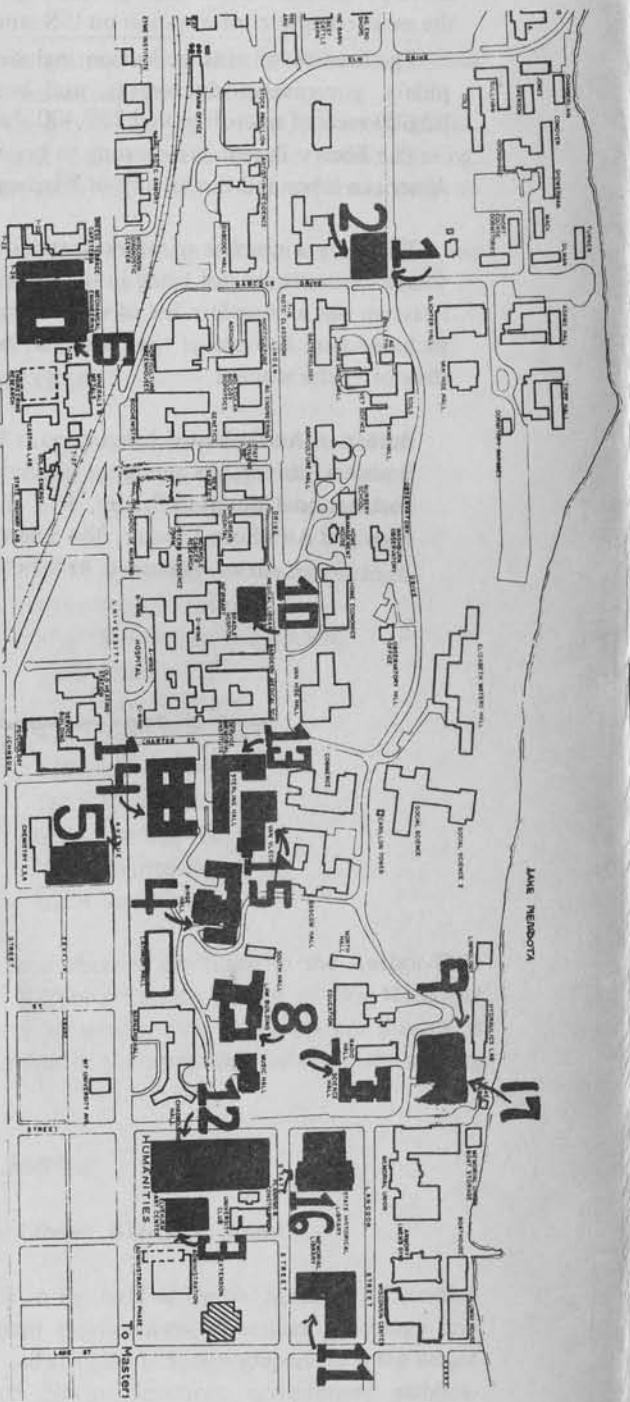


your library guide

Memorial Library
The University of Wisconsin—Madison



University Libraries

1. Agriculture and Life Sciences, 550 Babcock Dr.
2. Agricultural Undergrad, 550 Babcock Dr.
3. (Kohler) Art Library, Elvehjem Art Center
4. Biology, 358 Birge Hall
5. Chemistry, 2361 Chemistry Building
6. Engineering, 375 Mechanical Engineering Building
7. Geology, 250 Science Hall
8. Law Library, Law Building
9. Library School, Helen White Hall
10. Medical Library, 1305 Linden Dr.
11. Memorial Library
12. Music Library, 1621 Humanities Building
13. Observatory Library, 6521 Sterling Hall
14. Pharmacy, 359 Pharmacy-Physios
15. Physics and Mathematics, B224 Van Vleet Hall
16. State Historical Society Library, 816 State St.
17. Undergraduate Library, Helen White Hall

YOUR
Library
guide

Memorial Library
The University of Wisconsin - Madison

A NOTE TO OUR PATRONS

Due to current remodeling plans, this is only a temporary guide to the many services offered by the Memorial Library. Once remodeling has been completed, a new guide will be published. In the meantime, the staff at Memorial Library appreciates your patience during this period of flux, and welcomes any suggestions you may have as to how we may improve our service.

