in the periodical area only. Exception to this rule is made for graduate students and faculty. Use of current issues of periodicals should be confined to the Periodical Reading Areas.

I.M.C. material, both print and non-print, may be borrowed for a period of two days.

For microtext materials and microfilm readers, see periodical circulation regulations.

### Overdue and Lost Materials

Students and faculty are expected to return borrowed materials when they are due without waiting for a notice from the Learning Resources Center. In order to get books back to the library so they are available to others, the library charges fines for books that are overdue. It is the library's experience that books promptly returned are less likely to become lost. Fines are charged for each day including Saturdays, Sundays, and vacation periods.

If you should lose material charged to you, report immediately to the desk from which it was circulated to prevent accumulation of a large fine. Charges for replacement of lost materials include the replacement price plus a \$3.00 processing charge plus any overdue assessment accrued before reporting the loss. Lost materials from the Circulation Desk must be paid for in thirty (30) days from the date due. Lost materials from Reserve Desk must be paid for one week after the due date.

### FINE SCHEDULE FOR OVERDUES

#### Overnight (2-Hour) and 1-Day Reserve Books

\$1.00 for the first hour or fraction thereof and 10¢ for each additional hour or fraction thereof.

#### 3-Day and 7-Day Reserve Books

25¢ a day or fraction thereof.

Reserve materials retained before a scheduled examination: \$5.00

#### 3-Week Loans

10¢ a day or portion of a day. If a book on loan is needed for Reserve use by a class, the borrower will be asked to return the book by a specified time. If the book is not returned by then, it will begin to accumulate a fine as though it were already on Reserve.

### Reference Books

Same as overnight (2-hour) and 1-day Reserve books.

### Periodicals

\$3.00 a day or portion of a day.

### Instructional Materials Center Collection

Loss of borrowing privileges after second offense.

### Payment of Fines

If a fine is not paid at the time the overdue item is returned, a statement of the amount due will be sent to the borrower. Fines of \$3.00 or more not paid promptly will be turned over to the Accounting Office and borrowing privileges may be revoked. Make all checks payable to: WISCONSIN STATE UNIVERSITY.

### Personal Reserves

If the book you want happens to be charged out, a personal reserve may be placed on it by filling out a form at the Circulation Desk. If the book is urgently needed and has been charged out for at least two weeks, you can ask to have it recalled. When the book is available, you will be notified that the book is in the library, and it will be held for you for 7 days.

## V. LOCATING MATERIALS

### THE PUBLIC CARD CATALOG

The Public Card Catalog, located on the first floor, contains cards for books and other media in the Albertson Learning Resources Center. It is a divided catalog, the author-title-biography section containing cards by title, and by or about people and organizations; the subject catalog cards with headings about non-personal subjects, e.g., tennis.

### Author-Title Catalog

Use the author-title catalog in looking up a work by its author or title. Also, biographical material about a person or criticism of a person or a work will be found in this catalog. Authors are usually persons, but they may also be:

Associations: National Education Association of the United States.

Societies: American Chemical Society.  
Government agencies: U.S. Dept. of Commerce.

Cards are arranged alphabetically word by word by the top line of the card, and the shorter word is filed before the longer word that begins with the same letters:

New York  
Newark; a poem  
Newman, Alfred  
Newmann, Kurt.

Initials (used as authors or those standing for organizations, e.g., A.E. or A.M.A.) are filed at the beginning of each letter of the alphabet.

Cards for one author are arranged alphabetically by the titles of the books he has written. Critical and biographical works about this author are filed next.

Words representing more than one entry, e.g., Washington, are filed by person, then place, and are filed by titles and other entries, e.g.:

Washington, George  
Washington, D.C.  
Washington (State)  
Washington and his generals  
Washington historical quarterly  
Washington University.

Sample of Author Card Using Dewey  
Call Number

The diagram shows a rectangular card with the following text and annotations:

- Dewey Call Number**: 547.756 St49 (An arrow points from the label to the number.)
- Author/Title**: Stewart, John Morrow, 1924-  
Solid phase peptide synthesis [by] John Morrow Stewart and Janis Dillaha Young. Foreword by R.B. Merrifield. San Francisco, W.H. Freeman (An arrow points from the label "Publisher" to "W.H. Freeman").
- Date**: [1969] (An arrow points from the label "Date" to the year.)
- Pages**: xi, 103 p. illus. 27cm. (An arrow points from the label "Pages" to "xi, 103 p." and another from "Size" to "27cm.")
- Information Note**: Bibliography: p. [87]-89. (An arrow points from the label "Information Note" to the bibliography line.)
- Subject Headings and other entries**: 1. Peptide synthesis I. Young, Janis Dillaha, joint author  
II. Title (An arrow points from the label "Subject Headings and other entries" to the first heading line.)

