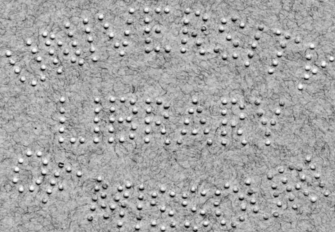


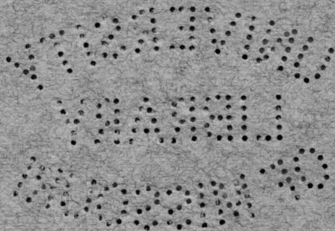
HANDBOOK OF  
THE LIBRARY

---

---

UNIVERSITY OF MISSOURI





# HAND BOOK OF THE LIBRARY

UNIVERSITY OF MISSOURI

---

SECOND EDITION

---

UNIVERSITY OF MISSOURI  
COLUMBIA, MISSOURI  
September, 1911

353-9-11

## STAFF.

### General Library.

Henry O. Severance, librarian.

Florence Whittier, assistant librarian in charge of circulation.

Leta E. Adams, in charge of catalog department.

Inez Spicer, cataloger.

Elta Savage, order clerk and assistant cataloger.

Ruth Tandy, accession clerk in charge of Seminary room.

Louise Wheeler, in charge of periodicals.

Bessie E. Tiffany, charging clerk.

Elizabeth Mount Walker, typist.

### Departmental Libraries.

S. Blanche Hedrick, librarian, College of Agriculture.

Walter K. Stone, librarian, School of Law.

## LIBRARY HOURS.

### General Library—

Open 7:55-6:00; 6:45-10:00.

Sunday, 2:00-5:00. (Reading room only).

Christmas holidays, 8:00-12; 1:30-5:00.

Summer session, 7:55-5:30; 7:00-10:00, except Friday and Saturday nights.

Summer vacation, 8:00-12:00; 1:30-5:30.

Library closed: Thanksgiving, Christmas, New Year's and Fourth of July.

### Agricultural Library—

Open, 8:00-12:30; 2:00-5:00.

### Engineering Library—

Open, 8:00-12:00; 2:00-5:00; 7:00-9:00.

### Law Library—

Open, 8:00-12:30; 2:00-5:00; 7:00-9:00.

### Medical Library—

Open, 9:00-12:00; 2:00-5:00.

109658

64

## CONTENTS.

	PAGE
Introduction .....	6
Directory of the library .....	7
Classification .....	9
Card catalog .....	12
Loan and stack department .....	16
Reading room .....	23
Special collection .....	32
Order department .....	34
Library instruction .....	38
Library rules .....	40
Index .....	44

## **PUBLICATIONS OF THE LIBRARY.**

University of Missouri. Bulletin. Library series.

v. 1. no. 1, 1908, Annual report of the librarian 1907. Appendix contains list of scientific serials in the libraries of the University.

v. 1. no. 2, August, 1910, List of periodicals currently received by the libraries.

Regulations for the circulation of books, periodicals, etc., Sept. 1, 1910.

Catalog of the Medical library. A reference list for non-resident physicians, 1910.

Tuberculosis—Campaign. Books in the University library on tuberculosis, its cause and prevention. Dec., 1910.

List of books on agricultural subjects prepared for Farmers' Week, 1911, published January, 1911.

Some interesting books, new and old, in the Red Star Collection. January, 1911.

Books for journalists. April 17, 1911.

## INTRODUCTION.

The library is an essential part of the equipment of a university. Members of the faculty and students must use more books than they have in their own private libraries to carry on their university work successfully. The University library is the center that collects, arranges, and distributes these books with the least possible difficulty to the reader. The problem of efficient service becomes more complicated with the growth of the library and the necessary handling of a constantly increasing amount of material. As the number of books and other available material increases so also does the number used.

This Handbook explains something of the library methods in use here. It is hoped that a better knowledge of the tools of the library will be helpful to the reader and will make the library service more efficient.



## DIRECTORY.

The library containing Jan. 1, 1911, 104,134 volumes and 20,000 pamphlets, is located in Academic Hall and in the various buildings of the several schools.