Madison, Wisconsin
September, 1973

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SEEING THE MEMORIAL LIBRARY AS A WHOLE

The charts on the pages that follow will help you understand the library.

If you want only a place to study, go to the reading rooms 128 and 143. Additional study space is available in the rooms of the Langdon Street wing—120, 220, 320, and 420, and in the College/Undergraduate Library, Helen White Hall.

If you want to locate a reserved book, consult the special catalog in the main corridor of the basement. Or, if the book you want is not on reserve, consult the card catalog on the second floor and get the book from the stacks.

If you wish help in finding materials for a term paper or a book review, there is a reference librarian on each floor of the library.

LIBRARY HOURS

The Memorial Library

Autumn and Spring Semesters

Circulation, Periodicals, Public Catalog

Monday-Thursday	8 a.m. to midnight
Fridays	8 a.m. to 10 p.m.
Saturdays	8 a.m. to 6 p.m.
Sundays	2 p.m. to 10 p.m.

Reserves

Monday-Friday	8 a.m. to 10 p.m.
Saturdays	8 a.m. to 6 p.m.
Sunday	2 p.m. to 10 p.m.

Graduate Reading Room 420

Monday-Friday	8 a.m. to midnight
Saturdays	8 a.m. to midnight
Sundays	12 noon to midnight

Study Rooms 128, 143

Monday-Friday	8 a.m. to midnight
Saturdays	8 a.m. to midnight
Sundays	12 noon to midnight

Summer Sessions

Consult directory at main entrance doors.

Holidays and Other Special Days

As announced.

Other Libraries on the Campus

For information consult the individual libraries, or ask at the Information Desk in the Memorial Library or any Public Service Desk.

HOW TO FIND A BOOK THROUGH THE CARD CATALOGS

How to Use the Card Catalogs

Location. The card catalogs are located on the second floor in the north-south wing of the building, in Room 228.

Two catalogs. The main catalog, called the Author and Title Catalog, is made up of author cards, and cards for titles of books, editors, and translators. The Author and Title Catalog records all books in the Memorial Library, most of those in the branch libraries (Page 16) and includes temporary author cards for books not yet cataloged. Temporary cards for books in non-Roman, non-Cyrillic alphabets and in characters (Chinese, Japanese, etc.) are in a separate supplement to the Author and Title Catalog. Subject cards are not included in this catalog.

Author and title cards in the public catalog may indicate that certain volumes are in the Center for Research Libraries in Chicago. These may be borrowed by making application at the General Reference Desk in Room 120.

The Subject Catalog represents books located in the Memorial Library and recent additions to the branch libraries.

Information found on the catalog cards. Catalog cards contain information describing a book, in the following order: call number, author (frequently followed by some identifying information, such as dates of birth and death), title; place of publication, publisher and date of publication; pages, description of illustrations, height of book measured in centimeters; series note, sometimes other notes.

