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A Guide to Resources and Services: Raymond H. Fogler Library, University of Maine at Orono

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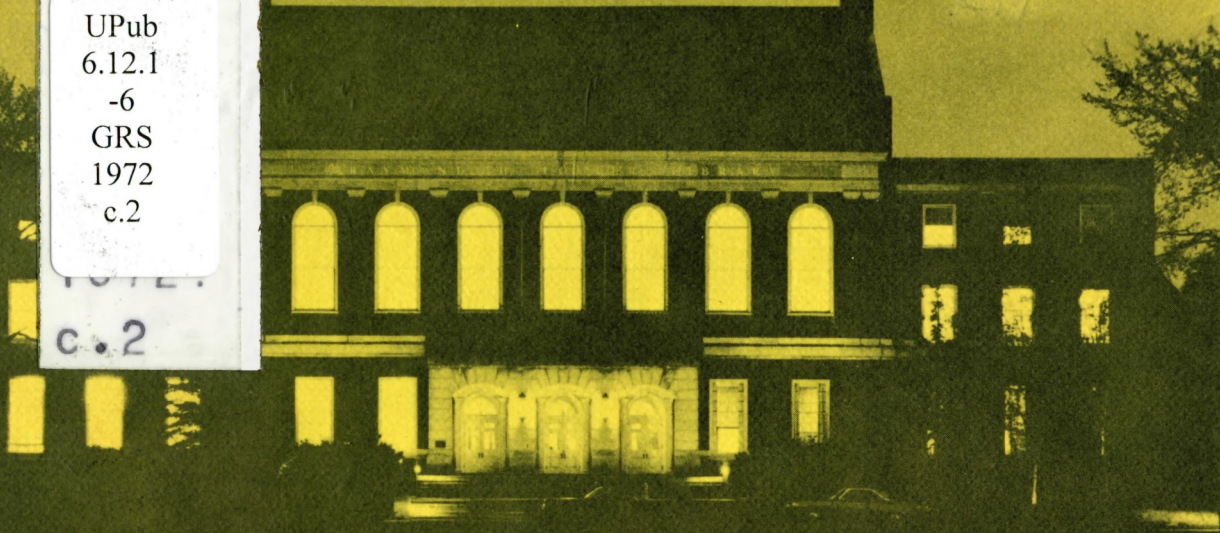
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GRS
1972
c.2



Raymond H. Fogler Library University of Maine at Orono
A Guide to Resources and Services

A Guide to Resources and Services

Raymond H. Fogler Library, University of Maine

UNIVERSITY OF MAINE AT ORONO

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Introduction

The aim of this handbook is to provide an understanding of the role and purpose of the Raymond H. Fogler Library, to describe briefly the holdings, and services of the library, and to make the use of them by students easier and more profitable.

The libraries of the University of Maine exist primarily to support the educational function of the University. In addition to supplying the necessary materials for undergraduate instruction, the libraries also seek to provide the tools and resources for graduate study and research, often extending to the post-doctoral level. The libraries serve a varied public through several units, the largest being the Raymond H. Fogler Library which is the main library in Orono. This building houses approximately 500,000 of the more than 600,000 volumes comprising the total university library collections. Other libraries are located in Portland, Augusta, Bangor, Presque Isle, Fort Kent, Machias, Gorham, Farmington and the Ira C. Darling Center in Walpole. The University subscribes to over 4,500 periodicals, of which

approximately 3,000 are housed in the Fogler Library. The Fogler Library is a Regional Depository for United States Government publications for the three-state area of Maine, New Hampshire and Vermont. This collection represents a fast-growing and increasingly important source of information for all levels of research. Still other sources of information are pamphlets and other ephemeral materials which make up the information file and tests and curricular aids, which are included in the Learning Resources Center.

The booklet has been revised by Mr. William C. Ahrens, Assistant University Librarian with the assistance of other members of the Library's staff.

While this booklet and the aids described in it will help you to become a more self-reliant and proficient user of the libraries and library materials, you are encouraged to seek assistance from the library staff at any time.

James C. MacCampbell
University Librarian

Library Administrative Staff

University Librarian—James C. MacCampbell
Assistant University Librarian—William C. Ahrens
Systems and Procedures Coordinator—Donald P. Gould
Head, Reference Division—Mrs. Nancy D. McReel
Head, Cataloging Division—Sam Garwood
Head, Special Collections—Mrs. Frances C. Hartgen
Head, Government Publications Depository—Mrs. Barbara B. MacCampbell
Acquisitions Librarian-Bibliographer—Mrs. Doris V. Chapman
Head, Acquisitions Division—Lorraine L. LeBlanc
Head, Circulation Division—Mrs. Elaine Carpenter
Head, Reserve Division—Mrs. Charlotte Huntley
Head, Periodicals Division—Mrs. Jean Campana
Head, Interlibrary-Loan—Mrs. Jeanne Hogan
Administrative Assistant—Mrs. Mary Paul

Library Hours

Monday-Thursday 7:30 A.M.-12:00 Midnight
Friday 7:30 A.M.-10:00 P.M.
Saturday 8:00 A.M.-10:00 P.M.
Sunday 1:00 P.M.-12:00 Midnight

These hours will change during vacation periods. Changes will be posted throughout the Library and will appear in the *Campus* and the *Weekly Calendar*.

