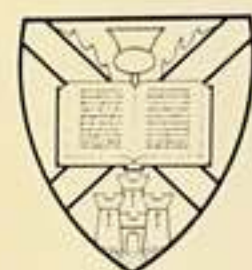


Murray Simpson



Edinburgh University Library

A Guide for Students
1966

HOURS OF OPENING

Main Library

Mondays to Fridays: 9 a.m. to 5 p.m.
Saturdays: 9 a.m. to 12.30 p.m.

CLOSED on Christmas Day, the first two weekdays
in January, Good Friday, Victoria Day

UNIVERSITY LIBRARY

ELIGIBLE STUDENTS

Students of Edinburgh are eligible for membership
Library is a prerequisite for use of the General
rules set out below, and of Class Libraries,
Library. Membership is obtained by signing the
book ; in addition a special deposit may be

Library

Immediately of any change of address, whether
the Library to the last reported address of a
student.

Books of the General Library. They must not,
be books marked "REFERENCE SECTION"
may consult other books at the shelves but must
books must not be removed from the rooms in
borrowing or, in the case of Research Students,

General Library not more than ten volumes

EDINBURGH UNIVERSITY LIBRARY

RULES FOR MATRICULATED STUDENTS

1. All matriculated students in the University of Edinburgh are eligible for membership of the University Library. Membership of the Library is a prerequisite for use of the General Library and Reading Rooms, subject to the Rules set out below, and of Class Libraries, subject to the special rules for each Class Library. Membership is obtained by signing the Library undertaking at the time of matriculation; in addition a special deposit may be required for individual Class Libraries.

General Library

2. Readers must inform the Librarian immediately of any change of address, whether permanent or temporary. Any notice sent by the Library to the last reported address of a Reader shall be deemed to have been duly sent.

3. Readers are allowed access to most parts of the General Library. They must not, without special permission of the Librarian, remove books marked "REFERENCE SECTION" from the room in which they are kept. They may consult other books at the shelves but must return them after use to their correct places. Books must not be removed from the rooms in which they are kept except for the purpose of borrowing or, in the case of Research Students, for reservation at tables in the Library.

4. Readers may have on loan from the General Library not more than ten volumes at one time.

5. Readers may not take any book out of the General Library without first signing a Borrower's Receipt Form and handing it to an Assistant at the Lending Counter. Books returned after borrowing must be given to an Assistant at the Lending Counter.

6. Research Students may reserve not more than twenty-five books for consultation at tables assigned to them; a signed Receipt Form for each book so reserved must be handed to an Assistant at the Lending Counter.

7. A Reader who has borrowed a book which is requested by another Reader may be required by the Librarian to return it within seven days of the date of borrowing or in special cases at shorter notice. Borrowed books may not be taken out of the United Kingdom without special permission of the Librarian.

8. A Reader who requires a book already borrowed by another Reader may have it recalled by filling up a Recall Form at the Lending Counter and handing it to the Assistant in charge. No Reader may recall more than three volumes at a time.

9. All books borrowed must be returned for the annual inspection at the end of the Summer Term. Notice of the date of the annual inspection will be sent to Borrowers by the Librarian.

10. Conversation, noise, and any conduct prejudicial to the proper use of the General Library, are forbidden.

11. Smoking in the General Library is forbidden.

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Reading Rooms

12. Books in the Reading Rooms may not be taken out except in accordance with Rule 14. Readers consulting books at tables must hand to the Assistant in charge a signed Receipt Form for each book.

13. Readers must not return books to the shelves in the Reading Rooms; they must either return them to the Assistant in charge or, if they wish them to be temporarily reserved, insert in them a Reserved Slip (which is valid for not more than twenty minutes).

14. Books may be borrowed from the Reading Rooms overnight and at week-ends. They must be returned by 10 A.M. on the following day or, in the case of week-end borrowing, by 10 A.M. the following Monday.

15. Readers may, on application to the Assistant in charge, have books brought from the General Library to the Reading Rooms for consultation.

