

Learning the Ropes

Library Basics

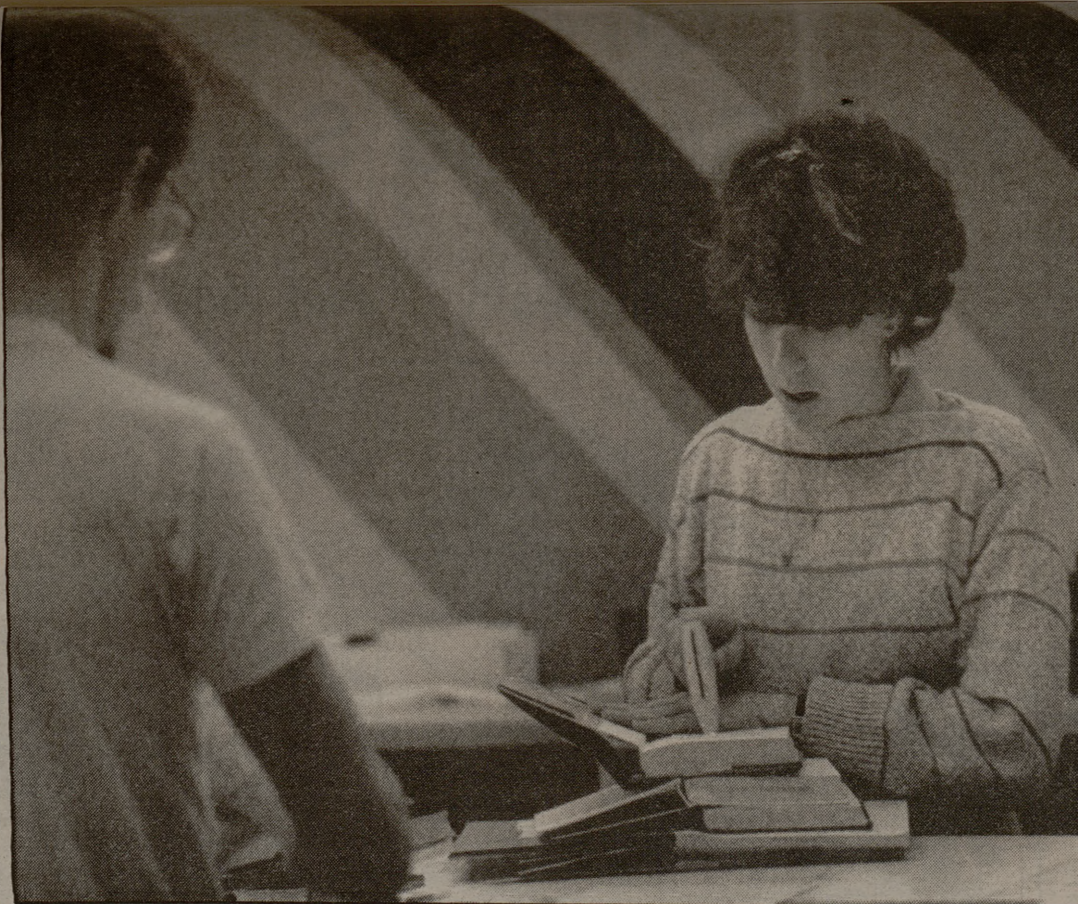
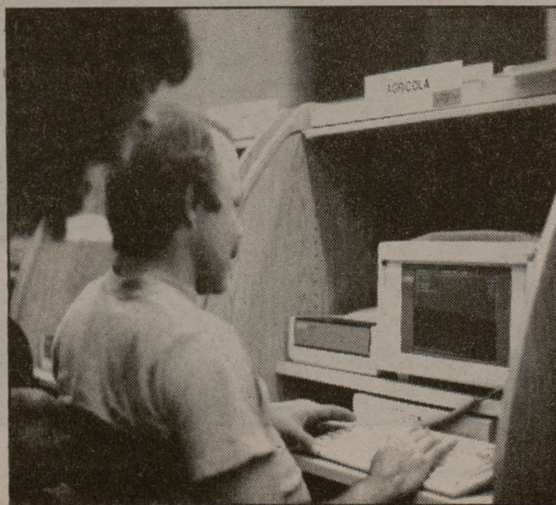
To get the most value for your time spent in the Library, master the basics of library use. The basic "finding tools" are NOTIS, the online catalog; the Serial Holdings List; and the periodical indexes.

• **NOTIS IS** . . . the online library computer system at the Sterling C. Evans Library . . . a database containing records of all books and journal titles in the Library. . . searchable by author, title, subject and keyword. . . available for searching on terminals throughout the Library and by remote access from your own computer . . . and much more! NOTIS can be used to find bibliographic information, locations and call numbers for materials held by the Sterling C. Evans Library. NOTIS will even tell you if a book is checked out, and when it is due. This fall, for the first time, the Library will also offer access to Business Periodicals Index, Applied Science and Technology Index, and Biological and Agricultural Index through the NOTIS system. Plans call for more databases to be added to this function in the future. For help using NOTIS, detailed searching guides, or remote access instructions, contact the Reference Desk.

• **FINDING BOOKS** After finding a NOTIS record, copy the location and call number and consult a Location Guide at the Reference Desk to see which floor houses that call number.

• **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 volumes of most journals are shelved in the stacks. Consult a Location Guide to find the 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 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. The 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 University I.D. Lost I.D.s and changes of address should be reported to personnel at the Circulation Desk. With a few exceptions, all stack materials circulate. The normal loan period is two weeks for students and one month for graduate students and faculty. Books may be renewed if they have not been requested by another Library user. Bound issues of magazines and journals may be checked out by faculty and graduate students from the Circulation Desk on the first floor for a four hour period. The 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 a 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 NOTIS 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.

Special Treasures

• Archives

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 the 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 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.

Asking for Help...

You have a research project and you are 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 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 a little bit easier.