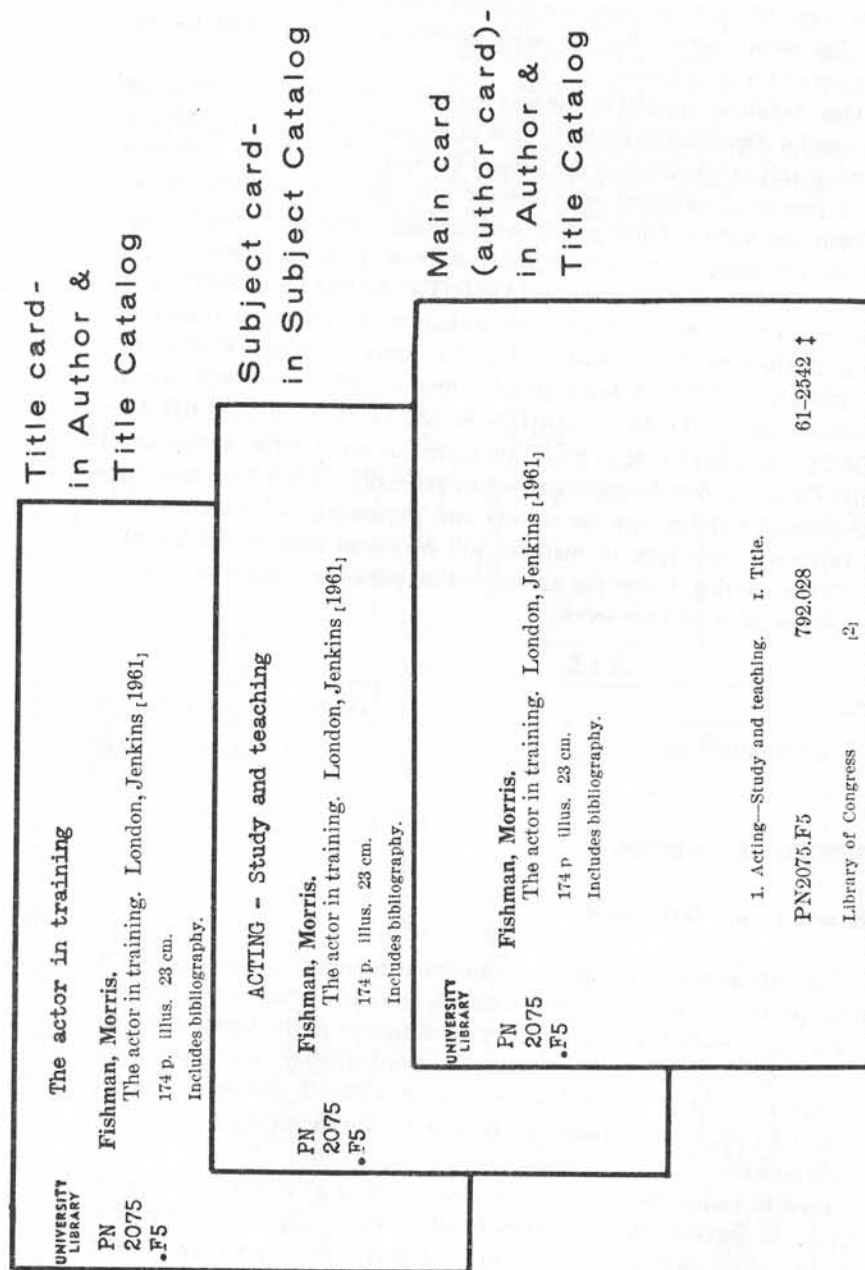
The author card is the main card. (Authors are not always persons but may be societies, institutions, or government bodies). All other cards are duplicates of it, with subject, editor, title, or other heading typed above the author's name.

If the book is shelved outside the Memorial Library, such as in the Agricultural Library, Biology Library, etc., the location of such books is indicated above the call number. The same is true of books in the special collections within the Memorial Library; for example, Rare Books, Periodical Room, Reference, etc. To obtain these books, go directly to the branch library or special department indicated.

When to Use Each Type of Catalog

If the author's name is known, look in Author and Title Catalog, or its supplement, under his name.

If author's surname only, and the exact title, are known, look in Author and Title Catalog under title. Since title cards are not always made, if the surname is not a common one, you may prefer to look through the cards under that surname first.



Examples of cards found in the catalogs.

If the subject of a book is known, but the author's name is known only vaguely, and the exact title is not known, look in the Subject Catalog under subject for the most specific words that describe the content of the whole book.