16. Conversation, noise, and conduct prejudicial to the proper use of the Reading Rooms, are forbidden.

17. Smoking in the Reading Rooms is forbidden.

Penalties for Breach of Library Rules

18. If a book be not returned on or before the day specified on the notice of recall, the Borrower will be liable to a fine of 3d. per volume for each day overdue.

19. Any Reader who on demand fails to return a book may be required to pay the cost of replacing it.

20. Any Reader who marks, defaces, or mutilates a book may be required to pay the cost of replacing or repairing the book.

21. Any breach of the Library Rules will be reported to the Librarian, who may, in addition to any other penalty provided under the Rules, suspend the Reader from use of the Library, such suspension being reported to the Library Committee.

22. Any Reader who repeatedly breaks the Library Rules or by breaking Rules causes serious injury to Library property or serious inconvenience to other Readers may be reported by the Library Committee to the Senatus Academicus.

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at one time.

HOURS OF OPENING

Main Library

Mondays to Fridays: 9 a.m. to 5 p.m.
Saturdays: 9 a.m. to 12.30 p.m.

CLOSED on Christmas Day, the first two weekdays
in January, Good Friday, Victoria Day and
the following day, the last Saturday in July
and the first three Saturdays in August, the
Edinburgh Autumn Holiday and, except for
the return of books, during the Annual
Inspection at the end of the Summer Term.

Reading Rooms

Mondays to Fridays,
in term: 9 a.m. to 10 p.m.
in vacation: 9 a.m. to 5 p.m.
Saturdays: 9 a.m. to 12.30 p.m.

(NOTE—The Ramsay Reading Room on
Saturdays *in term only* is also open as
a place of study from 2 p.m. to 9 p.m.)

CLOSED on Saturdays in July, August and September
and usually on the same official holidays as
the Main Library.

Medical Reading Room

Mondays to Fridays,
in term: 9 a.m. to 10 p.m.
in vacation: 9.30 a.m. to 5 p.m.
Saturdays: 9 a.m. to 12.30 p.m., and,
in term only, 2 p.m. to 9 p.m.

CLOSED on Saturdays in July, August and September
and usually on the same official holidays as
the Main Library.

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EDINBURGH UNIVERSITY LIBRARY A GUIDE FOR STUDENTS

THE University Library comprises the Main Library, three Reading Rooms concerned principally with Arts and Social Sciences subjects, the Central Medical Library and Medical Reading Room, the Theological Library at New College, the Veterinary Library, the Law Library, the Reid Music Library and a large number of Class and Departmental libraries.

How to join

All matriculated students of the University are eligible for membership of the University Library, and this is obtained by signing the Library undertaking at the time of matriculation. Members are then entitled to use the Main Library and Reading Rooms and, subject to the special rules of each, the appropriate Class or Departmental library. Admission to the University Library may be refused to anyone not in possession of a matriculation card, and such cards must be shown to a member of the Library staff on request.

How to find books

The author catalogue in the Main Library is the principal guide to most of the books and periodicals held in the various parts of the University Library. The entries for books are arranged alphabetically by the author's name, though it is worth noting that in this context the 'author' may be a society, an institution or a government department, etc. Periodicals will normally be found alphabetically under their titles. Each entry in the catalogue includes a shelf mark which indicates the location of the book or periodical; and the Index to Shelf Marks displayed near the catalogue, together with the plans of the Main Library printed at the end of this pamphlet, will guide the reader to the part of the Library in which the book is held.

For example:
BARROW (GEOFFREY WALLIS STEUART)
— Feudal Britain: the
— completion of the
— medieval kingdoms,
— 1066-1314. 8° Lond.,
— 19569(4202-03)Bar
— Two other copies . . . R.R. (Hist.)
— Another copy . . . R.R. (Scott. Hist.)
— Two other copies . . . Hist. Lib.
— Three other copies . . . Scott. Hist. Lib.

This entry indicates that one copy of the book will be found in the Decimal section of the Main Library, three copies in the College Street Reading Room (two in the History section and one in the Scottish History section), two other copies in the History Library, and three more in the Library of the School of Scottish Studies.

