

Try it You'll like it



the  
LIBRARY

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By its very nature, the library of a new and expanding university may seem to be complex, confusing, and even incomplete. At FIU we have tried in a very short space of time to acquire and organize our resources to give you the clearest kind of signals for location and use of materials.

But a library is likely not to be better than its staff — and it is to those professional librarians and career service personnel that you should turn in times of need. Whether you are wending your way through the great variety of reference books and bibliographies, searching for materials in this or other libraries, or finding a book or journal for personal enjoyment and enlightenment, the staff stands ready to provide help. We may not have all the answers, but we usually know where to look for them.

The Staff extends a warm welcome to every user of our resources. We hope that you will find the University Library a satisfying place for discovery of some new intellectual insight. These guides, then, are your introductory aids; your own resourcefulness will take you further, but if you are thwarted in your efforts and need help, all you have to do is ask.

Howard W. Cordell  
Director of Libraries

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#### Location

The Florida International University Library occupies the first floor and part of the second of Primera Casa on the Tamiami Campus in Miami.

#### Hours

During the Fall, Winter, Spring and Summer quarters, hours for the University Library are tentatively scheduled as below; however, it is wise to consult posted notices for changes in the schedule.

Monday-Friday	8:00 A.M. — 11:00 P.M.
Saturday	8:00 A.M. — 5:00 P.M.
Sunday	2:00 P.M. — 11:00 P.M.

#### Holidays: The Library is Closed

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Christmas Day

#### Intersession:

Monday-Friday	8:00 A.M. — 5:00 P.M.
Saturday-Sunday	Closed

This Public Document was promulgated at an annual cost of \$2,425.00 or \$0.34 per copy to serve the users of the F. I. U. Library.



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On the first floor, near the card catalog, the reader will find career materials and an extensive collection of pamphlets, arranged alphabetically by subject in vertical file cabinets. This material can be found through a subject and title index file located on top of the cabinets. Materials in the collection circulate for the same period of time as books.

**Public Telephones**

Public phones are located in the two stairwells at the rear of the first floor of the building.

**Washrooms**

Two Women's and two Men's washrooms are located at each end of the gallery at the rear of the first floor of Primera Casa.

**Elevators**

Elevators are located in the gallery at the back of the first floor. These are key-operated and will be for special use of faculty, staff and the disabled.

**Lost and Found**

Items found in the library will be turned into the Information Counter on the second floor and may be reclaimed there.

**Mailing Address**

Any library resources being returned by mail to the University Library should be addressed as follows:

Circulation Department  
Florida International University Library  
Tamiami Trail  
Miami, Florida 33144

**Eating and Smoking**

Food and beverages are not allowed in the library. Smoking is permitted in the gallery area only.

**Photo-Copying Services**

There are two coin-operated machines available for use by patrons. One is located in the entrance to the stack area. The other is in the corridor of the Reference Department leading to the gallery. The charge per page is ten cents.

Don't throw away your old paperbacks! Bring them to the Paperback Exchange racks in the first floor gallery, and exchange them for new titles, or ones you haven't read.

No check out, no check in — leave a paperback or take one . . . The choice is yours. As the supply diminishes, the University Library will from time to time add new paperbacks of current interest to the collection.

The reserve collection is housed in the circulation area. Reserve materials may be charged out by presenting your plastic identification badge to those on duty and requesting needed material.

The loan period will be 2-3 hours or overnight. There will be a fine of 25 cents per hour on overnight charges which are overdue. Renewals can be made if no holds have been placed on the material.

In order to maintain an updated, working collection, new reserve lists must be submitted by faculty members at least three weeks in advance of each quarter.

### Reference

The General Reference Section is located on the first floor of the library a short distance beyond the card catalog. The collection includes such materials as language and biographical dictionaries, almanacs, encyclopedias, yearbooks, subject and author bibliographies, directories, and other general reference books. Materials shelved in the reference collection are distinguished by a narrow yellow "Reference" label above the call number, and because of heavy usage, do not circulate. The reference staff is available to assist students and faculty in using these and other resources of the library.

### Business Services

Business Services are those reference materials usually appearing in loose-leaf form for regular updating. These non-circulating materials are housed in a special stack range within the reference collection and can be identified by the label "Business Services" above the call number.