A small circle is drawn below the second heading line.



body is often filed by that name (American Medical Association Journal, not Journal of the American Medical Association).

Sample of Periodical Card

Periodical  
Collection

The Business week [the journal of business news  
and interpretation]

Library has: 1934-

Subject Catalog

In the subject catalog you can find books on a subject without having to know the names of authors or titles, since the cards are arranged alphabetically by subject. The subject is typed in red or in black capital letters at the top of the card. Be specific in looking for a subject. For example: Look under Chemistry, not Science; under France - History, not History.

Some subjects are divided and subdivided:

By geographical areas:

Education - Massachusetts

By periods of time:

Great Britain - History - 1760-1789

By the form of the publication:

Chemistry - Dictionaries

Books about a person are filed following books by a person in the author-title catalog.

Subject Cross References

In the subject catalog are so-called "see" cards which direct you from a subject term not used in the catalog to the term

that is used; for example:

Aviation  
see  
Aeronautics

In other words, all books on this topic are entered under "Aeronautics", not under "Aviation".

To find related aspects of a subject, refer to the "see also" (sa) references listed under your subject in the public card catalog at the end of all the cards on a subject or in the book entitled Library of Congress Subject Headings which is on the information desk in the center of the catalog area. Then consult the subject catalog under these related headings.

Sample of Subject Card

Peptide synthesis ←

QD Stewart, John Morrow, 1924-  
431 Solid phase peptide synthesis [by] John Morrow  
.S815 Stewart and Janis Dillaha Young. Foreword by  
R.B. Merrifield. San Francisco, W.H. Freeman  
[1969]  
xi, 103 p. illus. 27cm.

Bibliography: p. [87]-89.

1. Peptide synthesis I. Young, Janis Dillaha,  
joint author II. Title

Subject (in red or black capitals)

In the subject catalog, when there is more than one card representing a topic, the cards are arranged alphabetically by the author's names.

"Pre-Cataloged" Books

In the first six drawers of the author-title catalog are buff cards for books which have been ordered but have not been received. Interfiled with regular catalog cards are buff cards representing books received but not yet cataloged. In order to secure a book represented by a buff card, copy the accession number from the upper left corner of the card and ask an assistant at the Circulation Desk to get the volume for you.

## Arrangement of Cards in the Catalog

Keep in mind the following rules:

1. The articles "a," "an," and "the" and their foreign language equivalents are disregarded in filing when they are the first word of a title.

2. Abbreviations are arranged as if spelled out in full.

Dr. as Doctor  
St. Louis as Saint Louis

3. M', Mac, and Mc are filed together as if all were spelled Mac and interfiled with words spelled similarly.

McAdam	Machinery
MacArthur	McVey
McHenry	

## Assistance in Use of Card Catalog

During the day, a member of the staff is located in the catalog area or circulation desk and is available for help in using the catalog and for directions to where material or further assistance can be found.

## LOCATING THE BOOK ON THE SHELVES

Most books in the library are classified and arranged by letter or by number so that books on a subject will be shelved together and related books will be near at hand. At the present time the library has about half of its collection classified in the Dewey Decimal system and half in the Library of Congress system. Subject classification of these systems is listed in Table I, page 17.

Decimal places are used in the Dewey system to indicate books on some special phase of a broad subject. For example, 385 indicates a book on transportation, 385.09, a book on the history of transportation and 385.0973, a book on the history of transportation in the United States.

The Library of Congress (LC) classification system employs the letters of the alphabet to represent broad classes of knowledge, e.g., the letter P for language and literature. The major LC classes are frequently subdivided by the addition of a second letter, e.g., P, PA, PB, PC, etc. By combining letters and numbers, each book is given its own identification or call number, e.g., PR6001T45.