In using the older volumes of the catalogue both the printed entries and the handwritten additional entries should be consulted. The newer volumes, which are gradually replacing the old catalogue, are typewritten with the entries arranged in one sequence and only temporary additions on the facing pages.

The Reading Rooms and Class Libraries each maintain catalogues of their own stock.

To find works on a particular subject the reader should consult the subject catalogue. This is a sheaf catalogue with the entries arranged in the order of the Decimal classification, and indexes to the classification scheme are available on the adjacent shelves. The subject catalogue covers, in the main, only those works in the Library which were published after 1915.

Readers who have difficulty in using the catalogues or in finding the books they want are invited to seek the help of the Library staff.

Borrowing and recalling books

Readers may borrow up to ten volumes at a time from the Main Library; there is no limit to the loan

EDINBURGH RULES FOR

1. All matriculated students of the University Library. Members of the University Reading Rooms, subject to the special rules for each Library undertaking at the time required for individual Class Libraries.

2. Readers must inform the Librarian of permanent or temporary absence. Reader shall be deemed to have resigned if absent for more than three months.

3. Readers are allowed to borrow books without special permission of the Librarian from the room in which they are kept except for reservation at tables in the Reading Rooms.

4. Readers may have only one book at one time.

period, but books wanted by another reader may be recalled after seven days, and periodical volumes after three days, from the date of borrowing. All books must be returned for the annual inspection at the end of the Summer Term.

Books may not be taken on loan from Reading Rooms except over weekends, and overnight in vacation, and no works marked 'For reference only' may be borrowed from any part of the University Library.

Fuller details of loan regulations will be found in *Rules for matriculated students*.

Readers wishing to recall books already on loan should complete the appropriate form at the Main Library Counter; a reader may recall not more than three volumes at a time.

Reference materials

Reference books such as encyclopaedias, dictionaries, atlases, directories and volumes of historical source material are shelved in the Reference Room and its galleries, and in the alcoves behind the Counter and the gallery above. Reference material may not be borrowed and is to be used only in the vicinity of the Reference Room.

Periodicals

Details of holdings and locations of periodicals in the University Library are given in the author catalogue; similar details of current titles are given in *Current serials 1963* and *Supplement 1966*. Sets of most of the periodicals currently received in the Main Library are kept in the Periodicals room and gallery, and the first and second floors of the Periodicals room annex. The latest issues are housed in display racks in the Periodicals room and gallery. Sets of journals which have ceased publication or which are no longer received, and certain current titles, are shelved elsewhere in the Library and their location may be found from the author catalogue.

The latest issues of current journals, and titles marked 'For reference only,' may not be borrowed.

Reading Rooms

The Reading Rooms which provide a service mainly for the Arts and Social Sciences student are:

1. The Ramsay Reading Room in Alison House, Nicolson Square.
2. College Street Reading Room in South College Street.
3. The New Reading Room at the western end of Old College.

The regulations governing the use of Reading Room material are set out in *Rules for matriculated students*, and a more detailed introductory leaflet describing the general arrangements and services is available in the Reading Rooms or at the Main Library Counter. The allocation of subjects among the Reading Rooms is shown at the end of this guide.

The Medical Reading Room is located in the New Buildings in George Square.

Departmental and Class Libraries

These are chiefly for the use of honours students taking certain classes in the Departments to which the libraries are attached. Each library has its own rules, and for the use of some a monetary deposit is required. Students who qualify for membership of these libraries and who wish to use them should consult the Department concerned.

Recommendation of books

Students may recommend items for the Main Library and Reading Rooms by entering the details in the books kept for this purpose at the Main Library and Reading Room counters. It will greatly help if the catalogue is checked to ensure that items to be proposed for the Main Library have not already been acquired. When a recommended book is available for borrowing the person concerned is notified by postcard and the book itself is reserved at the Counter for a period of a week from the date of the postcard.

EDINBURGH UNIVERSITY RULES FOR MATRICULATED STUDENTS

1. All matriculated students in the University Library. Membership of the Library and Reading Rooms, subject to the special rules for each Class Library undertaking at the time of matriculation, required for individual Class Libraries.

