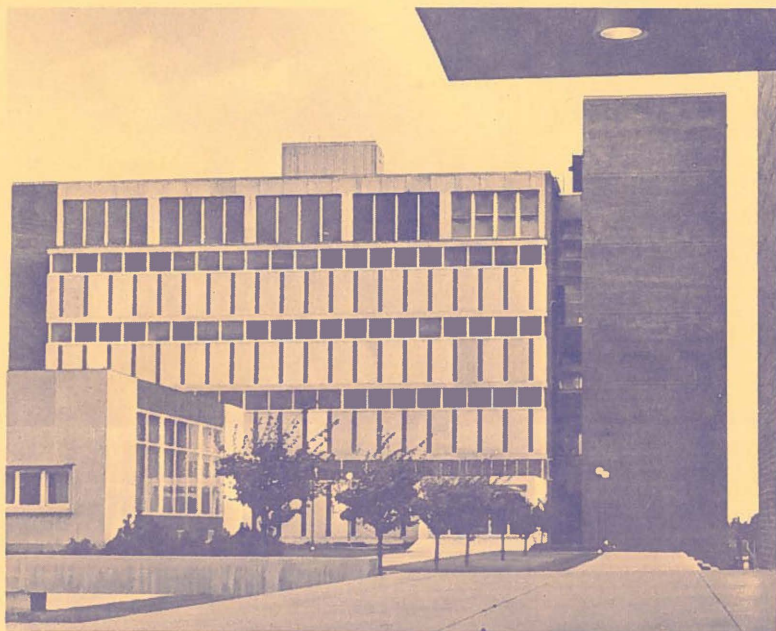


Archive 45a

LAKEHEAD UNIVERSITY

LIBRARY



READERS GUIDE

1968 - 1969

LAKEHEAD UNIVERSITY

LIBRARY

READERS GUIDE

1968 - 1969

The Library is here to serve the needs of the members of the University, and the Library staff will help readers in whatever ways they can, but real success is only possible if readers in turn cooperate with the Library staff and adhere to the regulations.

It is possible to maintain a full staff only during normal working hours, and readers will receive a better service if they make their enquiries, etc. at these times rather than in the evening when fewer and sometimes less experienced staff are on duty.

No library material may be removed from the library without being properly charged out and recorded. Anyone found removing books etc. in an unauthorized manner will be reported to the President, and students are liable to suspension for such an offence. A commissionaire is permanently at the exit and all persons must permit him to assure himself that no library material is being removed unrecorded.

HOURS OF OPENING

During the fall and winter terms:

Monday to Friday: 8:30 a.m. to 12:00 midnight

Saturdays: 9:00 a.m. to 5:00 p.m.

During vacation:

Monday to Friday: 9:00 a.m. to 5:00 p.m.

Saturdays: closed

During Summer School:

Monday to Friday: 8:30 a.m. to 12:00 midnight

Saturdays: 9:00 a.m. to 5:00 p.m.

Alterations to the above times are posted on the Library notice boards and the Dean of Students notice board.

The Library is approximately sixteen years old and grew mainly as the Library of the Lakehead Technical Institute which became the Lakehead College of Arts, Science and Technology in 1956 and Lakehead University in 1965. The present stock consists of nearly 80,000 volumes. The building is designed eventually to hold about 500,000 volumes.

REGISTRATION

All users of the Library must register by filling in a Library Registration Card. Students when using the Library must carry their Lakehead University Identification Cards. External borrowers will receive a Library Identification Card.

All full and part time members of the University are entitled to use the Library, either to read there or to borrow in accordance with the borrowing regulations. (See Rules and Regulations.) Other persons may use the Library at the Librarian's discretion. In the latter case, a deposit may be required against damage to or loss of books borrowed. (See Regulations for External Borrowers).

ARRANGEMENT OF THE LIBRARY

At present, the main floor (entrance level,) second and third floors are the areas available to readers. The main floor contains the Circulation Desk, the Catalogue Hall and the Reference Room. The Reference Room contains works designed for quick reference, bibliographic works, a pamphlet file and government documents. None of the material in this section is normally available for borrowing.

The second floor holds both current and non-current periodicals, including annuals and all other regular and irregular serial publications. Abstracting journals however remain in the Reference Room. None of the material on the second floor is normally available for borrowing. There are many carrels for reading and study.

The third floor holds the bulk of the Library's book stock and a large number of carrels and reading tables. Most of the stock is available for borrowing, but for various reasons certain books cannot be borrowed.

