

A GENERAL GUIDE TO
KILLAM MEMORIAL LIBRARY

INTRODUCTION

Opened in 1970 and built in memory of Izaak Walton Killam, Canadian industrialist and financier, Killam Memorial Library serves the library needs in the humanities, sciences and social sciences. The University community is also served by the Kellogg Health Sciences Library, the Sir James Dunn Law Library and the School of Social Work Library. With a book capacity of one million volumes and seating distributed through public reading rooms, study halls and study carrels, Killam Library is one of the most heavily used buildings on campus. In order to maintain an environment conducive to study and learning, smoking, eating and drinking are not permitted in the Library.



Dalhousie University

NOVANET

Dalhousie libraries participate in Novanet, a network which shares a single automated online catalogue of the holdings of the member libraries (Mount Saint Vincent University, Nova Scotia College of Art & Design, Saint Mary's University, Technical University of Nova Scotia, and the University College Cape Breton). You may borrow from Novanet libraries upon presentation of your University ID card. Members of the general public may be eligible for a Novanet borrower's card. Terminals to access the online catalogue are distributed throughout the Library. They show which library holds a particular title, whether it is signed out and for how long, whether it is on reserve, on order, etc. Instruction in using the Novanet catalogue is available at Reference Desks.

CIRCULATION (494-3617)

The Circulation Desk is located in the lobby. To check out an item, take it to a staff member at the Desk and present your University ID or Novanet borrower's card. Loan periods, recall and renewal privileges, searches, the fine policy and other circulation information are outlined in a separate regulation sheet available at the Circulation Desk.



RESERVE (494-3618)

Reserve material is available to Dalhousie, Kings and Mount Saint Vincent students at the Reserve Desk, which is to the right of the Circulation Desk. Placed on Reserve by professors for their courses, this heavy-demand material has much shorter loan periods than other material. The Novanet online catalogue provides access to material on Reserve. Loan periods for Reserve material are specified on the "date due slip" at the back of the item. To encourage prompt return of material, fines are imposed on all Reserve overdues.

REFERENCE SERVICES:

HUMANITIES & SOCIAL SCIENCES (494-3611) SCIENCES (494-2384)

Questions about using the library, locations of material, or any of your information needs may be directed to the librarians at the appropriate Reference Desk. Assistance with library needs in the humanities and social sciences, including business and education, is available in Reference Services, beyond the glass doors to the left as one enters the lobby on the ground floor. Assistance with library needs in the sciences is available in Science Reference on the second floor in Science Services. During term librarians are available for assistance during the day and on three evenings and weekends as well. Hours of reference service are posted.

INTERLIBRARY LOAN:

HUMANITIES & SOCIAL SCIENCES (494-3612) SCIENCES (494-2059)

Interlibrary Loan is a service which attempts, through the cooperation of other libraries, nationally and internationally, to provide Dalhousie students and faculty members with research material not held by Dalhousie libraries. Questions about Interlibrary Loan may be directed to the appropriate Reference Desk or Interlibrary Loan office, located adjacent to the Humanities and Social Sciences Reference Desk on the ground floor or the Science Reference Desk on the second floor.

ON-LINE SEARCH SERVICES:

HUMANITIES & SOCIAL SCIENCES (494-3611) SCIENCES (494-2384)

Killam Library has access to several hundred online databases covering a wide range of subject areas. A search on one or more of these databases can provide a tailor-made list of references on a given topic in a fraction of the time it would take to conduct the search manually. This service is subject to fees which are explained in consultation with the librarian. Search request forms are available at the Reference Desks, and librarians there welcome any questions you may have about this service.

END-USER SEARCH SERVICES:

HUMANITIES & SOCIAL SCIENCES (494-3611) SCIENCES (494-2384)

Killam Library provides similar access to online databases directly to end-users. This means that, for greatly reduced fees, you yourself may conduct simple online searches at specified, non-peak times of the day. Librarians at the Reference Desks can give you more details.

CD-ROM DATABASES:

HUMANITIES & SOCIAL SCIENCES (494-3611)
SCIENCES (494-2384)

Killam Library subscribes to several databases in CD-ROM format (compact disk, read only memory). These databases offer many of the same capabilities as online searching and are designed especially for you to search yourself, without charge.