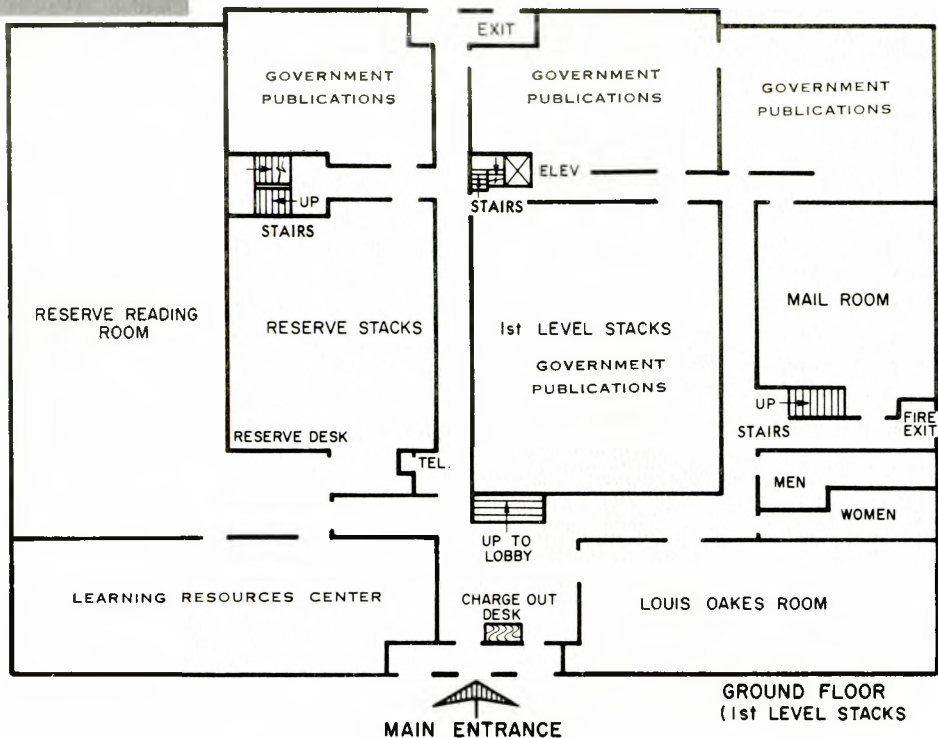
Physical Arrangement of The Library

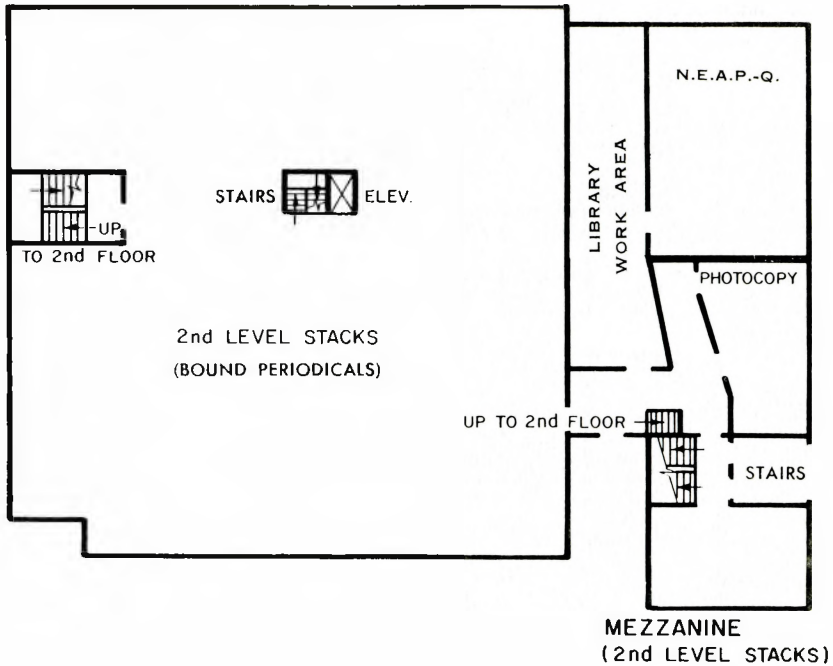
The Library is divided into three main floors and six corresponding stack (book storage) levels. On the first or ground floor of the building are located the charge-Out Desk, the Reserve Room, and the Oakes Room—a browsing area with magazines, newspapers, and recent books. In the lobby are several display cases available to campus groups for exhibits. The ground floor stack level contains the U.S. Government Publications Collection, and is not open to the public.

