

LIBRARY HANDBOOK

for

FACULTY

and RESEARCH WORKERS



LIBRARY
SERIES NO. 23

THE

UNIVERSITY

OF MISSOURI

BULLETIN

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INTRODUCTION

The University of Missouri Library contains almost 700,000 volumes plus several thousand pieces of other graphic materials in the General Library and eight branch libraries. The bulk of these materials is housed in the General Library building, but its branches and special reading rooms are maintained to enable the Library to meet specialized needs. Most of the branch libraries and special reading rooms are primarily for upperclass and graduate students and for members of the faculty, and they emphasize materials and services for advanced classes and research. Any library and all of the materials may be used according to the regulations for different types of resources merely by providing suitable identification. Borrowing privileges are reasonably uniform throughout the library system, and special services and personal assistance are available in each service unit.

All divisions of the Library are under the administration of the University Librarian, who, on matters of policy, has the advice of the Faculty Library Committee. Some of the colleges and schools also have library committees to advise on library matters peculiar to the division. The work of the various departments of the Library is presented here only insofar as this information will directly assist the user of the Library.

This Handbook has been prepared to assist graduate students and members of the faculty in the use of this University Library. Additional assistance may be obtained from any librarian on the staff.

HOW TO FIND INFORMATION ON A SUBJECT

Finding recorded information on a subject ordinarily involves two steps: first, identification of a work which is likely to contain the desired information, and, second, location of a copy of the particular publication. If the information sought involves points of fact likely to be contained in dictionaries, encyclopedias, almanacs, handbooks, or yearbooks of various types, the most direct approach is probably either the book collection in the Reference Room of the General Library, where approximately 8000 carefully selected volumes are readily available, or the reference collections in the special reading rooms and branch libraries on subjects pertinent to that particular library unit.

A more extensive search usually requires consulting one or more bibliographical sources which may list materials by subject (e.g., *Agricultural Index*); by form of publication, such as the *Union List of Serials*; by place of publication, for example, the *British National Bibliography*; or by location in another library, as the *Catalogue of the Library of the Boston Athenaeum*.

The most frequently consulted works of this type are described in Constance Winchell's *Guide to Reference Books*, (7th ed., 1951). Many bibliographical sources are sufficiently comprehensive to be of use regardless of the field to be investigated, and a few of these are mentioned in the paragraphs that follow. Those doing research will find the card catalogs of the collections in the University Library of primary importance in their work.

The Card Catalogs

The Library maintains a Central Card Catalog of all library materials on the campus, located in Room 203, General Library, and each branch library has a card catalog of its own holdings. These catalogs are of the "dictionary" type, containing in one alphabet cards for authors, titles, and subjects of books.

These catalogs are made by the Catalog Department, which utilizes printed Library of Congress cards whenever possible. Most cards contain a description of the physical volume — the author's name, the title, edition, place of publication, publisher, date of publication, number of pages or volumes, size, nature of any illustrative matter, series note, and other pertinent facts about the book. A card for each volume (or set) is filed in the catalog under the author's name (the main entry card) and others are filed under the title, if distinctive, the editor, the translator, etc., as added entries.

In addition to cards filed under author and title, cards for most volumes except *belles lettres* will be found under appropriate subjects. The subject headings assigned may not always seem logical to the

reader, but the headings used and numerous cross references usually lead to the desired material. In general, the subject headings used in the catalogs of this Library are those used in the Library of Congress.

This Central Card Catalog contains an estimated 1,500,000 cards and the complexities of filing this number of cards make some sections of the catalog, the *Bible*, for example, difficult to use. Assistance in use of the catalog may be obtained from the reference staff. In filing, names beginning with the prefix "Mac," "Mc" and "M," all are filed as if spelled "Mac."

The card catalog provides a good approach to books and other separately published works, but it is of little value in finding articles in journals, newspapers, or government publications. Although the contents of many important monographic series and some periodicals are analyzed in the catalog, it is generally necessary to use periodical indexes, abstracting services, newspaper indexes, or bibliographies for an approach to articles in such publications, because the main entry in the card catalog will be under the general name or title of the series rather than that of a particular author. Some types of publications are not listed in the card catalog, such as telephone directories, college catalogs, maps, microfilm, manuscripts, and some government documents. Assistance in locating these materials may be had by inquiring in the Reference Department.

Bibliographies

Bibliographies are often the best guides to materials on a subject and this Library has a large collection of such compilations. Most of the bibliographies in the General Library will be found in either of two locations: the Reference Room (Room 201), or the seventh floor of the bookstack. Some of the more specialized bibliographies are shelved with the subjects to which they pertain in the special reading rooms or in the branch libraries. Other trade bibliographies are kept in the Acquisition Department (Room 13).

The bibliographies shelved in the Reference Room are those which have been found most useful by members of the staff. These include national and trade bibliographies which describe the publications printed in a particular country and printed catalogs of large libraries such as the *Catalog of Books Represented by Library of Congress Cards*, and the *General Catalogue of Printed Books in the British Museum*. Assistance in the use of these and other materials may be obtained from members of the staff in the Reference Department.

Indexes and Abstracts

Indexes to periodical literature are of four kinds: first, those which index articles regardless of subject in a selected group of maga-

zines, such as *Readers' Guide to Periodical Literature*, and the *International Index to Periodicals*; second, those which index material on a subject wherever it appears, of which *Chemical Abstracts* is a good example; third, those indexing material in a group of magazines devoted to a specific subject, such as the *Art Index*, and the *Education Index*; and fourth, those which index the file of a single periodical, for example, the *Cumulative Index to the National Geographic Magazine*, 1899-1940.

The use of government publications frequently requires the use of special indexes. The *Checklist of United States Public Documents, 1789-1909*, Poore's *Descriptive Catalogue of the Government Publications of the United States, 1774-1881*, the *Catalogue of the Public Documents covering the years 1893-1940*, and the *Monthly Catalogues* are the principal guides to publications issued by the Federal Government. Publications issued by state and municipal governments and those issued by foreign governments are listed in other compilations. Many of these are described in James B. Child's *Government Document Bibliography in the United States and Elsewhere* (1942), but those who are not familiar with government publications should ask for assistance in the Reference Department.

Information in newspapers may be approached through the *New York Times Index*, Sept. 1851-June 1905, 1913-date, and the *Times (London) Official Index*, 1790-date. Although these are indexes to particular newspapers, they often reveal the date an event took place and was reported in other journals. Descriptions of unpublished indexes to newspapers in other American libraries are included in *Local Indexes in American Libraries* compiled by the Junior Members Round Table of the American Library Association (1947).

Special Card Indexes

Several special card indexes found in the Library, but not included in the Central Card Catalog are the index to Place Names of Missouri, in the Western Historical Manuscripts Collection; index to technical publications of the National Advisory Committee for Aeronautics and the Naval Research Laboratory, in the Engineering Library; index to selected series of U. S. Department of Agriculture publications and those of some state Agricultural Experiment Stations, in the Agriculture Library; to U. S. Soils Surveys indexed by state and county, also in the Agriculture Library; Wistar Institute cards giving abstracts of articles published in the Institute's journals, in the Biology Library; chronological index to the Library's collection of English political pamphlets of the 16th, 17th and 18th centuries; chronological

index to books listed in Pollard and Redgrave *Short Title Catalogue of Books Printed in England, Scotland, and Ireland, 1475-1640*; index to the Library's collection of Fourth of July orations, the last three being in the Reference Department.