The General library occupies the first floor of the west wing of Academic Hall. The Reading room is open from 7:55 a. m. to 6 p. m. and 6:45-10 p. m. during the college year.

The Agricultural library containing about 7,350 volumes occupies the second floor of the west end of the New Agricultural building. It is open from 8-12:30 and 2-5.

The Engineering library containing 3,718 volumes is located on the second floor of the west side of the annex to the Engineering building. It is open 8-12; 2-5; 7-9.

The Law library containing 15,160 volumes occupies a large part of the first floor of the Law building. It is open from 8-12:30; 2-5 and 7-9.

The Medical library containing 4,370 volumes is located on the second floor, south side of the Medical building. It is open from 9-12, 2-5. A printed catalog of this

library may be consulted in either the General or the Medical library.

There are small collections of books of a technical nature in the following places: the Observatory, Geological, Zoological, Horticultural, Dairy and Veterinary buildings. These collections are of a special nature and are for the use of students pursuing special lines of work. The general reader wishing to consult books in these libraries should apply at the respective buildings.

---

**CLASSIFICATION.**

The books in the Library are arranged by the Dewey decimal classification. According to this scheme, the field of knowledge is divided into 9 main classes with one class marked 0 for works too general to belong to any special class, such as encyclopedias. Following is a list of the classes:

- 000 General works, bibliography, encyclopedias, etc.
- 100 Philosophy, psychology, ethics.
- 200 Religion, Bible, church history.
- 300 Sociology, economics, law, education.
- 400 Philology.
- 500 Natural science.
- 600 Useful arts and industries.
- 700 Fine arts.
- 800 Literature.
- 900 History, travel, biography.

Each class is divided into 10 divisions, and each division into 10 sub-divisions. Then a decimal point is used and the sub-dividing carried out till the classification is as minute as desired. The numbers thus obtained are assigned to the books and the books are arranged in simple numerical order, the

numbers being treated as decimal. Thus 512, Algebra, precedes 513, Geometry, and follows 511, Arithmetic. Taking 513.1 as an example, the analysis of a number is as follows:

Class 5—natural science.

Division 1—mathematics.

Section 3—geometry.

Point 1—plane geometry.

All plane geometries are numbered 513.1 and thus kept together, and arranged alphabetically by authors.

All books on English history are kept in 942, analysis being:

Class 9—history.

Division 4—European history.

Section 2—history of Great Britain.

By using decimal points, the periods of history are grouped together.

A copy of the Decimal classification may be had at the loan desk.

The books are arranged in numerical order. When one of these numbers is assigned to a book it is called a class number. This is combined with another number known as the book number which distin-

---

guishes books by Nathaniel Hawthorne from books by Julian Hawthorne and insures their falling into alphabetical sequence with respect to books by Giddings, Larned, Manning, etc. The class number and the book number together form the call number which will be found on the back of the book, and on the upper left hand corner of the catalog card. This call number should always be given when the reader makes out his call-slip for a book.

## THE CARD CATALOG.

The catalog of the University of Missouri Library is on cards and is kept in the case of drawers in the corridor of the library. The catalog contains a card entry for the author, title, if distinctive, and subject of every book in the library, and the whole is arranged according to the dictionary plan in one alphabet. Thus, one wishing Rousseau's "Emile or Concerning Education" would look under Rousseau till he found the title "Emile." But if he knew the title of the book and did not know the author then he would look under the first word of the title, and there he would find a card giving the exact title with the author. Or, if the person wanted something on education and didn't know what, then he would look under "Education" where he would also find a card for this book.

The catalog further contains cross-references from all forms of headings not used, to those that are used. Thus under "Twain, Mark" we find the reference "see Clemens. Samuel Langhorne" which means that the pseudonym "Mark Twain" is not used, but

---

rather the author's real name, "Samuel Langhorne Clemens." So also, under "domestic science" we find the reference "see domestic economy." Likewise wherever there are several different headings under which similar material is entered, references are given to all the other headings: as "Banking, see also finance, money," etc.