### Periodicals

The Library is subscribing to more than 2,300 periodicals, which are shelved by Library of Congress classification order in the Periodicals Collection in the first floor stack area.

Periodicals may be located by consulting the Serials Holdings List, an alphabetical listing by title. This computer-produced list gives:

1. The location of each title indicated by a symbol preceding the call number.
2. Library holdings by volume and year to the most recent issue received.
3. Titles held but not received on a current subscription basis.
4. Titles held which have ceased publication.
5. Microform holdings.

The Serials Holdings List is available in multiple copies for public use in the various Library Departments.

Periodicals do not circulate due to their frequent use by faculty and students.

A record of periodicals sent to the bindery is indicated in the daily circulation list. Bound periodicals are usually returned in about three weeks.

### Microforms

The Microforms Collection consists of periodical backfiles, newspapers, documents, reports, and additional resources in roll film, microfiche, microcard or other format requiring the use of special readers and printers.

Microfilm rolls and individual titles on microfiche or microcard are filed in special cabinets by Library of Congress Classification, or in the case of documents, by Superintendent of Document Classification. ERIC (Educational Resources Information Center) microfiche are filed by report number.

The Microforms Collection is located adjacent to the reading area, along with readers and reader-printers.

### Indexes and Abstracts

Articles in periodicals, newspapers, and some monographic works can be found through the use of a variety of indexing tools. These indexes are usually arranged alphabetically by subject, title, and author. Included among the indexes held are such common titles as the **Readers Guide to Periodical Literature**, as well as more specialized types like **America, History and Life**.

Abstracting services, in addition to the bibliographic information given in an index, provide a short summary of the material contained in the periodical or monograph.

Indexes and Abstracts are located on the first floor of the library and can be distinguished from other library materials by the letters "A&I" on the spine label preceding the call number. A limited collection of common titles will be found on the two ranges adjacent to the card catalog. Specialized titles are shelved on the first two ranges in the stack area.

Indexes and Abstracts appear in the card catalog with an overlay, "ABSTRACTING AND INDEXING SERVICES" indicating their location. In addition they appear in the Serials Holdings List. 9/72-7

**Procedure For Ordering Library Materials**

A printed multiple "Library Request Form" (LRF) is used and may be obtained from the Acquisitions Department. All LRF's should be typed or printed. Instructions for filling out the LRF will be found on the back of each form.

If possible, LRF's should be grouped and sent to Acquisitions on a regular basis rather than intermittently. Any brochures, advertising releases, special offer flyers, or material that may be helpful in placing the order may be attached to, or included with, the LRF. LRF's should be sent in inter-office envelopes for greater security.

Should there be any question about filling out an LRF, the Acquisitions Department Staff will be glad to assist.

**Interlibrary Loan**

The Interlibrary Loan Section is located in the Circulation Area, and the privilege of requesting an interlibrary loan will be extended to all faculty, students and staff, subject to regulations of lending institutions.

Interlibrary loan requests can be made by filling in bibliographic information (as complete as possible) on the request forms provided by the Circulation Department. Assistance in obtaining complete bibliographic data will be provided by interlibrary loan personnel on duty.

At least two weeks should be allowed for delivery, and the requestor should be prepared to make full use of the material upon receipt since renewals are seldom granted by the lending institution. If there is a charge from the lending institution, this will be billed to the department or individual requesting the loan. The library will provide postage and staff time.

The Special Collections Department is comprised of the Curriculum Laboratory, the Map Collection and the University Archives. These materials are located on the second floor at the west end of Primera Casa.

**Curriculum Laboratory**

The Curriculum Laboratory contains juvenile books, curriculum guides, vertical file material, textbooks, and sample standardized test files. The circulation period for the materials in this department will vary; therefore it will be necessary to contact the department personnel for the material you wish to check out. Identifying symbols appearing on the books, pamphlets, lists and catalog cards, will be as follows: Juvenile books—JUV; Curriculum guides—CUG; Vertical File—CUF; Textbooks—CUT; Tests—TEST; and other—CUR. These materials will be listed in the Special Collections card catalog and some will also appear in the central card catalog. Please check with Special Collections personnel if you have any questions about the material or its location.