Reference Service

If the information desired is not found through the card catalog or published bibliographies or indexes, assistance should be secured from the Reference Department. The staff of reference librarians is prepared by training and experience to find answers to specific questions or to direct an inquirer to sources of information on a subject. Reference librarians can often find materials which cannot be identified through the Card Catalog and the better-known published bibliographical works.

HOW TO LOCATE A COPY OF A PUBLICATION

The Card Catalog

After the titles wanted have been selected, copies of most of the works available in this Library may be located by means of call numbers given on cards in the Central Card Catalog. The Catalog card will frequently locate copies of titles in branch libraries. Branch locations are stamped in the left hand margin of the card; the word "General" or the absence of any stamp indicates that the volume is shelved in the General Library. The temporary transfer of a volume from the General Library book stack to one of the reading rooms or branch libraries may be determined by inquiry at the Loan Desk.

Classification

The purpose of library classification is to bring like things together, and the decisions made by the classifiers are reflected in a notation scheme. Each volume is assigned a "call number" which appears on the catalog cards for each book as well as on the book itself. Ordinarily a "call number" consists of two parts: a "classification number" on the first line, and an "author number" on the second.

The University of Missouri Library uses the Dewey Decimal Classification. The "classification number" refers to the subject in the Dewey Decimal Classification, which comprises ten main classes, as follows:

- 000 General periodicals, Bibliographies, Journalism,
Society Publications
- 100 Philosophy, Psychology
- 200 Religion, Theology
- 300 Sociology, Political Science, Economics, Educa-
tion, Commerce
- 400 Philology, Linguistics

- 500 Pure Sciences
- 600 Applied Sciences
- 700 Fine Arts, Recreation
- 800 Literature
- 900 Biography, History, Travel

These main classes are sub-divided into smaller groups, such as 610 (Medicine), 620 (Engineering), and 621 (Mechanical Engineering); and frequently these numbers are further divided by use of decimals, e.g., 621.3 (Electrical Engineering) and 621.384 (Radio).

Books in this Library ordinarily are shelved by the Dewey Classification numbers, thereby bringing together volumes on the same subject; however, an examination of the materials classified together on the shelves reveals only a fraction of the pertinent material in the collection. A book rarely treats a subject so narrowly that it does not include material on related subjects; and, while a single copy of a book can be shelved in only one place, it may be listed under numerous subject headings in the Card Catalog or in bibliographies.

Under each classification number, books ordinarily are arranged alphabetically by the name of the author. For this purpose, a code, "Cutter's Three-Figure Alphabetic-Order Table," is used, since most names are too long for convenient use in a notation scheme. The letter which precedes the "Cutter number" or "author number" is the first letter of the author's surname, or, in the case of biography, the initial of the biographee.

Bookstack

The bookstack, at the rear or south side of the General Library building, numbers seven floors and accommodates approximately half a million volumes. An attendant at the Loan Desk will bring a book from the shelves of the stack upon presentation at the Desk of a "call slip" which gives the name of the author, the title of the book, and the call number.

Members of the faculty may go to the shelves in the bookstack for the volumes that they wish to examine or borrow. Graduate students may obtain the same privilege by applying at the Office of the Associate Librarian (Room 204) for a stack permit. Both faculty and graduate students are requested to sign the "stack register" located at the stack entrance to the right of the Loan Desk, giving the time of entering and leaving the stack. Holders of stack permits are not admitted to the Reserve Book Stack nor the Rare Book Stack except by special permission when accompanied by a member of the Library staff. Library materials brought from the stack must be presented at the Loan Desk for charging.

Charts showing the classifications shelved on each floor of the bookstack are posted at many points. Oversize materials are shelved in special locations on each floor, but are represented in their proper place by a shelf "dummy" which gives directions to the shelf location where the volume may be found.

Unoccupied carrels may be used temporarily by any reader in the stack until its assigned occupant appears (see statement about *Carrels* on p. 24) but the use of typewriters is restricted to the carrels on the seventh or top floor. Materials consulted in the stack should be left on the "Return Shelves" on each floor for re-shelving by Library employees. The stack elevator is for the use of the Library staff and members of the faculty only. Others must use the stairways at either the center or west end of the stack area.

If the Card Catalog indicates that a book is shelved in the bookstack but it is not found there, an attendant at the Loan Desk should be asked to ascertain whether the volume is on loan to another borrower or other Library unit. If records at the Loan Desk do not reveal the whereabouts of the volume, a search will be made for it. The person requesting the search will be asked to inquire later whether the volume has been located or not.

If the material wanted is not shelved in the bookstack, it may be in one of the following locations or categories:

Special Subject Reading Rooms

In the General Library building are three subject reading rooms having book and periodical collections of special value for advanced undergraduates, graduate students, and faculty: Education, and Social Science on the first floor, and Language and Literature on the third floor. The titles located in these rooms are listed in the Central Card Catalog as well as in separate catalogs maintained in each room.

Education Reading Room (112 Library)

This Room contains the reserve books for collateral reading in most Education courses as well as many of the important journals in the field. Elementary and secondary school curriculum guides, secondary school textbooks, and a special collection of physical education books are also available here.

Social Science Reading Room (116 Library)

Special collections of books and magazines applicable to courses offered by the School of Business and Public Administration are housed in this Room. There is also material of interest to the History and Sociology Departments.

Language Reading Room (309 Library)

Reserve books and journals on philology, literature, and art will be found here. The Library's collection of rare books and its microfilm collection are serviced from this Room.

Reserve Book Reading Room (205 Library)

In this room, located at the west end of the second floor, as well as in the special subject reading rooms and branch libraries, faculty members may have placed "on reserve" books assigned as required reading by students in classes for freshmen and sophomores. There is an author-card file of "reserve" books shelved in this room.

Rare Book and Closed Shelf Collection (309 Library)

This collection contains some 3000 volumes and is serviced from the Language Reading Room. Factors which affect the decision to assign a book to this Collection include date of publication, number of extant copies, character of binding, autographed copies, and previous ownership of the copies. Many important art folios will be found here as well as the "M" collection of publications of the University, groups within the University, and its faculty.

Popular Reading Room (107 Library)

To provide readily accessible recreational and general reading for students and faculty members, the Library maintains the Popular Reading Room in the General Library building. Here one may read current fiction, popular non-fiction, selected newspapers and periodicals. The books may be borrowed for home use and the magazines for overnight. Recordings of classical and semi-classical music are also available here for use in the Room or at home.

Map Room (306 Library)

The collections in the Map Room include 17,000 historical, political, economic, geologic, and topographic maps. Separately published maps are not described in the Central Card Catalog but may be located through catalogs and indexes in the Map Room. The collection is mainly for use in the Library, but maps may be borrowed for classroom use. The Map Room also contains some historical atlases, books dealing with map making and interpretation, and catalogs of map publishers. Selected current atlases are available in the Reference Room, while others will be found in the bookstack, subject reading rooms, and branch libraries.

Newspaper Room (303 Library)

The Library's collection of bound newspapers, comprising files of the *Baltimore Sun*, *Baltimore Evening Sun*, *Columbia Daily Tribune*, *Columbia Missourian*, *London Times*, *Manchester Guardian*, *New York Times*, *Wall Street Journal*, and *Washington Evening Star*, are available for consultation in this room. In addition there are on file, current

unbound issues of some 25 newspapers which are kept for varying periods from two to six months. Only the two Columbia papers are bound currently; the others are preserved on microfilm.