Most of the books are kept in the stacks behind the loan desk and are to be obtained by presenting a call slip with the call number on it to the clerk at the desk. All books not kept in the stacks, have the name of the library where they are kept stamped on the catalog card in red ink just below the number. Similarly all books belonging to the "reference collection" and kept on the open shelves of the reading room, are stamped "reference."

Many of the books are in departmental libraries. This fact is indicated on the cards by the name or the abbreviation of the name of the library just below the call number, such as

Agr. lib., Agricultural library.

Med. lib., Medical library.

Chem. lab., Chemical laboratory, etc.

Titles so marked should be sought for in the special libraries.

**Catalogs of Other Libraries.**—In the library may also be found the catalogs of the Library of Congress, Surgeon-General's office, the Peabody Institute of Baltimore, Carnegie library of Pittsburg, and of various other libraries. These catalogs will prove of great help to those interested in bibliographical research.

The Library of Congress catalog is on slips in drawers, and is an author entry of the books so far cataloged in that library. At present there are about 800,000 titles, which are added to at the rate of 2000 or more per week.

The Surgeon-General's catalog and the Peabody Institute catalog contain author, subject and title entries, and are especially helpful in subject bibliography. The former library is rich in medical and physiological literature, while the latter, though general in its character, has developed most in the fields of history and political science. The Carnegie Library of Pittsburg catalog is general in character arranged by subjects, by means of the Decimal classification num-



---

bers, and has author, title and subject index.

The Bibliotheque Nationale catalog is valuable for French bibliography and for students in Romanic languages. Forty-two volumes have been published to date taking the work well into the letter D.

**Special Card Indexes.—U. S. Education, Bureau.**

Card index for educational publications, Washington. Library of Congress, 1908—  
continued from no. 1, 1908.

**U. S. Geological Survey.**

Card index for U. S. Geological Survey publications. Washington. Library of Congress, 1906—  
continued from no. 1, 1906.

**U. S. Library of Congress.**

Card index for U. S. and state documents Washington, 1906—  
continued from no. 1, 1906.

**American Library Association.**

Card index for photographic reprints of Modern language manuscript texts before 1666 in American College libraries.

## LOAN AND STACK DEPARTMENT.

Books in a college library, classified according to use, fall into three groups: the general reference books, the comparatively small number of reserve or class reference books, and the body of books which compose the large percentage of the total accessions but upon which special demand is never made. The reserve or class reference books are of immediate interest to students. The demand for them at times is very great, as large classes are required to make use of one or two copies in a few days' time. This necessitates careful management on the part of the library assistants and cheerful, unselfish co-operation on the part of the students; otherwise, the books cannot be made to serve their purpose.

General rules governing the use of the library will be found at the end of this handbook, but brief comment on certain of the rules may make more clear their spirit and intent.

**Reserve Books.**—The reserve stack is the place where a book covering a class reference should be found when not actually in use.

When the book is not returned to the loan desk as soon as the reader stops using it, some one is deprived of its use for every hour or part of an hour that it lies idle. This wasted time would often be sufficient to get the book around the class. In the pocket at the back of the book will be found a card, stamped "Not to be taken from the library." This the reader signs and leaves with the attendant at the loan desk. The reader must return the book to the loan desk before leaving the library.

**Home Use of Books.**—If the reader wishes to borrow books for home use, he is requested to put the call numbers on the call slips, which are in boxes near the card catalog, before presenting them at the loan desk. Library attendants have the right to ask and will ask for these numbers whenever they are needed. After the attendant obtains the book from the stack, the reader signs the card in the pocket at the back of the book. The book must be returned to the loan desk on or before the date stamped on the pocket. "Reference" and "reserve" books may be drawn for over night use only.

**Departmental Libraries.**—As a matter of convenience certain books are shelved in the buildings of the departments to which they are of especial value.

The Law library contains 15,160 volumes and occupies five rooms on the first floor of the Law building. The main room contains the catalog, the encyclopaedias, dictionaries, the United States and State reports. The English reports occupy the northeast room; the bound periodicals the northwest room; the Digests and statutes the southeast room. The text-books are in the librarian's office. The students have free access to all the books, except the text-books, without formality. The text-books are issued on reading room tickets. The text-books may be drawn for overnight use. Failure to return a book of this class by 9 o'clock the next morning subjects the borrower to a fine of 25 cents. A few books of a popular nature, such as biographies may be drawn for a period of 10 days. The books other than those in the "Text-book" collection do not circulate outside of the building. The reading rooms have a seating capacity of sixty.