**Maps**

There are sheet maps, wall maps, atlases, globes and gazetteers in the Map Collection. These, with the exception of atlases, will circulate for a regular two to three week loan period. The location symbol of these materials will be MAP which will appear on the cards in the central card catalog, the Special Collections catalog and on the maps.

**University Archives**

The institutional archives are not open to the public. Persons wanting to use this collection should contact personnel in the Special Collections Department for additional information.

The Circulation Department is located at the main entrance of the Library.

Check-out of resources is accomplished by presenting your plastic identification badge and library materials to personnel on duty in the circulation area. Since due dates will be changed only once weekly, library materials will normally circulate for a two to three week period depending on what day of the week materials are checked out. A daily listing of materials borrowed will be available in various library departments. Materials are renewable, and there is no maximum limit on the number of items that can be checked out (with certain exceptions such as college catalogs).

Students, general public, and faculty members of other institutions are subject to the above loan period and will receive weekly notices for overdue material. Fines on overdue material will accrue at the rate of 25 cents per day, to a maximum of \$5.00, at which time the patron will receive the final overdue notice from Computer Services via the Library. This final notice lists the replacement value of the material, processing charges, and the \$5.00 fine, while informing the patron that he is being billed for the listed material(s) as of said date. Financial obligations will be cleared with the Finance and Accounting Department.

There will be quarterly borrowing privileges for faculty and staff (beyond the normal two-three week charge period) unless the material has been requested by another patron. Overdue notices will be issued quarterly. If materials are not returned at the completion of the academic year, the borrower will receive a final notice listing the replacement value of the material and processing charges. Financial obligations will be cleared with Finance and Accounting.

### **Environmental and Urban Affairs Library**

The Environmental and Urban Affairs Library collection is housed in the Special Collections area on the second floor of Primera Casa. It is comprised almost entirely of pamphlet material, research reports, municipal documents and clippings from periodicals and newspapers.

The Library subscribes to NewsBank, a microfiche service in which representative newspapers are checked for material relating to urban problems. The clippings are organized under twelve broad subjects and a monthly index is supplied. This service began in January 1970.

Pamphlets and research reports are also filed by broad subject.

The Library is on the mailing list of many research institutes in the United States concerned with urban and environmental affairs and is continuously receiving their publications.

A microfilm edition of the publications of Metropolitan Dade County is available.

### **International Affairs Library**

The Library of the Center for International Affairs is temporarily located in the Special Collections area on the second floor of Primera Casa. Its collection consists primarily of bibliographies, documents, and pamphlet material, with emphasis on Latin America, Africa, and international organizations.

A complete set of United Nations documents in microprint form is available, with checklists from 1961 to the present, and a partial set of the United Nations Document Index.

In addition, the microfiche edition of the Human Relations Area File, with its outline volumes, is available.

Pamphlet material supplied by the Embassies and Offices of Information of nations with whom the U.S. maintains diplomatic relations is arranged in a "country file." Periodicals, such as fact sheets, economic reports and general information magazines received from the same sources, are listed in the Serials Holdings List, but are housed in the Special Collections area.

Major bibliographical sets include the **Handbook of Latin American Collection** at the University of Texas, the **Catalog of the Library of the Hispanic Society of America**, volumes of the **Widener Library, Harvard University Shelf List** devoted to Latin America and to Africa, **Index to Latin America, Periodical Literature, 1929-1960**, and **Index to Periodical Literature, Africa South of the Sahara, 1900-1970**.

Most of the material in the Center Library is of a reference nature and borrowing privileges will be by special arrangement.



### **Newspapers**

Current issues of selected American and foreign newspapers, including newspapers from the "underground press," are arranged in alphabetical order and are located in the gallery on newspaper stands. As new editions arrive, the older issues are moved to the Periodicals Collection where they are shelved alphabetically and retained for one month. Backfiles of some of the larger newspapers, such as the New York Times, are available on microfilm. Indexes to a few of the well-known newspapers, such as the New York Times and the Chicago Tribune, are located on the Indexing and Abstracting stacks adjacent to the card catalog.

### **College Catalogs**

A representative collection of college catalogs from other schools will be found on the first floor against the west wall of the Reference Department. The catalogs are arranged in boxes alphabetically by state. A maximum of five catalogs may be checked out for a three day period.

### **Telephone Directories**

Current directories for Florida cities and towns, and large American cities and metropolitan areas, are located on the west wall of the Reference Department. These do not circulate.