Reproductions of these and other important newspaper files on microfilm are housed in Room 308, where microfilm reading machines are also available.

Western Historical Manuscripts Collection (305 Library)

A joint project of the History Department and the Library, this collection contains over 600,000 manuscript pieces dealing primarily with the history of Missouri, the Mississippi Valley, and the West. It includes letters, diaries, account books, business papers, memoirs, religious and education records and other types of original manuscript material. *A Guide to the Western Historical Manuscripts Collection* has been published and is available to those interested.

Periodicals

A selection of current general periodicals is kept on open shelves in the Popular Reading Room; journals in special fields are available in subject reading rooms and in branch libraries; others are shelved in the bookstack. The revolving file at the Reference Desk lists and gives the call number and location of a selected group of periodicals to which the Library subscribes. The same information for these and all other journals in the Library can be secured from the Central Card Catalog.

Branch Libraries

Branch libraries are maintained outside of the General Library building to make selected materials in various subjects conveniently available to the faculty and students in the colleges and departments housed in proximity to them. The resources of these libraries may be used by all persons connected with the University. Each of the professional school branches contains the most recent and useful material in the field, but some material in each of the fields will be found in the General Library. The Biology and Geology collections are composed primarily of research materials.

Agriculture (223 Mumford Hall)

The 35,000 volumes of books and periodicals in agriculture and allied fields emphasize agricultural economics, animal husbandry, entomology, forestry, horticulture, dairying, soils, and crops. Extensive collections of the publications of the United States Department of Agriculture and of the various state agricultural experiment stations are important features.

Biology (211 Lefevre Hall)

A library especially strong in botany, zoology and wildlife conservation, it contains approximately 12,000 volumes, including many scientific journals.

Engineering (227 Engineering)

The Engineering Library contains about 23,000 volumes, including books, bound periodicals, and engineering publications issued by societies and governments. The fields covered are aeronautical, agricultural, chemical, civil, electrical, and mechanical engineering, as well as engineering drawing, mechanics, and radio. Many technical journals and trade magazines are included.

A collection of over 2500 volumes in Mathematics principally in the field of pure mathematics, including many journals, is also housed in this Library.

Geology (113 Swallow Hall)

The holdings of this Library numbering about 9000 volumes, are principally periodicals and other serial publications of the United States Geological Survey and the various state geological, mineral, and natural resources departments. There is also a large collection of geologic maps.

Journalism (117 Walter Williams Hall)

The Journalism Library houses a collection of 10,000 volumes which is strong in the history of journalism, advertising, law of the press, news photography, typography and the history of printing, and radio and news reporting. The Library receives about 200 newspapers and 200 periodicals from all over the world.

The Journalism Library "morgue" (106 Neff Hall) contains an index to and files of clippings from the *Columbia Missourian* on items of campus, city and county interest.

Law (202 Tate Hall)

The approximately 60,000 volumes in the Law Library emphasize Anglo-American law. This collection includes statutes of the United States and Great Britain, federal and state court reports, and an extensive collection of legal periodicals, encyclopedias, and other reference material.

Medicine (116 McAlester Hall)

Among its 21,000 volumes are the principal medical works of reference and nearly 300 leading medical journals. Complete sets of most of the journals are available. The collection is strong in physiology and biochemistry.

Veterinary (210 Connaway Hall)

The Veterinary Library of 2000 volumes serves the faculty and students of the School of Veterinary Medicine and others needing materials represented in its resources. Its collection of books and scientific journals includes materials on human medicine as well as the veterinary sciences.

Micro-Photo Materials

Most cataloged and uncataloged microfilms are housed in Room 308 of the General Library and are serviced from the Language Reading Room. The 16,000 reels consist principally of long runs of newspaper files, master's theses, doctoral dissertations, and some records of the United States Department of State. Reading machines are available here and there is one in the Engineering Library. A complete list of all material on microfilm will be found in Room 309.

The Library also has reading machines for use with microcards and microprint. At present the Library has material on microcards in the field of physical education and on microprint a collection of 5000 English and American plays of the 16th, 17th, and 18th centuries.

Recordings

Two collections of recordings, predominantly musical compositions, are located in the Popular Reading Room (107 Library) and the Education Reading Room (112 Library). Those in the Education Reading Room are of interest chiefly to those enrolled in music education courses. All others are for home use for a limited loan period. There are record-players with earphone equipment in both rooms.

State Historical Society of Missouri (104 Library)

Founded in 1898, the Society is now the largest single depository of Missouriana in existence with a total of over 130,000 volumes. Its files of daily and weekly Missouri newspapers represent important research material. The J. Christian Bay collection of Middle Western Americana is notable. One of the most complete Mark Twain collections is among the Society's holdings as is the large Missouri Author collection of books by native writers. Official publications of all branches of the state government are a valuable segment of its collections. All of the material is available for use in the Society's quarters in the General Library building, but none may be borrowed for use elsewhere.

HOW TO BORROW MATERIALS**Borrowing Privileges**

All employees of the University are entitled to borrow books from the Library without regard to rank or duty. Certain classes of employees, because of their needs for library material, receive certain extra privileges; all others may borrow books on the same terms as students. The Faculty privilege of the extended loan of library material is granted to all Professors, Associate Professors, Assistant Professors, Instructors, and Assistant Instructors, to full-time research personnel,

University of Missouri Library Borrowing Privileges

	Identifi- cation	Length of Loan			Fines	
		Books ¹		Journals		Record- ings
		Home Use	Reserve			
Administrative Officers Teaching faculty Librarians (Professional) Research staff (full time) Retired members of above groups.	Name in Faculty Directory	Indefinite; not to extend beyond close of Winter Semester; subject to recall after two weeks.	One day, unless on reserve for course taught by borrower. ²	Same as home use books. ³	Three days	See Footnote 2, below.
Students, (graduate and undergraduate)	I. D. Card	14-19 days	Two hours ⁴ or three days	Over-night due at 9:05 a.m.	Three days	Home use books—5 cents per day; Reserve books—25 cents first hour 10 cents each additional hour. Journals and recordings, same as reserve books.
Alumni Faculty wives High school students ⁶ Non-academic and clerical staff Student wives Students from other colleges ⁷ Townspople Visitors	Library permits ⁵	14-19 days	Two hours ⁴ or three days	Over-night due at 9:05 a.m.	Three days	

¹Books may be borrowed from the Popular Reading collection for one week.

²Borrowers who are also graduate students must observe student regulations on reserve books borrowed in connection with courses taken.

³Current issues of magazines may be borrowed for two weeks.

⁴Two-hour reserve books may be borrowed for overnight use after 9 p.m. and for week-end use after 11 a.m. Saturday.

⁵Permits to use the Library are issued in the Office of the Librarian, Room 114, Library.

⁶Students in University Laboratory School must present a request from the director to obtain a library permit; students in public schools must present a request signed by parent.

⁷Must present a request from librarian of their institution that permit be issued.

to administrative officers of the University, and to professional members of the Library staff.

Specifically, the extended loan privilege accorded to the persons indicated includes:

1. Books and journals, not otherwise limited, may be borrowed for an indefinite period not to extend beyond the close of the winter semester next occurring. They are subject to recall for "reserve" or for use by others. Popular fiction and current issues of magazines will ordinarily be recalled after two weeks.

