The goal of this programmed textbook is to increase efficiency in the use of the University of Colorado libraries through the aid of programmed learning techniques as a means of teaching basic library procedures. The chapters are divided into separate frames, each containing information on some aspect of library usage. These include: the public catalog; subject headings; the catalog card; book locating; periodical literature, reference books, and government documents. (AB)
UNIVERSITY OF COLORADO LIBRARIES

A PROGRAMMED TEXTBOOK

REVISED EDITION

BY

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Boulder, Colorado
University of Colorado Libraries
1970
The goal of this programmed textbook is to increase efficiency in the use of the University of Colorado Libraries through the aid of programmed learning techniques. One hour spent learning basic library procedures now may save many hours of wasted labor later when research papers are due.

The chapters in this book are divided into separate frames, each containing information on some aspect of library usage. These frames are followed by a reinforcement in which at least one active response is required from the reader. The correct answer is given in the right hand margin of the page. The extension of the back cover of this book is to be used as a shield covering the correct answers.

INSTRUCTIONS

1. Before beginning work on each page be sure that the shield covers the answers in the right hand margin unless otherwise instructed.
2. Read carefully the information contained in each frame.
3. Write your responses in the blanks provided.
4. Check your answers by lifting the shield to show the correct answer.
5. If your answer is incorrect, re-read the frame and correct your answer.
I. THE PUBLIC CATALOG

1. The Public Catalog Room, located on the north end of the main floor, houses the card catalog which serves as the index to the library's book collection. This card catalog contains card entries for over 1,400,000 books and microforms, but does not index periodicals, government publications or phonodiscs and other audio-visuals.

The card catalog is the _________ to the contents of the library.

2. The card catalog is arranged alphabetically in two sections: 1. author-title, and 2. subject. These catalogs indicate holdings in Norlin Library and in the branch libraries elsewhere on campus. Each branch library, whether in Norlin or elsewhere on campus, also has a card catalog, or index, to its own collection.

This divided catalog (author-title and subject) facilitates research in the library and is located in the _______________ Room.

3. There are three basic approaches to locating materials listed in the card catalog: by author, by title, or by subject. Panel 1, page 2, shows examples of three types of cards that may appear in the catalog for an item in the library's collection. Though the catalog is divided into two physical sections, author-title and subject, there are still three approaches to finding materials: ________, ________, ________.

4. Of the three approaches to locating material in the public catalog, the most convenient way to find a specific book is to look up the author's name if it is known. This approach is possibly the best since the author card gives the most complete information about the book through notes printed on the card. All editions of a book in the library are listed under the author's name, but the editions may not be listed under title or subject. Author cards are frequently the only cards which give location notes.

A very effective way of locating a specific book in the card catalog is the _________ approach.
<table>
<thead>
<tr>
<th>Title card</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Haldane, John Scott, 1860-1936.</td>
</tr>
<tr>
<td>67 The sciences and philosophy.</td>
</tr>
<tr>
<td>H35 N.Y., Doubleday, Doran, 1929.</td>
</tr>
<tr>
<td>1929a</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject card</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Haldane, John Scott, 1860-1936.</td>
</tr>
<tr>
<td>H35</td>
</tr>
<tr>
<td>1929a</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Author card</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Haldane, John Scott, 1860-1936.</td>
</tr>
<tr>
<td>H35</td>
</tr>
<tr>
<td>1929a</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Main entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garden City, N.Y., Doubleday, Doran, 1929.</td>
</tr>
<tr>
<td>x, 150 p., 23 cm. (Gifford lectures, University of Glasgow, 1927-10)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cross Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twain, Mark, pseud.</td>
</tr>
<tr>
<td>see</td>
</tr>
<tr>
<td>Clemens, Samuel Langhorne, 1835-1910.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mineral Research and Exploration Institute of Turkey</th>
</tr>
</thead>
<tbody>
<tr>
<td>see</td>
</tr>
</tbody>
</table>
5. Author cards not only indicate all editions of books in the library, but also are frequently the only cards which indicate the location of additional copies in branch libraries or books shelved in reference collections. Author cards are important because they indicate all of books in the library and indicate the locations of additional copies.

6. An author may write under more than one name. Cross reference cards will lead to the variant names or pseudonyms used by an author, thus linking together the works written by that author. The examples on the lower half of Panel 1, page 2, illustrate cross references.

The type of directive found throughout the card catalog to refer from one form of an entry not used to the form that is used is called a cross reference.
I. THE PUBLIC CATALOG cont.

7.

The author of a book is not necessarily a person. The author is whoever is responsible for the intellectual content of the book and may be a group or a corporate body such as a government, a society, or an institution. The personal or corporate author is sometimes referred to as the main entry, that is, the most complete record of the book in the card catalog. Corporate main entries may include committees, departments, bureaus or other subdivisions of the organization.

A personal author entry or a corporate entry may be called a ____________. In the samples below underline the main entry on each card. Check answers on the reverse of this page.

<table>
<thead>
<tr>
<th>Call No.</th>
<th>Date</th>
<th>Title</th>
<th>Author/Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>26:93</td>
<td>1947</td>
<td>American Library Association, Junior Members Round Table.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ref Dept</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ref Dept</td>
<td></td>
</tr>
<tr>
<td>BF311</td>
<td>1943</td>
<td>Colorado, University, Psychology Dept.</td>
<td>Contemporary approaches to cognition; a symposium held at the University of Colorado,</td>
</tr>
<tr>
<td>C57</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QA273</td>
<td>D4</td>
<td>General Electric Company, Defense Systems Dept.</td>
<td>Tables of the individual and cumulative terms of Poisson distribution. Princeton,</td>
</tr>
<tr>
<td>G4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>016.331</td>
<td>1943</td>
<td>Princeton University, Industrial Relations Section.</td>
<td>The office library of an industrial relations executive, 1943, prepared by,</td>
</tr>
<tr>
<td>P9350</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---
American Library Association. Junior Members Round Table.

Bureau of National Affairs, Washington, D.C.


Princeton University. Industrial Relations Section.