The entire Dewey collection is located on the fourth floor north. The Library of Congress collection is divided with the A through PQ located on the third floor and PR through Z on the south side of the

TABLE I

SUBJECT CLASSIFICATION ACCORDING TO THE LIBRARY OF  
CONGRESS AND THE DEWEY DECIMAL CLASSIFICATION SYSTEMS

	<u>L.C.</u>	<u>Dewey</u>		<u>L.C.</u>	<u>Dewey</u>
Accounting	HF	657	Literature		
Agriculture	S	630	Classical	PA	870, 880
Anthropology	GN	572	English	PR	820
Architecture	NA	720	French	PQ	840
Art	N	700	German	PT	830
Astronomy	QB	520	Italian	PQ	850
Bacteriology	QR	589.9	Oriental	PJ-PM	890
Bibliography	Z	010-019	Slavic (includes Russian)	PG	890
Biological Sciences	QH	570	Spanish	PQ	860
Botany	QK	580	Management	HD	658
Business	HF	650	Marketing	HF, TX	338, 658
Business Law	K	347	Mathematics	QA	510
Chemistry	QD	540	Medicine	R	610
Commerce	HF	380	Military Science	U	355
Dance	GV	793	Music	M	780
Economics	H-HJ	330	Natural History	QH	570
Education	L	370	Naval Science	V	359
Elec. Engineering	TK	621	Painting	ND	750
Encyclopedias	AE	030	Philosophy	B-BD	100
Engineering	T	620	Photography	TR	770
Fiction	PN-PT, PZ		Physical Education	GV	796. 371.73
Finance	HG	332	Physics	QC	530
Fine Arts	N	700-799	Physiology	QP	612
Folklore	GR	398	Political Science	J	320
Games	GV	790	Psychology	BF	130-150
General Engineering	TA	620	Religion	BL-BX	200
Geography	G	910	Science	Q	500
Geology	QE	550	Sculpture	NB	730
Health Science	RA	610	Sociology (General)	HM	300
History	C-F	900-990	Communism & Socialism	HX	335
Journalism	PN	070	Family, Marriage	HQ	392
Languages	P	400	Speech	PN	808
Law	K	340	Sports	GV	790
Library Science	Z	020	Technology	T	620, 660-690
Literature			Zoology	QL	590
American	PS	810			

fourth floor. Following is the section devoted to oversized and illustrated books.

Oversize is indicated by a "+" before the call number

Exceptions:

Reference Books: in searching for books you need to know that the reference collection (dictionaries, encyclopedias, handbooks, etc.) are shelved separately and do not circulate from the building. This collection is located on the north side of the first floor off the Public Catalog. These have the notation "Reference Collection" in the upper left hand corner of the catalog card and are marked on the spine of the book, thus:

Ref  
DB  
906  
.E7

LOCATING PERIODICAL (MAGAZINE) ARTICLES

The name of each magazine owned by the library appears in the author-title section of the Public Catalog. As a further aid, a card file is located at the Periodical Desk and in the catalog behind the reference librarian's desk.

If you want magazine articles on certain subjects, the best way to find them is through general and specialized periodical indexes available in the periodical and reference areas. Some of these are listed on pages 19-20. The most general index is the Reader's Guide to Periodical Literature. If you learn how to use this index, you can use any index, since the arrangements are similar. The Reader's Guide leads you by author and subject to articles written in well-known general periodicals. Here is an entry as it would appear in the Reader's Guide:

Subject-----	WEATHER FORECASTS			
Title-----	Man who guesses right. J.A. Morris			
Illustrated-----	il	Sat	Eye Post	227:48-49+ N 20 '54
	Periodical	Volume	Con't. paging	Date

This tells you that an article on the subject of weather forecasts entitled "Man who guesses right" was written by J. A. Morris, contains illustrations, appeared in Saturday Evening Post, volume 227, on pages 48 and 49 (with some of the article continued on yet another page) of the November 20, 1954 issue. This same information will also appear under the author's name. In order to find an article, be sure to copy the full information given. Copy the full name of the periodical, not just the abbreviation. You can find the key to periodical abbreviations in the front of

each volume of the index.

Your next step is to determine if we have the periodical. Use the Public Catalog or either of the two periodical checklist drawers, one at the Periodical Desk or the other in the reference catalog in the Reference Room. Periodicals do not circulate outside the library. For ten cents (10¢) per page or exposure, you may photocopy your materials at one of the coin-operated machines on the first or second floor. If you do use periodical materials in some other part of the building, please return them to the Periodical Circulation Desk.

If you find a mutilated periodical, please take it to a librarian and report the missing pages.

### LOCATING NEWSPAPER ARTICLES

Three indexes to newspapers are located in the reference collection: New York Times Index, Wall Street Journal, and the Christian Science Monitor Index (since 1960).

