Library Hours

During the academic year

Monday through Saturday: 7:50 AM - 11:30 PM
Sunday: 1:00 PM - 11:30 PM

During vacations and holidays

See the posted schedule on the Library bulletin board.
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Principal Reading Rooms

NOTE: The reading rooms and service areas of the First Floor are located by relating them to the Gallery as a common orientation point. Immediately upon entering the building one is in the Gallery. It is the central area running east through the building to the Sculpture Court at the far end.

1. General Reading Room—the glass partitioned area just inside the entrance, on the left (north) side of the Gallery, opposite the Circulation Desk.

2. Reference Reading Room—on the far left (north) side of the Gallery, east of the General Reading Room.

3. Wason Reading Room—at the end of the Gallery, along the right (south) side of the Sculpture Court.

4. The rooms along the west end of the First Floor (Rooms 101, 101A and 101C) will be used as temporary reading rooms while the Undergraduate Library is under construction.

5. Maps, Microtexts and Newspapers, Room 012 on the Lower Level—opening off the Lobby at the foot of the stairs.

6. Room 032 on the Lower Level is an additional temporary reading room—near the end of the corridor leading from the right (south) of the Lower Lobby. Entrance is through Room 031.

NOTE: The Rare Book Study is reserved for those who must use the rare book collection. It is not an open reading room.

Principal Services

CARD CATALOGS

1. Union Catalog—The Union Catalog of the Cornell University Libraries is a catalog of the holdings of all libraries on the Ithaca campus. It is divided into two parts: the New Catalog records materials cataloged or recataloged since January 1, 1948; the Old Catalog records materials cataloged before January 1, 1948. The New Catalog lists the greater percentage of the libraries' resources. It should always be consulted first. If the date of publication of an item is 1947 or earlier, and if the item is not listed in the New Catalog, then the Old Catalog should be consulted. In both catalogs author, title and subject cards are filed in a single alphabetical sequence. The headings on subject cards are typed in red. Readers who need help in the use of catalogs should ask a reference librarian for assistance. The Union Catalog is located in the large banks of cases on the right (south) side of the center part of the Gallery. The New Catalog begins at the east end and continues around the room. The Old Catalog is contained in the last twelve cases at the west end of this area.

2. Serial Catalog—The Serial Catalog is a special file locating periodicals and other serial publications in the libraries of the Ithaca campus. Compilation of this catalog is in progress. If a serial can not be located in this catalog, the New and Old Catalogs must be checked. For information concerning current issues of a serial, it may be necessary to ask a reference librarian for assistance. The Serial Catalog is filed in the six smaller cases placed along the east wall of the Catalog Area.

3. Special Catalogs—The Reference Department, the Department of Maps, Microtexts and Newspapers, and the several special collections housed in the Olin Library maintain catalogs of their materials. These catalogs are located as follows:

(a) Icelandic Collection—Icelandic stack, east end of the Second Floor (Room 218).

(b) Maps, Microtexts and Newspapers, Department of—west end of the Reading Room, Lower Level (Room 012).

(c) Rare Book Department—east wall of the Rare Book Exhibit Room (Room 106).

(d) Reference Department—in the Gallery, to the left (west) and right (east) of the two Reference Desks.

(e) Wason Collection—east wall of the Wason Reading Room (Room 107).
REFERENCE DEPARTMENT

Two Reference Desks are located in the Gallery opposite the Catalog Area. Here are stationed the reference librarians who give assistance in the use of government publications and periodicals and the indexes to them, in seeking information contained in the catalogs, in making bibliographic searches, in obtaining answers to reference questions and in arranging for inter-library loans and photo duplications.

Flanking the Reference Desks are stacks which hold the general reference collection of approximately 10,000 volumes. To the north of the reference stacks, near the windows, are reading tables and chairs for about 100 readers. At the east end of this area are the collection of college and university catalogs and the display of current periodicals. A bibliography collection of 2500 volumes of general, national and trade bibliography is shelved across the Gallery in the center of the Catalog Area. Additional volumes of bibliography are found in several public service departments and special collections and in the Second Floor stacks. On the right (south) side of the center of the Gallery, in front of the bibliography stacks, are index tables which hold the most used periodical indexes and other basic bibliographic aids.

The reference librarians are the chief source of information concerning the use of the library, its collections and its services. They are always ready to assist the reader; do not hesitate to seek their help.

CIRCULATION DEPARTMENT

The Circulation Desk is on the right (south) side of the Gallery just a few feet inside the entrance to the building, across the Gallery from the General Reading Room. Books may be requested at the Circulation Desk by filling out a call card for each title wanted and leaving it at the Desk. Upon request graduate students and faculty members are issued stack permits.

Undergraduates may borrow books for a two-week period. Graduate students and graduate assistants may borrow books for a four-week period. Books are loaned to members of the faculty for an indefinite period but after two weeks are subject to recall if needed by another reader. Some materials are restricted to use in the reading rooms; others are loaned only for short periods. These materials include government publications and periodicals. Any book which is in use at the time it is requested by a reader may be reserved. Fines are charged for materials returned late.