Waverley, Keith, 1916-
If the author's name, or its spelling is not known, it is relatively easy to use the title approach in finding a book. Generally, title cards are made for books of fiction and nonfiction for which the title is distinctive, for example *Kon Tiki* and *The Psychology of Adjustment*.

The title approach also aids in locating books for which authorship is not ascertainable. In this case, the title card is regarded as the main entry.

*The World Almanac* and *The Three Little Pigs* illustrate the kinds of materials that must be approached in the card catalog by [title].

If a book cannot be found by title or author, the subject approach should be used. The subject approach makes it possible to find, filed together, cards for books on a particular topic.

It is possible to ascertain whether or not the library has material on a topic for research by using the [subject] approach.
SUBJECT HEADINGS

1. It is often impossible to guess exactly what word or phrase to look under in the subject catalog because a subject heading could be phrased in several different ways. The Library of Congress Subject Headings is the authority for the subject headings used in the University of Colorado Libraries. Copies of this book are located in the Public Catalog Room and in the branch libraries. In order to establish uniformity in wording of subject headings in the card catalog, the University of Colorado Libraries use the standardized list of subject headings published by the Library of Congress.

2. This list is especially useful because it will lead from a form of subject heading which is not used to the one that is used. Panel 2, page 7, is a sample page from the Library of Congress Subject Headings. Look at the subject heading "Technological unemployment," on Panel 2, page 7. Since this phrase is not used in the subject catalog, it is printed in regular type with directions to see __________ instead.

3. On this same panel, look up "Technology." Since this subject heading is actually used in the card catalog, it is printed in: (Check the correct answer).
   1. regular type
   2. boldface type
   3. italics

4. The Library of Congress Subject Headings also cites subdivisions used under broad subject headings to lead to more specific aspects of the subject. These subdivisions are separated from the main subject headings by a dash (-). For instance, on Panel 2, page 7, the first subdivision under "Technology" is __________.
Technical libraries. (Z675.73)
- Engineering libraries: Industrial art libraries.
- Engineering libraries: Industrial art libraries.
- Technical libraries.
- Engineering libraries; Industrial art libraries.
- Technical societies. (T7-1)
- Learned institutions and societies; Technology—Societies (for publications of societies containing contributions to the knowledge of technical subjects)
- Technical societies.
- Technical terms. See Technology—Dictionaries; Technology Terminology; also subdivisions Dictionaries and Terminology under names of sciences, industries, trades, etc.
- Technical writing. See Technology—Language.

Technicon. (MT255)
- Plane—Instruction and study.

Technocracy. (B.97)
- Captialism; Industry—Organization, control, etc.; Machinery in Industry; Overproduction; Socialism; Technology.
- Technical museums. See Industrial museums.
- Technical societies. See Technical societies.
- Technological museums. See Industrial museums.
- Technological societies. See Technical societies.
- Technology. (7-TX)
- Building; Chemistry, Technical; Classification—Books—Technology; Electric engineering; Engineering; Industrial arts; Inventions; Machinery; Manufactures; Mills and mill-work; Mineral industries; Railroad engineering; Technical education; Technocracy; Unemployment; Technological; also names of specific industries, arts, trades, etc., e.g. Clock and watch making; Printing, Tailoring.
- Applied science; Arts, Useful; Science, Applied; Useful arts.
- Industrial arts.
- Bibliography. (T791-7916)
- Industrial arts—Bibliography.
- Dictionaries. (T9-19)
- Technology—Terminology; also subdivisions Dictionaries under particular industries, e.g. Mineral industries—Dictionaries.
- Technical dictionaries; Technical terms.
- Early works to 1800. (T44)
- Exhibitions. See Exhibitions.
- History. See Industrial arts—History.
- Juvenile literature. (T48)
- Language. (T111)
- Technical writing.
- Museums. See Industrial museums.
- Philosophy. (T744)
- Machinery in Industry.
- Technical terms.
- Technical societies.
- Technical societies.
- Subject headings. See Subject headings—Technology.
- Technology. (T7-19)
- Industrial arts—Terminology.
- Technical terms.
- Technology—Dictionaries.

Teco Indians. (F1519)
- Cuitiatepec.
- Aztecs; Indians of Mexico.

Tecpanecas. See Topanecas.

Teda language.
- Rukai language.
- Teenunter cattle. See Shorthorn cattle.

Teeth. (Comparative anatomy, QL88; Human anatomy, QM11; Somatology, QN289)
- Dentistry; Dentition.
- Anatomy, Dental; Dental anatomy; Odontology; Stomatodeology;
- Beauty, Personal; Dentistry; Dentition; Mouth.
- Abnormalities and deformities. (R3581)
- Teeth—Mutilation.
- Orthodontia.
- Endodontia, Operative.
- Care and hygiene. (R351)
- Dental hygiene; Hygiene, Dental.

Diseases. (R351-489)
- Mouth; Sepsis; Therapeutics, Dental; X-ray in dentistry.
- Caries, Dental; Dental medicine; Dental pathology; Medicine, Dental; Pathology, Dental; Stomatopathology; Toothache.
- Therapeutics, Dental.

Extraction. (R353)
- Dentistry, Operative.
- Dentistry, Operative.

Mutilation. (ON189.9)
- Teeth—Abnormalities and deformities.

Teeth (in religion, folk-lore, etc.). (Folk-lore, OR469; Religion, BI132.7)
- Folk-lore of teeth.
II. SUBJECT HEADINGS cont.

5. There are many standard subdivisions for forms or types of material which are used with various subject headings. Some of the form subdivisions are: - Bibliography, - Collections, - Dictionaries, - History, - Indexes, - Yearbooks. (For a list of form subdivisions consult the preface of Library of Congress Subject Headings).

These form subdivisions are especially useful for finding reference books such as bibliographies or dictionaries in a subject field (for example: Technology - Bibliography).

6. Webster's New International Dictionary, for example, is listed in the catalog under "English language - Dictionaries."

The Cambridge History of English Literature is listed under "English literature - History and criticism."