General

2. Readers must inform the Librarian of permanent or temporary. Any notice set Reader shall be deemed to have been given.

3. Readers are allowed access to materials without special permission of the Librarian from the room in which they are kept. They return them after use to their correct place which they are kept except for the purpose of reservation at tables in the Library.

4. Readers may have on loan from the Library at one time.

Allocation of Subjects to Reading Rooms

Biology	Ramsay
Celtic	Ramsay
Chemistry	Ramsay
Commerce	New
Economic history	New
Education	New
English	Ramsay
Fine art	Ramsay
French	Ramsay
Geography	Ramsay
Geology	Ramsay
German	Ramsay
Greek	Ramsay
History—American	
Ancient	
British	College Street
European	
Imperial	
Scottish	
Italian	Ramsay
Latin	Ramsay
Mathematics	Ramsay
Natural philosophy	Ramsay
Philosophy	New
Political economy	New
Politics	College Street
Prehistoric archaeology	Ramsay
Psychology	New
Russian	Ramsay
Sanskrit	Ramsay
Social anthropology	Ramsay
Social study	Ramsay
Sociology	Ramsay
Spanish	New
Theology	Ramsay
Zoology	Ramsay

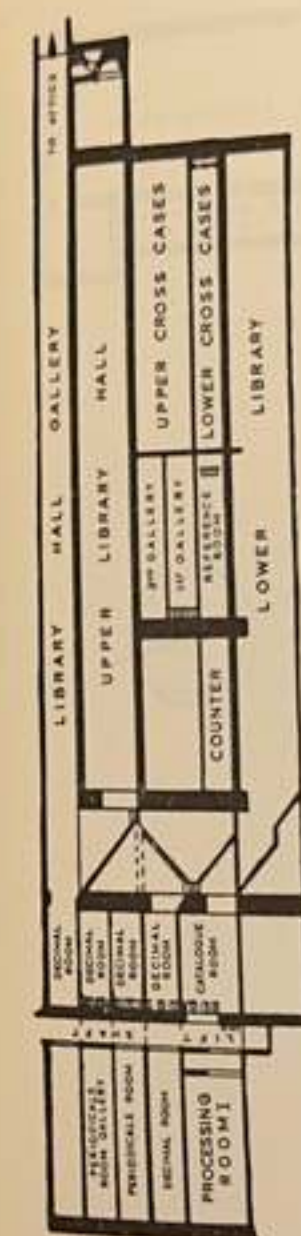


Fig. 1
SECTION
(view from College Street)