When you want newspaper articles on a topic, look in the New York Times Index, for example, which is an alphabetical index to the subjects, persons, and organizations covered in articles appearing in the New York Times. Under each subject the arrangement is chronological.

A full page of instructions on "How to Use the New York Times Index" appears in the front of each volume.

Although the New York Times Index is a guide to the contents of that newspaper, it can also be helpful in locating articles in other newspapers because it gives the date of a national or international event.

### PERIODICAL AND NEWSPAPER INDEXES AND ABSTRACTS

This is a list of the most frequently used indexes and abstracts. They will be found in the reference collection.

Applied Science and Technology Index

Art Index

Biography Index

Biological Abstracts

Biological and Agricultural Index

Book Review Digest

Business Education Index

Business Periodicals Index

Chemical Abstracts

Dissertation Abstracts

Education Index

Essay and General Literature Index  
Forestry Abstracts  
Monthly Catalog of United States Government Publications  
New York Times Index  
Music Article Guide  
Book Review Index  
Contemporary Authors  
Psychological Abstracts  
Public Affairs Information Service Bulletin (PAIS)  
Reader's Guide to Periodical Literature  
Social Science and Humanities Index

VI. APPENDICES

PERSONNEL AND SERVICE DIRECTORY

	<u>Room</u>	<u>Ext.</u>
<u>Learning Resources</u>		
<u>Administration</u>		
Dr. Frederick A. Krempfle, Dean	202	201
Miss Beverly Kraus, Secretary	201	201
<u>Learning Resources Curriculum</u>		
Dr. Frederick A. Krempfle, Chairman	202	201
Miss Beverly Kraus, Secretary	201	201
<u>Instructional Media Services</u>		
<u>Administration</u>		
Mr. Robert Lewis, Director	19B	205
Mrs. Mary La Brot, Secretary	19	205
<u>Equipment Pick-Up and Return</u>	28	205
<u>Equipment Repair</u>		
Mr. Lloyd Cornwell	28	205
<u>Equipment Reservations</u>		
Mrs. Mary La Brot	19	205
<u>Film Rentals (Off-Campus Sources)</u>		
Mrs. Mary La Brot	19	205

	<u>Room</u>	<u>Ext.</u>
<u>Graphic Arts and Photography</u>		
Mr. Clifford Cone	3	349
Mr. Marvin Zivney	3	349
<u>Instructional Materials (16 mm. Film Library, Tapes, Filmstrips, etc.)</u>		
Miss Susan Schrup	26	314
<u>Instructional Television (Studio temporarily located in Building 2)</u>		
Mr. Victor Fuchs	2	695
Mr. Roy Van Dreser	1	695
<u>Multimedia Presentations and Tape Duplicating</u>		
Mr. William Farlow	24	205
<u>University Library</u>		
<u>Administration</u>		
Dr. John H. M. Chen, Director of Libraries	204	201
Mr. Edward Graboski, Administrative Assistant	203	201
Miss Beverly Kraus, Secretary	201	201
<u>Acquisitions</u>		
Mr. Keith Lea, Head Acquisitions Librarian	12	236
Mrs. Alice Randlett, Ass't. Acq. Librarian	12	236
Mrs. Ruth Ntekas	12	236
Mrs. Vernice Arndt	12	236
<u>After-Hours Study</u>	108	234
<u>Bibliography</u>		
Mrs. Zofia Soroka, Head Bibliography Librarian	106B	245
Mrs. Elizabeth Davidson	106C	245
<u>Circulation</u>		
Mr. Allen Barrows, Head Circulation Librarian	104	301
Mrs. Donna Carpenter	104	301
Miss Connie Stanke	104	301

	<u>Room</u>	<u>Ext.</u>
<u>Documents</u>		
Mr. Arthur Fish, Head Documents Librarian	18	349
Mrs. Genevieve Colter	18	349
<u>Faculty Reading Room</u>	504	680
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Mr. Fred Buehler, Assistant Reference Librarian	103	245
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Mrs. Marion Lassa, Reserve Librarian	112/113	234
<u>Shipping and Receiving</u>		
Mr. Edward Graboski	204	201
<u>Student Assistants</u>		
Mr. Edward Graboski	204	201
<u>Student Library Orientation</u>		
Mr. John Gillesby	106A	245
<u>Technical Processing (Classification, Cataloging, Filing)</u>		
Mr. Lowell Ransom, Chief of Technical Services	12	236
Mr. Donald Ferguson	12	300
Mrs. Carol Frank	12	300
Miss Joan Gresens	12	300
Mr. Anand Gupta	12	300
Mrs. Olga Klimpke	12	300
Mrs. Barbara Paul	12	300
Mrs. Patricia Paul	12	300
Miss Suzanne Jung	12	300
Mrs. Ruth Steffen	12	300