Readers are asked not to replace periodicals and books on the shelves but to leave them on reading tables or in carrels for re-shelving by Library staff.

CLASSIFICATION

The Library makes use of the Library of Congress classification scheme. The main classes are as follows:

- A General Works. Polygraphy.
General encyclopedias, periodicals.
- B-BJ Philosophy
- BF Psychology
- BL-BX Religion
- C Auxiliary Sciences of History
- D Universal and Old World History
- E-F American History. Canadian History
- G Geography, Anthropology, Folk-lore, Manners and Customs, Recreation.
- H Social Sciences.
Statistics, Economics, Sociology.
- J Political Science
- K Law
- L Education
- M Music
- N Fine Arts
- P Literature
- PR English literature
- PS American literature
- Q Science
Mathematics, Astronomy, Physics, Chemistry, Geology,
Paleontology, Biology, Human Anatomy, Physiology.
- R Medicine

- RT Nursing
- S Agriculture
- SD Forestry
- T Technology
Engineering
- U Military Science
- V Naval Science
- Z Bibliography and Library Science.

CATALOGUES AND INDEXES

Collegues.—Two colleagues, one AUTHOR and one SUBJECT, are located in the Catalogue. The latter is the main index to the Catalogue. When photographing books, use the AUTHOR and SUBJECT colleagues. Use the SUBJECT catalogue when searching for material on a certain subject or books about a topic. The AUTHOR and SUBJECT colleagues are based on the Library of Congress list of subject headings. A copy of this list, containing a classification scheme, is kept in the Catalogue.

Bibliographic information.—The cards in the Catalogue are arranged in the order of the different types of entries. For more detailed information on the Catalogue scheme and the catalogue, and then use the Library of Congress Catalogue or ask a member of the Library staff.

Periodical index.—A guide to locate the location of current issues is maintained near the current periodicals section on the first floor.

Facsimile list.—Business, industry, government, and other facsimile lists are kept in the Catalogue.

ARRANGEMENT OF STACKS ON THE SECOND AND THIRD FLOOR S

Second Floor - Periodicals and Serials - The class A of the classification scheme is housed on the single-faced shelving against the south and west walls, outside the existing rooms. The remaining classes, B to Z, are found in the double-faced stacks in the centre of this floor. Beginning with the B class in the southwest corner, facing the Serials Librarian's office, the collection runs from south to north across the two main aisles. The eight remaining double-faced stacks in the eastern part contain the periodicals current volumes. A guide to the stacks may be found on the pillars where the B class starts.

Third Floor (books) - Except for the N class (fine arts), the classes A to Z are found in the double-faced stacks in the centre of this floor. Beginning with the A class in the southwest corner, the collection runs from south to north, across all aisles. The N class (fine arts) books are located on the single-faced shelving against the north wall, while oversize books (◇◇◇) can be found against the south wall. A guide to the stacks may be found on the pillars where the A class starts.

CATALOGUES AND INDEXES

Catalogues - Two catalogues, one AUTHOR-TITLE, the other SUBJECT, are located in the Catalogue Hall, which is part of the lobby on the main floor, close to the Circulation Desk. These bibliographic tools are the keys to the Library collection. When the author or title is known, use the AUTHOR-TITLE catalogue. Use the SUBJECT catalogue when searching for material on a certain subject or books about a specific author and his work. Subject readings are based on the Library of Congress list of subject headings. A copy of this list, including cross-references from headings not used, is kept at the catalogue.

Bibliographic information on the cards is explained, and examples of the different types of entries will be found at the end of the brochure. For more detailed information on the Classification scheme and the catalogues and their use see the booklet at the Catalogues or inquire from a member of the Library Staff.

Periodical Index - A guide to facilitate the location of current issues is maintained near the current periodicals section on the second floor.

Pamphlet File - Business, industry, government agencies and associations regularly issue pamphlet material of interest to the

student and researcher. The pamphlet file is located in the Reference Room and the material therein is arranged alphabetically by subject. A subject heading card catalogue is adjacent to the file to facilitate its use.

BORROWING OF BOOKS

Registered users of the Library may borrow for reading outside the building. Books scheduled for borrowing have two cards in the pocket in the back of the volume. Borrowers must sign both cards. Circulation Desk staff will stamp them and keep them as the record of loan. Material scheduled to be kept permanently in the Library will only be issued with special permission from Senior Library Staff. Undergraduates may be required to obtain a written recommendation from a Faculty member to be allowed to borrow certain of the restricted material.