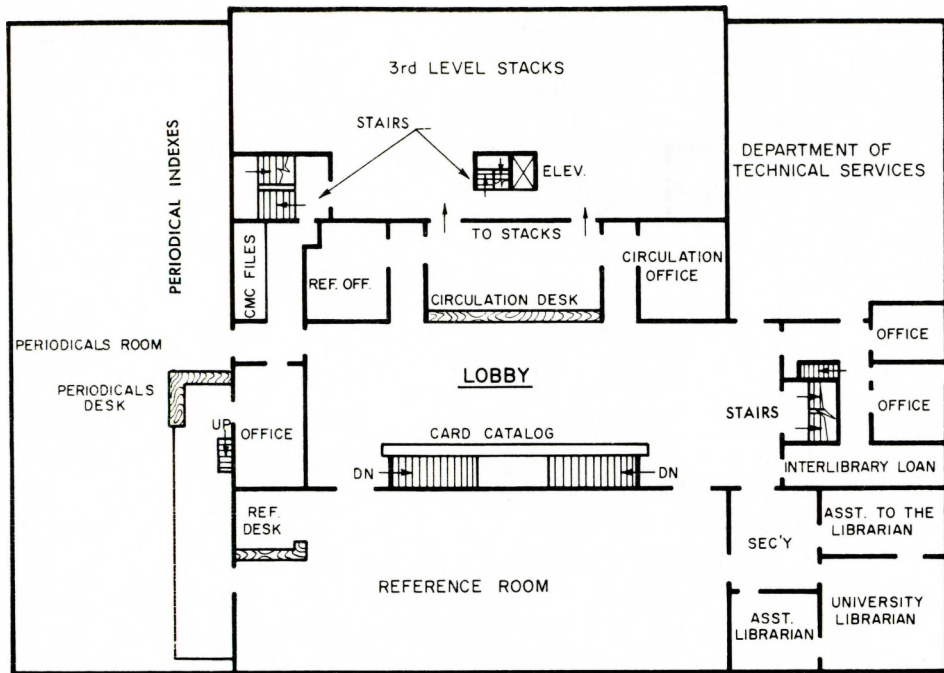
Guard booths are set up at the front and rear exits on the ground floor. All patrons are required to have their books and briefcases examined to insure that all library material is properly checked out. During class hours it is suggested that students leave the library a few minutes early to avoid the rush at the exits.

A central staircase leads to the second floor, and staircases on both sides of the building lead to both second and third floors. The Circulation Desk, Card Catalog, Reference Room, Periodicals Room, Department of Technical Services, and offices are found on the second floor. Entrance to stack levels 2-6 may be gained through doors on either side of the Circulation desk. On the third floor are located the Microfilm Room, a large study room with individual study desks and the Special Collections area. The mezzanine of this floor has been designated a photography salon and features changing exhibits from various photographic collections. A floor plan of the Library is included on the following pages.

