

Library Basics

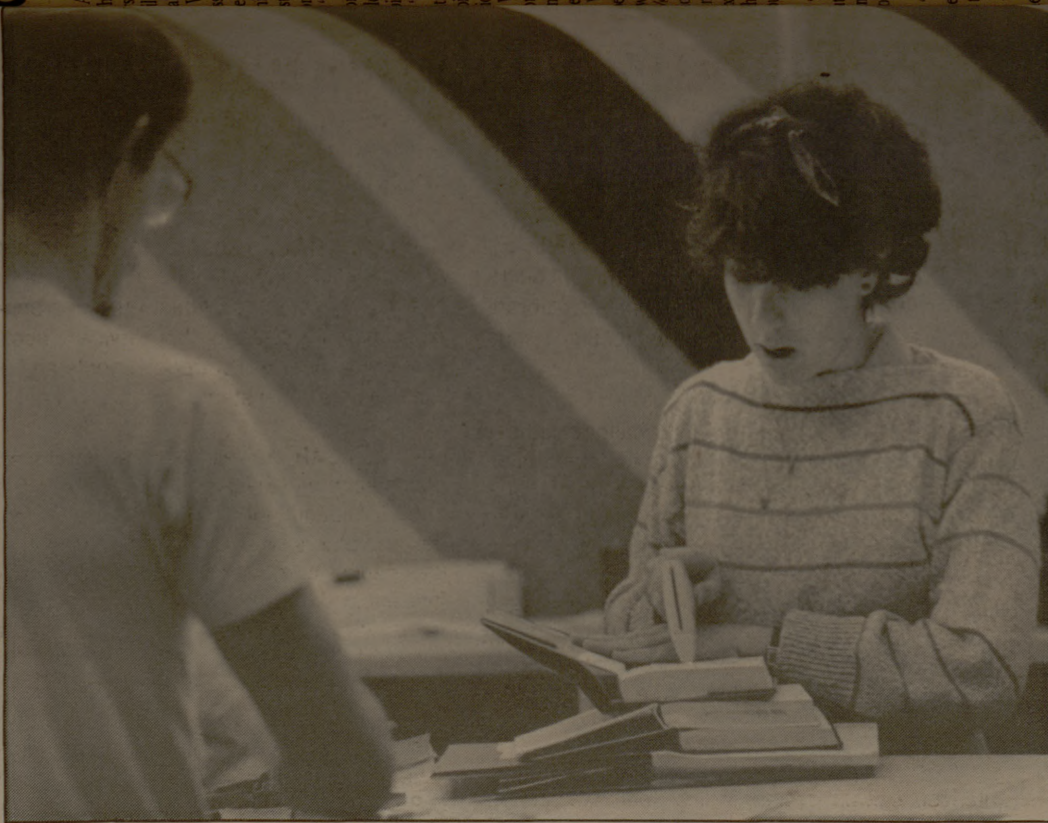
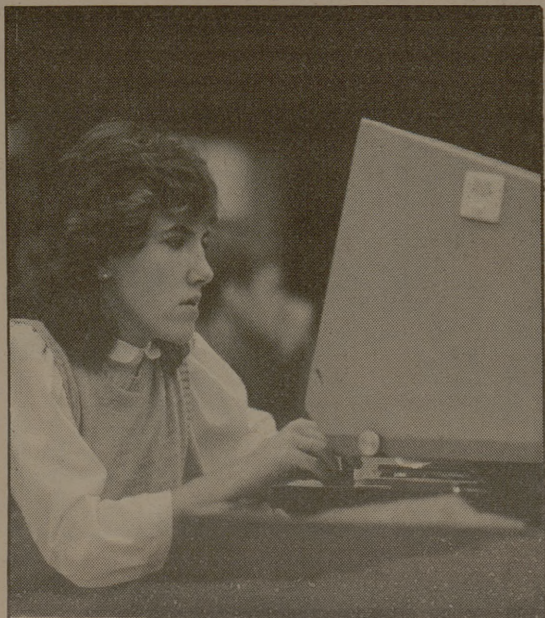
To get the most value for your time spent in the library, master the basics of library use. The basic "finding tools" are the card catalog, the online catalog and the serial holdings list.