To find a bibliography of the writings by and about Thoreau, look in the subject catalog under: (Check the correct answer)

1. Thoreau, Henry David, 1817-1862 - Bibliography
2. Bibliography of Henry David Thoreau, 1817-1862
3. Bibliography - Thoreau, 1817-1862

7. Subject headings in The Library of Congress Subject Headings are often followed by see also, abbreviated as, references. See also means that there will be related material under the other subject headings listed.

These references are extremely useful because they serve as guides to finding information which might otherwise be missed.

The first as reference under "Technology" is ____________________________.

8. Since see also references are not used in the card catalog itself, it is essential to use The ________ of ____________________________.

Library of Congress Subject Headings
III.
THE CATALOG CARD

1. The catalog card not only indexes, but describes and locates items in the library's collection. Panel 3, page 10, presents a sample catalog card. This card illustrates how a book is described physically and by subject content. The first item on this card is the personal author; if there are several authors, only the first author is named here. The personal author on the catalog card shown on Panel 3, page 10, is ____________________________.

Recalling that an author is not always a person, return to page 4 and list the corporate author on the first card shown there: ____________________________.

2. The main entry may be easily recognized because it appears on the same line as the first line of the call number.

On the sample card on Panel 3, page 10, Patrick, Fitzgerald, is the main entry, or the ____________ author, and appears on the catalog card on the same line as DA which is the ____________ line of the ____________ ____________.

American Library Association, Junior Members Round Table.

Patrick, Fitzgerald
III.
The Catalog Card

Panel 3

Personal author
Title
Author statement
Edition statement
Imprint:
Place of Publication
Publisher
Date of Publication

Call Number
Patrick, Fitzgerald, 1920-
40
Fitzgerald, Patrick and James Bagehot. 2d ed.
1965
Also includes bibliographies.
Contents.-The crown.-The parliament.-Great Britain and the Prime Minister.-The Commonwealth.
Also
in
II. Title. (Series)

Collation:
Punctuation
Size

Location
Note

Note:
Information below the "tracings" on this fictitious card is used by the library staff.

Note:

13
- 10 -
III. THE CATALOG CARD cont.

3. In addition to listing the author, personal or corporate, a catalog card also contains an author statement following the title when two or more persons have contributed to the book's intellectual content - joint author, editor, translator, etc.

On the sample card on Panel 3, page 10, the joint author is James Bagehot.

4. Following the author statement, an edition statement may often be found. The edition statement is useful for locating a specific text, revision, or translation.

On the sample catalog card on Panel 3, page 10, the edition statement is 2d ed.

5. The imprint (i.e., place of publication, the name of the publisher, and the date of publication) completes the information in this first paragraph. The imprint is important as a means of identification and sometimes may indicate the reputability of the publication:
   a. The place of publication, particularly if it is not a large publishing center, may suggest a possible local point of view of the author.
   b. The publisher's name may be an indication of the quality of the subject matter of the book.
   c. The date suggests the timeliness of the material presented.

On Panel 3, page 10, the sample catalog card gives publication information. This is called the imprint.

6. The collation paragraph describes the book physically in terms of the number of pages or volumes, illustrative material, and size. If the book is a part of a planned sequence of works, a series note will always close the collation paragraph.

In the collation paragraph of the catalog card shown on Panel 3, page 10, the information describes the book physically, including the number of pages or volumes.
Notes on the catalog card may further describe the book. This description may consist of printing or publishing history, bibliographic notes, and may even indicate subject or title content. These notes are especially important in finding additional material on a subject (bibliographies) and in locating particular titles within collected works (contents notes).

Two useful descriptive notes found on catalog cards are bibliographic and contents notes.

The numbered items on the bottom of the card are called tracings. These indicate that there are additional entries for the book under each of the headings listed. The subject-heading tracings (those with Arabic numbers) may be used to find other books in the Library on the same subject.

The subject headings for the book described in the tracings on the catalog card on Panel 3, page 10, are __________—__________, and __________—__________. These subject headings will also lead to additional material on these topics.

The call number on the upper left hand corner of the catalog card locates the book in the collection. This number must be used in its entirety since it appears in the same form on the spine, or on the front cover of the book. The location device, printed on the upper left hand corner of the catalog card and repeated exactly on the spine or on the front cover of the book, is the __________—__________.

Prime Ministers
- Gt. Brit.

additional, more related, other

15
On the catalog card on this page, label the lines with the appropriate terms identifying the items on a catalog card. Turn to the reverse of this page to check your answers.
Waverley, Keith, 1916-


120 p. illus. 21 cm. (Educational series, no. 415)

Also includes bibliographies. Contents: General reference, special libraries, ephemeral materials, yearbooks, and directories.

1. Libraries - Ref. Dept. I. Cass, Philip, 1910-

II. Title. (Series)
IV.

LOCATING BOOKS

1. In order to locate a book, the most important information on the catalog card is the call number. The number is printed in the upper left hand corner of the card and consists of two or more lines.

Check Panel 4, page 15; the call number on the first card is:

2. The first part of the call number serves as the subject classification and brings together books on the same subject. For example, see the following analysis of the Library of Congress classification number, DA530:

D - the letter that indicates Universal and Old World History
DA - history of Great Britain
DA530 - history of Great Britain, general works on the 19th century.

As is shown in Panel 4, libraries frequently type this subject classification unit in two lines for ease of reading. In this library, both one and two line forms of the subject classification unit will be found in the card catalog.

The first unit in the call number indicates the subject classification.
UNIVERSITY OF COLORADO LIBRARIES

PANEL 4
EXAMPLES OF LIBRARY OF CONGRESS AND DEWEY CALL NUMBERS

DA
Trevelyan, George Macaulay, 1876-
530 History in the nineteenth century and
T7 After 1872-1879; 2nd ed. London, New York,
1937 London, Green (1937)
Also
in
College


CoU(LC)

942.07 Martineau, Harriet, 1802-1876.
M366h A history of the thirty years' peace. A.D.
1816-1846. By Harriet Martineau... London,
Also
4 v. 18cm. (Half-title, v.2-4: Bohn's
College
standard library)
"The first book, excepting the portion on the
Spanish American colonies, was Mr. Knight's
composition."—Preliminary notice.
Contents—v.1. From 1816-1824.—v.2. From 1814-
1833.—v.3. From 1830-1841.—v.4. From 1837-1846.

