

# Library Handbook



**DALHOUSIE UNIVERSITY**

**HALIFAX, N. S.**

**1946**

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*Please read and keep for reference*

# LIBRARY HOURS

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## MACDONALD MEMORIAL LIBRARY

### COLLEGE SESSION

Monday-Friday -	-	-	8.50 a.m.- 5.30 p.m.
			7.30 p.m.-10.00 p.m.
Saturday -	-	-	8.50 a.m.-12.00noon

### VACATION

Monday-Friday	-	-	-	9.00 a.m.- 5.00 p.m.
Saturday -	-	-	-	9.00 a.m.-12.00noon

## DEPARTMENTAL LIBRARIES

For hours apply to a member of the Department.

## LOCATION OF DEPARTMENTAL LIBRARIES

Biology Library.....Forrest Building  
Chemistry and  
Physics Library . . . Science Building (2d Floor)  
Engineering Library.. Engineering-Geology Building  
Geology Library.....Engineering-Geology Building

## KING'S COLLEGE LIBRARY

For hours apply to the Librarian.

# LIBRARY HANDBOOK

The main purpose of the library committee in preparing this handbook is to assist you to make as good use as possible of what is—or should be—one of the most worth while parts of the University, the library.

Aim of  
the  
handbook

Apart from its use to you as a help in your college work, the knowledge of how to use our library is essentially that of using; any general library—and such knowledge should be possessed by any educated person.

Moreover this knowledge will save much of your time and energy and also that of the library staff and so leave them freer to help you in other ways.

We do not hope to have given in this booklet an answer to all the questions you might ask about the library but we wish to assure you that we and the library staff will be pleased to help you with any library problems that you may have.



A fuller account of the way in which libraries are organized, books classified and other interesting and useful information which might have been included in a booklet such as this will be found in the ***Guide to the Use of Libraries***, by Hutchins, Johnson and Williams, several copies of which are in the library.

**Libraries**      The Macdonald Memorial Library, built as a memorial to Charles Macdonald, who was for many years Professor of Mathematics, houses the book collection with the exception of the scientific and engineering sections which are in the several departmental libraries. In addition there is a Fine Arts Collection temporarily in the Archives Building.

Although most of the books which you will be using are in the above collections, there are several libraries nearby which will be useful and are available to you. A list of these is given inside the back cover of the handbook. The library hours and regulations vary and these may be obtained at the respective libraries.

We should like to call special attention to the library at King's College with its fine incunabula and its general collection which includes all the books most in demand for class use.

The Medical and Dental Library and the Law Library, for the professional schools, are situated on the Forrest campus.

One of the many advantages of a small college is that there is no need for an elaborate system of describing the whereabouts of the different buildings and we shall assume that you can find your way into the main reading room on the second floor of the library building.

In a very small library, as in a private catalogue library, all the books could be kept on open shelves from which they could be taken down and examined when needed, but as soon as the number of books becomes large—and we have over 70,000 books—some system has to be adopted which will tell you what books are in the library and which will enable you to obtain them with a minimum of trouble. This is done by indexing

the books in a card catalogue placed in the reading room on either side of the charging desk for your use. The catalogue lists the books in the collection and indicates by a group of letters and numbers their position in the library. Detailed instructions for its use and an explanation of its arrangement are attached to the catalogue cases. A mimeographed copy of these instructions may be obtained from the librarian.

Reading  
room

Reference

Because of the size of the collection it is possible to shelve only a very limited part of it in the reading room. In this part is included a small but extremely important group of "reference books", the value of which should be known to every student. These are shelved on the south side of the reading room. They must be available at all times and therefore cannot be taken from the reading room. These furnish the quickest and most convenient way of finding information, frequently quite detailed, on many subjects. They vary in size from the one volume *Who's Who* to the seventy-one volume *Dictionary of National Biog-*



*raphy*. We would like to call to your attention a few special encyclopaedic works—the *Encyclopaedia Britannica*, the *Encyclopedia Americana*, the *Encyclopaedia of the Social Sciences*, the *Catholic Encyclopedia*, *Nouveau Larousse Illustré*. There are also various types of dictionaries, including those on languages, music, art, quotations, literature, etc. In addition the numerous serial publications (year-books, almanacs, etc.) constitute a very useful part of our reference section.

We suggest that several hours spent early in your first year here in examining reference books to discover their scope and arrangement will be time well spent. Reference books to-day are considered such an important part of a library that many libraries have special reference rooms. Reference books themselves need reference books. One of the best of these is the standard *Guide to Reference Books* by I. G. Mudge.

The remaining books in the reading room have been selected by the different departments in the Arts faculty. They have been

Reading  
room

General  
collection

chosen either for their bearing on the classes given or because of their connection with subjects with which you will want to become acquainted. No formality is needed to obtain these books for use in the reading room but we ask you, if you are not sure from where you took a book, to leave it on the reading room desk when you have finished with it so that the librarian may return it to its proper place. If you wish to borrow such a book for home reading, fill in, on the book card which you will find in the pocket at the back of the book, your name and the date, and take both the book and the card to the librarian at the charging desk. She will keep the card as a record of the loan and will stamp on the book pocket the date by which the book must be returned. If it is not returned by the stated date a fine will be imposed. The usual loan period is two weeks.