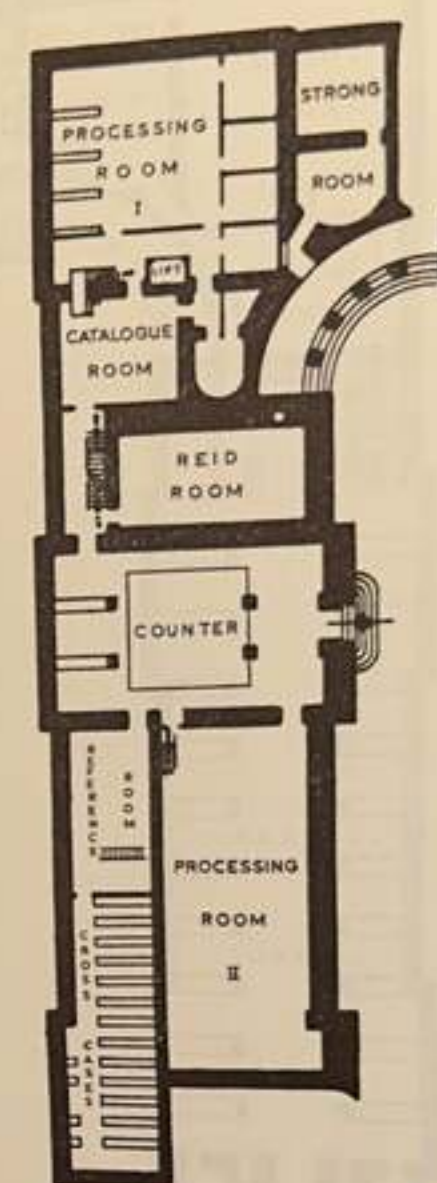


Fig. 2
GROUND FLOOR

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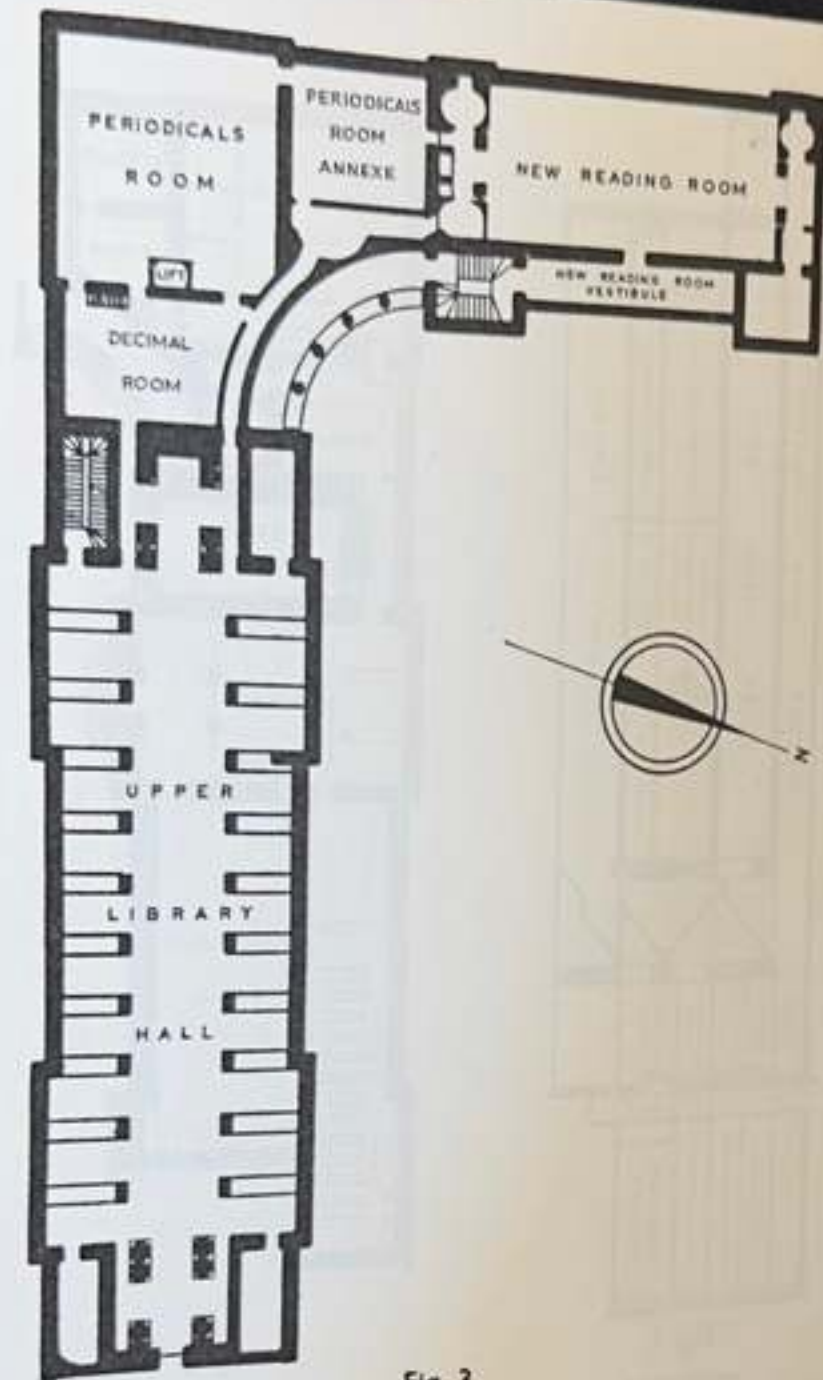


Fig. 3
LEVEL OF UPPER LIBRARY HALL

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