I. Knight, Charles, 1791-1873.
IV. LOCATING BOOKS cont.

3. The next unit of the call number serves as a "code" composed of numerals and letters which bring together books by the same author. Occasionally there is a fourth line which gives a date or an edition number separating that particular edition of the title from other editions of the same title in the library.

The call number for each book in the library is unique to that particular book and is composed of letters and numerals which convey certain information about the book, such as: __________ classification and a "code" for the name of the __________.

4. In the University of Colorado Libraries books are classified according to two different classification schemes: either the Library of Congress System or the Dewey Decimal System. Because the Library of Congress scheme is better suited to the needs of a university research library, the change from the Dewey Decimal System to the system used by the Library of Congress began in 1958.

Therefore, the newer books in the library are classified in the __________ system whereas most books received before 1958 will be classified in the __________ system.
IV. LOCATING BOOKS cont.

5. The Library of Congress Classification System is based on the alphabet whereas the Dewey Decimal System is based on the ten decimal numbers, zero through nine.

   a. The call number of a book classified according to the Library of Congress System always begins with a letter of the alphabet, for example, P3511AB15

   b. The call number of a book classified according to the Dewey Decimal System always begins with a numeral, for example, 809.2M433

Because both systems use a mixture of letters and numerals, it is only the first unit which indicates the major subject classification in each system.

See Panel 4, page 15. On card 1, the subject classification line is blank. This call number begins with a letter of the alphabet; therefore, it is obvious that the book is classified according to the Library of Congress System.

6. On card 2, Panel 4, page 15, the subject classification line is blank. (900 - history; 940 - European history; 942 - English history.) This is an example of the first unit in a call number in the Dewey Decimal System.

7. It is always necessary to copy the entire call number, not just the first unit, in order to find the book on the shelves. Most of the books and bound periodicals in the library are shelved according to the call number which is lettered on the spine or on the front cover of the book. Titles in related subject areas are thus shelved together either in the tiers (levels of the book stacks) or in the branch libraries.

For example, QA, the Library of Congress classification for mathematics, and 510, its Dewey equivalent, are shelved in the Math-Physics Library together with physics books and periodicals.

The call number, which is a locating device for finding a specific book, is printed in the upper left-hand corner of the catalog card and is lettered on the spine or on the cover of the book.
IV. LOCATING BOOKS cont.

8. Books are shelved in block call number sequence according to the first unit, or the subject classification line, of the call number, then by the second unit, and so on. If the book is not shelved in its block call number order, the correct location is indicated by a notation on the catalog card:

- in Honors or in Bus or in College

If there are copies of the book shelved in other locations in addition to the copies shelved by block call number, there will be a note such as:

- Also in College

The correct location for a book not shelved by block call number is indicated by a note on the catalog card. According to the location note on the sample card, panel 4, page 15, an additional copy of the book by Trevelyan is found in the Library.

9. A location chart and a directory of the University of Colorado Libraries are on the wall near the Circulation Desk. See Panel 5, page 20, and Panel 6, page 21, which are copies of these charts. The Location Chart which is divided into two columns, Library of Congress and Dewey, shows the location of block call numbers according to the first unit of the call number.

According to the Location Chart, a book with the call number

- PS3511 is shelved on tier six.

A bound volume of a periodical with the call number 510.5 would be in M23

the Math-Physics Library which is a branch library located in room 117 of the Building.

(See the Directory, page 21)
IV. LOCATING BOOKS cont.

10. If a book cannot be located, ask for help at the Circulation Desk.
   a. If the book is charge out, it may be called in.
   b. If the book is not charged out, a tracer to locate the book may be initiated.

When a book is not on the shelf or charged out, a tracer may be initiated at the Circulation Desk.
### LIBRARY OF CONGRESS

**(LC) Classification:**

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
<th>Tier 4</th>
<th>Tier 5</th>
<th>Tier 6</th>
<th>Tier 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - AM</td>
<td>. . . . .</td>
<td>Tier 2</td>
<td>Tier 1-2</td>
<td>Tier 2</td>
<td>. . . . .</td>
<td>Tier 6</td>
</tr>
<tr>
<td>AP</td>
<td>Science Library</td>
<td>Tier 1</td>
<td>Tier 2</td>
<td>Tier 1</td>
<td>. . . . .</td>
<td>Tier 6</td>
</tr>
<tr>
<td>AS - AZ</td>
<td>. . . . .</td>
<td>Tier 2</td>
<td>Tier 1</td>
<td>Tier 1</td>
<td>. . . . .</td>
<td>Tier 6</td>
</tr>
<tr>
<td>B</td>
<td>Science Library</td>
<td>Tier 1</td>
<td>Tier 2</td>
<td>Tier 1</td>
<td>. . . . .</td>
<td>Tier 6</td>
</tr>
<tr>
<td>BF</td>
<td>Science Library</td>
<td>Tier 2</td>
<td>Tier 2</td>
<td>Tier 1</td>
<td>. . . . .</td>
<td>Tier 6</td>
</tr>
<tr>
<td>MH - MX</td>
<td>. . . . .</td>
<td>Tier 6</td>
<td>Tier 2</td>
<td>Tier 1</td>
<td>. . . . .</td>
<td>Tier 6</td>
</tr>
<tr>
<td>C</td>
<td>Science Library</td>
<td>Tier 2</td>
<td>Tier 2</td>
<td>Tier 1</td>
<td>. . . . .</td>
<td>Tier 6</td>
</tr>
<tr>
<td>D</td>
<td>Science Library</td>
<td>Tier 2</td>
<td>Tier 2</td>
<td>Tier 1</td>
<td>. . . . .</td>
<td>Tier 6</td>
</tr>
<tr>
<td>DE - E 183</td>
<td>Tier 3</td>
<td>Tier 3</td>
<td>Tier 3</td>
<td>Tier 3</td>
<td>Tier 3</td>
<td>Tier 6</td>
</tr>
<tr>
<td>E 184 - F</td>
<td>Science Library</td>
<td>Tier 4</td>
<td>Tier 4</td>
<td>Tier 4</td>
<td>Tier 4</td>
<td>Tier 6</td>
</tr>
<tr>
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</table>

