



LIBRARY
HANDBOOK

Wilmington
College

September 1964

TO THE STUDENTS

Woodrow Wilson, in speaking at Swarthmore College on Founders Day in 1913, said

"I cannot admit that a man establishes his right to call himself a college graduate by showing me his diploma. The only way he can prove it is by showing that his eyes are lifted to some horizon which other men less instructed than he have not been privileged to see. ... You are here (he said to the students) in order to enable the world to live more amply, with greater vision, with a finer spirit of hope and achievement. You are here to enrich the world, and you impoverish yourself if you forget the errand."

It is our hope that the Library will provide for you the resources and the kind of intellectual stimulation that is basic to Wilson's idea of a college graduate.

The purpose of this handbook is to help you understand the organization of the Library and the rules and regulations governing its use. Efficiency in using the Library will enable you to find the information you need and to do it more quickly. Knowledge in the use of this Library will enable you to use all libraries more effectively whether for pleasure or serious study.

Although designed to answer many of the questions you might have, the handbook will not answer all of them. If you have any trouble finding the information that you need, please feel free to ask the library staff for help.

LIBRARY HOURS

Regular Sessions:

Monday through Thursday	8:20 a.m. - 9:00 p.m.
Friday	8:20 a.m. - 7:00 p.m.
Saturday	8:30 a.m. - 12:00 noon

Vacation and Intersessions:

Monday through Friday	8:00 a.m. - 5:00 p.m.
Saturday	Closed

The Library will be closed on all official college holidays.

INTRODUCTION

The Library is located on the first floor of the Library-Administration building directly opposite the front entrance to the building. All books and materials are on open stacks with the exception of back issues of unbound periodicals and reserve books.

The Library is classified according to the Dewey Decimal Classification scheme. This scheme attempts to bring together all knowledge into ten main classes. These are designated as follows:

000	General Works	500	Pure Science
100	Philosophy and Psychology	600	Applied Science
200	Religion	700	Fine Arts
300	Social Science	800	Literature
400	Philology	900	History

The books on open stacks are arranged in numerical order by the Dewey Classification scheme on two levels of stacks in the Library Reading Room. The 000's through 700's are on the first stack level and the 800's, 900's, B (Biography), F (Fiction) and N. C. Collection are on the second stack level. The exceptions to this are that on the lower level the Reference Collection, followed by the bound periodicals, occupy the first four ranges of stacks and the current issues of the periodicals received by the Library are shelved on the last stack.

HOW TO LOCATE THE MATERIAL YOU WANT

Card Catalog

The Card Catalog is located on your left as you enter the Library and is directly opposite the Circulation Desk. This is the key to the Library book collection. The Card Catalog tells you whether a book is in the collection and if so, where to locate it.

If you know the name of the author of the book, look in the Catalog under the author's last name or under the name of the institution, society, or agency issuing the book.

If you know the title of the book but do not know the author, look under the first word of the title not an article.

You may also locate books by looking under the specific subject desired. All cards under one subject will be arranged alphabetically by the author. Subject headings are typed in red.

It may help you in locating information in the Catalog to know the following rules that are used in filing cards in this catalog:

1. Cards are arranged word by word rather than letter by letter, i.e., New York comes before Newark.
2. All beginning articles, a, an, and the, are disregarded in filing.
3. Authors, titles and subjects are interfiled.
4. Usually, all abbreviations are filed as if written out, i.e., St. will be found under Saint.
5. All Mc's are filed as if written Mac.

The Catalog Card gives much information about the book as is seen from the illustration below:

Call No.	Author	Title	Author's Date	Edition	Place of Publication
547.1 H58p	Hine, Jack Sylvester, 1923 -				
		Physical organic chemistry. 2d ed. New York, McGraw-Hill, 1962.			Date of Publication
		552 p. illus. 24cm. (McGraw-Hill series—Series in advanced chemistry)			
		Includes bibliography.			Note
		1. Chemistry, Organic. 2. Chemistry, Physical and theoretical. I. Title.			
Added Entries	Pages	Publisher	Size		

The call number, which appears in the upper left hand corner of the catalog card, is the key to the location of the book in the Library. The first line is the classification number which places the book with other books on the same subject on the library shelves. The second line is the individual book number which helps in locating the specific book within the subject grouping. The third line that is often found as part of the call number identifies a specific edition by giving the year or indicates the author of a critical work on an author or the author of a biography. Since all parts of the call number are necessary to locate the book, be sure to copy it correctly. The call number on the catalog card will be identical with the number lettered on the spine of the book.

An R above the call number indicates that the book is in the Reference collection of the Library.

IF YOU HAVE DIFFICULTY IN LOCATING YOUR BOOK IN THE CATALOG OR IN FINDING THE BOOK ON THE SHELF ASK FOR HELP AT THE CIRCULATION DESK.