**Books in  
stacks**

The major part of the book collection is housed in the "stacks", six floors of steel shelving, where the books are arranged in classified order. You are not allowed



into the stacks except by special permission which is usually given only to honour and graduate students. All the books in the stacks, however, are available on request.

The catalogue is your key to this part of the collection and you should become familiar with it and the way of using it as soon as possible. When you have consulted the catalogue and have found the card belonging to the book you want, copy on a reading room slip, which you will find on the **ek&rgmg dssk, tha "ca\LuumW**

which is on the upper left hand corner of the card. This will usually be a group such as <sup>H36</sup>Q69<sup>5</sup> but in some cases there may be extra letters such as DAL, DAL-MSS, <sup>How they</sup>maybe CAN. Then fill in the remainder of the information required on the slip and hand it to the librarian who will bring you the book. If it is wanted only for use in the reading room, the slip will be kept as a record until the book is returned. <sup>obtained</sup>

It is important to copy the full complement of letters and numbers exactly, as it is by means of these that the librarian is

able to find the book, and any omission, however small, may mean that search will be made in the wrong section of the library. When books are in the departmental libraries this fact is indicated on the catalogue cards by abbreviations such as the following, Geol. lib., C. & P. lib., etc., and you will have to go to the appropriate departmental library for such books. The more recent acquisitions in the King's College library are listed in our catalogue and the cards are stamped King's College. If you wish to take the book home, follow the same procedure as for taking away books from the reading room. You will understand that books cannot be taken out of the library without a record being made, and in fairness to your fellow students we ask you to observe this rule strictly and also to return the book as soon as you have finished with it.

Six books at a time, not including reserve books, may be borrowed by undergraduate students. In special cases the number may be increased by arrangement with the librarian.

If you wish to keep a book longer than the allotted time, you may ask for an extension of the loan period, which will ordinarily be granted unless there is a request from someone else for the same book.

Renewals

If a book has been mentioned in class or recommended for additional reading, you should note the author and title, for it is probable that the book has been placed "on reserve", i.e. withdrawn from the main collection and placed on a special shelf. To obtain any of these take a reading room slip from the charging desk, fill in the author and title and your name, and give it to the librarian who will procure the book for you. Since the demand for these is usually greater than the supply, they cannot be borrowed for as long a time as other books. The loan period for reserve books varies from overnight to one week.

Reserve  
books

So far we have been referring exclusively to books, and consequently to information that has been available long enough to have appeared in book form, but much information, particularly contemporary, is

Periodicals



contained in periodicals which appear at intervals—weekly, monthly, quarterly, or even irregularly. These often afford the only means of getting up-to-date material particularly in the case of the technical and scientific subjects. Many of the scientific periodicals are kept in the departmental libraries, but the current numbers of most of the non-scientific periodicals are kept on the periodical rack in the reading room and may be used there. Back numbers are bound and may be obtained in the same way as other stack material.

**Readers' Guide**

An invaluable aid in finding what is available in the standard periodicals is the ***Readers' Guide to Periodical Literature*** which indexes monthly the articles of the past month. This will be found in the reading room with the reference books.

**Book Club**

All students may use the Book Club which is in the Cataloguing Room on the third floor of the library. This is a selection of new books of general interest including biography, travel, current affairs and fiction.

Out of town students wishing to use the library when the college is not in session may do so on the payment of a deposit from which the postage is deducted. The government has authorized a greatly reduced postage rate on such loans in the Maritime Provinces. In the case of students and graduates living in the city no deposit is required.

Vacation  
loans

Library rules are made to ensure that the library is put to the best possible use and not for the purpose of annoying you, though at times you may think this. Fines, for example, are a bother to the librarian and a nuisance to you, but they have been found the most effective way of making sure that books are available to as many people as possible. We suggest that you help us, and yourself too, by returning books when they are due.

Return reserve books and all books borrowed from the stacks to the librarian at the charging desk.

General  
rule

Before you take any book out of the library be sure that you have written your name and the date on the book card, which is in the pocket inside the back cover, and that you have left the card on the charging desk.

Each student is personally responsible for books borrowed in his name. Loss or damage to such books should be reported to the librarian as soon as possible. If not found within a reasonable time he will be asked to replace the book, but if its loss is known, we may be able to help locate it.

Writing in, or mutilation of books is absolutely forbidden. Since other people have to use the books, you should be more careful of them than you would be of your own property. Disciplinary action will be taken against students misusing library property.

Quiet must be kept in the library.



Books in departmental libraries may be obtained on application at the separate libraries. Conditions of loan will be explained there and books so borrowed should be returned to the library from which they were borrowed.

The following fines will be imposed for keeping books out longer than the stated period of loan:—overnight books, due at 10 a.m., from ten to fifty cents per day depending upon the hour of return; all other books, five cents per day.

## OTHER LIBRARIES ACCESSIBLE TO STUDENTS

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Legislative Library..... Province Building

N. S. Public Archives  
Library.....Archives Building

Pine Hill Library.....Pine Hill Divinity Hall

Provincial Science Library.. N.S.Technical College