**NOTE:** This is a sample and may not reflect recent changes.
### UNIVERSITY OF COLORADO LIBRARIES

#### DIRECTORY

**PANEL 6**

<table>
<thead>
<tr>
<th>Administrative Offices</th>
<th>Room 105</th>
<th>North</th>
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<tbody>
<tr>
<td>Archives</td>
<td>Sub-tier 2</td>
<td>East</td>
</tr>
<tr>
<td>Art and Alpine Institute Library</td>
<td>PSRB-1</td>
<td>East</td>
</tr>
<tr>
<td>Art and Architecture Library</td>
<td>Architecture Bldg Rm 4</td>
<td>Campus</td>
</tr>
<tr>
<td>Audio-Visual Center</td>
<td>College Library</td>
<td>East Reading Rm 16</td>
</tr>
<tr>
<td>Business Library</td>
<td>Business Bldg Rm 314</td>
<td>South</td>
</tr>
<tr>
<td>Catalog Maintenance and Preservation</td>
<td>Basement</td>
<td>North</td>
</tr>
<tr>
<td>Cataloging Department</td>
<td>Main Floor</td>
<td>Center</td>
</tr>
<tr>
<td>Circulation Desk</td>
<td>Main Floor</td>
<td>South</td>
</tr>
<tr>
<td>College Undergraduate Library</td>
<td>Room 248</td>
<td>South</td>
</tr>
<tr>
<td>Colorado Technical Reference Center</td>
<td>2nd Floor EC 10 28</td>
<td>North</td>
</tr>
<tr>
<td>Earth Science Library</td>
<td>Main Floor</td>
<td>Eng. Center</td>
</tr>
<tr>
<td>Education Library</td>
<td>Tier 1</td>
<td>Center</td>
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<td>Engineering Library</td>
<td>Tier 7</td>
<td>East</td>
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<tr>
<td>Faculty Delivery Service</td>
<td>Basement</td>
<td>North</td>
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<tr>
<td>Government Documents Library</td>
<td>Room 109A</td>
<td>Main Floor</td>
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<td>Graduate Study Room</td>
<td>Fleming Law Bldg</td>
<td>Campus</td>
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<td>Human Relations Area Files (HRAF)</td>
<td>Guggenheim 1 &amp; 7</td>
<td>South</td>
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<tr>
<td>High Altitude Observatory Library</td>
<td>HAO 236</td>
<td>Center</td>
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<tr>
<td>Honors Library</td>
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<td>North</td>
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<td>Interlibrary Loan Department</td>
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<td>Law Library</td>
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<td>North</td>
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<tr>
<td>Map Library</td>
<td>Tier 1</td>
<td>Center</td>
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<tr>
<td>Math-Physics Library</td>
<td>Main Floor</td>
<td>North</td>
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<tr>
<td>Microforms Room</td>
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<td>Newspapers</td>
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<td>Photoduplication Services</td>
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<td>Public Catalog Room</td>
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<td>Rare Books Room</td>
<td>Room 401</td>
<td>South</td>
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<tr>
<td>Reference Department</td>
<td>Main Floor</td>
<td>Campus</td>
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<td>Reserve Books Section</td>
<td>Main Floor</td>
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<td>Hunter 117</td>
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<td>Serials Department</td>
<td>Basement</td>
<td>North</td>
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<td>Technical Reports Center</td>
<td>Tier 1 (Gov't. Docs.)</td>
<td>East</td>
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<td>Typing Room</td>
<td>Room 232</td>
<td>Center</td>
</tr>
<tr>
<td>Western History Collection</td>
<td>Sub-tier 2</td>
<td>East</td>
</tr>
</tbody>
</table>

**NOTE:** This is a sample and may not reflect recent changes.
PERIODICAL LITERATURE

1. Just as the card catalog is an index to the book collection, printed periodical indexes list the contents of magazines by author and subject and sometimes by title. These indexes give complete citations (title, volume, page, and date) to the periodicals in which the articles will be found. Subject fields usually have special indexing tools to the periodical literature in the field, i.e., Education Index, Engineering Index, Chemical Abstracts, and others.

The Readers’ Guide to Periodical Literature, however, is the most frequently used and the most general index to periodicals.

Periodical indexes may be used either to find a list of articles about a particular author or by a particular subject.

2. In Norlin Library one set of the Readers’ Guide is shelved in the Reference Department, and another set is shelved in the College Library. This index began publication in 1900, and cumulative volumes keep it up to date to within a few weeks of the present.

Valuable time can be saved in searching for periodical articles if one of the printed periodical indexes is used. The most general index is called the Readers’ Guide to Periodical Literature and is found in the College Library or in the Reference Department.

3. Although the Readers’ Guide indexes more than 100 periodicals, many scholarly journals will be indexed only in specialized reference tools. If a periodical is not indexed in the Readers’ Guide to Periodical Literature, ask a librarian where that periodical is indexed (Education Index, Art Index, etc.) and consult that book.
Articles which have been read previously in a periodical for which the title or date has been forgotten can be located again by using the subject approach in the Readers' Guide to Periodical Literature, or a similar index.

The reference source which can be used to supply this bibliographical information is a periodical index.

The arrangement of the Readers' Guide to Periodical Literature is typical of other periodical indexes. Articles are entered alphabetically in the Readers' Guide under the surname of the author and under as many subject entries as are necessary. The following are samples of author and subject entries from the Readers' Guide.

In the illustration above, no. 1 is the author entry; no. 2, the subject entry.

In the author entry in frame 5, the author's name is given first as a heading on a line by itself in boldface type; under the author is the title of the article, the name of the magazine (abbreviated) and some figures (60:56+ Je '55). The figure before the colon is the number of the volume; the figures following the colon indicate the pages of the article; and the final figure is the year; date of the publication.

The subject entry for the article listed in frame 5 ("Conflict on the Chesapeake") cites the heading first, on a line by itself. The entry is similar to the author entry except that the author's name follows the title.
It is important to copy the complete citation for the desired article; otherwise, a second search may be necessary to find the information for bibliographies or footnotes.