2. Books on "reserve" for a course other than that taught by the borrower may be borrowed for one day. A longer period is permissible if the book is used *only* in courses taught by the borrower.

3. When the borrower is also a graduate student, he must observe student regulations for "reserve" books borrowed in connection with courses taken.

4. On, or soon after May 1, each year, a reminder is sent to each borrower with books charged out, indicating that books should be returned or renewed. It is necessary to make a physical check on each volume renewed.

5. Except for loans under paragraph 3, faculty borrowers will not be subject to fines. They are, however, responsible for the safe return of books, journals, recordings and other library materials borrowed, and will be billed for them if damaged or not returned. Bills will be sent to the Cashier's Office at the close of the winter semester for books not returned or renewed during the annual check of books on loan to the faculty, and a reasonable time (approximately 30 days) after a book has been recalled. The cost of the book plus a one dollar replacement fee will be the usual charge.

Borrowing Procedures

Procedures for borrowing library materials are essentially uniform for all units of the Library; the few differences will be easily understood. The following, then, applies to all of the libraries.

To borrow a home use book, a printed form known as a "call slip" must be filled out for each item desired. The "call slip" requires the following information: author and title (or title only, if request is for a journal); call number of at least two lines (Dewey classification number and "Cutter" or author number); if journal, volume number or date of issue; borrower's name, address, and I. D. number if student (faculty members should give office address rather than home address). The call number information must be repeated on the perforated stub attached on the left end of the "call slip."

To borrow books on "reserve" a shorter "call slip" form is used,

requiring only the book's author and title (or name and date of magazine) and the borrower's name, address, and I. D. number. One or both of these forms are available at every lending unit of the Library.

Do Not Remove		(<input checked="" type="checkbox"/> Check if Faculty)				
		5	4	3	2	1
Call No. 160 V486 i	Fill out completely and present at Loan Desk. Identification card must be shown.	Call No. 160 V486 i	Author Veatch, Henry			
Vol.		Vol.	Title Intentional Logic			
Copy		Copy				
I. D. No.		I. D. No.	Signature Erle S. Gardner			
Form 15		Tel. No. 3730	Columbia Address 501 Jesse Hall			

Figure 1. Call Slip for Home Use Book

Books are issued for use outside the Library upon presentation of a call slip as shown above. The call number should be given on both portions of the slip. Faculty members (assistant instructor or higher in rank) should indicate that fact by checking the item at the top of the slip, and should also give *office* address. Students will fill in the blank labeled I. D. No. with student number taken from the identification card.

Some units, notably the Education and Social Science Reading Rooms, and the Agriculture Library, use a Soundscribe for recording book loans, a method that uses no "call slip". Here the attendant speaks into a microphone to record the author and/or title of the material borrowed and the borrower gives his name, address, and I. D. number in the same manner. All students must present their I. D. cards when borrowing any library materials.

If the item requested is not on the shelf, the attendant will tell the borrower when it will be due or where it may be found. It is not customary to reveal who has a particular book, since the borrower is entitled to undisturbed use of the book until it is due.

Books used for class reading may be "on reserve" in one of the reading rooms or branch libraries, indicating that they may be borrowed only for a limited time. More detailed regulations on student use of

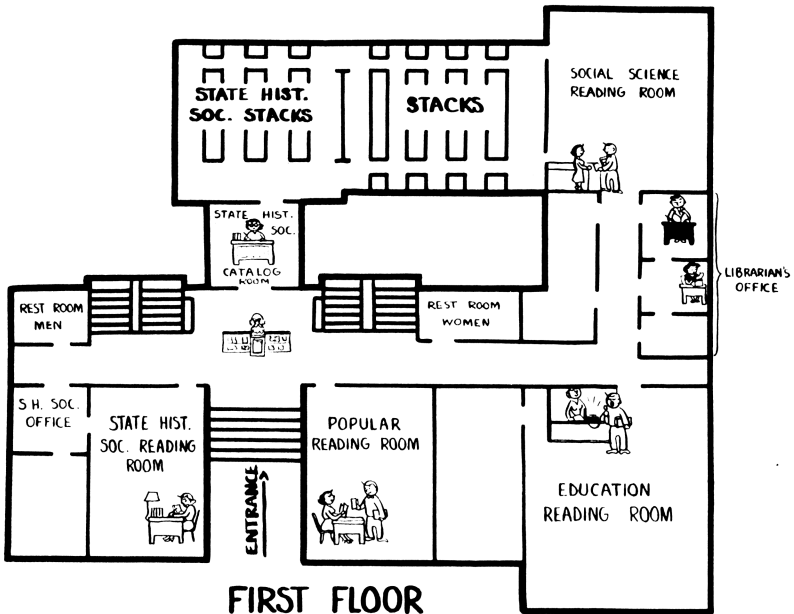
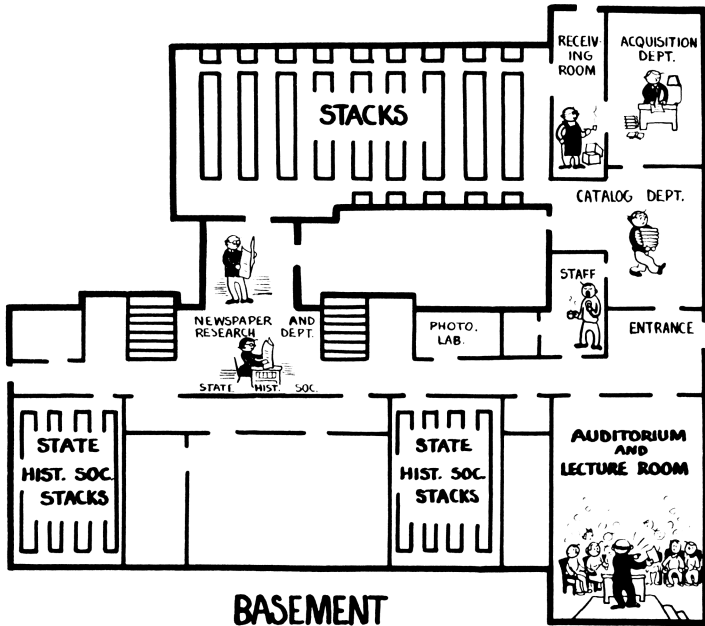
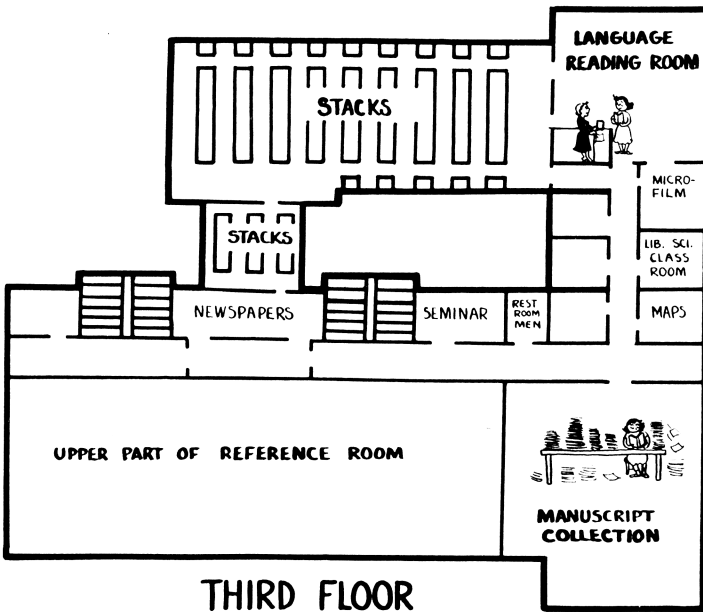
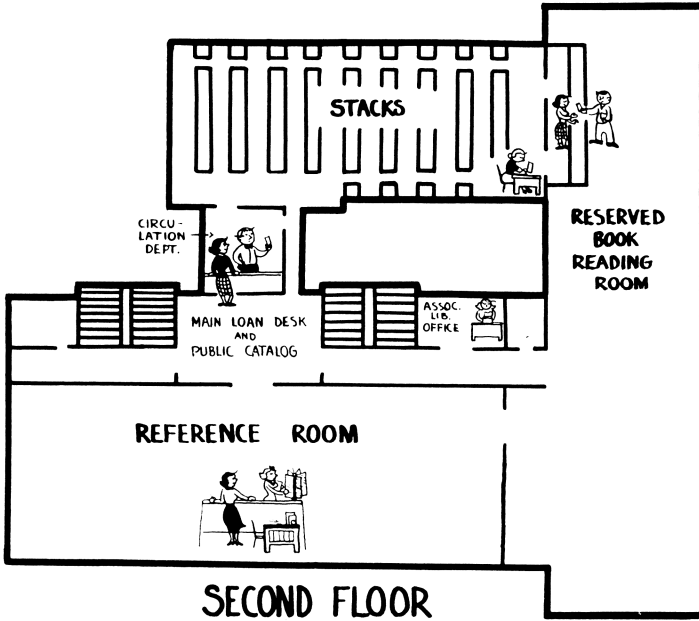