### **Federal Documents**

The Library is a selective depository for United States government documents. We have selected those publications which are most pertinent to the courses offered at the University as well as those of general interest. These cover a wide variety of subjects ranging from abortion laws through zoology.

The federal documents collection is housed in the stack area next to the bound periodicals. They are numbered with the Superintendent of Documents Classification scheme, an alpha-numeric system using letters (such as "A" for Agriculture Department) followed by numbers. The Documents Reference section is in the first tier of shelves and labeled as such. It contains the catalogs and indexes used in locating government publications on various subjects. The Monthly Catalog located in this section is the best source for searching by subject.

With a few exceptions, the documents are not listed in the central card catalog. The card catalog for federal documents is located at the entrance to the Technical Services Department. The documents card catalog lists the library's holdings by title and corporate author (issuing agency). Please consult the Documents Librarian or other staff members for help in finding needed information.

All documents, except those marked "Reference" or "Does Not Circulate" can be checked out at the circulation desk.

### **Florida Documents**

The Library is an official depository for all Florida state documents. These are housed in the stack area directly behind the federal documents. They are arranged by a state classification scheme similar to the system used for federal documents. It is alpha-numeric with the letters standing for state agencies.

Except for a few titles of general interest, state items are not shown in the central card catalog. The main approach to these publications is through the Keyword-In-Context Index To Florida Public Document which is at the Documents Librarian's desk. In addition, the documents card catalog shows library holdings by state agency author. Both the "KWIC" index and the holdings cards give the call number by which the item can be found on the shelf. Please consult the Documents Librarian or any member of the staff for help needed.

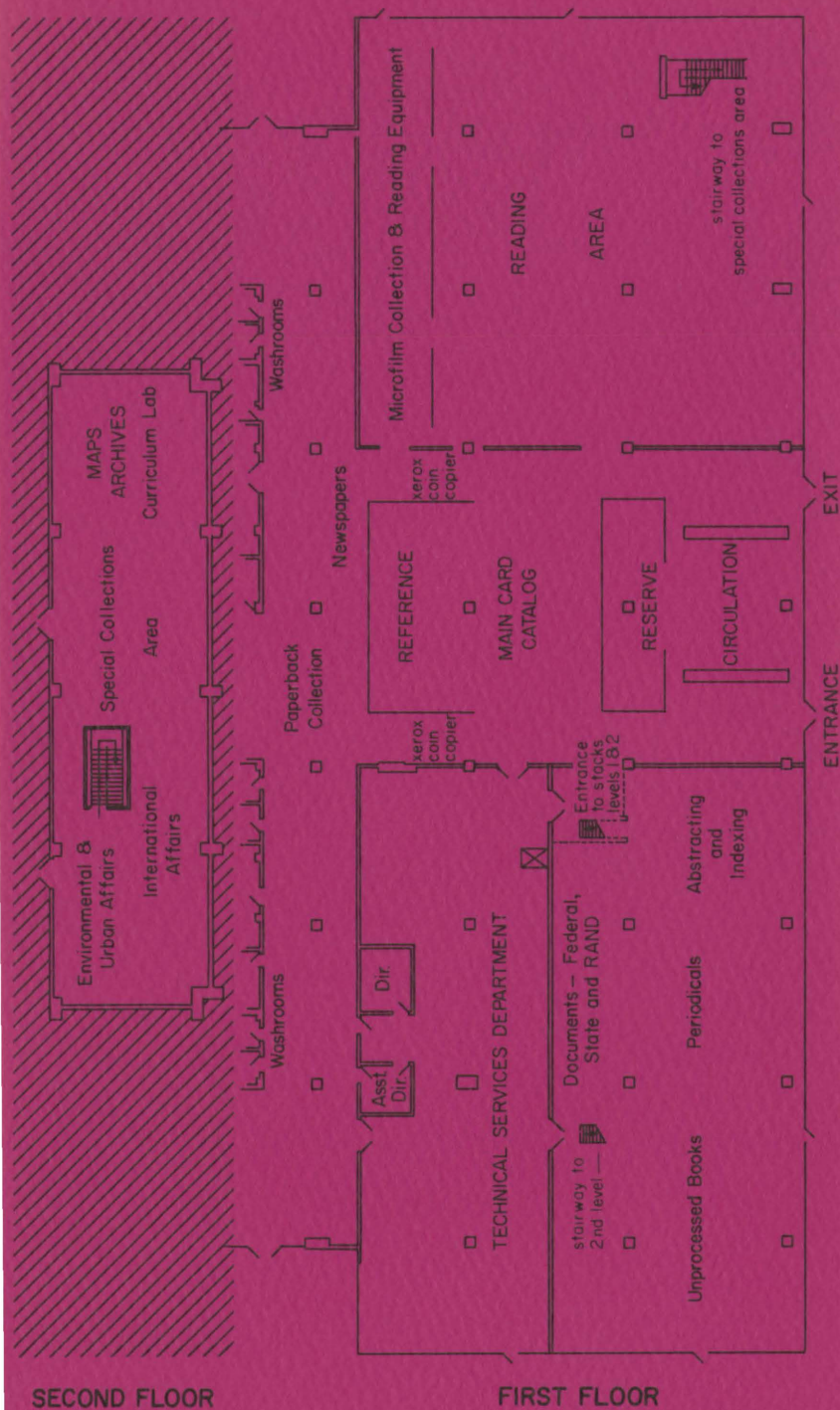
Other than items marked "Reference" or "Does Not Circulate," all documents can be checked out at the circulation desk.