In order to prepare a bibliography or footnote a reference, it is necessary to copy the complete citation or entry.

A list of abbreviations as well as a list of the periodicals indexed is printed in the front of the Readers' Guide to Periodical Literature. Most reference books contain a list of abbreviations used within the text, such as il., diag., bibliog., to indicate that the article is accompanied by illustrations, diagrams, bibliographies.

Panel 7, page 25, is a page from the Readers' Guide to Periodical Literature. To find general articles on air pollution, look under "air pollution" on Panel 7. The first article cited would be found in Science Digest, volume 67, page 39 for the date Jan. 1970.
11. The same type of indexing arrangement is used in specialized indexes or abstracting services for various subject fields. If the articles indexed in the Readers' Guide are too general or too elementary, one of the specialized indexes (some of which are listed below) may index articles which are more scholarly or more detailed. The reference librarians can suggest other possible sources.

**Art Index**

**Biological Abstracts**

**Business Periodicals Index**

**Chemical Abstracts**

**Education Index**

**Music Index**

**Psychological Abstracts**

**Public Affairs Information Service (PAIS)**

**Social Sciences and Humanities Index**

If the articles listed in the Readers' Guide on cancer research are too general or too elementary, which two of the special indexes listed above would be likely to lead to more advanced or technical information:

- Chemical Abstracts
- Biological Abstracts
- PAIS

12. After a list or bibliography of appropriate periodical articles has been compiled, the next step is to locate these periodicals in the library. It is important to remember that back issues, which are bound, and current issues, unbound, are usually in different locations. Bound periodicals are shelved in the same area with books on related subjects in an attempt to keep materials on the same subject together. In fact, bound volumes of periodicals are treated exactly like other books and are shelved in ______ ________ sequence.
V. PERIODICAL LITERATURE cont.

13. Current issues of journals which are general in nature or which are related to the social sciences or humanities are shelved in a special alphabetical section of the general Periodicals Room. Current issues of journals in other subject fields are shelved in a special alphabetical section of the appropriate branch library. An exception is the College Library which usually does not contain current issues. Last week's issues of Time, a general news magazine, will be found in sequence in the general Periodicals Room, but one would expect to find the latest issue of Today's Education in the Education or Branch Library.

14. The call number, locations, and holdings for a periodical title are usually NOT found in the card catalog. Instead, there is a printed book catalog called the Catalog of Serials which gives this information for approximately 30,000 periodical (or serial) titles including some government documents and newspapers. Copies of the Catalog of Serials are located in the Public Catalog Room and at all service desks throughout the library system.

Periodicals are located through use of the Catalog of Serials and are generally not listed in the card catalog.

15. A sample entry from the Catalog of Serials is printed below:

<table>
<thead>
<tr>
<th>Title</th>
<th>Library has from volume 1 complete and is still receiving</th>
</tr>
</thead>
<tbody>
<tr>
<td>HARPER'S MAGAZINE</td>
<td>NORTAX PER RM LATEST VOLUME</td>
</tr>
<tr>
<td>050 H23</td>
<td>1-1850; 200-214,216-1950</td>
</tr>
</tbody>
</table>

Duplicate sets or microform copies for many of the heavily used periodicals have been purchased by the library; therefore, more than one location may be noted. According to the above entry, bound volumes of Harper's will be found under the call number 050 H23 in the following two locations:

Norlin Stacks (Norstax) it would be necessary to check the location chart exactly as though you were looking for a book. If the current issues are in the general Periodicals Room rather than in a branch library, there will be a special note for "Latest Volume." Current issues of Harper's will be found in the Periodicals Room.
A sample of a more complicated holdings statement is given below:

General: The holdings element consists of two parts; to the left, a string of numbers and other symbols recording the library holdings of numbered units (volumes, tomes, Band, etc.); to the right, the date of publication of the earliest volume in the library. When holdings are shelved in multiple locations the date is shown only on the holding with the earliest volume.

- Hyphen between numbers signifies complete holding in the interval bounded by and including the numbers (i.e., 8,9,10)
- Hyphen at the end of numbered units indicates that the serial is currently being received and that the holdings are complete from the last volume listed.
- Parentheses indicate that the units enclosed are incomplete; that is, issues or parts are missing from the collection. Which issues are missing is not indicated in the catalog.
- The comma indicates a complete break in holdings continuity; i.e., no parts of volumes 6 or 7 are contained in the library system.
- Publication year of the earliest numbered unit in library holdings; in this case, volume 2.
- Volumes 11, 12, & 13 are all incomplete.

According to this statement the following volumes of the periodical are incomplete: _______________. The hyphen following "14" means that ________________.

A statement giving information on which volumes are in the library system is called a ________________ statement.
The following citation was taken from the most frequently used periodical index, called the __________________________.

"When brains take over factories." 11.
U.S. News 56:83 F 24 '64.

This article appears in __________________________ (title of magazine)
volume no. _______, page no. _______, date __________________________. The
procedure for finding this bound periodical is:

1. Look under the title of periodical in the __________________________
   __________________________.

2. Check the location notes to determine whether the volume is in
Norlin stacks or in a branch library.

3. Check the _______________ statement to determine whether or
not the library has the volume needed.

4. Copy down the _______________ which serves as a locating
device.

5. If the location is "Worstax," check the _______________ chart
to determine on which tier of Norlin stacks the call number is
shelved.

6. Go to the area indicated.

To find a current issue of the same title check the title in the Catalog
of Serials to determine whether the issues are shelved in a branch
library or in the general _______________ Room.
VI.
REFERENCE BOOKS

1.
Two major approaches to finding information in the library have been presented so far.

To find appropriate books look in the __________ and then check the __________ against the location chart in the lobby to find where the book is shelved. To find information in periodicals, look in one of the printed periodical such as Readers' Guide to Periodical Literature in order to compile a list of the appropriate articles. Then look up the title of the periodical in the __________ to find its location in Norlin or in one of the branch libraries.

2.
The third major approach to finding information in the library is through reference books which present data in the various disciplines arranged for convenient use. These books will either give the information directly, as in dictionaries and encyclopedias, or tell where it may be found, as in indexes and bibliographies.