To date, CD-ROM databases in education, Canadian business and current affairs and sociology are available in Reference Services. Databases in psychology, life sciences and general sciences are available in Science Services.

Users have been impressed with the efficiency, speed of retrieval and ease of use of these systems. Appropriate search terms are keyed in and bibliographic references may be printed immediately. Librarians on the Reference Desks welcome questions you may have about this service and written instructions are available on site as well. This service is available during the hours that the Reference Desks are staffed.



LIBRARY INSTRUCTION:

HUMANITIES & SOCIAL SCIENCES (494-3611)
SCIENCES (494-2059)

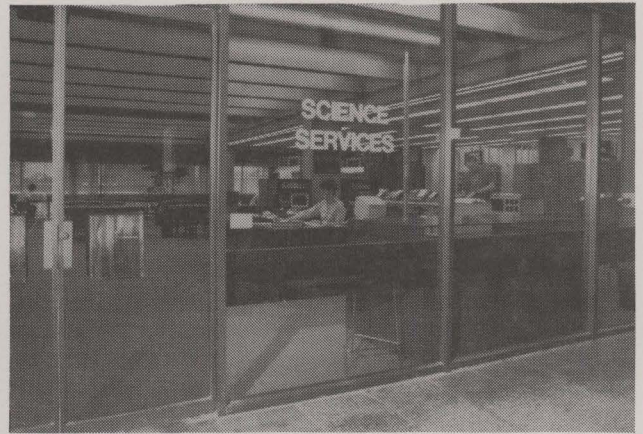
In order to help students and faculty members become self-sufficient library users, library instruction workshops are offered. Faculty members may make arrangements for their students to come to the Library for classes on basic use of the library or on specialized resources for particular fields of study. Interested students may make similar arrangements independent of their professors. The Library has also prepared a variety of bibliographies and guides to aid in library use and research. Enquiries about library instruction and publications should be directed to the appropriate Reference Desk.

SOCIAL SCIENCES & HUMANITIES COLLECTION

Books and journals in the humanities and social sciences are inter-shelved according to Library of Congress call numbers and are located on the third and fourth floors. Other specialized collections are described separately. Floor plans and directories are available on every floor, and librarians on the Reference Desks will assist you in finding what you need.

SCIENCE COLLECTION & SERVICES

All science material and services are on the second floor. Books and journals are shelved separately on this floor. The Science Serials Office, Interlibrary Loan, the Map Collection, Science Documents and other Science services are also located on the second floor in or near the Science reference room.



CURRENT SERIALS:

HUMANITIES & SOCIAL SCIENCES (494-3649)
SCIENCES (494-2331)

Current issues of serials in the humanities and social sciences and newspapers are located in the Serials/Microform area on the ground floor off the lobby. Current serials in the sciences are located in Science Services on the second floor in the Science Reference Room. Unbound issues are kept for one year before being sent to the bindery and are displayed alphabetically by subject. A special display of Science serials received each week is also located in the Science Reference Room.

DOCUMENTS COLLECTION:

HUMANITIES & SOCIAL SCIENCES (494-3634)
SCIENCES (494-2384)

The Library has a large and valuable government documents collection supporting the research needs of the humanities, social sciences and sciences. The bulk of the documents collection is located on the ground floor in Reference Services; Science documents are located on the second floor on the south-west side of the building. Separate documents card catalogues provide access to the collection until 1987, after which time the Novanet online catalogue is the point of access. As a depository library, Killam receives publications from the province of Nova Scotia, the government of Canada, the United Nations and its specialized agencies, e.g., UNESCO and FAO, and the European Communities. The collection also includes selected publications of other provinces and countries.

MAP COLLECTION (494-3757)

One of the largest map collections in the Maritimes, the Dalhousie University Map Collection contains over 60,000 sheet maps, 11,000 aerial photographs and 1,500 books and atlases. Located on the second floor off the Science Reference Room, the Map Collection serves students, faculty and staff of all educational and research institutions in the area, as well as the general public. Included in the Collection are topographic maps of all areas of the world, road maps and city plans, nautical charts, political and administrative maps, soil maps and reports, aerial photographs of Nova Scotia, geological maps, and various catalogues, indexes and other reference material to the collection. Enquiries may be made to staff in the Map Collection Room or at the Science Reference Desk.