There is no restriction at present on the number of books which can be borrowed at one time. Normally Undergraduates may keep books from the open stacks for one week. The Academic and Senior Administrative Staff and members of the Board of Governors may borrow books from the open stacks for longer periods. Books will be recalled at the end of the academic year or at the end of Summer School. However, they should be returned earlier if they are no longer in use.

Reserve books are books which normally may be borrowed for one week, but which are temporarily put on reserve when in great demand. They are shelved at the Circulation Desk. An index to the books by author and by course is at the Desk and any book listed may be obtained from the Staff by request. Because there is a heavy use of these books by Undergraduates for a limited period, the Academic Staff are requested not to borrow them. Those books with pink cards at the back, may be kept three days. Those with blue cards at the back may be kept one day or two hours where specified. There is a limit of two reserve books per borrower; one for each of two courses.

The attention of readers is called to the regulations regarding fines for overdue books and replacement of lost books (See Rules and Regulations.)

REFERENCE SERVICE

The librarian and staff of the Reference Department are always available to assist and instruct library users in the use of the Library catalogues and material to facilitate research connected with term work or graduate studies.

OTHER SERVICES

Photocopying - Enquiries concerning the photocopying facilities available in the Library should be made at the Circulation Desk. Photocopying is covered by strict copyright laws. The Librarian has the authority to refuse to allow copying which he regards as contrary to these laws.

Inter-Library Loan - The Library will seek to borrow, from other libraries, books, material in microform or other library material that is not available in the Library. This service is only for Faculty Members and Graduates. Requests should be made through the Reference Librarian.

Microform material - The Library will obtain microfilms or other photographic copies of material not in the Library upon request to the Reference Librarian. The reader will be required to refund the costs and will be the owner of the copy.

Much of the library's material is on various microforms and for this, different Readers are available. This material and the Readers are located in a room on the second floor. Application for use of these should be made to the Reference Librarian.

COAT ROOM

This room which is restricted to sessional lecturers, is located at the end of the hall in the south-west corner of the building.

WASHROOMS

Are located in the southeast corner of each floor.

APPENDIX I

RULES AND REGULATIONS

1. The Library facilities and services are available for all members of the Board of Governors and for all present full and part time members of the University.
2. Other persons may use the Library at the discretion of the Librarian and on such conditions as he may decide. (See Regulations for External Borrowers)

3. All users of the Library must complete a Library Registration Card. External borrowers will be issued with a Library Identification Card, which they must produce if requested to do so by a member of the Library Staff. Students will be expected to produce their Lakehead University identification card.

4. The number of volumes readers may borrow at one time and the period for which they may be borrowed shall be in accordance with rules from time to time laid down by the Librarian. All material borrowed shall be signed for and the person signing shall be responsible for the safe return of the material. Failure to return it or loss or damage will render the borrower liable to a fine or to the payment of the replacement cost of the item or items concerned.

5. When an item, which has been reported lost and which has been reordered and been paid for, is then found again, no refund for the cost of replacement will be made, but the original item will become the property of the loser, unless the Librarian should decide otherwise.

6. No work from the Reference collection, unbound periodical, newspaper or Government publication may be borrowed without special permission from a senior member of the Library staff, and then only for the minimum period required for its use out of the Library. Such material may not be removed from the Lakehead area without permission.

7. A book on weekly issue may be renewed once only for a further week and only if it is not required by another borrower.

8. If a book issued for a period of more than two weeks is wanted by another reader, it will be recalled after it has been out for a period of two weeks.

9. Overdue books will be recalled and must be returned immediately on receipt of the overdue notice. The Librarian is empowered to recall any book at any time either by general notice or by individual request notwithstanding the date due for return as stamped at time of issue.

10. Fines are levied on all books returned to the Library after the date they are due. The rate for overdue books is ten cents a book per day, and twenty-five cents a book per day for Reserve books. If not paid, fines outstanding and bills for unreturned books will be referred to the University Accounts Department.

11. Books may be reserved. Reservations will be returned to the

shelves if not claimed within two days after notice has been sent to the person reserving them.

12. All material must be correctly issued before it may be taken from the Library. Any person removing books, etc. without having them properly recorded is liable to disciplinary action which may involve the withdrawal of library privileges.

13. Books, must not be marked, cut or damaged in any way. Borrowers are advised to examine books before taking them from the library so that any damage may be noted.