A third major approach to finding information is through __________ books.

3. - DICTIONARIES

Dictionaries are, perhaps, the most basic of all reference books as they deal with words and their meanings. In addition to defining terms and citing correct spellings, dictionaries also give pronunciations, etymology (historical derivation of the word), grammatical usage, syllabication, and synonyms. Standard dictionaries, both unabridged and abridged, are located in each of the branch libraries, and there are circulating copies located by call number in the stacks.

Dictionaries can be used to find the definition of terms and also to find information regarding __________, __________, __________, __________, __________.

- 30 -
VI. REFERENCE BOOKS cont.

4. - DICTIONARIES

Dictionaries may range from a one-volume desk dictionary to the twelve-volume set of the *Oxford English Dictionary* which frequently devotes many pages to the complete history of a word with quotations showing how the meaning has changed over the centuries. Dictionaries may also range from general, comprehensive volumes such as *Webster's New International Dictionary* to specific subject dictionaries covering the terminology in a single field. A few examples of the numerous specialized subject dictionaries are given below:

<table>
<thead>
<tr>
<th>Dictionary Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Columbia Dictionary of Modern European Literature</em></td>
</tr>
<tr>
<td><em>Condensed Chemical Dictionary</em></td>
</tr>
<tr>
<td><em>Current Abbreviations</em></td>
</tr>
<tr>
<td><em>Dictionary of American History</em></td>
</tr>
<tr>
<td><em>Dictionary of Architecture</em></td>
</tr>
<tr>
<td><em>Dictionary of Economics and Business</em></td>
</tr>
<tr>
<td><em>Dictionary of Philosophy and Psychology</em></td>
</tr>
<tr>
<td><em>Dictionary of Slang and Unconventional English</em></td>
</tr>
<tr>
<td><em>Harvard Dictionary of Music</em></td>
</tr>
<tr>
<td><em>Oxford Classical Dictionary</em></td>
</tr>
</tbody>
</table>

From the examples of specialized subject dictionaries given above, choose the appropriate title for finding:

A. a definition of psychosis: _________________________

B. a brief description of French symbolism as a literary movement:

C. the meaning of "rat fink" or "cool cat": _________________________
5. - ENCYCLOPEDIAS

Encyclopedias, either general or related to a specific field, present background information on a subject. They are generally arranged alphabetically and contain articles ranging from a few paragraphs to several pages, usually accompanied by bibliographies leading to more comprehensive studies. All of the branch libraries have at least one set of a general encyclopedia as well as the subject encyclopedias appropriate to their fields. Examples of a general encyclopedia and several specialized subject encyclopedias are given below:

**Encyclopaedia Britannica**
- Cambridge Medieval History
- Encyclopedia of Painting
- Encyclopedia of Philosophy
- Encyclopedia of Science and Technology
- International Encyclopedia of the Social Sciences
- Worldmark Encyclopedia of the Nations

To find a specialized article on "Existentialism" choose from the examples of encyclopedias the appropriate title: ________________

Encyclopedia of Philosophy

Of course, information on this subject can also be found in a general encyclopedia such as ________________

Encyclopaedia Britannica
VI. REFERENCE BOOKS cont.

6. - YEARBOOKS

Yearbooks contain vast amounts of useful information in concise form and are among the best sources to use in order to find current factual information such as statistics or surveys of the present state of governments, history, economics, etc. Yearbooks may be general and comprehensive in coverage, or the may relate to one specific subject or one specific country. Some examples of yearbooks are:

- Americana Annual (and other encyclopedia yearbooks supplementing the "parent" encyclopedia)
- Commodity Yearbook
- Economic Almanac
- Statesman's Yearbook
- Statistical Abstract of the United States
- United Nations Yearbook
- World Almanac and Book of Facts

Reference books which answer questions on current trends and events are called ___________. From the examples above choose the appropriate title for finding the number of aliens deported from the U.S. in 1967: ___________.

7. - SPECIALIZED INDEXES

Specialized indexes aid in locating specific plays, poems, speeches, essays, quotations, etc., which have been published in anthologies, magazines, or collections. The items are usually listed under subject, author, and title when applicable, and a citation is given to the source in which this particular item is found. There are also specialized indexes leading to criticism of poetry, short stories and novels. Some of the most useful of these specialized indexes are listed below:

- Essay and General Literature Index
- Familiar Quotations
- Index to Illustrations
- Index to Poetry
- Play Index
- Poetry Explication
- Short Story Index
- Speech Index
- Twentieth-Century Short Story Explication

To find information in composite works, use a specialized ___________.

From the examples above choose the appropriate title for finding an anthology containing Thornton Wilder's play, Our Town:

__________.
VI. REFERENCE BOOKS cont.

8. - BIOGRAPHICAL SOURCES

Biographical sources are usually shelved in the Reference Department; however, those which are limited to a specific profession are shelved in the appropriate branch library. It is also important to remember that biographies may be found by checking in the subject catalog under the name of the person.

Biographical articles are often included in encyclopedias and sometimes in dictionaries and yearbooks. However, these sources are limited, and the information is, of necessity, brief and must often be supplemented by some of the reference books specifically designed to give biographical information. These works may be universal in scope, or they may be limited by geography, time period covered, or profession as in samples listed below.

American Men of Science
Current Biography Yearbook
Dictionary of American Biography
Twentieth Century Authors
Who's Who in America

From the examples listed above choose the appropriate title for finding a biography of:

1. George Bernard Shaw
2. George Washington
3. U Thant

- 34 -
VI. REFERENCE BOOKS cont.