One should be mindful of the fact that the title of the book does not necessarily describe the subject. Title cards are in the Author and Title Catalog; subject cards are in the Subject Catalog.

If you want material on a subject but not one particular book, consult the Subject Catalog. The subject used is the most specific one which will apply to the whole book. A book about cats will have a subject card for CATS, not for DOMESTIC ANIMALS or PETS. For less than a whole book, perhaps only a chapter on cats, material may be located through the catalog under the larger heading DOMESTIC ANIMALS or PETS. A book about James Russell Lowell will have a subject card for LOWELL, JAMES RUSSELL, not for AMERICAN POETS (cards for Lowell's books are under his name in the Author and Title Catalog). Autobiographical works generally do not have cards in the Subject Catalog, nor do reports and proceedings of societies and institutions — this type of material will be found only in the Author and Title Catalog, under the author (either personal or corporate) who is also the subject of the work.

HOW TO GET A BOOK

How to Charge Out a Book

The call number. Having found an entry in one of the catalogs (for a description of these, see the preceding section), write down the call number (the combination of letters and figures in the upper lefthand corner of the catalog card) including the word "Cutter" if it appears. Be careful to note if the card refers you to a branch library or special collection. This call number is the key to the location of the book; copy it exactly.

How to locate the book. If the book is listed in a branch library or special collection, directions may be obtained at the information desk in the public catalog room. University Library books are found in the stacks which are entered through the Circulation Department, Room 236. The stacks are open to all except those of high school age or under.

There are ten stack levels. The upper three levels contain bound sets of periodicals, arranged alphabetically by main entry (usually the title).

Books are given classification numbers in order that those on the same subject may be shelved together. The library now employs the same classification as is used by the Library of Congress, and most books are now in that classification. For many years, however, the Cutter classification was used, and thousands of volumes are still shelved according to this system. All Cutter books are located in the basement. Besides being listed in the author-title and subject catalogs, these books are listed in a shelf list in the Public Catalog Room. Here cards for all

MEMORIAL LIBRARY UNIVERSITY OF WISCONSIN		CALL NUMBER	DUE
		PN 2075 .F5	
		COPY	DRAWN
		VOLUME	OUT
		AUTHOR	OUT MAY BE RECALLED ROOM 43
		TITLE	CALLLED FOR PATRON
			CALLLED FOR RESERVE
			BEING SEARCHED
			BINDERY
			LOST
			NOT LOCATED
NOTICE	FINE	ZIP CODE	53706
<input type="checkbox"/> FACULTY <input checked="" type="checkbox"/> GRADUATE <input type="checkbox"/> UNDERGRADUATE <input type="checkbox"/> \$5 DEPOSIT <input type="checkbox"/> OTHER		MADISON WISCONSIN	
STUDENT NUMBER		363192	
SIGNATURE		Sert P. Fox	
ADDRESS		Sellery Hall	

MEMORIAL LIBRARY UNIVERSITY OF WISCONSIN		CALL NUMBER	DUE
		+AP +SCI 3B AM 3	
		COPY	DRAWN
		VOLUME	OUT
		AUTHOR	OUT MAY BE RECALLED ROOM 45
		TITLE	CALLLED FOR PATRON
			CALLLED FOR RESERVE
			BEING SEARCHED
			BINDERY
			LOST
			NOT LOCATED
NOTICE	FINE	ZIP CODE	53711
<input type="checkbox"/> FACULTY <input checked="" type="checkbox"/> GRADUATE <input type="checkbox"/> UNDERGRADUATE <input type="checkbox"/> \$5 DEPOSIT <input type="checkbox"/> OTHER		MADISON WISCONSIN	
STUDENT NUMBER		364960	
SIGNATURE		Ann Marie Foster	
ADDRESS		811 Murray Ave.	

Cutter books are arranged not alphabetically, but in classified order, as the books are arranged on the shelves.

There are guides on each stack level showing the level on which each class of books is located.

