

Miss Schroeder

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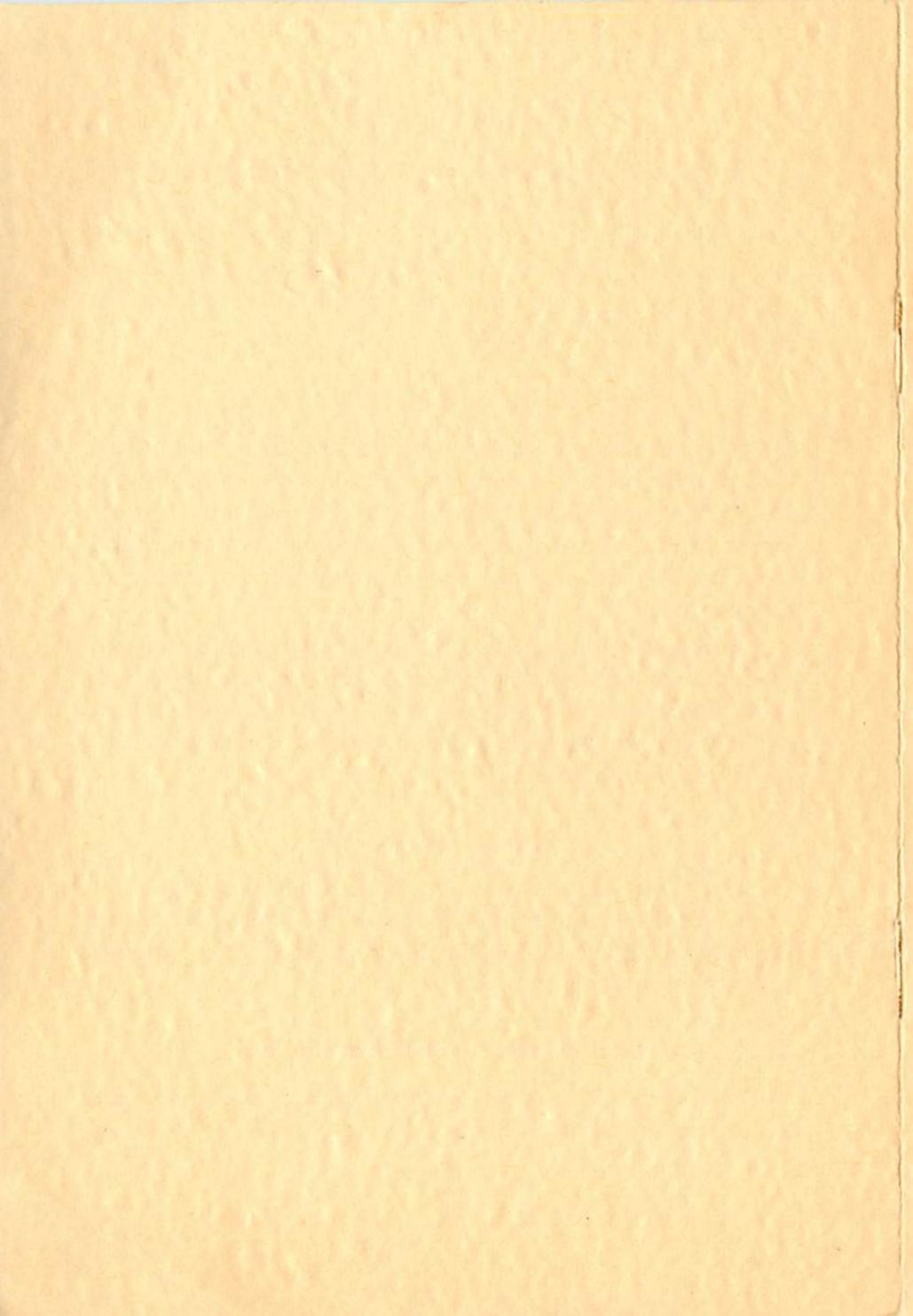
MANDELLE MEMORIAL LIBRARY



HANDBOOK

for

STUDENTS



Welcome to Mandelle Library! We hope that you will use its resources in solving that knotty research problem, in compiling bibliographies and material for term papers, and in the many other ways in which the library can serve to enrich and deepen your experience.

LIBRARY HOURS

Monday, Tuesday, Thursday, Friday

7:45 a.m. — 5:30 p.m.; 7:00 — 9:00 p.m.

Wednesday.....7:45 a.m. — 4:30 p.m.

Saturday7:45 a.m. — 12 Noon

Sunday2:00 — 5:00 p.m.

The library is closed during vacation.