THE WASON COLLECTION

At the east end of the Gallery, to the right (south) of the Sculpture Court, is the Wason Collection on China and Southeast Asia (Room 107). The Wason Reading Room with 24 seats for readers contains a reference collection along the south wall, current periodicals along the west wall, and a card catalog along the east wall. Connected to this room is the Wason Conference Room (Room 107A) which may be used as an open study room when not being used for seminars. Adjoining these rooms is the Wason Stack with 16 individual study carrels. Access to the carrels and stack is by special permit only. Additional stack space located on the Lower Level is reached by stairs.

The office of the Curator of the Wason Collection (Room 107B) is entered from the Wason Reading Room. The Curator is available for advice and assistance in the use of the collection. Books borrowed from the Wason Collection should be charged at the Circulation Desk.

RARE BOOK DEPARTMENT

The Rare Book Department is at the east end of the Gallery, to the left (north) of the Sculpture Court. The room opening off the Gallery is the Reception and Exhibit Room (Room 106). An attendant is on duty here when the Department is open. Along the east wall of this room is the card catalog of the Department.

A corridor leads east from the Reception and Exhibit Room to the office of the Curator of Rare Books (Room 106D), the office of the Rare Book Librarian (Room 106E), the staff workroom (Room 106F) and the Upper and lower Rare Book Vaults. To the north of the Reception and Exhibit Room is the Rare Book Study Room with 13 individual study desks. A smaller study room with special provision for the use of typewriters is also available to rare book readers.

Materials in the Rare Book Department do not circulate outside the Department's rooms. Readers may use the study areas there from 9:00 AM to 5:00 PM, Monday through Friday, and from 9:00 AM to 12:00 M on Saturday. A staff of librarians is available for consultation and assistance.

MAPS, MICROTEXTS, AND NEWSPAPERS

The Department of Maps, Microtexts and Newspapers consolidates into one administrative and physical area three special and frequently used collections. This Department is located on the Lower Level, off the Lobby at the
foot of the stairs leading from the entrance to the building. In the Reading Room (Room 012) current newspapers are displayed, the collection of bound newspapers may be consulted and large tables are provided for map reading. In the west alcove of this room are the microtext storage stacks and reading spaces along two counters which hold the microtext reading machines. Instruction in the use of microtexts is available to readers by the department staff.

Room 015 is the office of the Librarian of the Department of Maps, Microtexts and Newspapers. Room 016 is the office of the Map Librarian. Room 017 is the map storage room. Here are provided two light-tables for the purpose of tracing maps in the collection.

An attendant is always on duty near the entrance to the Reading Room. Aid in the use of maps, microtexts or newspapers should be sought from this attendant or from other librarians in this area.

ICELANDIC COLLECTION

The Fiske Icelandic Collection is located at the east end of the Second Floor. In the stack section (Room 218), which is enclosed by a wire mesh partition, are three individual carrels and a study table. Across the corridor from the stack area is the office of the Curator of the Icelandic Collection (Room 217). The Curator is available for advice and assistance in the use of this collection. Icelandic books may be borrowed by applying to the Circulation Librarian. The Icelandic Collection is open from 3:00 AM to 5:00 PM, Monday through Friday.

HUMAN RELATIONS AREA FILES (HRAF)

HRAF is housed near the east end of the Second Floor in Room 214. An attendant is on duty for advice and assistance from 8:00 AM to 5:00 PM, Monday through Friday.

REGIONAL HISTORY
AND UNIVERSITY ARCHIVES

The Collection of Regional History and University Archives, now housed in the Mann Library, will not occupy its new quarters in the Olin Library until the remodeling of the Undergraduate Library has been completed. In the meantime, these quarters, located at the west end of the First Floor and the Lower Level, will provide additional reading space for undergraduates.

Special Services to Undergraduates

RESERVE BOOKS

1. Closed Reserve Books—Books for required reading in certain courses are kept at the Reserve Desk which is in the General Reading Room (Room 102). Closed reserve books are loaned only for limited periods of use (generally two hours). After books have been charged at the Reserve Desk, they may be taken to any of the reading rooms. Ordinarily not more than two books at a time may be taken from the Reserve Desk. The person signing for a book is responsible for its return to the Reserve Desk at the proper time. Closed reserve books may be taken out for overnight use one hour before the library closes. These books are due when the Library opens the following day. Whenever feasible, readers may file requests for overnight use of reserve books after 9:50 AM of the day the books are required.

2. Open Shelf Reserve Books—Some books reserved for certain courses may be borrowed through the Reserve Desk for 1, 2, or 3 days. These books are found on the open shelves in the General Reading Room (Room 102) and at other areas as designated at the Reserve Desk. Students may help themselves to these books and present them to the Reserve Desk to be charged.