Figure 2. Floor Plans, General Library



the Library will be found in the "*M*" *Book* which is distributed to all students at time of registration.

Books should be returned to the desk or unit from which they were borrowed.

Priorities in Use

When more than one person wants the same book at the same time, some system of spreading its availability is necessary. This spreading process is achieved by limitation of loan period and call-in procedures. Priorities in use are implicit in the regulations and procedures of the Library. They are:

1. Reserve use (class assignment, in which scheduled class progress is of the essence).
2. Faculty course preparation (this priority exists for the first two weeks, after which priority 5).
3. Research use (first two weeks, then priority 6).
4. Class assignment (report, term paper, etc.).
5. Faculty course preparation (after expiration of two week period).
6. Research use (after two weeks).
7. Suggested (supplementary) reading.
8. Recreational or leisure reading.

Any book is subject to recall for a higher priority use. For example, any book may be called in for class reserve; of course, within the limitations of reserve use, no questions are asked as to reason for use, so that a reserve book is available to all.

Books on loan to the faculty are subject to recall (after two weeks) for use by students for a class assignment, for research use by graduate students or faculty, or for course preparation by other faculty.

Interlibrary Loans

Books and journals needed for research which are not in the University of Missouri Library and are not available for purchase may often be secured through interlibrary loan. Request for such loans should be made at the Reference Department.

Interlibrary loan is a courtesy provided by the lending library, and any conditions or regulations made by that library must be strictly observed. Responsibility for the safety and prompt return of the material is assumed by the borrowing library, and in many cases the borrowed material may not be taken from the General Library building.

If material is rare, or difficult to ship, or if the individual requesting the loan needs it for a long period, a photographic reproduction may be preferable to an interlibrary loan. Requests for photographic copies of materials in other libraries are also handled by the Reference Department.

Each graduate student who requests the borrowing of material from another library must sign a statement agreeing to the following regulations:

“That I will call for all books immediately upon receipt of notification that they have been received by the Library and are available for my use;

That the use of such books shall take priority over all other work, in order that the books may be returned to the lending institution within the time specified;

That such books will be due at 9:05 a.m. on the date specified with reserve fines being levied for their late return regardless of the status of the borrower;

That no book borrowed for me shall be for use in a class assignment or term report, but shall be used only for my research subject;

That extension of the original loan period will not be requested from the lending institution unless reasonable use of the material during the first period did not allow sufficient time to complete its assigned use and unless a request for such extension be made at least four days before expiration of the original loan period; if renewal is granted by the lending institution a fee of \$1 will be charged;

That no books or other materials will be re-borrowed for my use except on condition that I pay all transportation charges from the lending institution and return;

That I will also pay transportation charges on all books or other material borrowed for me but which I do not use or call for during the loan period;

That failure to abide by any of the above stipulations may cause the lending institutions to restrict the University of Missouri's borrowing privileges and must therefore be considered cause for cancellation of this permit and privilege.”

In all matters relating to interlibrary lending and borrowing the University of Missouri Library subscribes to the conditions set forth in the General Interlibrary Loan Code 1952, accepted by the Council of the American Library Association on July 4, 1952. Certain policies and procedures of importance to all borrowers requesting this service are quoted from the Code:

“II. Definition of Purpose

The purpose of interlibrary loans is to make available for research and for serious study library materials not in a given library, *with due provisions made by the lending library for the rights of its primary clientele.*

III. Responsibility

1. Interlibrary loan service is a *courtesy and a privilege*, not a right, and is dependent upon the cooperation of many libraries. Because of the cost of the service and the conflict in demands for certain classes of material, the interlibrary loan service should be restricted (especially when borrowing from large research libraries) to requests that *cannot* be filled by any other means.

2. In the interest of furthering cooperative research both the borrowing library and the lending library are responsible for understanding and abiding by the purpose and limitations of such loans; it is especially desirable that the lending library interpret as generously as possible its own lending policies.

3. As applied to research for advanced degrees, it is assumed that the candidates in any institution will choose dissertation topics according to the resources at hand and not those which will involve attempting to borrow a large part of the necessary library resources from other libraries.

4. It is assumed that the borrowing library will carefully screen all applications for loans and that it will *reject* those which *do not* conform to the Code.

IV. Conditions of Loans

1. The safety of borrowed materials is the responsibility of the borrowing library from the date of their arrival in that library to the date of their receipt back by the lending library.

2. In the case of loss or damage the borrowing library is obligated to meet the cost of repair, rebinding, or replacement (including processing costs), or to supply a replacement copy, whichever is preferred by the lending library.

3. The borrowing library is *bound* by any conditions or limitations of use imposed by the lending library. If no specific conditions have been made, the borrowing library will safeguard borrowed materials as carefully as it would its own. [The University of Missouri Library feels that it must in all fairness adhere to all restrictions placed by the lending library on borrowed material and is not free to make exceptions to these restrictions.]

4. It is recommended that any limitations on use (such as "For use in library building only") be based on the physical condition or the bibliographic character (e.g., rarity, fragility, uniqueness, etc.) of particular items rather than blanket restrictions on all materials lent.

5. Photographic reproductions should not be made of theses, manuscripts, or other unique materials on loan without first receiving permission from the library owning the original.

6. Special conditions on the use of unpublished theses may be imposed by the lending library. These may include restrictions to use within the library building; permission required from the author for the loan or reproduction of the thesis; signing by the individual borrower of a "use sheet" in front of thesis.

V. Scope

1. Almost any material possessed by a library, unless it has been acquired on terms which entirely preclude its loan or duplication, *may* on occasion be lent to or photographed for another library. The lender alone must decide in each case whether a particular loan or photographic copy should, or should not be made.

