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HANDBOOK OF  
THE LIBRARY

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UNIVERSITY OF MISSOURI

1914



# HANDBOOK OF THE LIBRARY

UNIVERSITY OF MISSOURI

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FOURTH EDITION

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UNIVERSITY OF MISSOURI  
COLUMBIA, MISSOURI  
SEPTEMBER, 1914

15-25887

UNIVERSITY OF MISSOURI

COLUMBIA, MISSOURI

September, 1914

## LIBRARY HOURS.

### General Library—

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

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

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

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

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

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

### Agricultural Library—

Open, 8:00-1:00; 2:00-5:00; 7:00-10:00.

### Engineering Library—

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

### Law Library—

Open, 8:00-6:00; 7:00-10:00.

### Medical Library—

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

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## DIRECTORY.

The library containing Jan. 1, 1914, 130,117 volumes and 20,500 pamphlets, is located in Academic Hall and in the various buildings of the several schools.

The General library occupies the first floor of the west wing of Academic Hall.

The Agricultural library containing about 11,580 volumes, occupies the second floor of the west end of the new agricultural building.

The Engineering library containing 4,540 volumes is located on the first floor of the Engineering building, opposite main entrance.

The Law library containing 18,036 volumes occupies a large part of the first floor of the Law building.

The Medical library containing 5,752 volumes is located on the second floor, south side of the Medical building. 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, Chemical, Geological, Zoological, Dairy and Veterinary buildings.

These collections are of a special nature and are for the use of students pursuing special lines of work. The general reader wishing to consult books in these libraries should apply at the respective buildings.

### CLASSIFICATION.

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

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 512.1 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 corridor of the library. The catalog contains a card entry for the author, title, if distinctive, and subject of every book in the library, and the whole is arranged according to the dictionary plan in one alphabet. Thus, one wishing Rousseau's "Emile or Concerning Education" would look under Rousseau till he found the



title "Emile." But if he knew the title of the book and did not know the author, then he would look under the first word of the title, and there he would find a card giving the exact title with the author. Or, if the person wanted something on education and didn't know what, then he would look under "Education," where he would also find a card for 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 Clements, Samuel Langhorne," which means that the pseudonym "Mark Twain" is not used, but rather the author's real name, "Samuel Langhorne Clements." So also, under "domestic science" we find the reference "see domestic economy." Likewise, wherever there are several different headings under which similar material is entered, references are given to all the other headings: as "Banking, see also finance, money," etc.

Most of the books are kept in the stacks behind the loan desk and are to be obtained by presenting a call slip with the call number on it to the clerk at the desk. All books not kept in the stacks have the name

of the library where they are kept stamped on the catalog card in red ink just below the number. Similarly all books belonging to the "reference collection" and kept on the open shelves of the reading room, are stamped "reference."

Agr. lib., Agricultural library.

Med. lib., Medical library.

Chem. lib., 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, un-

selfish co-operation on the part of the students; otherwise, the books cannot be made to serve their purpose.

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

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

**Home Use of Books.**—If the reader wishes to borrow books for home use, he is requested to put the call numbers on the call slips, which are in boxes near the card

catalog, before presenting them at the loan desk. Library attendants have the right to ask and will ask for these numbers whenever they are needed. After the attendant obtains the book from the stack, the reader signs the card in the pocket at the back of the book. The book must be returned to the loan desk on or before the date stamped on the pocket. "Reference" and "reserve" books may be drawn for over night use only.

**Departmental Libraries.**— Departmental libraries are reference collections not for home circulation.

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

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

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

The case in the corridor contains a collection of books which supplements the card catalog called "Indexes." It contains indexes of the government documents, dictionaries of quotations, contemporary biographies, statesman's year-book, almanacs, etc.

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

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

If the reader wishes the pronunciation and brief definition of a word he should consult Webster's International or the Standard. If he is looking for definition of scientific terms and encyclopaedic information he should consult the Century. If he wishes the history of a word with examples

of its usage in ancient and modern times, he should consult Murray's dictionary, sometimes called the Oxford dictionary.

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

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

**Encyclopaedias.**—The general encyclopaedias are kept on the wall case in the reading room opposite the loan desk. The special encyclopaedias are shelved with their subjects in the reference collection. Lalor's Cyclopaedia of political economy is

shelved with the books on economics in 339. 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 zoological periodicals are sent to the respective departmental libraries. The others are kept in the magazine shelves located in the south end of the reading room. This gives a collection of 640 periodicals accessible to every reader. They are thrown into classes and arranged alphabetically under each class, with the subjects printed in large letters at the top of the shelves.