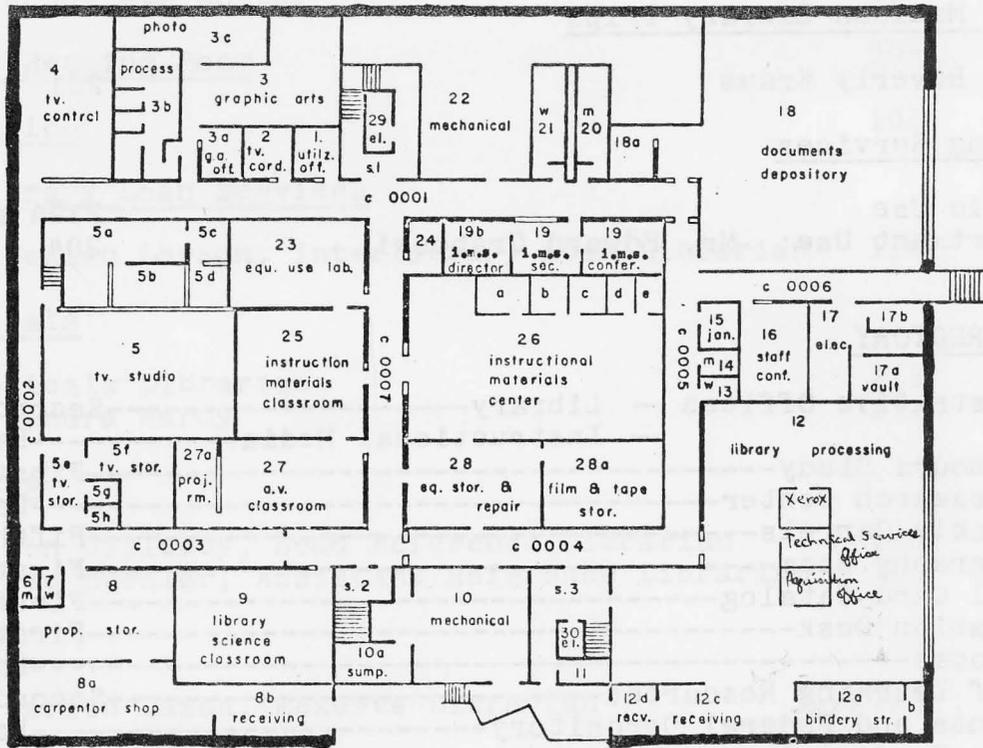
	<u>Room</u>	<u>Ext.</u>
<u>Typing Room (Room 311)</u>		
Mrs. Donna Carpenter	104	301
<u>U.W. - Madison Library Trips</u>		
Miss Beverly Kraus	201	201
<u>Xeroxing Services</u>		
Public Use	212A and lobby	
Department Use: Mr. Edward Graboski	204	201

FLOOR DIRECTORY

Administrative Offices	— Library	-----Second Floor
	— Instructional Media	-----Basement
After-Hours Study	-----	First Floor
Area Research Center	-----	Basement
Assignable Carrels	-----	Fifth Floor
Bibliography Room	-----	First Floor
Central Card Catalog	-----	First Floor
Circulation Desk	-----	First Floor
Classrooms	-----	Basement
Dean of Learning Resources	-----	Second Floor
Documents and Federal Depository	-----	Basement
Faculty Reading Room	-----	Fifth Floor
Graphic Arts and Photo Laboratory	-----	Basement
Information Booth	-----	First Floor
Instructional Materials Center	-----	Basement
Natural History Museum	-----	First Floor
Periodical Reading and Circulation Facilities	-----	Second Floor
Reference Room and Interlibrary Loan	-----	First Floor
Reserve Reading Room and Circulation Desk	-----	First Floor
Self-Instruction Laboratory	-----	Basement
Stack Areas	-----	Third, Fourth, and Fifth Floors
Student Lounge	-----	First Floor
Television Studio	-----	Basement
Xeroxing	-----	First and Second Floors