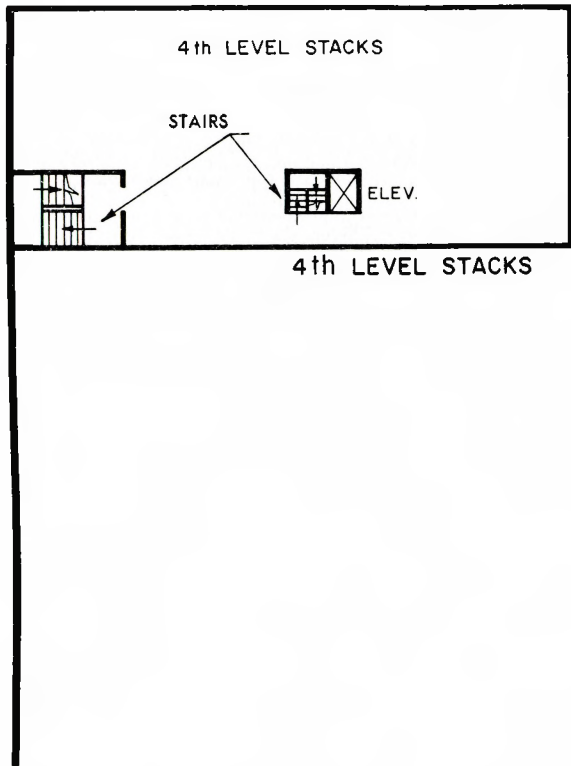
Floor Plans

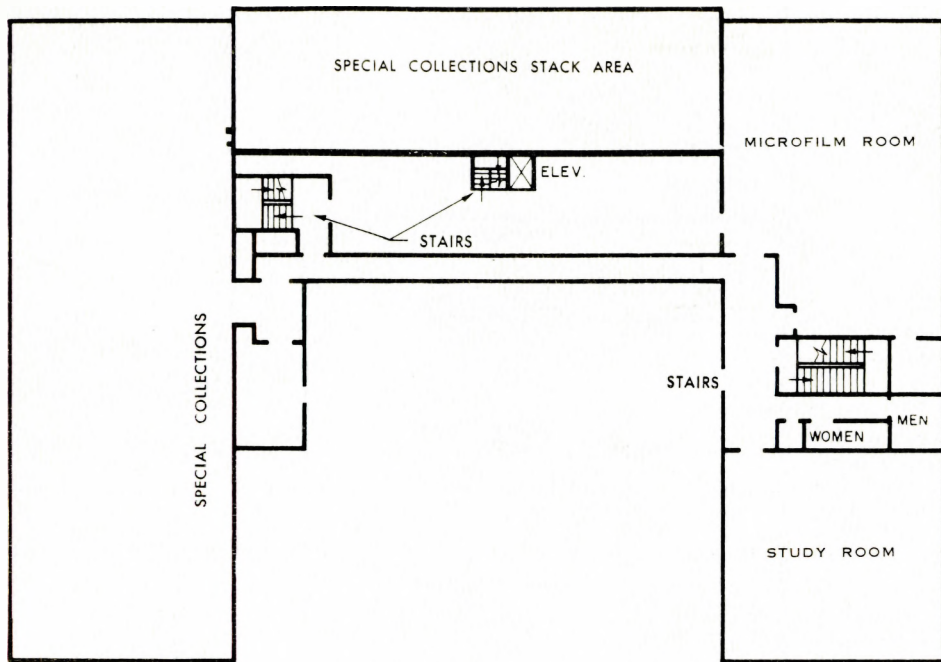




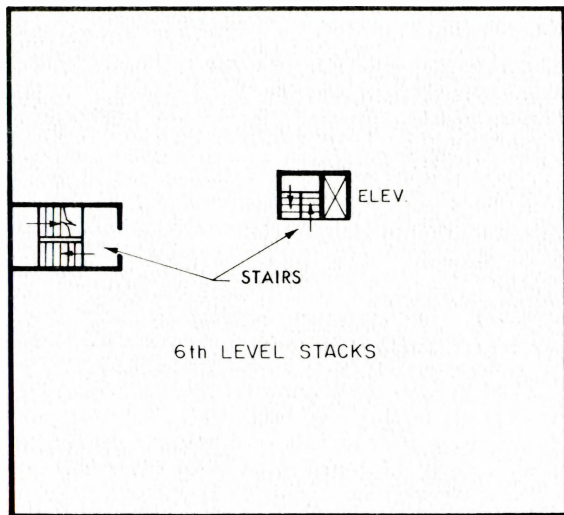


2nd FLOOR
(3rd LEVEL STACKS)





3rd FLOOR
(5th LEVEL STACKS)

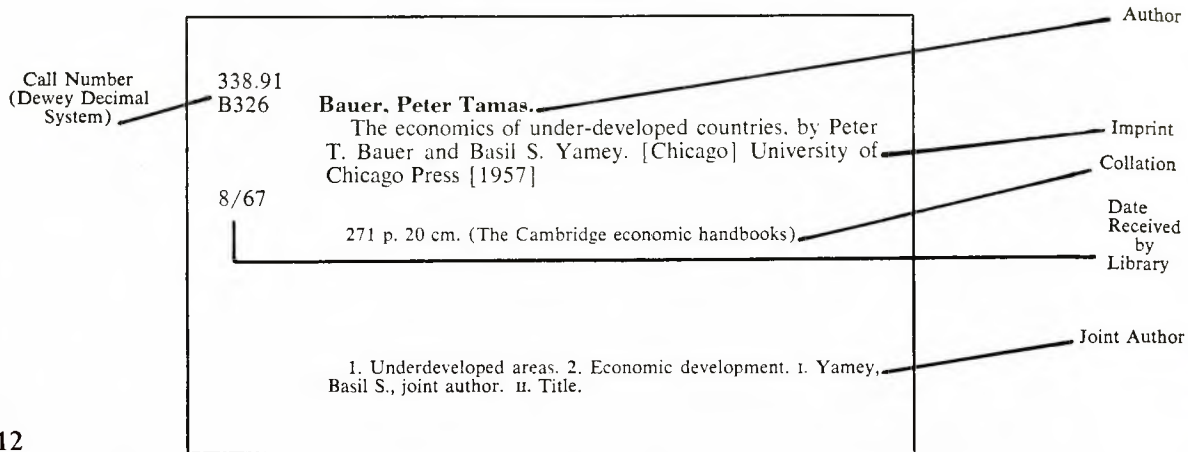


6th LEVEL STACKS

a. **AUTHOR CARD**—Whenever possible, it is wise to look up a book by the author's name. The form is always the same: last name, first name, middle name. Under this line will be found the title of the book and the imprint information: place, publisher and date of publication. Next follows the collation of the

book: number of pages, illustrations, if they exist, book size, etc. At the bottom of the card are found important references or phrases called tracings. These may be used for further searching, as they include headings telling what subjects the book treats.

AUTHOR CARD



AUTHOR CARD

Call Number
(Library of
Congress System)

TK
1051
C6

Cootner, Paul H

Water demand for steam electric generation; an economic projection model, by Paul H. Cootner and George O. G. Löf. Washington, Resources for the Future; distributed by Johns Hopkins Press, Baltimore [1966, c1965]

xi, 144 p. illus. 23 cm.