---

The Agricultural library contains upwards of 7,350 volumes and occupies the second floor of the west end of the new Agricultural building. The old Agricultural library, the Agricultural experiment station library and a large number of books from the Horticultural and General libraries were brought together in 1909 and formed the present Agricultural library. The Reading room will seat 50 people. It contains the Agricultural periodicals, both the current numbers and the bound volumes, the card catalog, the dictionaries and encyclopaedias, the herd books, and the librarian's desk. The stack room contains all the other books, consisting of the latest and most useful books on the various subjects studied. The library possesses a complete card index of all the publications of the U. S. Department of Agriculture. It also has the subject cards for publications of all state experiment stations.

The books on home economics and rural education are shelved in the General library. The horticultural and botanical books are located in the Horticultural building, and the dairy, and veterinary are on the farm.

The library is now in good condition with the books all cataloged, the cards filed.

The other departmental libraries are listed in the Directory of the libraries, p. 10, this Handbook.

**Seminary Room.**—The large room in the basement below the main reading room is fitted up for reading room and stack room purposes. The south side is used as a reading room for graduate and seminary students. Books in constant demand by these students will be placed on open shelves and therefore readily accessible without the formality of a call slip. The instructors in charge of the work will furnish the librarian a list of all students entitled to admission to this room. Other students will not be admitted except in case the main reading room is crowded.

---

The north end of the room contains stacks holding all the books on the sciences not shelved in departmental collections. An assistant will be in charge of the room to assist readers in getting books. Admission to this reading room does not imply admission to the stacks located there.

**Order of Arrangement.**—The books in the General library are shelved in the three rooms and corridors just east of the loan desk, on the wall cases in the reading room, in the north corridor, in the catalog room, in room 6, in the document room, in the duplicate room, and in the basement room. In the main stacks back of the loan desk are shelved the books on religion, sociology, economics, political science, philology, art, architecture, music, literature and history, represented by the classes 200 to 400, 700 to 900. The "text-book collection" is also shelved here. The reference books and bound periodicals are in the reading room. The books on science, 500-600 are shelved in the basement room; the bibliographical books in room 6 and in the catalog room; the books on philosophy 100-199 in the north corridor, the government documents in the document

room and the duplicates and the University publications used for exchanges in the duplicate room.

**Borrowers.**—Officers and students of the University may draw books from the library without the formality of registration, but other citizens desiring to borrow books for home use for the first time. must sign a registration card at the loan desk. Non-residents and other libraries may borrow books under certain restrictions which may be known by addressing the librarian.

**Necessity for Quiet.**—Many students are compelled by circumstances to use the library as a place for study. They are entitled to an opportunity to work there with the least possible annoyance. For this reason unnecessary conversation is not allowed.



---

**READING ROOM.**

**Reference Collection.**—The reference collection of books containing about 5,000 volumes, is arranged on open shelves around the reading room and in the corridor of library so that readers may have free access to the books. These are all arranged numerically according to the classification number on the catalog cards. This reference collection contains the principal bibliographies, catalogs, encyclopedias, dictionaries, atlases, bound volumes of the popular periodicals, and the most frequently used works upon all subjects. On the north end of the delivery desk will be found a special card catalog of all books on the reference and index shelves. Reference books should be promptly returned to their places on the shelves.

**Bibliographies.**—The reference collection begins with the bibliographies, indexes and catalogs which are shelved in the corridor of the Library opposite the catalog-case.

The case in the corridor contains a collection of books which supplements the card catalog called "Indexes." It contains indexes of the government documents, the Inter-

national catalog of scientific literature, dictionaries of quotations, contemporary biographies, statesman's year-book, almanacs, etc.

**Dictionaries.**—The dictionaries are shelved on the dictionary case in the center of the reading room. The more important ones are the following:

Century, Webster's International, Standard, Murray's English, Skeat's Entymological, Bosworth's Anglo-Saxon, Larouse (French), Lippincott's Gazetter, Thomas's Biographical dictionary, and the smaller dictionaries of most of the languages.