Books not located. Some books may be already charged out. Others, for various reasons, cannot be accounted for immediately. In either event, as soon as the book is available, you can be notified. For this type of service, ask at the Circulation Desk.

To charge a book out. Fill out the charge cards found in the stacks or at the exit. Use pencil or ball point to insure an impression on the carbon copy. Copy the call number exactly as it is marked on the book. Copy number and volume number will be filled in by the library assistant. Fill in the author and title, sign your name and address, include your student number, and check proper classification. (See examples) One card must be filled out for each book to be charged. The book, completed charge card, and library identification are presented at the stack exit for charging out.

Return of books. Books should be returned by placing them in the slots provided in the center of the Circulation counter, or at the State Street entrance.

Circulation Department Rules. All regulations in this department have been devised with only two thoughts in mind: to make each book available to as many people as possible and to give each person a fair chance to obtain the book. For these reasons, restrictions must be placed on the length of the loans and heavy fines assessed for failure to comply with the rules. A set of the rules may be obtained from Window 7 of the Circulation Desk.

RESERVED BOOK ROOM

The Reserved Book Room is located in Room 1191, on the first floor of the College Library in Helen C. White Hall.

Reserved books are NOT listed in the public catalog. They are listed ONLY in the reserved books catalogs.

The reserved books catalogs. There are two catalogs indicating all books on reserve. One is located in the Public Catalog Room, 228 Memorial Library; a second catalog can be found in the Reserved Book Room itself, in College Library.

Reserved books are listed in the catalog by author only. Across the upper left of each catalog card is a call number, a combination of letters and numbers by which you can find the book you are seeking.

How to obtain a reserved book. Reserved books are shelved by call number in the reserved book rooms. After noting the call number, enter the stack area and search in the proper section of the shelves for the book you want. When you have found the book, present it and your University Photo-ID (the latter validated for the current semester) at the desk where books are charged. If you have not yet obtained your Photo-ID, or if it has not been validated for the current semester, you will be required to fill out a card-set for each book. Use a pencil or ball point, and include the call number, author, title, your signature, address, and student number. Present the card-set, the book, and your student fee card at the charge desk.

Personally owned books, briefcases, notebooks, and large purses may NOT be taken into the reserved book room stack areas. These may be checked at the counter when you enter.

Two kinds of reserved books. Many reserved books may be kept for only three hours. These are normally read in the library, but they may be charged out for overnight use during the last three hours that the room is open. They must be returned by opening time of the next day that the reserved book room is open.

Other reserved books may be taken out for three days. Regardless of the hour drawn, these are due by 10 p.m. of the third day. Be sure to observe the loan period of the book which is taken.

All late reserved books result in a fine of 1.00 for the first hour and 25 cents for each additional hour that the Reserve Room is open.

Return of books. Reserved books may be returned either through the outside book drop at College Library or at the book return located at the control desk counter in Room 1191. Reserved books should not be returned elsewhere other than at these two locations.

HOW TO FIND MATERIAL FOR TERM PAPERS

Within the Library, various departments and services have been established to aid students seeking information.

The Information Desk in the Public Catalog Room (Room 228)

This desk is located in the Public Catalog Room on the second floor. The librarians at this desk have at their fingertips a variety of information. They know how best to use the card catalog, where additional information can be obtained, where to find specialized reference materials; and they can answer basic questions about library service hours and facilities.

The General Reference Department (East End of Room 120)

When seeking information, most students would normally begin with the General Reference Department. This collection of encyclopedias, bibliographies, indices, statistical compendia, etc., provides information of a general nature and also spans a range of disciplines, including the humanities and the social sciences. The reference desk is located at the east end of Room 120, where a staff of specially trained librarians is ready to aid students and faculty.

Typical of the books of value for general reference work are titles such as: *The Reader's Guide to Periodical Literature*; *Encyclopaedia Britannica*; *World Almanac*; various editions of *Who's Who*; atlases; *Book Review Digest*; and unabridged dictionaries.