Other Indexes Helpful in Locating Material

In Periodicals

The Readers Guide to Periodical Literature indexes articles in a group of the better known general and popular magazines.

Business Periodicals Index is a subject index to periodicals in accounting, advertising, banking, finance, business and other related subjects.

Education Index is an author and subject index to periodicals in the field of education.

In Books

Essay and General Literature Index is an author, subject and title index to essays and articles in books.

Granger's Index to Poetry locates poems in collections of poetry.

There are also indexes to plays, short stories, biographies, etc.

AIDS, SUCH AS THE ABOVE, AND OTHER GENERAL REFERENCE TOOLS, WILL HELP YOU LOCATE INFORMATION YOU NEED AND DO IT MORE QUICKLY. THE LIBRARIANS WILL BE GLAD TO HELP YOU FIND THE ONES MOST APPLICABLE TO YOUR NEEDS.

HOW TO BORROW BOOKS AND MATERIALS

Books From the General Collection

All books on open stacks may be used in the Library without checking them out. DO NOT REPLACE BOOKS ON THE SHELVES. Leave them on the tables or bring them to the Circulation Desk.

Books borrowed from the Library must be checked out at the Circulation Desk. This is done by signing your name to the white book card in the back of the book. The attendant at the Circulation Desk will stamp the date that the book is due on the date due slip in the back of the book. Books that are returned to the Library are returned to the Circulation Desk. You are responsible for returning the book on time.

Books are checked out for a period of two-weeks. They may be renewed if the book is not in demand. The book must be returned to the Circulation Desk to be renewed.

A fine of three cents per day, excluding days the Library is closed, is charged for overdue two-week books. If the fine is not paid when the book is returned, an additional ten cents fee is added to the fine.

A book that is lost is subject to both fines and replacement costs. Report lost books immediately as the fine will accrue until a book is reported lost.

It is the policy of the College to withhold student grades until all obligations have been fulfilled. This includes the return of books to the Library, payment for lost books, and fines.

Reserve Books

Reserve Books are books that have been placed on restricted circulation by the faculty because they are required reading. They may be checked out for use in the Library or overnight. Use in the Library is limited to two hours at a time. Reserve books circulated overnight may be taken out one-half

hour before the Library closes. All reserve books checked out for overnight use are due at 8:30 a.m. the following morning that the Library is open.

Reserve books must be asked for at the Circulation Desk. To check out for use in the Library sign your name and the time the book is to be returned on the long blue card in the reserve book. At the end of two hours the book may be renewed for another period if it has not been asked for previously.

To secure a reserve book for overnight use, write your name on the long blue card in the book. The attendant at the Circulation Desk will enter the date the book is due on the blue card and on the date due slip in the book.

The fine for failure to return a reserve book on time is twenty-five cents for each hour, or fraction thereof, the book is not returned up to a maximum fine of \$5.00 per book.

The faculty lists of books on reserve for each course will be available at the Circulation Desk.

Reference Books

Although the entire book collection may be considered a reference source of information, certain books, because of frequency of their use and the nature of the material included, are designated as Reference Books by having an R placed above the call number of the book. These include such things as encyclopedias, dictionaries, yearbooks, bibliographies, atlases, indexes, etc. These books are arranged according to the Dewey Decimal Classification in a section at the beginning of the stack area. They do not circulate from the Library.

Periodicals

The current issues of periodicals received by the Library are arranged alphabetically by title on the last stack at the end of the stack area in the Library Reading Room. Bound volumes of periodicals are on open stacks in the

area immediately following the Reference Book section. Unbound back issues of periodicals are kept in the closed stack area back of the Circulation Desk. These may be obtained at the Circulation Desk.

Periodicals do not circulate from the Library except by special permission from one of the Librarians.

A list of the Library's periodical holdings is kept at the Circulation Desk.

Newspapers:

Besides local and state papers the Library receives a number of out-of-state papers such as the New York Times, the Washington Post, Christian Science Monitor, Wall Street Journal, etc. The daily issues are filed on the newspaper rack in the Library Reading Room. Back issues are kept for varying periods of time and are available from the Circulation Desk.

Information File

The Information File contains pamphlets and ephemeral material arranged alphabetically by subject. Subject cards for this material are entered in the Card Catalog. Material from this file does not circulate except by special permission. When material from this file is used it should be returned to the Circulation Desk. Do Not Refile.

College Catalogs

A limited collection of college catalogs is located at the end of one of the Reference sections of the stack area. The catalogs are arranged alphabetically by the name of the institution. These are to be used in the Library. Return to the Circulation Desk when you have finished using them. Do Not Reshelve.

Photoduplication Service

For a small fee magazine articles or parts of books can be duplicated in the college office. Ask about this service at the Circulation Desk.