8/68

Bibliography: p. 141-144.

1. Electric power-plants. 2. Steam power-plants. 3. Water-supply, Industrial. I. Löf, George O. G., joint author. II. Resources for the Future. III. Title.

TK1051.C6
Library of Congress

621.312132
{4-1}

65-27669

b. SUBJECT CARD—Often, one will be looking for books on a certain subject, without knowing authors of books on the subject. In such a case, the subject headings such as U.S. HISTORY; NEGROES; FRENCH LITERATURE, are typed in capitals over the author's name. In other details, the cards are the

same as the author cards. In using the subject approach, it is important to follow the subject tracings on each card for other subject headings or leads.

Authors are often treated as subjects, and cards for books *about* an author are filed after those books by him.

SUBJECT CARD

338.91 B326	<p>UNDERDEVELOPED AREAS.</p> <p>Bauer, Peter Tamas. The economics of under-developed countries, by Peter T. Bauer and Basil S. Yamey. [Chicago] University of Chicago Press [1957] 271 p. 20 cm. (The Cambridge economic handbooks)</p> <p>I. Underdeveloped areas. 2. Economic development. I. Yamey, Basil S., joint author. II. Title.</p>	
HD82.B332	338.91	57—11204‡
Library of Congress	[62w ² 2]	

Subject Heading

Tracings

SUBJECT CARD

TK
1051
C6

ELECTRIC POWER-PLANTS.

Cootner, Paul H

Water demand for steam electric generation; an economic projection model, by Paul H. Cootner and George O. G. Lof. Washington, Resources for the Future; distributed by Johns Hopkins Press, Baltimore (1966, c1965)

xi, 144 p. illus. 23 cm.

Bibliography: p. 141-144.

1. Electric power-plants. 2. Steam power-plants. 3. Water-supply. Industrial. I. Lof, George O. G., joint author. II. Resources for the Future. III. Title.

TK1051.C6

621.312132

65-27669

Library of Congress

(4-1)

c. TITLE CARDS—Very frequently a title of a book may be known, but not the author. In most cases, it is possible to find a book by looking it up under the title. The title is typed over the author's name. In other ways, the card is the same as the author card.

TITLE CARD

The economics of under-developed countries.

338.91
B326 **Bauer, Peter Tamas.**
The economics of under-developed countries, by Peter T. Bauer and Basil S. Yamey. [Chicago] University of Chicago Press [1957]

271 p. 20 cm. (The Cambridge economic handbooks)

1. Underdeveloped areas. 2. Economic development. I. Yamey, Basil S., joint author. II. Title.

HD82.B332 338.91 57—11204‡
Library of Congress [62w²2]

Title Heading

Title

TITLE CARD

TK
1051
C6

Water demand for steam electric generation.

Cootner, Paul H

Water demand for steam electric generation; an economic projection model, by Paul H. Cootner and George O. G. Löf. Washington, Resources for the Future; distributed by Johns Hopkins Press, Baltimore [1966. c1965]

xi, 144 p. illus. 23 cm.

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1. Electric power-plants. 2. Steam power-plants. 3. Water-supply, Industrial. I. Löf, George O. G., joint author. II. Resources for the Future. III. Title.

TK1051.C6
Library of Congress

621.312132
[4-1]

65-27669

How to Locate and Charge Out Books

How To Locate A Book

To locate a book in the Library, look for it in the card catalog by author, subject or title. Note the call number (found in the upper left corner of the card), then look for the book in the stacks. There are stack directories on each level to assist library users. Attendants at the Circulation Desk will give assistance if the book cannot be located. If a book has been charged out, it can usually be reserved on its return; ask at the Circulation Desk.

How To Take Out A Book

Students, faculty and other Library users, are issued embossed ID cards which serve as Library cards. These cards must be used each time a book is to be taken out of the Library.

To have the book charged out, take it to the Charge-Out Desk at the front door and present the book and ID card to the attendant. The book will be charged out by machine and the date the book is due will be stamped in the back of the book. The book should be returned or renewed on or before the date it is due at the Circulation Desk on the second floor.

Circulation Period

Books in regular circulation may be borrowed for a period of four weeks. Exceptions may be made by the head of the Circulation Division.

Books can be renewed, providing no one has requested the book. Books wanted for reserve are recalled immediately, regardless of date due.

Overdue Books

It is the borrower's responsibility to return the book(s) on the date due. One week after a book is due, the borrower is sent an overdue notice. If the book is not returned one week from this day, the student is billed a minimum fine of \$2.00 for each book. An additional fine of \$1.00 per book, per week after billing date will be assessed until the maximum of \$10.00 per book is reached, and the bill is then sent to the Treasurer's office. No bills will be cancelled after they are sent to the Treasurer's office. If the book is lost, the Circulation Division should be notified at once, so that special arrangements for its replacement can be made.