MICROFORM COLLECTION (494-3649)

Material on microform is located in the Serials/Microform area on the ground floor where there are facilities for reading and duplicating microtext. Most of the microform material is catalogued but there are larger sets, such as the British Sessional Papers or the Human Relations Area Files, which require the use of separate indexes. Staff in the Serials/Microform area can provide assistance in the use of the machines; librarians on the Humanities & Social Sciences Reference Desk should be consulted for help in identifying required microforms and in using the separate indexes for the microform sets.

MUSIC RECORDS & SCORES (494-3615)

Scores and recordings which support the music programme at Dalhousie are located in Special Collections on the fifth floor. Listening stations are available for phonodiscs, CD's and cassette tapes. Access to these facilities is through the Special Collections Desk where ID cards are retained while the equipment is being used. A separate catalogue of the majority of this material is located in Special Collections. Newer acquisitions are accessed through Novanet.

SPECIAL COLLECTIONS (494-3615)

A variety of unique collections and rare books are located in Special Collections on the fifth floor. Canadian poetry, drama and small press publications are found here as are other important collections such as the J.J. Stewart Collection of 18th and 19th century books, pamphlets and almanacs and the Morse Collection of 18th century maps and prints. Also of interest are the Sir Francis Bacon Collection, the Atlantic Provinces views in the deVolpi Collection, the fine bindings in the Cockerell Collection and the etchings in the Parrish Collection. Access to the internationally renowned Kipling Collection is also provided by Special Collections. Because of their rarity and value access to these collections is carefully controlled, and material does not circulate.

UNIVERSITY ARCHIVES (494-6490)

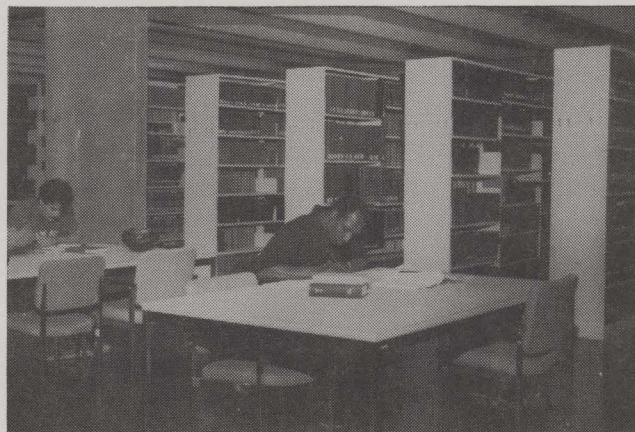
Located on the fifth floor, the University Archives is the official repository of all university records and university publications. Included in this material are the records of the Board of Governors, Presidents, the Senate, the Faculties and Financial Services. Other important collections in the Archives include private manuscripts, the Theatre Archives, the Business Archives and the Nova Scotia Labour History Archives. The University Archives also has microfilm copies of many of the Nova Scotia shipping registers as well as a very extensive collection of 19th and 20th century photographs. The Archives is accessible to the general public as well as to the University community.

PHOTOCOPIERS (494-3617)

Photocopiers operated by coin boxes and/or debit card units are located on the ground floor across the lobby from the Circulation Desk in the Photocopy Room, and off the Science Reference room on the second floor; photocopiers are also located in the corridors on the second, third and fourth floors. Copies are ten cents per exposure using coin and eight cents per exposure using a debit card. Change is available at the Circulation Desk. Debit cards may be purchased at the Circulation Desk, in Library Administration, or in Science Reference. Machine malfunctions and requests for paper refills should be reported to the Circulation Desk.

CARRELS (494-3601)

Open study carrels are located on the perimeter of the building on all the upper floors. Closed carrels, reserved for the use of graduate students actively writing their theses, are also located on floors two through four on the perimeter of the building. Graduate students may apply for closed carrels in the Killam Library through their departmental graduate coordinator who will make the request to Library Administration. A refundable deposit of \$10.00 is required for the carrel key.



TELEPHONES AND WASHROOMS

For your convenience public telephones and washrooms are available from the second to the fifth floors, to the right off the elevators. A public telephone is also located in the Photocopy Room off the lobby.