

How to find a BOOK

1. College Library books are listed in the Card Catalog on the 2nd floor by author, title, and subject.

Reserve books are listed only in the Reserve Room catalog in Room 1191. They are listed primarily by author.

2. Call numbers in the upper left-hand corner of the card tell where the books are on the shelf. Look above and below the call number on the card for these key words:

REFERENCE: In the Reference Area (2nd floor, center section)

WOMEN'S AREA: In the Women's Reading Area (3rd floor, center section)

ETHNIC: In the Ethnic Area (Room 3250, east end of the 3rd floor)

GAUS: In the Gaus Area (3rd floor, center section)

REC READING: In the Recreational Reading Area (3rd floor, center section)

(cont'd)

No key word? Look at the first
letter of the call number:

A - AN
APA - AZ
B - BX Room 2191
C - CT 2nd floor, west end
D - DX
E
F

G - GZ
H - HX
J - JX
K - KFX
L - LT Room 3191
M - MT 3rd floor, west end
N - NX
P - PZ
Q - QR
R - RZ
S - SK
T - TY
U - UH
V - VM
Z

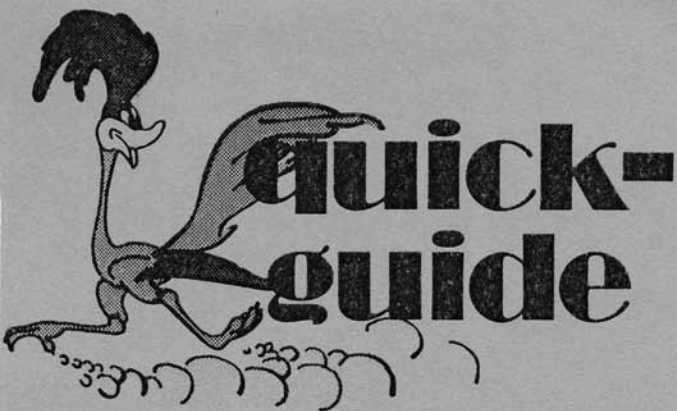


How to find a MAGAZINE

1. Magazines owned by the College Library are listed by title in the College Library magazine holdings list on top of the Public Catalog, 2nd floor.
2. Magazine articles on reserve are listed in the Reserve Room catalog (Room 1191) usually under the author of the article.
3. College Library magazines are shelved in two rooms on the 2nd floor.
 - Room 2191 has bound volumes which do not circulate and loose issues which circulate for 3 days.
 - Room 2250 has the single most recent issue of each magazine. They do not circulate.
4. Some College Library magazines are shelved in special collections.
 - a. "Reference" -- in the Reference Area (2nd floor, center section)

(cont'd)

- b. "Recreational Reading" --
in the Recreational Reading
Area (3rd floor, center sec-
tion)
- c. "Women's Collection" -- in
the Women's Reading Area
(3rd floor, center section)
- d. "Ethnic Collection" -- in
Room 3250 (east end of 3rd
floor)



How to find a TAPE

1. Go to the Tape Center Card Catalog on the 2nd floor, center area.
2. Pick out a selection. Find the tape (record) number in the upper left hand corner of the catalog card.

If you can't find what you're looking for in the Tape Center Card Catalog, check the Main Card Catalog.

3. Go to a study carrel equipped with headphones. Call the Tape Center and give your tape number to the person who answers.

-OR-

Check out headphones from the Tape Center, take them to a lounge chair and plug them in. Call the Tape Center and give your tape number to the person who answers.

-OR-

For CHEMISTRY study tapes, SHAKESPEARE, LITERATURE, and tapes assigned for a class. . go directly to the Tape Center,

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check out the tapes, and play them manually on the cassette players in Room 2191.

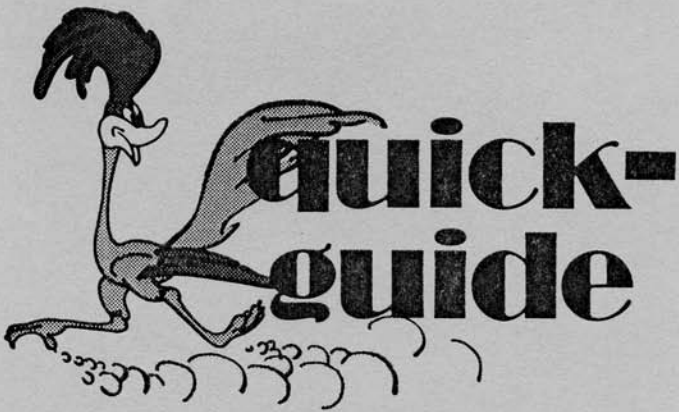
The Tape Center is located on the 2nd floor in the west study hall. Go into Room 2191, turn left, and go all the way to the back wall. Find the door with the TAPE CENTER sign.

Listening carrels and lounge chairs are located on all floors of the library, along the outer walls by the windows.

HOURS:

Sun - Thurs 1:00 PM - 5:00 PM
6:30 PM - 9:30 PM

Fri - Sat 1:00 PM - 5:00 PM



How to find a SLIDE

1. Go to the third floor. Locate the Slide Card Catalog which is next to the Third Floor Desk toward the west end of the building.
2. Choose the slide(s) or slide set(s) you would like to see from the Catalog.
3. Fill out a gold Slide Collection charge card from the box on top of the Slide Catalog.
4. Take the charge card to the person at the Third Floor Desk who will get the slides for you.
5. If you can't find what you need, ask the librarian at the Reference Desk on 2nd floor.

HOURS:

Sun - Thurs noon - 9:00 PM

Fri - Sat noon - 5:00 PM

*Hours vary during summer, holidays, and intersession periods.