2. However, because of the purpose of interlibrary loans, libraries should *not* request, *especially of research libraries*, the following types of materials (unless asking under a special cooperative agreement): Current fiction; *current issues of periodicals* (some libraries may be willing to lend current issues of foreign or little used periodicals); inexpensive items currently purchasable in this country; books for class use; a high percentage of the books basic for a thesis being written for the borrowing institution; current books for which there is *anticipated a recurring demand* in the borrowing library. [The University of Missouri Library does not ordinarily borrow books that may be purchased for five dollars or less. Requests for such material should be sent directly to the Acquisition Department on book order forms.]

3. Moreover, libraries *ought not* request, *especially of research libraries*, excepting under unusual and explained circum-

stances the following types of materials: extremely rare books; a *very large number* of titles at one time for *one applicant*; music to be used in public performance; works difficult and expensive to pack, *e.g.*, newspapers.

4. Furthermore, libraries should be prepared to have their requests *unfilled* if the material requested is considered by the owning library to be too rare, fragile, irreplaceable (manuscript or other unique item) or if it is a collection which cannot leave the premises; is in *great demand*, either actual or immediately anticipated; or is a microfilm or other photographic reproduction for which the original material or another film copy is not easily available for replacement copying.

VII. Placement of Requests

1. Libraries should apply first to the nearest institution known or expected to possess the desired material. *Special care* must be taken, however, to avoid asking the larger libraries to support an undue proportion of the interlibrary loans.

[The University of Missouri Library will use its discretion in distributing its requests for interlibrary loans among various libraries in order not to overburden any library with its requests for needed research materials.]

VIII. Information Required on Requests

1. Materials requested must be described completely and accurately, following accepted bibliographic practice.

3. Specific information required for requests is:

a. BOOKS or pamphlets:

1. *Full author entry*, corporate or personal; when personal, supply full names, or at least the correct surname and initials of forenames if full names are not ascertainable.
2. Title, exact and full enough for positive identification.
3. Edition, when a particular one is sought. Specify "Any edition" if such is satisfactory.
4. Imprint, including place of publication, publisher (if known) and *date*.
5. Volume number if part of a set; give title of set if different from individual title.
6. *If part of a series*, give title of the series and the serial number of the item.

b. SERIALS

1. Exact title of the serial, complete enough for positive identification.
 2. *Volume number*.
 3. *Date of volume*; if very recent volume or if issues are separately paged, give also the number and/or date of issue wanted.
 4. Inclusive *pagination of article* desired, if this information is available.
 5. *Author and title of the article*, or subject if the title is not known.
5. If the applicant's name, status (occupation or other identifying description), and purpose are given on the request, the loan frequently may be obtained when otherwise it might be refused. This information may be required by some lending libraries.

6. If there is a date by which the material must be received to be useful, this should be indicated on the request.

[For best service the borrower should submit his requests for interlibrary loan at least *one month* in advance of the time the material is desired. This is especially helpful if the borrower wishes to obtain *books* that he does not know are available in a particular library, since often much correspondence is necessary before locating them.]

[During the Christmas season this Library in conjunction with other large libraries suspends its interlibrary loan service, primarily because of the heavy mails and school holidays. The length of time this service is not available varies with the institutions, some libraries refusing to lend books during the month of December. The University of Missouri suspends its interlibrary loan service from about December 15 to January 5.]

[Between the end of summer school and the beginning of the fall semester interlibrary loan service is again suspended to allow for staff vacations.]

XII. Duration of Loan

1. The *duration* of loan is normally calculated to mean the period of *time* the item is to be *in* the borrowing library, disregarding the time spent in transit.

2. The loan period is often limited to two weeks for books and one week for unbound periodical issues. However, some libraries grant longer initial loan periods as a matter of policy or under very special circumstances.

[The lending period varies with the institution and the borrower should be prepared to use the requested material as soon as it is received. Both courtesy and continuation of favorable relations with the lending library demand that books be returned promptly.]

XIII. Renewal

1. Renewal requests should *not be encouraged*. In any case a second renewal should not be asked for without a specific explanation. It should be remembered that the borrowed material was originally acquired for the use of the owning library's clientele, and should be available on its shelves.

2. The renewal request should reach the lending library on or before the date due.

3. The lending library should answer the borrowing library's renewal request promptly. If renewed, the lending library indicates the new due date or the renewal period granted.

[The University of Missouri Library will not request extension of the original loan period from the lending institution unless reasonable use of the material during the first period did not allow sufficient time to complete its assigned use and unless a request for such extension be made at least four days before expiration of the original loan period; if renewal is granted by the lending institution a fee of \$1 will be charged the individual borrower.]

XIV. Recall

Material on loan is *subject to recall at any time* at the discretion of the lending library. The borrowing library should comply promptly.

XVI. Violations of the Code

Continued disregard by a borrowing library of the provisions of this code is sufficient reason for another library to decline to lend to said Library."

Interlibrary Lending of Microfilmed Theses

In recent years the microfilming of theses and dissertations has become a common practice at many universities, leaving the libraries of these institutions with only the original manuscript copy. Neither the original copy of a thesis nor a negative microfilm copy will be sent out on interlibrary loan; only a second copy, if available, will be so loaned. However, most universities that are microfilming their

theses have available for purchase, either through their own organization or by contract with an outside commercial group (such as University Microfilms, Ann Arbor, Michigan) positive microfilm copies of each thesis. These are for sale to either individuals or institutions at a cost of from ½ cent to 1¼ cents per page, with a minimum cost of \$1.00.

Individuals purchasing any microfilmed material may use the reading machines available in the Library. The Library will not purchase material on microfilm except on recommendation of an academic department and under the same procedure as book purchases. Under no circumstances will the Library purchase a microfilm copy of a portion of a volume, such as a chapter of a book or an article from a journal.

Stacks Permits

Members of the faculty may go to the shelves in the bookstack for the volumes that they wish to examine or borrow. Graduate students may obtain the same privilege by applying at the Office of the Associate Librarian (Room 204) for a stack permit to the General Stacks, or to the librarian of a particular branch. Both faculty and graduate students are requested to sign the "stack register" located at the stack entrance to the right of the Loan Desk, giving the time of entering and leaving the stack. Holders of stack permits are not admitted to the Reserve Book Stacks nor the Rare Book Stacks except by special permission when accompanied by a member of the Library staff. Any library materials brought from the stack must be presented at the Loan Desk for charging.

Instructions to Stack Permit Holders

1. Stack permits are issued for one semester, or less, as indicated on the permit. They must be renewed in person if need for stack use extends beyond the period of issue.
2. Permits are issued to graduate students upon presentation of Identification Card for current semester.
3. Permits are issued to under-graduates only under unusual circumstances and upon the recommendation of a member of the faculty by letter stating the nature of the case.
4. Permit holders will enter and leave the book stack through the Loan Desk, Room 203. Permit cards should be carried at all times and presented when requested.
5. Upon entering the stack, sign the admission register giving name, time and carrel number if a carrel holder. Upon leaving, fill in the time of departure.
6. Books taken from the shelves for consultation should be placed on the "Return Shelves" near the elevator; they *must not* be returned to the stack. A BOOK MISSHELVED IS LOST.
7. Books taken from the stack must be checked out at the Loan Desk.
8. Books may be charged to a carrel only if the stack permit holder has been assigned to a carrel.
9. Typewriters may be used only in the carrels on the seventh floor.
10. Smoking is not permitted in the stack area.