There is a collection of catalogs of graduate schools and foreign universities in the General Reference Department. Other important features are a collection of foreign and domestic telephone directories and the Wisconsin Index, a card file which indexes several serial publications housed in the University Archives. Of particular interest is a listing of University of Wisconsin dissertations and theses, cataloged by department, and dating as far back as 1970.

General Reference includes three collections that were previously separate divisions: The Humanities, Social Studies and Education, and Documents Reference Departments. All the books contained in these collections have now been shelved together, according to Library of Congress classification, with the original General Reference Collection. The entire collection is found on open shelving and on tables in Room 120, and extends into the book stacks, covering the first range of shelving. An author-title and subject catalog for the collection is located near the main desk.

Included in the collection are reference books devoted to the humanities, especially such subjects as languages, speech, philology, and literature. It is the repository for foreign language encyclopedias and dictionaries.

General Reference is also a good starting place for a thorough bibliographic search or detailed reference question concerning any of the social sciences. The collection contains books and periodicals on methodology, bibliography, and other reference aspects of anthropology, economics, education, history, philosophy, political science, psychology, religion, social work, and sociology.

In both Room 120 and through out the book stacks is a collection of foreign government documents, as well as publications of the League

of Nations and the United Nations.

Because of the voluminous nature of official publications, any one document within the whole is difficult to find. Various indices and catalogs are available which the documents librarian will teach the student to use.

The primary collection of American official publications, federal and state, is to be found in the Library of the State Historical Society. Many of the branch libraries also have collections of U.S. documents in their subject fields. Since the Memorial Library's catalog is not complete for these collections, the student is advised to go directly to the Society or branch library.

Documents Reference is located on the fourth floor in the Langdon Street wing of the building.

Bibliography Room (Room 338)

National and regional bibliographies – whose aim is to list the publishing output of a country, region or language – and trade bibliographies – which indicate availability and current price – are located in Room 338. Also in this room are the catalogs of major libraries such as the Library of Congress, and anonymous and pseudonymous dictionaries, which reveal the real authorship of books published anonymously or under a pen name.

The Bibliography Room does not contain subject bibliographies. These are to be found in the various reference departments.

The collection in this room is useful in certifying citations, locating copies, and checking current availability.

The Current Periodical and Newspaper Room (Room 243)

In this room can be found hundreds of current periodicals as well as a selection of important American and foreign newspapers.

In addition to current periodicals (by current is meant unbound), there is a collection of bound sets of certain periodicals in the southeast corner of the room. These sets comprise only a small portion of the total number of bound periodicals in the library. Those in the Periodical Room are usually general in subject matter, such as *Time* or *Harper's*. Those which are devoted to special subjects, with the exception of a few which are heavily used, are shelved in the main book stack. To obtain volumes from sets in the stacks, read the instructions in this Guide on how to obtain a book.

If a student wishes to know whether a current periodical is in the Periodical Room, there is available a visible index file for consultation. This file is not a complete guide to the library's collections of

periodicals. If a periodical title is not found in the index file, consult the Author and Title Catalog in Room 228, where all periodicals are filed in their alphabetical order, (look for the title of the periodical, not the author of the article)

The current periodicals in the Periodical Room are arranged alphabetically.

To aid the student in the use of periodicals, a number of reference tools have been made available. For example, there are **Ulrich's Periodicals Directory**, in which can be found listed thousands of periodicals arranged by subjects; **The Reader's Guide to Periodical Literature**, an author and subject index to a number of popular periodicals; and **Ayer's Directory of Newspapers and Periodicals**, especially useful for its list of newspapers arranged by place of publication.

Some of these same guides to the use of periodicals, as well as others, are to be found in the General Reference Department on the first floor, and in the other reference departments.

All of the material in the Periodical Room must be used in the room, but removal for xeroxing is permitted.