If the reader wishes the pronunciation and brief definition of a word he should consult Webster's International or the Standard. If he is looking for definition of scientific terms and encyclopaedic information he should consult the Century, both the old and the new volumes. If he wishes the history of a word with examples of its usage in ancient and modern times, he should consult Murray's dictionary, sometimes called the Oxford dictionary.

Dictionaries of biography are shelved with the reference books but the current bio-

graphical dictionaries like the Who's Who, are on the index shelves. Dictionaries of special subjects are shelved with their respective subjects in the reference collection, such as Hasting's Dictionary of the Bible which is classed with religion.

**Atlases and Maps.**—The atlases are on the atlas case at the west end of the dictionary case. The more important ones are the Century, Rand MacNally's and Cram's. The topographic and geologic maps comprising a large and valuable collection are shelved in the Geological building. Political and other maps of which the library has but few are shelved in the basement stack room.

**Encyclopaedias.**—The general encyclopaedias are kept on the wall case in the reading room opposite the loan desk. The special encyclopaedias are shelved with their subjects in the reference collection. Lalor's Cyclopaedia of political economy is shelved with the books on economics in 330. Of the general encyclopaedias the library has: The American, the Americana, the new Britannica, the New International, the John-

son's, Brockhaus Conversations-lexikon, and Nelson's perpetual loose-leaf encyclopaedia.

**Current Periodicals.**—The library receives currently 1,400 periodicals. The agricultural, engineering, legal, and medical periodicals are sent to the respective departmental libraries. The others are kept in the magazine shelves located in the south end of the reading room. This gives a collection of 640 periodicals accessible to every reader. They are thrown into classes and arranged alphabetically under each class, with the subjects printed in large letters at the top of the shelves.

**Index to Periodicals.**—The indexes to the popular magazines are shelved in the reading room. The indexes to technical literature are on the index shelves; to medical literature are in the Medical library; to engineering literature, in the Engineering library; to agricultural literature, in the Agricultural library; and to legal literature in the Law library. The following indexes will be found in the reading room:

**Pool's index to periodical literature, indexes under subject such general periodicals**

---

in the English language as are commonly found in libraries. The first volume covers the period from 1802 to 1881 and supplements have been published for every five years since.

**The Annual library index**, (1901-date), continues Poole's index and provides an author index as well. It contains also a list of bibliographies, a necrology of authors and an index of dates for each year.

**The Readers' guide to periodical literature**, (1900-date), furnishes in a single alphabet a subject, author and often a title index to 93 periodicals, including some of the more popular ones not found in Poole's index.

**The Magazine subject index**, (1907-date), is a supplementary work, indexing seventy-nine periodicals none of which are to be found in the other indexes to periodicals. It contains, also, a dramatic index (1909-date.)

#### **Bound Periodicals in the Reading Room.**

Appleton,  
Arena,  
Atlantic,

Bookman,  
Century,  
Chautauquan,

Cosmopolitan,	Nineteenth century,
Critic,	North American,
Current literature,	Outing,
Everybody's,	Outlook,
Forum,	Putnam's,
Harper's magazine,	Review of reviews,
Independent,	Scribner's,
Living age,	World to-day,
Nation,	World's work.

The rest of the bound periodicals are shelved in the stacks with the special classes to which they belong.

#### **Rule for Circulation of Periodicals.**

The unbound back numbers of all periodicals and the last numbers of those not listed below may be drawn for two days at a time. The duplicate copies of periodicals starred (\*) may be drawn with a limit of two days. No unbound last numbers listed below may be drawn for over night use.