# LEARNING RESOURCES CENTER

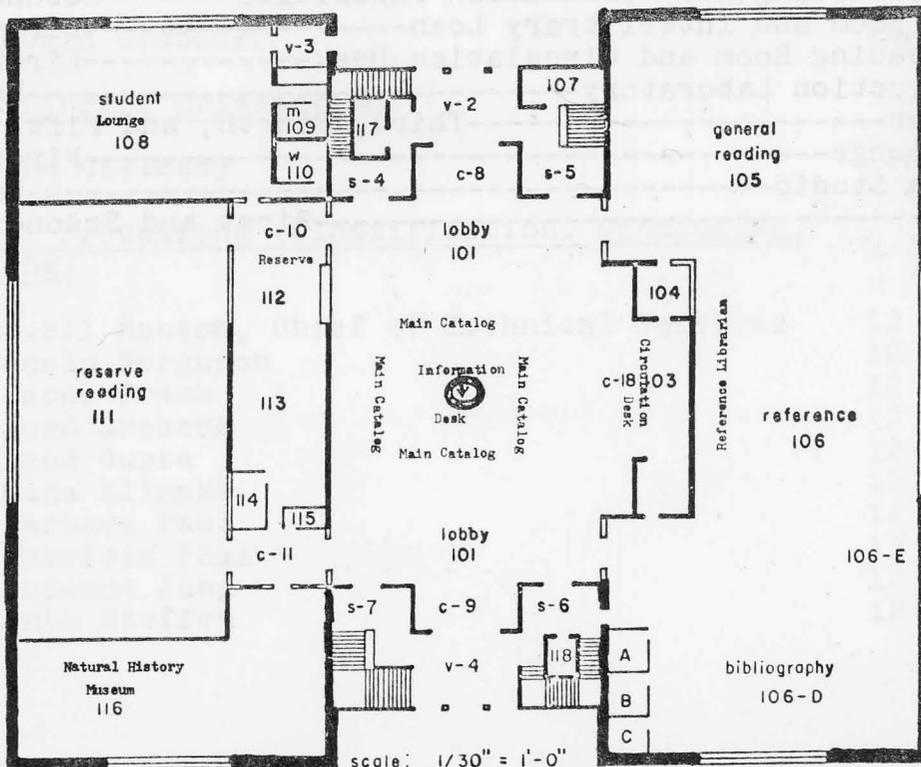
## BASEMENT FLOOR PLAN



SCALE: 1/30" = 1'-0"



### FIRST FLOOR PLAN

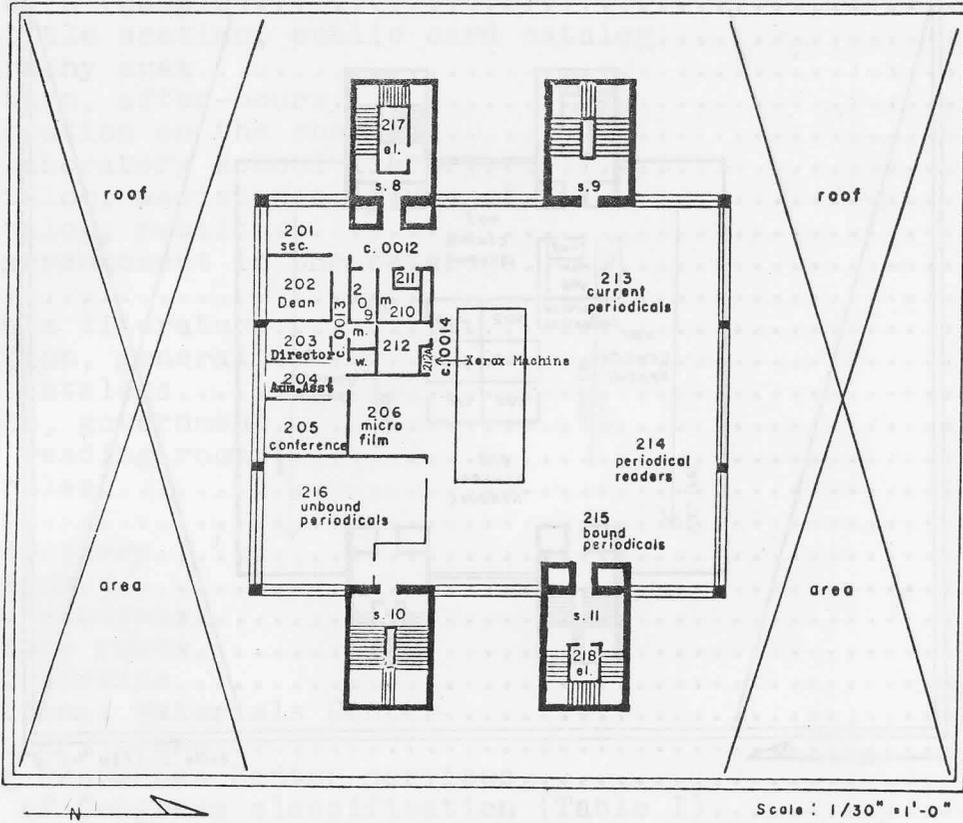


scale: 1/30" = 1'-0"