SPECIAL COLLECTIONS AND SERVICES

Graduate Reading Collection

The Graduate Reading Collection in Room 420 contains secondary historical and critical works of quality and reputation in all fields. Arrangement is according to the Library of Congress classification, and the books do NOT circulate but are available whenever the Library is open. The Graduate Reading Collection also contains duplicate sets of much-used scholarly periodicals.

Rare Books

The Rare Books Department in Room 443 contains rare books and special collections, bibliographical reference works relating to the description and evaluation of old and rare books, and book auction records and catalogs of private libraries.

Because of their scarcity or monetary value, some books must be given special protection. Such books are locked in the vaults in Room 443. Often other editions of these books can be found in the stacks, and undergraduates normally are expected to use these editions. Whenever the volumes in the RBD are needed, permission to use the rare books in the RBD reading room will be given by the Curator or his assistant.

All the titles in the RBD catalog are represented also in the public catalog, although only the former provides call numbers.

The exhibits in Room 443 are a special feature to which attention should be called.

Microforms

Most microfilms, microcards, and microfiche in the Memorial Library are housed in the Microform Center, Room 433, entered from the main fourth floor corridor. In this department are to be found a great variety of microforms (for example, the Short-Title Catalogue film of early English books and the Human Relations Area Files), a coin-operated microfilm-microfiche reader-printer, a microcard printer, and a number of reading machines.

An additional microprint reader is on Stack Level 7, adjacent to the Documents Reference Collection.

Special Area Bibliographers

In addition to the subject specialists in Humanities, Social Studies, and Documents, there are bibliographers in certain area studies. South and Southeast Asian Studies, East Asian Studies, History of Science, African Studies, Slavic Studies, Hispanic Studies, and Western European Languages and Literatures now have librarians with special competence in book selection and reference in these fields.

Greek and Latin Reading Room

This reading room contains a selection of Greek and Latin texts chosen by the Classics and History departments. There are no secondary materials in the collection. The stack room and two adjacent seminar rooms are for consultation of Greek and Latin materials only. An author card catalog is available in Room 136, opening from the west end of the first stack level.

Interlibrary Loan Service

The Interlibrary Loan Department will borrow for faculty members, visiting scholars, and graduate students, materials that are needed for research and are not available in Memorial Library or other Madison libraries. Materials are not borrowed for class or instructional use.

Books, periodicals, and theses may be borrowed from other libraries for short loan periods. Books in print should be ordered through the Acquisitions Department.

The Interlibrary Loan Department will borrow materials from the Center for Research Libraries for any student, graduate or undergraduate.

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The College Library in the Helen C. White Hall, 600 North Park Street, is designed to bring together for easy student access many resources generally needed by undergraduate students: a basic book collection for general circulation; Reserved books; a general Reference section staffed by public service librarians whose particular interest is undergraduate information service; a magazine section of 250 titles; some current newspapers.

Additional books and materials are in some special collections: Recreational Reading with current popular titles, biographies, paperback selections of science fiction, mysteries, film, camping and other special subject areas; the L&S Record collection primarily of spoken literature; the Gaus Collection in Literary Studies and Poetry; a micro-film collection of the *New York Times*; and a new Tape Center which provides music and literature tapes on remote access to some 300 carrels and chairs throughout the library.

Information Desk—First Floor Lobby
Reserves—First Floor, Room 1191
Main Card Catalog—Second Floor
Reference Desk—Second Floor
Main Charging Desk—Third Floor

Equally important for undergraduate students is the attractive and useful study space provided. In a choice location overlooking the lake and Bascom Woods, three levels in Helen C. White Hall provide 2,200 study spaces in a variety of seating for different student tastes and study habits—a variety of seating for different student tastes and study habits—carrels, tables, lounge chairs, carpeted areas.

HOURS OF OPENING: College Library at present has the longest hours of opening of any campus library (except Law).

Monday–Friday 8 a.m. to midnight
Saturday 8 a.m. to midnight
Sunday 12 noon to midnight

College Reserve and special holiday hours will be separately posted.