**Index to Periodicals.**—The indexes to the popular magazines are shelved in the reading room near the stairway. The indexes to technical literature are on the index shelves; to medical literature are in the Medical library; to engineering literature, in the Engineering library; to agricultural literature, in the Agricultural



library; and to legal literature, in the Law library. The following indexes will be found in the reading room:

### **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,  
Littel's 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 reading room.

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

## SPECIAL COLLECTIONS.

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

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

**Text-book Collection.**—This collection, as the title indicates, consists of text-books in the several departments of knowledge. A great many of the books were donated by the publishers. It is now shelved in room C of the stacks and contains about 400 volumes.

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

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

## **ORDER DEPARTMENT.**

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

Following is a list of the most useful trade bibliographies:

### **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 with quarterly, semi-annual and annual cumulations, supplementing the U. S. catalog.

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

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, 1902-date.**

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

**Lorenz. Catalogue generale de la librairie francaise, 1840-1909.**

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.**

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

### **LIBRARY INSTRUCTION.**

For courses in library science consult the University catalogue 1913-14, p. 242.

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

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

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

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

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

5. Unbound back numbers of all periodicals and the last number of these not listed on pages 15-16 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 book-stacks are not open except to officers of the University, but admission to a specified section of the stacks may be given temporarily, by the librarian, and a card of admission for a limited time may be issued to students who are recommended by an officer of instruction.

9. No student shall be recommended for a degree until he has paid all fines and has returned in good order, or replaced every book that he has borrowed; or, in default thereof, has deposited with the librarian the value of it in money; or, if it belong to a set, the value of the whole set in case the single volume cannot be purchased separately.

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

11. Reference books in the reading room



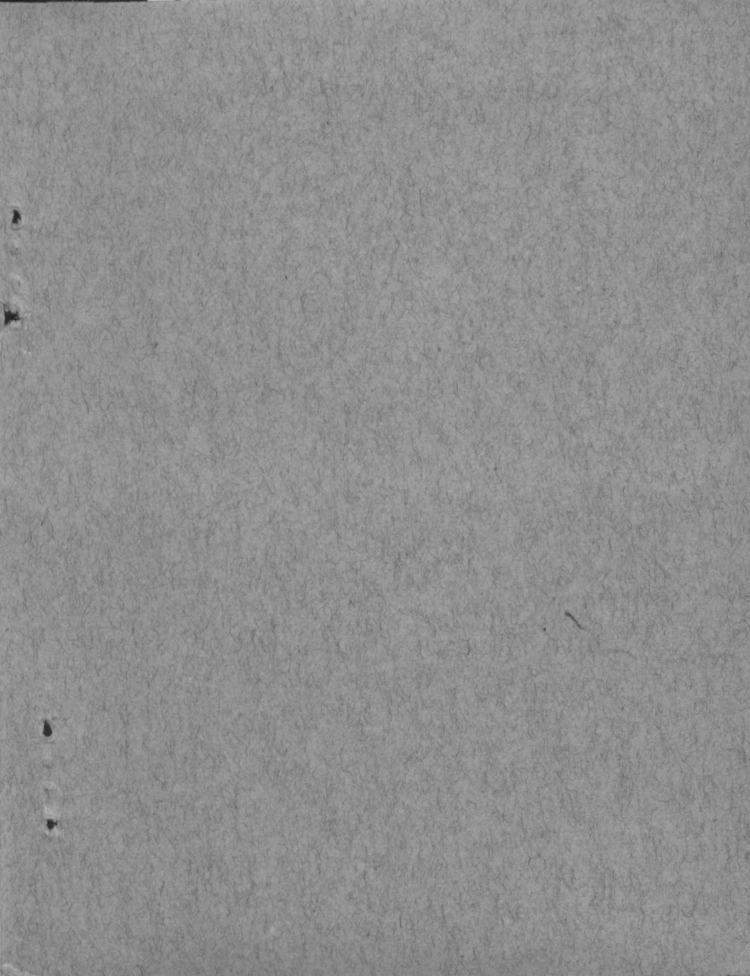
are not for circulation. They must not be removed from the reading room except by special permission of the librarian and they are to be used with a due regard for the rights of others. Reference books, bound periodicals and reserve books may be drawn by students after 9:30 p. m. for over night use and over Sunday. They must be returned before 8:15 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. Departmental libraries are in general, reference collections, not for circulation. They are open for consultation as a rule from 9 a. m. to 12 m. and from 2 to 5 p. m. The same rules obtain in the departmental libraries.





MU Libraries  
University of Missouri--Columbia

Books about MU libraries

Local identifier HandbookOfTheLibrary1914

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