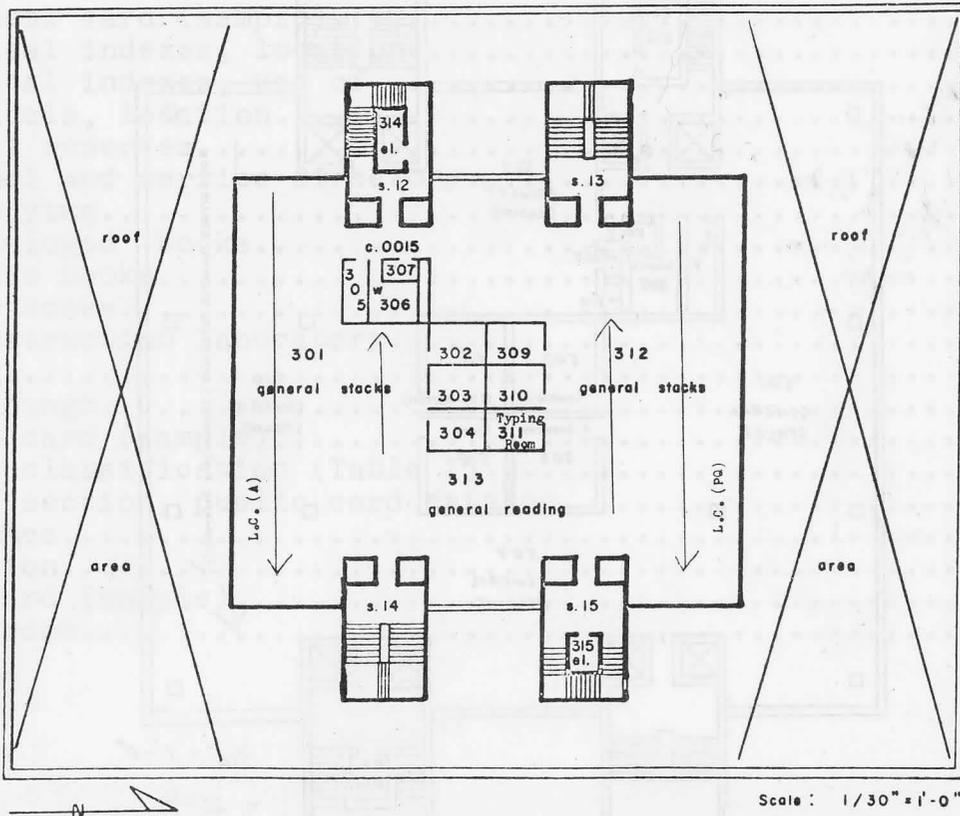


# LEARNING RESOURCES CENTER

## SECOND FLOOR PLAN

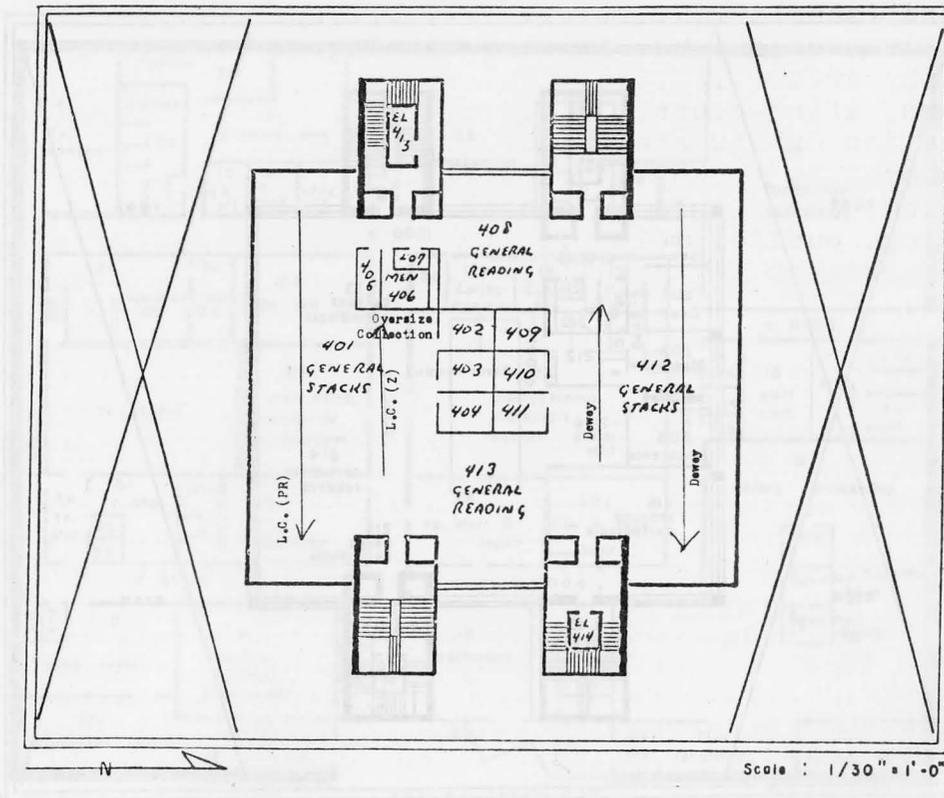


## THIRD FLOOR PLAN