American journal of sociology,  
American magazine,  
Appleton's magazine,  
\*Atlantic monthly,  
Book review digest,

---

Bookman,  
\*Century,  
Cosmopolitan,  
Cumulative book index,  
Current literature,  
Education,  
Educational review,  
Elementary school teacher,  
Everybody's magazine,  
Forum,  
Harper's bazar,  
\*Harper's monthly,  
Harper's weekly,  
Independent,  
International studio,  
Ladies' home journal,  
Lippincott's magazine,  
Literary digest,  
Littel's living age,  
McClure's magazine,  
Masters in art,  
Missouri school journal,  
Munsey's magazine,  
Nation,  
New England magazine,  
North American review,  
Outing,

- \*Outlook,  
Overland monthly,  
Political science quarterly,  
Popular science monthly,  
Publisher's weekly,  
Quarterly jour. of economics,
- \*Review of reviews,  
St. Nicholas,  
School review,  
Science,
- \*Scientific American,  
Scientific Amer. supplement,
- \*Scribner's magazine,
- \*World today,
- \*World's work,

**Newspapers.**—Following are the principal newspapers received by the library:

Boston Transcript, wkly.  
Chicago Record-Herald,  
Columbia Statesman,  
Columbia Weekly Herald,  
Kansas City Journal,  
Kansas City Post,  
Kansas City Star,  
New York Sun,  
Oregonian,  
San Francisco Chronicle,



---

Springfield Republican, wkly.  
St. Joseph News-Press,  
St. Louis Globe-Democrat,  
St. Louis Republic,  
University Missourian.

The files of Missouri papers will be found in the Library of the State Historical Society, room 13, Academic Hall.

The last seven issues of the dailies are always kept filed on the newspaper rack in the southwest corner of the reading room. Many of the county papers are received and papers from the smaller towns of the state. These are arranged alphabetically in the magazine shelves in the corner just behind the newspaper rack.

### SPECIAL COLLECTIONS.

**Faculty and Alumni Collection.**—This is a collection of books written by members of the Faculty and by Alumni. It is shelved in the carved mahogany case in the corridor of the library. The case came from the German exhibit at the St. Louis Exposition.

**Red Star Collection.**—This is a selection of popular books for cultural reading, including fiction, travel, description, biography, etc. The books are changed occasionally and new ones are being frequently added. These may be drawn with a limit of 14 days on each book. They are shelved in the reading room on the wall case to the north of the loan desk. It is called the "Red star" collection because of the red star label stamped on the back of the books. An annotated list of fifty of the best books in the collection has been published and distributed free to readers. It is entitled: *Some interesting books, new and old, in the "Red star collection."*

**Text-book Collection.**—This collection, as the title indicates, consists of text-books

---

in the several departments of knowledge. A great many of the books were donated by the publishers. It is now shelved in room C of the stacks, and contains about 400 volumes.

**Theses.**—The theses for the master's and doctor's degree have been bound and cataloged and may be borrowed like books. The Engineering theses are in the Engineering library.

**New Books.**—The new books added to the library are first placed on open shelves in the reading room in the case opposite the loan desk, so that students and members of the Faculty may examine them before the books are sent to the stacks.

### ORDER DEPARTMENT.

**Trade Bibliographies.**—The trade bibliographies and other aids to the pricing and purchasing of books are all to be found in Room 6. These trade bibliographies are generally author lists (sometimes with subject index) of the books published in some particular country, and give the date, place, publisher and original price. They are fairly complete. In making out orders for books to be purchased and in other bibliographical work they are essential.

Following is a list of the most useful trade bibliographies:

**American catalog, 1876-1910.**

Author, title and subject lists of books printed in the United States.

**Publishers' weekly.**

A weekly list of new publications, with monthly, quarterly and annual cumulations, supplementing the American catalog.

**United States catalog, 1902.**

**Supplement, 1902-1905.**

Author, title and subject lists of books in print at those dates. It includes

---

many of the smaller western publishers not found elsewhere.

**Cumulative book index, 1902-date.**

A monthly list of new publications, with quarterly, semi-annual, and annual cumulations, supplementing the U. S. catalog.

**Book review digest, 1905-date.**

Published monthly with annual cumulations. This contains a list of the important publications in the U. S., with a digest of the reviews of the respective books.

**Publishers' trade list annual, 1902-date.**

A collection of publishers' catalogs arranged in alphabetic order and bound in one volume.

**Lowndes, W. T., Bibliographer's manual of English literature.**

Author list of all important books published in Great Britain from the earliest times to 1834. Gives both the published price and the subsequent auction sale price of the work. Describes the various editions of a work.