BOOK CIRCULATION

To ensure a fair distribution of books to all borrowers, students are asked to comply with the following regulations:

I. "Two Week Books"

Books from the general collection may be kept for a period of two weeks unless needed for reserve, in which case they are subject to recall. These books may be renewed an unlimited number of times, unless they have been recalled by the library or reserved by another reader.

II. Reserve Books

To enable every student to read class assignments, books are placed on reserve and the time they may be borrowed by any one student, limited.

Closed reserve (or overnight books) may be used for two hour periods between 7:45 a.m. and 9:00 p.m. After 8:30 they may be borrowed for overnight use. They are

due at 8:00 a.m. the following morning and are not renewable.

Three day reserve books are not renewable unless the request for renewal is approved by the professor for whose course the book was placed on reserve.

Advance reservations may be made for all reserve books by filling out slips kept at the circulation desk.

For your protection, the library finds it necessary to impose the following fines:

Overnight books due 8:00 a.m.:	.20 until 9:00 a.m.
	.06 each additional hour
Three day books:	.10 per day
Two week books:	.06 per day

A discount of fifty per cent is allowed if the fine is paid at the time the book is returned.

III. **Lost Books**

Lost books should be reported to the library at once. The fine on a lost book continues to accrue until such a report is made. If, after a reasonable amount of time, the book is not found, it must be paid for by the person in whose name the book is charged.

HOW TO FIND BOOKS

As you enter the library you face the circulation desk, from which books are taken out. The catalogue, which is a card index to the contents of the library, is arranged in drawers in cases against the wall in back of the circulation desk.

Books may be located by looking in the catalogue under author, title, or subject. For example, you will find Jerome Davis' *Contemporary social movements* under the author card: *Davis, Jerome*; under the title card: *Contemporary social movements*; and under the subject card: *Social sciences*. The call number appears in the upper left hand corner of the card. In this case it is: HM66.D294.

The stacks are open to all borrowers, and a chart to the right of the door opening into the stacks will give you the general location of the call number in the stacks. Books in this library are arranged by the Library of Congress classification scheme. If you have difficulty in finding the book you need, do not hesitate to ask a staff member to help you.

CHARGING THE BOOK

When you find the book you are looking for, take it to the desk, remove the white and blue cards from the book pocket; sign the white card with your name and present the book and *both* cards to the desk assistant to be stamped with the date due. Leave cards at the circulation desk.

Ask at the desk for closed and three day reserves. Three day reserve books and two week books are charged in the same way. Closed reserve books are charged by removing the yellow card from the book pocket and signing it with your name.

Please return books to the Circulation desk when you are through with them, so that they may be discharged from our records and made available to other readers. Do not return any books to the stacks or leave them on tables in Reading and Periodical rooms.

PERIODICALS

Current issues of magazines and newspapers are to be found on the open shelves in the Periodical Room.

The periodical stacks are open to students.

Unbound numbers, with the exception of the current number, may circulate for a period of one week. A fine of six cents is charged for each day overdue, with fifty per cent discount for immediate payment.

Periodicals may be used in the building without being charged.

REFERENCE BOOKS

Go to the Reference Room (main Reading Room) when you wish to consult:

Encyclopedias and dictionaries

Atlases

Magazine and newspaper indexes

Other general reference books

Because these books are in frequent demand, they do not circulate and you are asked not to remove them from the Reference Room.

As familiarity and skill in the use of the tools of study and research are a part of college training, students are expected to make independent use of the card catalogue and reference books in as far as they are able. However, the library staff will gladly give assistance and suggestions when needed. *Please do not hesitate to ask for help when your own efforts are unsuccessful.*

NEW BOOKS

Books newly purchased by the library will be found on the display shelves on either side of the circulation desk. They are held on display one week before going into circulation. If you wish to reserve one of these books, fill out a reserve slip and leave it at the circulation desk. You will be notified when the book is available.

PRIVILEGES AND OBLIGATIONS

As students and faculty come to the library for undisturbed study, persons coming and going are requested to walk quietly, and to reduce conversation to a minimum. We are confident that you will respect the purpose of the library and that you will aid in preserving an atmosphere conducive to serious study.

Students wishing to study in complete silence are invited to make use of the study desks, or carrells, on the second, third, fourth and fifth floor stacks. Carrells may be assigned to individual students for a definite period of time upon applying to the librarian.

THE CLUB ROOM

The Club Room is open for study and browsing at all times. Books presented to the library by the *International Relations Club* are shelved in this room as are also, English and American fiction.

THE WEEK-END BOOK SHELF

Watch the Week-End Book Shelf for suggestions for leisure reading. Books in this case are changed every week.