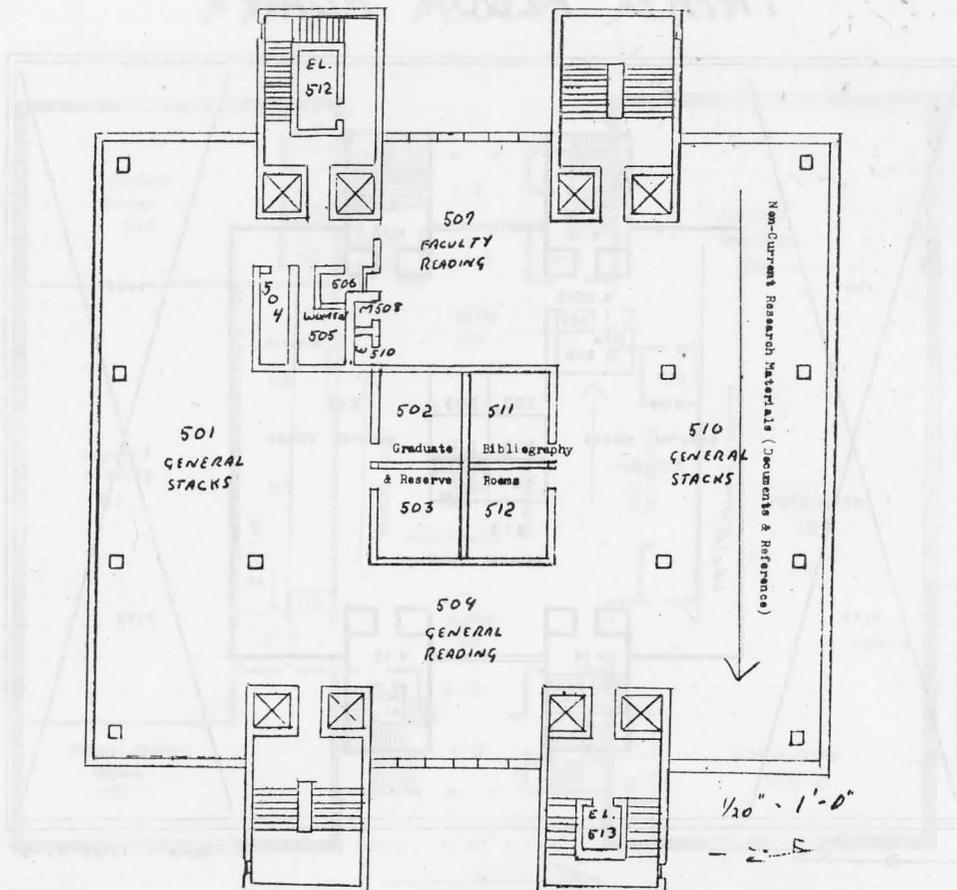


# LEARNING RESOURCES CENTER

## FOURTH FLOOR PLAN



## FIFTH FLOOR PLAN



VII. INDEX

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