• **FINDING BOOKS** The card catalog located on the first floor is divided into an author-title catalog (white labels) and a subject catalog (orange labels). To find books, look up an author, title or subject, copy the call number and consult a Location Guide at the Reference Desk to see which floor houses that call number.

• **MEET ALIS** If you prefer, you may search authors and titles using the computer terminals in the catalog area. This system is our online catalog and is called ALIS. In addition to the call number and location of materials, ALIS will also tell you if the book you want is charged out or on the shelf. You can search for authors and titles only; subject searching is not yet available on ALIS. For your convenience ALIS terminals are available on each floor of the Library.

• **FINDING JOURNALS** To identify which magazines, journals, newspapers, yearbooks, etc. the Library receives and where they are located, consult the Serial Holdings List on microfiche. These microfiche cards are located in the stands next to each microfiche reader. Microfiche readers are located in the catalog area, on each floor and at all service desks. To use the Serial Holdings List, look up alphabetically the title of the journal on the microfiche. The call number and location are printed to the left of the title. Older, bound issues of most journals are shelved in the stacks. Consult a Location Guide to find correct floor. Recent, unbound issues for most journals are in the Current Periodicals Department (CPD) on the first floor and are arranged by call numbers.

• **USING INDEXES** When you need a magazine or journal article on a particular subject, consult the indexes in the Reference Division on the first floor. These indexes are arranged alphabetically by title on numbered tables. Evans Library has over 400 indexes available in specific subject fields. Ask to see the INDEX TO INDEXES available at the Reference Desk to determine which index would be most helpful for your topic.



Checking Out Books

To check out a book, bring it to the Circulation Desk on the first floor and present a current, valid library card. Personnel in the Circulation Department will issue or update library cards for you.

With a few exceptions, all stack materials circulate. Normal loan period is two weeks for students and one month for faculty and graduate students. Bound issues of magazines and journals may be checked out from the Reference Desk on the first floor for a four hour period.

Evans Library does not charge fines for overdue materials except for items that have been recalled

for another user. A lost book must be paid for or replaced with an identical copy. A non-refundable processing fee is charged when the book is lost. A complete copy of the Circulation Policy is available at the Circulation Desk.

If you cannot locate material that is supposed to be on the shelf, check ALIS to see if the book is charged out. If necessary, fill out a Locate Card at the Circulation Desk and the Library will call you when the material has been located. If another user has the book you need, fill out a Recall Card and you will be notified when the book is returned.

Asking for Help...

You have a research project and you're not sure where to start, or perhaps you are in search of an obscure publication. Whatever the need, never hesitate to ask for help. Typically our reference staff answers more than 500 questions daily. With their special training, librarians can help you plan your research strategy, refer you to the best information source, or locate hard-to-find materials. You have the benefit of immediate professional help while learning skills you can put to use in future research assignments.

The main, centralized Reference Desk is located on the first floor. Other help desks can be found on the second floor in the Government Documents Division, the Microtext Department and the Map Room, and on the sixth floor in the Learning Resources Department. Intercom telephones located on the third, fourth, fifth and sixth floors allow you to communicate with the reference staff when you need help on those floors.

All reference desks have instructional handouts available to make your search for information a little bit easier.

Special Treasures

• **ARCHIVES** is a rich source of information on the history and growth of Texas A&M University and of Texas. Old Aggie football films to early student uniforms are among its unique keepsakes. The papers of Texas public officials such as Congressman Olin E. Teague and former Speaker of the House Bill Clayton are included in its numerous collections. Access to Archives is through the West entrance of the original building called the Cushing Building.

• **SPECIAL COLLECTIONS DIVISION** houses unique collections of national importance to students and scholars in the humanities. Among its treasures are the Science Fiction Research Collection, the Jeff Dykes Range Livestock Collection and the Loran L. Laughlin Collection of Rare Antiquarian Books. Such collections provide scholars with rare and original material for research. Special Collections also offers art treasures including the Western Illustrators Collection and the Mavis and Mary Kelsey Collection of Americana with prints by Winslow Homer and Frederic Remington. Although all items are kept in closed stacks, researchers may use them in the reading room in the Special Collections Division on the second floor of the Library.