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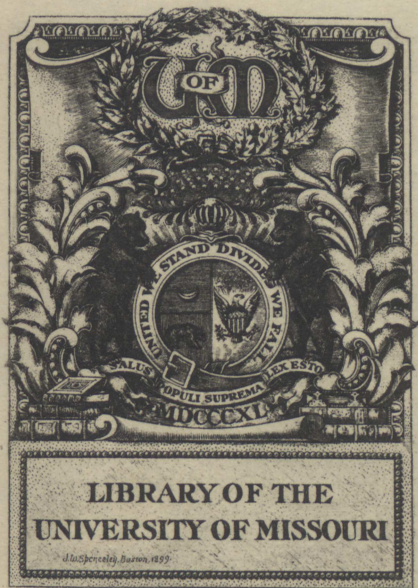
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1915

BOOK OF
LIBRARY

UNIVERSITY OF MISSOURI

1915



**LIBRARY OF THE
UNIVERSITY OF MISSOURI**

W. H. Spencer, Boston, 1899

THE GIFT OF

HANDBOOK OF THE LIBRARY

UNIVERSITY OF MISSOURI

FIFTH EDITION

UNIVERSITY OF MISSOURI

COLUMBIA, MISSOURI

September, 1915

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 Saturday night.

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

Library closed: Thanksgiving, Christ-

mas, New Year's and Fourth of

July.

Agricultural Library—

Open 8:00-12:00; 1:00-5:00; 7:00-10:00,

except Saturday night.

College of Arts and Science reading room—

Open 7:55-12:00; 1:00-6:00; 7:00-9:30,

except Saturday night.

Engineering Library—

Open 8:00-12:00; 1:00-4:30.

Law Library—

Open 8:00-12:30; 1:00-6:00; 7:00-10:00.

Medical Library—

Open 8:00-12:00; 1:00-4:30; 7:00-9:00,

except Friday and Saturday nights.

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DIRECTORY

The library containing January 1, 1915, 138,133 volumes and about 20,500 pamphlets occupies the New Library Building with branches in the various buildings of the several schools.

The reading room is on the second floor. The reference books and a selection of current periodicals are shelved here.

The seminar for classical languages is in room No. 202.

The seminar for modern languages is in room No. 204.

The seminar for history, political science and sociology is in room No. 301.

The seminar for philosophy and education is in room No. 304.

The Agricultural library, containing about 6,000 volumes, occupies the second floor of the west end of the Agricultural building. About half the collections has been incorporated in the General library.

The Engineering library containing 4,995 volumes is located on the first floor of the Engineering building, opposite main entrance.

The Law library containing 18,887 volumes occupies a large part of the first floor of the Law building.

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The Medical library containing 6,054 volumes is located on the second floor, south side of the Medical building. The clinical and many general medical journals are shelved in the General library. 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, Biology, Chemistry, Geology, 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.

LIBRARY BUILDING

The central portion of the new library building was erected in 1915 at a cost of \$200,000, including six tiers of stacks in the stack room. The building is of Bedford limestone with Missouri granite trimmings.

The reading room is on the second floor, gets its light from a bank of north windows, and has a seating capacity of 250. The first floor is occupied by the office and reading room of the State Historical Society, a faculty room, librarian's office, men and women's coat rooms and a work room. The

second floor is given up to the delivery and reading rooms and two seminar rooms; the third floor to two seminar rooms, a balcony and the catalog room.

The present stack room has a capacity of 210,000 volumes. Stack walls are white enamel brick, stack floor gray marble, and the stacks gray steel. There are alcoves on every stack floor for the use of the officers of instruction.

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 cyclopedias. Following is a list of the classes:

- 000 General works, bibliography, cyclopedias, etc.
- 100 Philosophy, psychology, ethics.
- 200 Religious, 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 subdivisions. Then a decimal point is used and the subdividing 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 distinguishes 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 delivery room. 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 should want something on education and

didn't know what, then he would look under "Education," where he would also find a card for his 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 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."

Agr. lib., Agricultural library.

Med. lib., Medical library.

Chem. lab., Chemical laboratory, etc.

Titles so marked should be sought for in the special 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.

How to Draw a Book. The books in the reading room may be consulted without any formality. If a reader wishes a book shelved in the stacks, he should go to the catalog and find the author or the subject card and copy the call number which is on the upper left hand corner of the cards. Slips of paper for this purpose will be found in trays at

the end of the catalog cases. The slip containing the call number should be presented to the book clerk at the loan desk. He will get the book and the reader will sign the loan cards after it has been removed from the pocket on the inside back cover.

Branch Libraries. The branch libraries are the Agricultural, Engineering, Law and Medical libraries. They are reference collections. The rules governing the use of books applies to the branch libraries also.