14. Regulations for the borrowing of Reserved Books must be strictly observed. Information on such regulations will be available at the Circulation Desk.

15. Readers may not take bottles of ink into the Library because of the risk of damage to books and furniture, nor may food and drinks be taken into the Library by readers.

16. Readers, on leaving the Library, must show all books, files and briefcases, etc; to the Commissionaire or assistant on duty.

17. Silence, so far as is possible, must be observed at all times.

18. No smoking is allowed in the Library without the authority of the Librarian.

APPENDIX II

REGULATIONS FOR EXTERNAL BORROWERS

Persons other than members of the University who may make use of the facilities of the University Library at the discretion of the Librarian are:-

Staff and Students (Post-graduate and under-graduate) of other Universities on production of confirmation of identity.

Students from the Lakehead Teacher's College on presentation of their identification cards.

Persons who are engaged on courses of higher or further education, are enrolled with an educational institution for this purpose and have no other source for material for their studies.

Persons who are engaged on work of a research nature and who are recommended to the Librarian for membership of the University Library by the Head of a University Department.

Members of the Council of the Friends of the University Library during their period of office.

All External Borrowers should be registered and are subject to the Library Rules and Regulations.

All those in the above categories except staff and students of other Universities and the Members of the Council of the Friends of the University Library and Lakehead Teacher's College students should be asked for a deposit of ten dollars for the period during which they are registered as borrowers. The deposit will be refunded at the end of such a period, having been placed with the University Accounts under the Account no. 1111000 Library Deposits. (Teacher's College students are guaranteed by the Principal.)

Non-Council members of the Friends of the University Library are eligible to become borrowers if they fall into any of the above categories, but they will not be required, as paid-up members of the Friends, to pay the deposit. Non-Council members of the Friends may also consult in the Library, by arrangement with the Librarian, any of the acquisitions made for the Library by the Friends.

The Librarian may waive the deposit in other cases, at his discretion.

In addition to the above, other persons may be allowed to borrow for a single occasion in special circumstances on the agreement of the Librarian. In such cases, no deposit or registration will be required, but confirmation of identity, if necessary, and an address should be obtained.

APPENDIX III

CATALOGUE CARD ENTRIES

- | | | |
|------|--|----------|
| (1) | (2) Rose, Richard, 1933- | |
| JN | (3) - Politics in England, an interpretation. Boston, | (4) |
| 234 | Little, Brown 1964. | |
| 1964 | (5) (6) | |
| .R6 | (7) - xi, 266 p. 21 cm. (The Little, Brown series in comparative politics) | (8) |
| | (9) - At head of title: A country study.
Includes bibliographical references. | |
| | [1. Gt. Brit. - Pol. & govt. 1. Title | |
| (10) | JN234 1964.R6 | 64-17419 |
| | [Library of Congress (5) | |

1. Call number
2. Author's name and birth date
3. Title of the book
4. Place of publication
5. Publisher
6. Date of publication
7. Number of pages (or volumes), kinds of illustrations, height of book.
8. Series note
9. Descriptive note
10. Miscellaneous technical information

(3) India and the future of Asia.

Singh, Patwant, 1925–

India and the future of Asia. (1st ed.) New York,

(2) India.

Singh, Patwant, 1925–

DS
407

India and the future of Asia. (1st ed.) New York,

.S48

(1)

DS

Singh, Patwant, 1925–

407

India and the future of Asia. (1st ed.) New York,

.S48

Knopf, 1966.

x, 264, x p. maps. 23 cm.

Bibliography : p (259,–264.

1. India 2. India–For. rel. 1. Title

DS407.S48

327.54

66–19399

Library of Congress (67f5)

1. AUTHOR CARD:

You may look up books by checking under the author's last name. Although the name of the author is usually that of an individual, there are cases where it may be a Company (Prentice-Hall, Inc.), a Government Department (U.S. Office of Education), or an Institution (Dartmouth College).

2. SUBJECT CARD:

Books having a specific subject may also be located by looking under the subject (or subjects) that best describes the content. Subject headings are always typed in red on top of the catalog cards. Time may be saved by checking under specific rather than general subject headings. For example, books dealing with CATS are entered directly under that subject, not under ANIMALS.

3. TITLE CARD:

A title card will be found for each book having a distinctive title, e.g. Canterbury Tales. Where a title almost or entirely coincides with a subject heading, e.g. Textbook of Electronics, no title card will be found.