Use of the Card Catalog

The card catalog is the general index to the whole library collection. Physically it is a file of

3" x 5" index cards arranged alphabetically in drawers set in the large brown cases in the second floor lobby, opposite the Circulation Desk. The catalog has a variety of important uses. First, it tells whether or not the Library has a particular book. Second, it locates the book by numerical designation. Third, it can be used as a searching device for other or related books on the subject. Fourth, it can furnish various types of biographical and bibliographical material quickly and briefly.

CATALOG CARDS: There are three ways of listing books in the card catalog; by author, subject, and title. While each type of card contains the same information, their arrangement is different.

CALL NUMBERS: On all catalog cards except cross reference cards, a call number is found in the upper left hand corner. This tells where the book is on the shelf. The Library is changing from the Dewey Decimal Classification System to the Library of Congress Classification System. New books are being classified in LC as they are acquired, and older books in the Dewey classification are gradually being reclassified.

In the Dewey System the upper set of numbers is the Dewey Decimal Classification (or class) number, and the lower set of numbers is the author number.

Books are arranged on the shelves in exact call number order. Over some call numbers a letter or set of initials may be found. These letters indicate that the books are not shelved where they would normally be. Since these books

are shelved in separate areas, in some cases closed areas, it is important to note these symbols and request these books at the appropriate desk. Some of these books may be taken out of the Library, others must be used in the building. Some of the letters found over call numbers are:

COLE — Clinton Cole Collection
Special Collections

MAINE

COLL — State of Maine Collection
Special Collections

REF — Reference Books—found
in Reference Room

PER-R — Periodicals Reference—found
in Periodicals Room

Reserve Books

The Reserve Division and Reserve Reading Rooms are located on the ground floor, to the left of the entrance to the building. Here will be found those books assigned by instructors as required and suggested reading.

Since many students use the same books, circulation is restricted, and fines are charged for those books not returned by the hour (or day) they are due. The regular identification card is required to check out a book from Reserve.

There are two (2) types of Reserve: 3-Day and Closed. Each book is labeled clearly so that the student has complete information as to the time limit for borrowing.

For example: 1. *Three Day Reserve*—means that the book may be borrowed for a maximum

of three days. There is a 25c charge, per day, for each day that the book is kept over three days.

2. *Closed Reserve*—means that the book may be borrowed for a limited time only:

Books taken out between the hours:	Are due back at:
7:30 A.M. to 11:00 A.M.	11:30 A.M.
11:00 A.M. to 4:00 P.M.	4:30 P.M.
4:00 P.M. to 9:00 P.M.	9:30 P.M.
9:00 P.M. to closing	8:30 A.M.
	(2:00 P.M. Sundays)

For those books which are not returned at the specified time, the charge is 50c for the first hour or portion thereof, and 25c for each additional hour until the book is returned.

Periodicals

Periodicals Room

The Periodicals Room is located on the second floor of the Library. The Library currently receives about 3,000 periodicals. The total holdings of periodicals are listed alphabetically on the revolving files at the Periodicals Desk. Those periodicals which the Library *now* receives are listed alphabetically, along with their locations, in the booklet *Periodicals Currently Received* which may be picked up at the Periodicals Desk.

If the periodical is in a location other than the Periodicals Room or the second level of the stacks, a notation will appear.

If you need a periodical which we do not have, the Library may be able to obtain it for you through its Interlibrary Loan Service. See the section about Interlibrary Loan.

What is a Periodical?

The Library defines as a periodical any publication which appears more than once a year. Annual publications are listed in the card catalog and are found in the stacks.

Policy for Borrowing Periodicals

Periodicals may be used anywhere in the building. Check at the Periodicals Desk if you wish to take a periodical out of the building.

Location of Periodicals

Current Issues:

alphabetically arranged about the Periodicals Room, or in the Oakes Room (popular journals).

Back Issues:

alphabetically arranged on Level Two of the stacks, or on microfilm in the Microfilm Room.

Newspapers

The Library subscribes to most Maine newspapers and several national newspapers, including the *New York Times*, *Times of London*, *Pravda*, *Le Monde*, *Der Spiegel*, *Montreal Gazette*, *St. Louis Post-Dispatch*, *Washington Post*, *Boston Herald-Traveler*, *Boston Globe*, and the *Wall Street Journal*. The daily issues may be found in the Oakes Room by mid-morning.

Indexes

Indexes provide an alphabetical key to the contents of periodicals. They usually list titles under numerous subject headings, alphabetically arranged, and frequently include a listing by author as well.

Indexes to locating articles in these periodicals are found in the Periodicals Room with the current periodicals.

Some of the more frequently used indexes are *Readers Guide to Periodical Literature*, *Applied Science and Technology Index*, *Business*

Periodicals Index, *Engineering Index*, *Social Sciences and Humanities Index*, and *Education Index*. All of these are subject indexes; several are also author indexes.