9. - BIBLIOGRAPHIES

Bibliographies (lists of books, articles, and other materials) are used either to verify information about a particular book or to choose a book for a particular purpose. Like the previous reference books described, bibliographies may be general or very specific in their coverage. Bibliographies fall into five major categories: 1) lists of works on a particular subject, 2) lists of works by a particular author, 3) lists of works published in a particular country or language, 4) lists of works located in a particular library, and 5) lists of bibliographies, often called "bibliographies of bibliographies." Examples of each are given below:

- Cambridge Bibliography of English Literature
- Allen, Francis H. A Bibliography of Henry David Thoreau
- Cumulative Book Index
- U.S. Library of Congress, Catalog of Books
- World Bibliography of Bibliographies
- Bibliographic Index

A. A list of books, articles, and other materials on a subject is called a _____________.

B. From the list above choose a bibliography of works located in a particular library: ________________ ________________

- U.S. Library of Congress, Catalog of Books
## Review of Reference Books

Using the list of reference books on the right fill in the blanks with the title of the reference book most likely to provide the correct answer. Check your answer against the responses on the reverse of this page.

<table>
<thead>
<tr>
<th>Question</th>
<th>Reference Book</th>
</tr>
</thead>
<tbody>
<tr>
<td>To find a list of biographical articles on Leonard Bernstein</td>
<td>1. <em>Essay and General Literature Index</em></td>
</tr>
<tr>
<td>To find how the meaning of the word &quot;fellow&quot; has evolved with quotations to illustrate.</td>
<td>2. <em>World Almanac &amp; Book of Facts</em></td>
</tr>
<tr>
<td>To find a complete list of the writings of Byron</td>
<td>3. <em>Cambridge Bibliography of English Literature</em></td>
</tr>
<tr>
<td>To verify the name of the publisher and publication date of Hemingway's <em>Farewell to Arms</em></td>
<td>4. <em>U.S. Library of Congress Catalog of Books</em></td>
</tr>
<tr>
<td>To find a list of bibliographies on the subject &quot;crime&quot;</td>
<td>5. <em>Dictionary of American Biography</em></td>
</tr>
<tr>
<td>To find an essay on academic freedom</td>
<td>6. <em>Current Biography</em></td>
</tr>
<tr>
<td>To find a short story of John O'Hara which was not published separately</td>
<td>7. <em>Short Story Index</em></td>
</tr>
<tr>
<td>To find a statistical table on the U.S. population from 1890-1960</td>
<td>8. <em>Biography Index</em></td>
</tr>
<tr>
<td>To find a biographical sketch of Thomas Jefferson</td>
<td>9. <em>Bibliographic Index</em></td>
</tr>
<tr>
<td>To find a biographical sketch of Robert Kennedy</td>
<td>10. <em>Oxford English Dictionary</em></td>
</tr>
</tbody>
</table>
VII.
GOVERNMENT DOCUMENT PUBLICATIONS

1. Government publications will greatly enrich any studies or term papers. Most people do not realize what a wealth of varied material is published by the U.S. Federal Government as well as by city, state, and foreign governments, and by international agencies such as the United Nations. These pamphlets and books cover such diverse subjects as astronautics and space, sports, camping, biological, physical and social sciences, homemaking, agriculture, education and many more, as well as the usual government reports such as those issued by Congress, the Supreme Court, or the Office of the President. In fact, the various government comprise the largest and most versatile publishers in the world.

Valuable publications are issued by many agencies of the federal governments as well as by ________, ________, and ________ governments.

city, state, foreign

2. Material published by any official government agency, from local ordinances to the yearbook of the United Nations are collectively called "government documents" and are handled in a different manner from the rest of the library collections. In Norlin Library this collection is located in the Government Documents Library (see Directory) and is treated as a separate library with its own system of classification, its own catalogs, and its own printed indexes. These publications are not listed in the public catalog.

Any publication of any government agency is called a __________________. Because these publications are not listed in the Public Catalog, it is necessary to consult the indexes in the __________________ in order to find them.

3. Because the Government Documents Library is a depository for all U.S. government documents issued for public use, it is practical because of the sheer bulk of these materials to use the classification system of the Superintendent of Documents in Washington D.C. This system arranges documents by the issuing agency, then by series, and then chronologically.

According to the Superintendent of Documents classification system, all government documents are grouped together by the __________________ agency.

issuing
1. Biography Index

2. Oxford English Dictionary

3. Cambridge Bibliography of English Literature


5. Bibliographic Index

6. Essay and General Literature Index

7. Short Story Index

8. World Almanac & Book of Facts


10. Current Biography
VII. GOVERNMENT DOCUMENTS cont.

4.

In order to group the documents according to issuing agency, a special call number is assigned each document. A government document call number utilizes colons and superior figures along with letters and numerals, thus distinguishing it from a Library of Congress or a Dewey call number. A government documents call number may look like this:

GS2.8/7:791a

From the numbers listed below check the call number for a government document:

LA256
C12W3

c.5

LC2.87:
8912

c.3

370.05
S53a

c.2

5.

As noted in Frame 2, government documents generally are not listed in the public catalog. Instead they are listed in printed indexes which, like other government publications, are kept in the Government Documents Library. These printed indexes classify documents under the name of the issuing agency.

Usually, these indexes list the documents under subject as well as under the name of the issuing agency; some indexes also give the document's call number under which the publication is shelved in the Government Documents Library.
VII. GOVERNMENT DOCUMENTS  cont.

6.

Two of the most useful government documents indexes are listed below:

U.S. Superintendent of Documents. Catalog of the Public Documents ... March 4, 1893-1940. This is the standard index for the time period covered (1893-1940) and lists government documents under issuing agency, subject, and sometimes title.

U.S. Superintendent of Documents. Monthly Catalog of United States Government Publications, 1895-date. This is the most comprehensive index of current government publications listing documents under subject and title as well as under issuing agency. Annual volumes are used to supplement the Documents Catalog noted above.

Similar indexes are available for periods before 1893. Subject indexes as well as indexes to city, state, national, foreign and international publications are also available. All of these indexes and bibliographies are shelved in the Government Documents reference collection.

In order to find a listing of government documents on a specific subject, or by a government agency, consult one of the printed indexes such as the Monthly Catalog of the United States Government Publications published by the Superintendent of Documents.

7.

REVIEW: Documents on a great variety of subjects are published by government agencies including city, state, national, or international agencies. All of these publications are found in the Government Documents Library. These documents are listed under the name of the issuing agency in the printed catalogs. Some of the catalogs list the documents call number which looks like this: (check correct number)

PS507
L5  Al.38:951^2  813.51

A_38:951^2