3. Goldwin Smith Reserve Books—An auxiliary reserve collection is located in the Goldwin Smith Library on the Third Floor of Goldwin Smith Hall. A list of courses for which books are held on reserve there is posted at the Reserve Desk in Olin Library.

4. Reserve Book Fines—Failure to return a reserve book on time will result in a fine of one dollar ($1.00) for the first hour or fraction thereof, and twenty-five cents ($0.25c) for each succeeding hour or fraction thereof. If, without permission, a reader takes a book to a place where it is not obtainable by the Reserve Librarian, or takes it for home use without charging the book, he is subject to the above fine regulations. All fines are due immediately upon return of an overtime book and will be collected by the librarian on duty at the Reserve Desk.

BOUND PERIODICALS

Frequently used bound periodicals are shelved in Room 031 on the Lower Level. Readers have free access to the shelves and may take the volumes to the adjoining room (032) for use. Readers are requested not to shelf these volumes but to place them on the "Return Book Shelf." They will be reshelved by a member of the library staff.
Special Services
To Graduate Students and Faculty

CONFERENCE ROOMS

The Olin Library has six large conference rooms (15-20 seats) and two small conference rooms (6-12 seats) which may be used for graduate seminars that depend heavily on the use of library materials in the conduct of classes. Requests for scheduling such seminars should be directed to the Administrative Office of the Library on the Second Floor. During periods when a class is not being held in a conference room, it may be used as an open study room.

GRADUATE STUDY ROOMS

There are two study rooms at the west end of each floor, three through seven. These ten rooms are presently assigned as follows:

Third Floor, Southwest, Room 301, Modern Languages
Third Floor, Northwest, Room 305, English, Speech and Drama
Fourth Floor, Southwest, Room 401, Sociology and Anthropology
Fourth Floor, Northwest, Room 405, Government
Fifth Floor, Southwest, Room 501, American History
Fifth Floor, Northwest, Room 505, European History
Sixth Floor, Southwest, Room 601, Philosophy
Sixth Floor, Northwest, Room 605, Ancient History and Classics
Seventh Floor, Southwest, Room 701, Zoology
Seventh Floor, Northwest, Room 703, Psychology

In addition, Room 604, the small conference room on the sixth floor, has been designated the History of Science Graduate Study Room. These eleven rooms are primarily for the use of readers in the assigned fields of study; however graduate students and members of the faculty in other fields may use them as the need arises.

Typing Rooms

A typing room is located at the west end of each floor, three through six. Each of these rooms contains six individual typing desks: two are equipped with coin operated typewriters, the other four may be used by individuals who provide their own typewriters.

CARRELS AND LOCKERS

There are 267 carrels in the stacks which are available to graduate students upon application to the Circulation Librarian. Applications for carrels in the Wason or Icelandic stacks should be directed to the respective Curators of these collections.

There are also 200 lockers in the stacks to be used in conjunction with the carrels. These lockers, though small, will hold a portable typewriter, briefcase, and other personal belongings. Applications for lockers should be directed to the Circulation Librarian.

FACULTY STUDIES

There are 99 faculty studies on floors two through seven. Members of the faculty who wish to apply for a study may do so at the Administrative Office of the Library on the Second Floor.

BIBLIOGRAPHY STUDY ROOM

Although the most frequently used volumes of bibliography are shelved in the Catalog Area on the First Floor, additional volumes of bibliography are shelved in the stacks on the Second Floor. Near these stacks is the Bibliography Study Room (Room 215). It is open to all graduate students and members of the faculty.

LOUNGE

Room 213 on the Second Floor is a lounge for graduate students and members of the faculty. On occasion, by removing a folding wall, it may be opened into an adjoining library staff room to form one large room. Here receptions, teas, or lectures may sometimes be held.
Telephones

There are two coin operated telephones in the Corridor near the Rest Rooms on the Lower Level. There is another coin operated telephone near the Lounge on the Second Floor. Telephones on the fourth and sixth floors are restricted to outgoing campus calls.

Rest Rooms

The main public rest rooms are located along the corridor leading from the right (south) of the Lobby at the foot of the stairs on the Lower Level. Additional rest rooms are located on floors two through seven.

Smoking Privileges

Smoking is permitted only in the General Reading Room (Room 102), in each of the Conference Rooms on floors three through seven, in the Graduate Student and Faculty Lounge on the Second Floor (Room 213) and in the individual faculty study rooms.

Emergency Exits

Persons using the Library should familiarize themselves with the building's emergency alarm controlled exits. Quick and safe egress from the east part of the building on all floors during an emergency is through the east stairs to the Second Floor, turn left (east) and exit through the emergency door, which is at ground level on the Second Floor. From the west part of the building, quick and safe egress is through the west stair to the Second Floor stair landing, turn left (north) and exit through the emergency doors to the terrace, then down to the quadrangle.

THE PAGES FOLLOWING CONTAIN FLOOR PLANS OF THE LOWER LEVEL AND FLOORS ONE THROUGH SEVEN

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