Carrels

Persons working on advanced degrees or other projects which require extensive use of material in the Library should apply in the Office of the Associate Librarian (204 Library) for assignment to a carrel in the stack. Carrels are assigned for one semester only, and must be renewed at the expiration of each assignment.

Because of the demand for carrels (the Library has 130 to serve both graduate students and faculty, and it is often necessary to assign two persons to the same carrel), priorities have been established in assignment. They are: first, graduate students working actively toward the doctorate; second, candidates for the Master's Degree who have had their thesis subject assigned; and third, members of the faculty doing extensive research using Library materials. It is not possible to assign carrels to other students, nor to members of the faculty for use as a supplementary office.

Persons to whom carrels have been assigned may have books needed for research shelved in the carrel for a semester; these books are available for one-day loan to other persons and will be returned to the carrel.

Carrel Regulations

1. Carrels in the General Library stacks are assigned in Room 204 to graduate students and faculty engaged in research, for a period of one semester, subject to renewal. Because there are not sufficient carrels, two persons are usually assigned to each.
2. Two shelves are provided in a carrel, one for each occupant. Under no circumstances are library books to be put in table drawers.
3. Books used in a carrel will be reshelved unless their retention is requested by means of a card for this purpose obtainable at the Loan Desk. To keep a book in a carrel, fill out the card, put it in the book, and leave the book in the carrel. A stack attendant will insert a ticket with the word "Reserved" projecting.
4. When finished with the book, turn the ticket so the words "For Stack Attendant" show at the top. The stack attendant will then cancel all charges and return the book to the stack. Please do not hold books in carrel after they are no longer needed.
5. The Library reserves the right to cancel charges of books to carrels when they are needed for class reserve, or whenever other use of the books warrant it. The Library also reserves the right to re-lend for temporary use (usually not longer than overnight) books charged to carrels, but they will be returned to the carrel.
6. A carrel occupant may check out, for home use, books which have been charged to his carrel; such books will be automatically discharged from the carrel and will be returned to the carrel only upon filling out new records.
7. Books charged to a carrel occupant from any of the reading rooms or branch libraries, and left in a carrel, are the responsibility of the borrower until returned to the place from which they were borrowed. Personal books may be left in a carrel at the occupant's risk.
8. Do not borrow books from carrels assigned to others without making the proper record at the Loan Desk.

9. Do not return books to the shelves. Leave that to the stack attendant. Place all books removed from the shelves, which are not charged to a carrel, on the shelves marked "Return Shelves". One or more such sections is on each floor.

10. Do not put books on the floor.

11. Typewriters may be used only in the carrels on the seventh floor.

Photocopying Service

For the convenience of faculty members and students engaged in research, the Library's Photographic Laboratory will make photocopies or slides of materials in the Library. Information concerning this service may be obtained in the Office of the Librarian (114 Library).

HOW TO ORDER BOOKS

It is the established policy at the University of Missouri that the selection of materials for the Library is a joint endeavor of the Library staff and of every member of the teaching and research staff. The general direction in which the collections will be developed is determined by the Library Committee of the faculty and the University Librarian, largely through the establishment of budget allocations for purchases in each of the subject fields.

The Library receives an appropriation from the University budget for the purchase of books, periodicals, other specified materials, and for binding. In general, each academic subject field is allocated an amount against which are charged all books ordered in that field, except those purchased from the "Research" allocation. Subscriptions and binding costs are not charged to the subject-allocated funds.

The book funds are allocated each year before the beginning of the Fall semester. Quarterly reports on the status of each separate subject fund are sent the first of October, January, and April to the departmental representative through the reading room or branch librarian. Reports on funds for areas having no specific reading room or branch library are sent to the faculty representative in each field who has been designated to supervise book orders in that subject.

Free balances in all allotments remaining on April 15 may be used without reference to original subject allotment. Requests submitted by any department in excess of allotment are held until April 15, when as many as possible are ordered.

Older and specialized works needed primarily for research may be charged against other Library funds with the approval of the University Librarian. The budget is so allocated that a rather large fund is set aside for research purchases, not allocated by subject. Policies governing use of Library Research Funds were adopted by the Library Committee on November 18, 1952, and are as follows:

1. It is recognized that policies in regard to purchasing research materials must be flexible, and that all statements of policy adopted by this committee must be so interpreted.

2. **PURCHASING PROGRAMS.** Preference will be given to requests for purchase which are part of a long range (5 to 10 year) program, in which the department will give the following information:

- a. Specific fields to be built and reasons for their selection;
- b. Prospective use of material, by members of staff, graduate students, and others;
- c. How the proposed program fits into reasoned and approved plans for the department in University plans;
- d. Extent to which the resources to be acquired will be useful to other departments and to which they give joint approval.

3. **ELIGIBLE MATERIALS.** Materials recommended for purchase under these programs from the Research fund shall meet one of the criteria below:

- a. Current materials (i.e. published within last five years) only if the cost per set is \$100 or 20% of the departmental book budget, whichever is smaller.
- b. Retrospective materials (i.e. more than five years old) costing \$10 or more per set; block purchases of materials costing less than \$10 per item may be eligible.

4. **WANT LISTS.** Comprehensive want lists should be prepared by each department to include material eligible for purchase needed in building the research facilities. Priority of acquisition should be indicated by the department for each item as follows:

- a. Urgent; seek actively to locate.
- b. Normal; purchase when available.
- c. Low; can wait if funds are scarce.

5. Items may be recommended for purchase, even if not part of an approved program. Those costing \$500 or less may, at the discretion of the Librarian, be ordered without awaiting Committee approval. All requests for items costing more than \$500 will normally be referred to the Committee.

6. **COMMITTEE NOTIFICATION.** The Librarian will send to the Committee in advance of each meeting a statement of research requests pending, together with information as to the extent to which they fit into recognized acquisition programs.

7. **ORDERING MATERIAL.** Every effort will be made to distribute purchases equitably among departments having filed acquisition programs, so that they may proceed at expected rates.

- a. For items in the "urgent" priority, the Librarian may give blanket authorization to dealers to search for and supply materials as obtainable for specified subjects, within definite fiscal limits.
- b. The total of all such blanket authorizations should not exceed one-half the Research fund for any year. The remainder of the Research fund should be kept fluid for purchases of items in either the urgent or normal priorities which become available from other sources.
- c. Unobligated balances as of April 1 would be used for acquisition of approved items regardless of priority.

Procedure for Placing Orders

Determination of titles to be purchased is made by recommendation of members of the University staff. To coordinate these activities in each field, a member of the Faculty is designated, usually in each department, to countersign such recommendations, and all requests originating in a department for books chargeable to their allocated funds must be so countersigned.

Book order forms to be used in submitting recommendations for the purchase of materials to be added to the Library are furnished by the Acquisition Department to departmental offices and branch libraries. A separate form must be completed for each title to be ordered and each card should be typed or otherwise legibly printed or written.

Each order card should contain an adequate bibliographical description of the item desired, the essential elements of which are the full name of the author, title, publisher, place and date of publication, number of volumes if more than one, list price, and name and number of series if part of a series. If this information is not supplied, the staff of the Acquisition Department must obtain it from trade bibliographies, publisher's catalogs, or elsewhere. If the item is selected from a second-hand book dealer's catalog, the name of the dealer, the catalog and item number should always be given.