### **Rand Documents**

Documents from the Rand Corporation, an independent, nonprofit organization engaged in scientific research primarily for U.S. Government agencies, are located in the same general area as Florida and federal documents. They are arranged by Rand's numbering system.

Access to these documents is through the use of Selected Rand Abstracts, a quarterly periodical. Each issue lists Rand publications by subject and author giving the Rand number for each item. Library holdings are check-marked in each issue. Thus, simply write down the number of the checked item desired, and find it on the shelves by that number.

These items can be checked out at the circulation desk. 9/72-7



SECOND FLOOR

FIRST FLOOR

The central card catalog, located on the first floor of the Library, is the key to the holdings of the Library. Listed together are not only books, but other media (films, records, microforms, slides, etc.), with the following exceptions: periodicals, government documents, pamphlets, textbooks and curriculum materials.

The catalog is divided into three sections: AUTHOR, TITLE, and SUBJECT, each section being arranged alphabetically. In most cases a book in the Library can be found within each of the three sections of the catalog.

The AUTHOR CATALOG lists books by the names of individual authors and corporate authors (e.g., governments and their agencies, associations, societies and institutions). Joint authors, editors, translators, etc., highlighted in orange on the card, are interfiled in alphabetical order in the AUTHOR CATALOG.

In the TITLE CATALOG cards are filed in alphabetical order by title, disregarding initial articles in all languages. The filing element is highlighted in green.

Most books in the Library are also listed in the SUBJECT CATALOG under words or phrases describing the subject matter. The subjects are highlighted in pink. To aid in identifying the most appropriate subjects, copies of the Library of Congress List of Subject Headings are available by the SUBJECT CATALOG and at the Reference Desk.

Reference librarians can be called upon for additional help in interpreting the card catalog.

The Library uses an open-stack arrangement for its collection, and the call number is the key to locating a book on the shelves. This number appears in the bottom left hand corner of the catalog cards, circled in red, and is the same number that appears on the spine of the book.

The scheme used for classifying the books in the Library is the Library of Congress Classification. The principal sections include the following main divisions of knowledge:

- A - General Works - Polygraphy
- B - Philosophy - Psychology - Religion
- C - Auxiliary Sciences of History
- D - History: General and Old World
- E - History of the Americas
- F - History of the Americas
- G - Geography - Anthropology - Recreation
- H - Social Sciences
- J - Political Sciences
- K - Law
- L - Education
- M - Music
- N - Fine Arts
- P - Language and Literature
- Q - Science
- R - Medicine
- S - Agriculture - Plant and Animal Industry
- T - Technology
- V - Naval Science
- U - Military Science
- Z - Bibliography and Library Science

Locations for materials in special areas or departments are indicated by overlays used on the catalog cards (e.g., when the book is to be found in the reference section, an overlay with the word "Reference" is placed over the card). Overlays are also used for Special Collections, Maps, Juvenile Books, International Affairs, Business Services, and Bibliography Center. 9/72-7

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