Readers Guide to Periodical Literature is both a subject and author index to over 130 magazines. General ones such as *Time*, *Life*, *Newsweek* and *Harper's* are covered as well as more specialized ones such as *Scientific American*, *Yachting*, *Field and Stream* and *Foreign Policy Bulletin*.

Applied Science and Technology Index is a subject index to about 200 periodicals in fields of aeronautics, automation, astronomy, chemistry, physics, construction, engineering, geology and the like.

• *Business Periodicals Index* is a subject index to about 125 periodicals in advertising, accounting, banking and finance, marketing,

labor and management, general business, and insurance.

Engineering Index reviews about 1000 technical journals and includes an abstract for each article. Literature covered includes engineering journals, publications of societies, government agencies, universities, experiment stations, research labs and some books in various languages.

Social Sciences and Humanities Index, called the *International Index* before 1965, indexes from both a subject and author standpoint about 170 periodicals in English. Some of the periodicals included are *Journal of Philosophy*, PMLA (Publications of the Modern Language Association), *Kenyon Review*, and *American Anthropologist*.

Education Index is an author and subject index to more than 170 educational magazines, pamphlets, reports and bulletins. All phases of education are covered, including elementary to higher education, school administration, educational research, teacher education and child study.

All of these indexes use abbreviations which are explained at the beginning of each index volume. When in doubt about an abbreviation, ask a librarian. When using the subject headings in the various indexes, make sure the one closest to your needs is found. The more technical the index, the fewer will be the cross references to aid in finding the right subject headings.

Reference Room

The Reference Room is located on the second floor. It contains those books which are to be consulted for definite information, rather than for consecutive reading. Reference books are of two kinds, those which give the information directly such as encyclopedias, directories, and almanacs, and those which tell where the information may be found, such as bibliographies and indexes.

The Reference Room contains these types of books. To direct the user to the information that he needs, a reference staff member is always on duty. Any questions, whether they deal with periodical indexes, the card catalog, microfilm, photocopy or reference material in general, should be directed to a librarian on duty in the Reference Room.

Certain selected reference books are placed behind the Reference Desk and may be signed out for use in the building. These are books on demand, such as almanacs, English and foreign-language dictionaries, handbooks of the sciences, statistical works, historical compendia, encyclopedias of art, etc.

On request, certain reference books may be signed out overnight after 9:00 P.M. to be returned no later than 8:30 the following morning to the Reference Room. Check at the Reference Desk to see whether or not a certain book may be borrowed overnight.

Depository of U.S. Government Publications

The Fogler Library is a Regional Depository Library for U.S. Government publications. This means that the Library is designated, by law, to receive all the publications of the U.S. Government to depository libraries. These publications range from small pamphlets to multi-volumed works, and in content they vary from information of a popular appeal to technical treatises of value primarily to the trained scientist. Publications are received from all branches of the government.

The first place to look for government publications is the *Monthly Catalog of U.S. Government Publications* which is located in the Reference Room. It lists documents printed in the preceding months and is cumulated at the end of the year. Indexes, which are found in the back of each monthly issue and which are then

cumulated at the end of the year, include subject entries, some title entries, the name of the issuing government agencies and series titles. The *Monthly Catalog*, however, is only one of the numerous indexes and compilations which may be used to locate government documents. These other works, like the *Monthly Catalog*, are to be found in the Reference Room. Requests for these materials should be made from the Reference Room and the staff in this room is able to help in locating references to publications needed.

The Library also contains selected Canadian governmental publications and the publications of the State Agricultural Experimental Stations of the United States. Requests for any of these publications should also be made at the Reference Desk.

Learning Resources Materials

Learning resources materials include: elementary and secondary school textbooks for use by students in teacher education courses, and a small collection of children's books for use primarily for students in elementary education and school and public librarianship. All these materials are kept in the Learning Resources Center, which is located on the left side of the building, on the first floor opposite the Reserve Desk. The materials located here may be borrowed and are charged out at the regular Charge-Out Desk.

This large body of material is maintained, in vertical file arrangement, under subject headings derived from those used in *Education Index*. Information relating to all phases of professional education is located here.

Vertical File

The Vertical File (Information File) is located in the Reference Room. It is an alphabetical

collection of current and authoritative materials. Coverage is both general and specific.

This material may be taken out for a period of one week. A single item in a folder may be charged out, or the entire folder on the subject may be borrowed. Material is charged out from the Reference Desk.

Interlibrary Loan Service

An Interlibrary Loan Service is provided for faculty members and students for material not available in the Library. Requests for materials should be made through the Interlibrary Loan Office on the second floor of the Library.

Hours: Monday-Friday 8:00 A.M.-5:00 P.M.

Evenings and weekends requests may be left at the Reference Desk.

Microfilm Room

Microfilm Room

The Microfilm Room is located in the west wing of the third floor (right side as you enter the building from the Mall). In the room can be found the Library's holdings of microfilms, microcards and other microforms, together with machines for reading these materials. Printed materials, such as the *New York Times Index*, the *Wall Street Journal Index*, and the *United Nations Documents Index* are also found in this room. These are indexes which refer to materials that are found in the various microforms.