**London catalog of books, 1814-1846.**

Author list of books.

**English catalogue, 1835-1905, with annual supplement.**

Author and sometimes title and subject entries of books published in Great Britain and Ireland.

**Reference catalogue of current literature, 1902, 1906, 1910.**

A collection of publishers' catalogs bound alphabetically in two volumes and provided with an author and title index. Appears every four years.

**Lorenz. Catalogue generale de la librairie francaise, 1840-1905.**

Author list of books, with subject index volumes.

**Catalogue mensuel de la librairie francaise, 1900-date.**

A monthly list with an annual index.

**Kayser. Vollstaendiges bucher-lexicon, 1750-1906.**

Author lists with corresponding series of subject indexes.

**Hinrichs' Halbjahrs-katalog.**

A semi-annual author list with subject index; useful for later books.

---

**Catalogo generale della libreria italiana,  
1847-1899.**

Author list with subject index in course  
of publication.

## LIBRARY INSTRUCTION.

The following courses are offered, 1911-1912 in the School of Education. Credit for No. 110a is given in the School of Journalism (2 hours) and in the College of Arts (1 hour).

**101a. Administration of School Libraries.**—Lectures on school libraries; relation between the public library and the public school; equipment of a school library; the selection, buying and care of books; reference books, with an examination and discussion of dictionaries, atlases, indexes, periodicals and public documents. Special emphasis is given to book selection, instruction of children in the use of books, and story telling. (2). Miss WHITTIER.

**101b. Cataloging and Classification.**—It is desirable that students complete 101a before taking 101b. This course prepares the student to catalog a school library. Lectures and problems in dictionary cataloging and Dewey decimal classification. (2). Miss WHITTIER.



**110a. Bibliography.** The purpose of this course is to acquaint the student with the best reference books in all departments of knowledge, so as to enable him to obtain information on any subject with the least expenditure of time and effort. Practical work of searching for information and compiling bibliographies will be required. (2).

Mr. SEVERANCE.

## **RULES GOVERNING THE USE OF BOOKS.**

1. Officers and students of the University may draw books from the library without the formality of registration, other citizens may draw books upon signing a registration card at the loan desk. Graduates, former students and other responsible citizens of the state, libraries, clubs and other organizations may draw books, except fiction, provided that the borrower pay the cost of transportation.

2. All officers of the University may borrow as many books as are needed for their work, provided the books are not in demand at the library. All such books must be returned on the Saturday preceding Commencement week. Fiction may be drawn with a limit of 14 days on each book.

3. Students, student assistants and others may borrow 3 books at a time with a limit of 14 days on each book.

4. Borrowers may renew books at the expiration of the 14-day period, except books in demand or overdue.

5. Unbound back numbers of all period-

icals and the last number of those not listed on pages 28-30 may be drawn with a limit of two days. The duplicate copies of periodicals on pages 28-30 may be drawn with a limit of two days. No unbound numbers listed on pages 28-30 may be drawn for overnight use.

6. Books which are rare, costly or otherwise unsuited for general circulation, are lent only by special permission from the librarian.

7. Any person who desires to obtain from the library a book already lent will receive prompt notice of its return, if he leaves a self-addressed postal or stamped envelope. If the book is not in demand, it will be held subject to his order for two days; otherwise one.

8. The book-stacks are not open except to officers of the University, but admission to a specified section of the stacks may be given temporarily, by the librarian, and a card of admission for a limited time may be issued to students who are recommended by an officer of instruction.

9. No student shall be recommended for a degree until he has paid all fines and has

returned in good order, or replaced every book that he has borrowed; or, in default thereof, has deposited with the librarian the value of it in money; or, if it belong to a set, the value of the whole set in the case the single volume cannot be purchased separately.

10. A fine of five cents per day is charged on books not returned when due. No books will be lent to any student charged with unpaid fines. If the book is lost, he shall pay the cost of the book, and the fines accumulated at the time he notifies the library that the book is lost.