Seminar Rooms. There are four seminar rooms in the new building, one for each of the following groups: Classical languages, Modern languages, History and Political Science, and Philosophy and Education.

These rooms are for graduate students only. The professors in charge of graduate work will furnish the librarian a list of all students entitled to admission to these rooms. Keys to the doors will be issued to such students after they have made a key deposit of 25 cents at the librarian's office.

Necessity of 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 6,000 volumes, is arranged on open shelves around the reading room 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 reference librarian's desk will be found a special card catalog of all books on the reference and index shelves. Reference books after being used should be left on the tables.

Bibliographies. The reference collection begins with the bibliographies, indexes and catalogs which are shelved on the south wall case to the west of the entrance to the reading room.

Dictionaries. The dictionaries follow the bibliographies on the shelves. 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. 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.

Atlases and Maps. The atlases are on the atlas case on the east side of the delivery room. The more important ones are the Century, Rand McNally's, and Cram's. The topographic and geologic maps comprising a large and valuable collection are shelved in the Geology building. Political and other maps, of which the library has but few, are shelved in the stack room.

Encyclopaedias. The general encyclopaedias are kept on the wall case in the reading room following the dictionaries. 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 Johnson's, Brockhaus Conversationslexikon and Nelson's perpetual loose-leaf encyclopaedia.

Current Periodicals. The library receives currently 1,400 periodicals. The agricultural, engineering, legal, medical and biological periodicals are sent to the respective departmental libraries. The others are kept in the magazine shelves located in the east 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 on the south wall case preceding the general periodicals. The indexes 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.

RULES 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. Unbound last numbers listed below may be drawn for over night use.

American magazine,
Atlantic monthly,
Book review digest,
Bookman,
*Century,
Collier's weekly,
Cosmopolitan,
Cumulative book index,
Current literature,
Everybody's magazine,
Forum,
*Harper's monthly,
Harper's weekly,
Independent,
International studio,
Ladies' home journal,
Lippincott's magazine,
Literary digest,
Living age,
McClure's magazine,
Munsey's magazine,
Nation,
New England magazine,
North American review,
Outing,
Outlook,
Overland monthly,
Popular science monthly,

- Publisher's weekly,
*Review of reviews,
St. Nicholas,
Scientific American,
Scientific Amer. supplement,
*Scribner's magazine,
*World's work.

Newspapers. The library receives several metropolitan newspapers which can be consulted in the college of Arts and Science reading room.

The files of Missouri papers will be found in the Library of the State Historical Society.

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 librarian's office.

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 delivery 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.

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 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.

New Books. The new books added to the library are first placed on open shelves in the delivery room 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 selection and purchasing of books are all to be found in room 106. 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:

United States catalog, 1912.

Author, title and subject lists of books in print January 1, 1912. It includes many of the smaller western publishers not found elsewhere.

Cumulative book index, 1902-date.

A bi-monthly list of new publications, in print at those dates. It includes quarterly, semi-annual and annual cumulations, supplementing the U. S. catalog.

Publishers' trade list annual, 1915.

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

English catalog, 1835-1905, with annual supplement.

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

Reference catalog of current literature, 1913.

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 librarie francaise, 1840-1909.

Author list of books, with subject index volumes.

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

A monthly list with an annual index.

**Kayser. Vollstaendiges bucher-lexicon, 1750-
1910.**

Author lists with corresponding series
of subject indexes.

Hinrich's Halbjahrs-katalog, 1903-date.

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



LIBRARY INSTRUCTION

For courses in library science consult the
University catalog, 1914-15, pp. 283 and 389.

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 de-

mand 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 periodicals and the last number of those not listed on page 15 may be drawn with a limit of two days. The duplicate copies of periodicals on pages 15-16 may be drawn with a limit of two days. Unbound last numbers listed on pages 15-16 may be drawn for over night 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 bookstacks 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 case the single volume cannot be purchased separately.

10. A fine of 5 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 8:15 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 messenger 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. Reserve books may be restricted to one-hour books (the recitation period) at the request of any instructor, who will notify his class of the time limit. Failure to return the book to the desk at the close of the hour period will subject the borrower to a fine of 25 cents an hour.

13. 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.

14. Branch libraries and laboratory collections 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 branch libraries.

MU Libraries
University of Missouri--Columbia

Books about MU libraries

Local identifier HandbookOfTheLibrary1915

Capture information

Date captured	11/10/2015
Scanner manufacturer	Zeutschel
Scanner model	OS 15000
Scanning system software	Omniscan v.12.4 SR4 (1947) 64-bit
Optical resolution	600 dpi
Color settings	8 bit grayscale
File types	tiff

Source information

Format	Book (pamphlet)
Content type	text
Source ID	010-014679109
Notes	Pamphlet binder was not scanned; perforated property stamp on title page; ink property stamp on page 19

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