Materials which are located in this room are indicated in the card catalog by the word "microfilm," "microcard," "microprint" or "microfiche" over the call number.

Photocopies of microfilm are available at 15 cents per exposure. Requests are kept in the Microfilm Room and at the Reference Desk.

There is an attendant on duty at all times to assist in locating the micromaterials and in the

use of the readers, but questions relating to literature searching should be directed to the librarians in the Reference Room.

Special Collections

A. State of Maine Collection. This collection, which it is hoped, will eventually become the most complete such collection available anywhere, consists of materials reflecting the history and literature of Maine. It includes the works of Maine authors, the records of government, both local and state, the official documents produced by the various governmental agencies within the state, and the personal, social and political records of prominent Maine figures. Also included in this collection are certain items whose value lies in the fact that they were published in Maine. The material is shelved in the Special Collections Room on the 5th level.

Publications of the State of Maine. As a part of the State of Maine Collection, Maine state documents are filed in a special manner. These documents have a classification system which is different from that of the other materials in the Library. These publications are of use primarily for those people interested in various aspects of Maine life. For instance, if one wanted to find out about laws relating to agriculture, or education, or fishing, documents put out by the various agencies of the state would supply the information. Maine state documents may not be taken out of the Library.

University of Maine Collection. In this collection are found the records of the university's historical development in the form of official university publications, publications of student organizations, minutes of faculty and student clubs (both official and non-official, academic and social).

In addition, a complete file of the written research which culminated in advanced degrees is found in the University Collection. The originals of theses and dissertations written for masters and doctoral degrees are also found here. The material in this collection does not circulate.

B. *The Clinton L. Cole Maritime Collection.* This collection of books on maritime information was originally established in the University of Maine in 1936 by the gift of the family of Clinton L. Cole of the Class of 1900. His collection of about 600 books included a wide variety of books on almost every phase of maritime information. The collection, which is also housed in the Special Collections Room, is maintained by purchasing those books which relate to maritime information but not those relating to marine information. Material from this collection does not circulate.

Photocopy Services

A self-service photocopier is located in the Circulation Lobby (second floor) for those patrons who wish to do their own copying.

The Library also provides a photoduplication service for its patrons. The room is located off the landing mid-way between the first and second floors on the west side of the building (the right side as you enter from the Mall).

Library materials, letters, and other personal papers may be photocopied except as noted below. There is no "while-you-wait" service. Materials will be copied as quickly as possible, but up to 24 hours should be allowed for completion of the job. When the room is closed, requests should be left at the Reference Desk.

Hours During the regular session the Photoduplication Service will be open according to the following schedule:

Monday through Friday 8:20 A.M. to 5:00 P.M.

This schedule is subject to change during school vacations and the summer session.

Costs Charges will vary. Projects requiring special handling or special paper will be charged extra or refused at the discretion of the Administrative Assistant. Multiple copies will not be collated.

Copyright Laws The copyright laws pertaining to books, journals and music, and the various Federal and State laws regarding copying of documents (auto registration, passports, etc.) will be strictly adhered to. Due to

the complexity of these laws, the copying of questionable materials must be cleared by the University Librarian. The Library reserves the right to refuse to copy any materials which appear to violate federal or state statutes.

Theses & Dissertations The Photoduplication Department is equipped to copy dissertations and theses in accordance with the requirements of the Graduate School. Graduate students are reminded that all copies which are inserted in the original *must* be on 25% rag content bond paper. The attendant should be notified if bond paper is needed. The cost per copy on bond paper is 15 cents.

Appointments for copying theses and dissertations must be made at least two weeks in advance. During the summer session this can be reduced to three or four days advance notice.

In all instances, each graduate student is responsible for seeing to it that his thesis meets

the requirements of the Graduate School. *The Library is not responsible for interpreting or enforcing Graduate School policy in regard to thesis reproduction.*

Louis Oakes Room

The Louis Oakes Room is located to the right of the entrance of the Library on the first floor. In this room are located a browsing collection of current books of a popular nature, popular magazines, Maine newspapers and selected national newspapers. These books may be borrowed for four weeks and are charged out at the regular Charge-Out Desk. Smoking is permitted in this room.

How to Order Materials

Ordering Library Materials

We have reserved a portion of the book budget for student orders. Students may submit orders for books and other library materials. Faculty and student order cards should be used and should be filled out as completely as possible. You can pick up order cards in the Librarian's office. They should be returned to the Acquisitions Department or the Librarian's office. *Put your return address on the back of the card if you want to be notified when the book is catalogued.*

Library Telephone Numbers

Circulation Desk (to renew books, etc.)	581-7325
Reserve Desk	-7429
Periodicals Desk	-7327
Reference Desk	-7602
Photocopy Room	-7793
Interlibrary loan	-7727
I.D. Cards	-7006
Microfilm Room	-7209
Documents Depository	-7178
Librarian's Office	-7328
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Acquisitions Department	-7565
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