Author (Surname first) <u>Salmon, D. E.</u>		Call No.
Title <u>The diseases of poultry</u>		Date Ordered
Series -		of
Place ↓ <u>Washington D.C.</u>	Publisher ↓ <u>Howard Co</u>	
Edition ↓ <u>1899</u>	Date <u>1</u>	No. of Vols. <u>1</u>
No. of Cops.	List Price <u>25c</u>	Est. Cost <u>200</u>
2nd Hand: Dealer's Name & Address ↓ <u>Sidney Kramer</u>		Fund
Cat. No. <u>24</u>	Item No. <u>51</u>	Date of Bill
<u>16th & K St.</u>		Cost
<u>Washington D.C.</u>		L. C. No.
Requested by <u>C.L.S.</u>		
Recommended by		
To be placed in <u>Vet</u> Library		
Form 16	Recommendation for purchase by Acquisition Dept. University of Missouri Library	

Author Salmon
 Title Diseases of poultry

If RUSH, indicate Date Wanted:

If filled out and addressed on verso, this part of card will be returned when book is ready for circulation.

RESERVE. If book is ordered for "Reserve" use, check square and indicate course name and number:

Figure 3. Book Purchase Request Form

Each book order is initiated by filling out a form as indicated above. It

is not necessary to fill in the lower portion; but if it is filled in and addressed on the reverse, this portion of the card will be sent to the initiator of the purchase request when the book is ready for use.

In filling out the form, it is essential that the author, title, place of publication, publisher, and date of publication be given completely and accurately. If the information is obtained from a second hand catalog or from a publisher's announcement, it is helpful to attach them to the card.

The person originating requests should sign his name to each book order card and submit them for approval to the designated book selection coordinator in the department who will countersign the approved items and forward them to the Acquisition Department. If a purchase in an outside field is being recommended, the order card should be sent directly to the Acquisition Department without countersigning, from which it will be sent to the proper subject department. Upon receipt of countersigned recommendations the Library will initiate the purchase order. Most books should be ready for circulation within two months.

If notification is to be sent when the book requested is ready for use, or placed on reserve for a course, these choices may be indicated by filling out the perforated slip attached to the book order form and sending it with the approved request to the Acquisition Department.

In general, if a publication recommended for purchase is already in the Library, the order card will be returned to the originator of the request with the facts noted, in order to hold duplication to a minimum. If a duplicate copy is needed, the order card should be returned to the Acquisition Department with a justification for the purchase of a second copy.

"Rush" Orders

Requests for books needed within a limited time for research in progress or for reserve will be expedited if the date the publication is required is indicated on the book order form, as well as the disposition to be made — whether to be placed on "Reserve" for a course, or otherwise. "Rush" orders are expensive and should be requested only under exceptional circumstances.

Orders for Reserve Books

Requests for books to be placed "on Reserve" for student use should be referred to the librarian in charge of the reading room or branch library in which the books are to be shelved. Reserve books are of two types: first, titles to be read by every student in a class, and second,

titles from which a student may select outside readings. The Library tries to provide one copy for each ten to fifteen students in the first category and one copy for each twenty students in the second. As a general rule, not more than three copies of a book are catalogued. Extra copies required for class reserves are placed in a "Multiple Copy" collection. Requests for the purchase of copies for this collection should be accompanied by a statement of the course for which required and the expected or approximate size of the class. Books for Reserve may be ordered by the Library upon the inclusion of the title in a Reserve list submitted to the proper reading room or branch library, without further departmental approval. Book order requests for "reserve books" should be placed well in advance of the time when they will be needed; eight weeks is required for ordering, receipt, and cataloging of books published in this country, and a longer period is necessary if the title must be purchased abroad.

Purchases from Non-Library Funds

The procedure for ordering books and periodicals desired for departmental offices and laboratories, not to be charged to Library funds but from departmental "expense and equipment" funds, is to send an Inter-Department Order (I.D.O.) to the Library (through the Purchasing Department). The book or periodical subscription will be ordered and the department given the advantage of the Library's discount on the purchase price.

HOW TO PLACE BOOKS "ON RESERVE"

Reserve Collections

Reserve collections are maintained in the special reading rooms in the General Library and in all branch libraries. Each member of the teaching staff who is responsible for one or more sections of any course may arrange to place books "on Reserve" for the intensive use of the class. Books are placed "on Reserve" to make them available to the largest possible number of students. Particulars of the regulations and practices established for these collections cannot be given here, but information is available from the librarians concerned. The following suggestions are made to increase the effectiveness of reserve collections:

1. Reserve lists should be forwarded to the reading room or branch library in which the books are to be serviced at least two weeks before the beginning of the term or before specific assignments are to be made.
2. Reserve lists should give the author, title and complete call number of each book and should contain the name and number of the

course, the approximate number of students enrolled, and the length of time the material should be on reserve. Forms for reserve book lists may be obtained from the reading room or branch librarians.

3. Reserve books are of two categories: two-hour and three-day. If specific chapter assignments are made, to parallel the progress of the course, the books should be on two-hour reserve. If longer and alternative assignments are provided, three-day reserves would be preferred.

4. Bound and unbound journals are not to be placed "on Reserve"; single issues, reprints, or photostatic copies should be ordered for this purpose.

5. Avoid assigning large classes to specific articles in encyclopedias, magazines, or other reference sets which are normally on "open shelves" in various units of the Library. If necessary to do so, notify the librarian in charge so that the book may be removed from "open shelves" and placed behind the desk. Failure to take this precaution will frequently result in loss of the volume and ruination of the set of which it is a part.

6. If titles are to be purchased for reserve use, at least eight weeks should be allowed for their acquisition and preparation.

UNIVERSITY OF MISSOURI LIBRARY		RESERVE BOOK LIST	
INSTRUCTOR: Mason, John Doe		COURSE: Sociology #000 Social Prediction	
LOCATION OF RESERVE: Reserve Book Reading Room 205		SIZE OF CLASS: 60	
Reserved from (date) Feb. 4, 1953		to June 6, 1953	
Please write legibly with ink or typewriter, since this list becomes a permanent record for consultation by your students. List items alphabetically by author, giving		full name, edition to be used, and call number. Indicate the books to be placed on THREE-DAY reserve by an asterisk (*) in the column at the right below.	
CALL NO.	AUTHOR (Last name first)	TITLE	*
362.7 B344r	Baylor, Edith	The rehabilitation of children	
173.1 B912p	Burgess, Ernest	Prediction success or failure in marriage	
364 G52	Glueck, Sheldon & E. T.	500 criminal careers	*
364 L371p	Laune, Ferris F.	Predicting Criminality	*
173 T273p 1942	Terman, Lewis M.	Psychological factors in marital happiness	
364 v882	Vold, George B.	Prediction methods and parole	*

Figure 4. Reserve Book List

MU Libraries
University of Missouri--Columbia

Digitization Information Page

Project: University of Missouri Bulletin.
Library Series

Local identifier LibraryHandbook1955

Capture information

Date captured

Scanner manufacturer	Zeutschel
Scanner model	OS 15000
Scanning system software	Omniscan v.12.4 SR4 (1947) 64-bit
Optical resolution	600 dpi
Color settings	24 bit color
File types	tiff

Source information

Format	Book
Content type	text
Source ID	
Notes	

Derivatives - Access copy

Compression	Tiff: LZW
Editing software	Adobe Photoshop CS5
Editing characteristics	
Resolution	600 dpi
Color	grayscale
File types	tiff
Notes	Pages cropped and brightened