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OTHER IMPORTANT INFORMATION

Book Lockers and Carrels

Book lockers and closed carrels located in the stack area may be obtained by application at the main office, Room 348. Lockers are available to anyone. Closed carrels are restricted to graduate students who have completed one year of graduate work. Two persons are assigned to each carrel. An assignment is limited to 18 months without renewal.

Photocopying Service

Eight Xerox machines are located in the Self-Service Copying Center, Room 436. Patrons may bring material for reproduction at five cents per exposure.

An entrance from the stacks is also provided, and stack materials, either periodicals or books, may be brought into the room for reproduction.

Additional coin-operated copying machines are located in the first floor and second floor corridors, the General Reference Room (120), the Periodical Room (243), and stack level 9.

Smoking Areas

For your convenience a smoking room has been provided. It is located at the basement level. Smoking also is permitted in the corridors only.

Typewriters and Typing Rooms

Typing rooms with rental typewriters are located on stack level four and room 420B.

Students may bring their own typewriters for use in these rooms or in the typing areas opening off the book stacks. Others may wish to rent typewriters provided for this purpose.

Washrooms, Elevators, and Public Telephones

Washrooms are available on each floor of the Memorial Library. These are located off the main corridors.

Two public elevators, entered from the main corridors, have been provided. In the book stacks, the elevator to the east is open to public use; the one to the west is exclusively for use of the library staff.

Public telephones are located on the first floor and in the smoking lounge.

Dissertations and Theses

Dissertations and theses submitted to the library for binding should be taken to Room 4, off the main basement corridor.

Doctoral and masters' theses are shelved in the basement stacks. They have author, title, and subject cards in the public catalog. However, some of these between 1959 and 1964 may have only an author card.

For an additional subject approach to doctoral theses since 1960, see Dissertation Abstracts International and the departmental lists of U.W. theses in General Reference.

OTHER UNIVERSITY LIBRARIES

Agriculture & Life Science	550 Babcock Drive
Agriculture Undergrad.	550 Babcock Drive
Art Library	Elvehjem Center
Biology	358 Birge Hall
Chemistry	2361 New Chemistry
Engineering	375 Mechanical Engineering
Geology	250 Science Hall
Law Library	Law Building
Library School	4217 Helen White Hall
Medical Library	1305 Linden Drive
Music Library	1621 Humanities
Observatory Library	6521 Sterling Hall
Pharmacy	359 Pharmacy
Physics & Mathematics	B224 Van Vleck

Most of the books in these libraries are listed in the Author-Title Catalog in Room 228, the Public Catalog Room of the Memorial Library. The campus library in which their materials are located is indicated above the call number in the upper left corner of the catalog card.

OTHER LIBRARIES ON CAMPUS

The State Historical Society Library, 816 State Street

The Society collects only in the field of United States and Canadian history, including government publications; American genealogy and local history; all Wisconsin and selected U.S. newspapers. It is the major repository on campus for North American government publications – federal, state, and local. Since these, together with many other materials in the collection, are not listed in the catalogs of Memorial

Library, users should always go directly to the Historical Society for the most complete information on U.S. and Canadian history.

The wealth of this collection includes over 600,000 books, pamphlets, government documents, and bound volumes of newspapers; 82,600 reels of microfilm and 239,400 sheets of microtexts.

The library is especially strong in books dealing with the history of American labor and the history of Wisconsin.

There are a number of other libraries and reading rooms on campus whose contents are not listed in the main card catalog. The information librarian has a complete list of these libraries. The five listed below are included here because of their size and because of the variety of media they offer the student.

Bureau of Audio-Visual Instruction. 1327 University Avenue
Business Library. 6 Commerce Building.
Instructional Materials Center. 301 Teacher Ed. Bldg.
Map and Air Photo Library. 384 Science Hall.
Social Sciences Graduate Reference, 8432 Social Science