11. Reference books in the reading room are not for circulation. They must not be removed from the reading room except by special permission of the librarian and they are to be used with a due regard for the rights of others. Reference books, bound periodicals and reserve books may be drawn by students after 9:30 p. m. for over-night use and over Sunday. They must be returned before 8:05 a. m. Failure to do so, will subject the borrower to a fine of 25 cents and a possible withdrawal of the privilege. If not returned by 9 a. m. a messen-

ger will be sent for the book and the expense paid by the borrower. If he should fail to secure the book the borrower shall pay 5 cents an hour until the book is returned.

12. Books must not be taken from the library until they have been charged at the loan desk. Books drawn for use in the reading room must not be taken from the library until charged for home use. Failure to have the book properly charged will subject the borrower to a fine of 25 cents.

13. Departmental libraries are in general, reference collections, not for circulation. They are open for consultation as a rule from 9 a. m. to 12 m. and from 2 to 5 p. m. The same rules obtain in the departmental libraries.

## INDEX.

	PAGE
Admission to book stacks .....	41
Agricultural library .....	3, 7, 19
Aids for general reading .....	32
Aids in selection and purchase of books.	34
Alumni collection .....	32
American trade bibliography .....	34
Arrangement of books .....	21
Atlases .....	25
Bibliographies .....	23
Bibliography .....	39
Bibliothèque nationale catalog .....	15
Book cards .....	17
Book number .....	11
Book stacks .....	16
Books, arrangement .....	21
Borrowing books .....	17, 22, 40
Call number .....	11, 10, 18
Call slips .....	18
Card catalog .....	12
Catalogs, of other libraries .....	14

---

Circulation .....	16, 17, 40-43
Class numbers .....	10-11
Classification .....	9
Dairy library .....	8
Decimal classification .....	9-11
Current periodicals .....	26
Departmental libraries .....	18
Dewey decimal classification .....	10
Dictionaries .....	24
Directory of the libraries .....	7, 8
Document room .....	21
Duplicate room .....	22
Encyclopedias .....	25
Engineering library .....	3, 7
English trade bibliography .....	35
Faculty collection .....	32
Fiction, circulation .....	40
Fines .....	41, 42, 43
French trade bibliography .....	36
General library .....	3, 7
Geological library .....	8
German trade bibliography .....	36
Government documents .....	23
Graduate students .....	40
Horticulture library .....	8, 19
Hours libraries are open .....	3
Indexes .....	44

---

Inter-library loans .....	40
Italian trade bibliography .....	37
Law library .....	3, 7, 18
Library of Congress catalog .....	14
Library instruction .....	38
Library staff .....	2
Loan and stack department .....	16
Lost books .....	42
Loan desk .....	17
Magazines, see periodicals.	
Maps .....	25
Medical library .....	3, 7
Messenger service .....	42-43
Missouri state historical society. Library	31
New books .....	33
Newspapers .....	30
Non-residents .....	40
Observatory library .....	8
Officers of the University .....	40
Order department .....	34
Peabody Institute library catalog .....	14
Periodicals .....	26-30
Pooles' index .....	26
Publications of the library .....	5
Public documents, see government documents.	
Reading rooms .....	23



---

Red star collection .....	32
Reference books .....	23
Registration of citizens .....	40
Reserved books .....	16
Rules .....	40-43
Seminary room .....	20
Special indexes .....	15
Special Collections .....	32, 33
Stack rooms .....	16, 21
Staff .....	2
Surgeon-general's catalog .....	14
Text book collection .....	32
Theses .....	33
Trade bibliographies .....	34
Veterinary library .....	8
Zoological library .....	8







MU Libraries  
University of Missouri--Columbia

## Books about MU libraries

Local identifier HandbookOfTheLibrary1911

## Capture information

Date captured	10/30/2015
Scanner manufacturer	Epson
Scanner model	Expression 1680
Scanning system software	Epson Scan
Optical resolution	600 dpi
Color settings	8 bit grayscale
File types	tiff

## Source information

Format	Book (pamphlet)
Content type	text
Source ID	010-013569104
Notes	Perforated property stamp on cover

## Derivatives - Access copy

Compression	LZW
Editing software	Adobe Photoshop CC
Resolution	600 dpi
Color	grayscale
File types	tiff
Notes	Pages cropped; images brightened and text darkened