



UNIVERSITY OF EDINBURGH

**Guide to the
Library**

1969-1970

RECALLED BOOK		Edinburgh University Library	
Please use BALL POINT only		George Square, Edinburgh EH8 9JL, Scotland	
Author : BLOCK CAPITALS		Shelf mark	
Title, volume number			
This book is now available and should be collected at the Service Desk on or before			
RECALLER		Please use BLOCK LETTERS	
Name		LIBRARY USE ONLY	
Address (State, County, Postcode)		Date due	
Library use only		Recall notices. Request for search Dates checked	
		1 1	
		2 2	
		3 3	
		4 4	

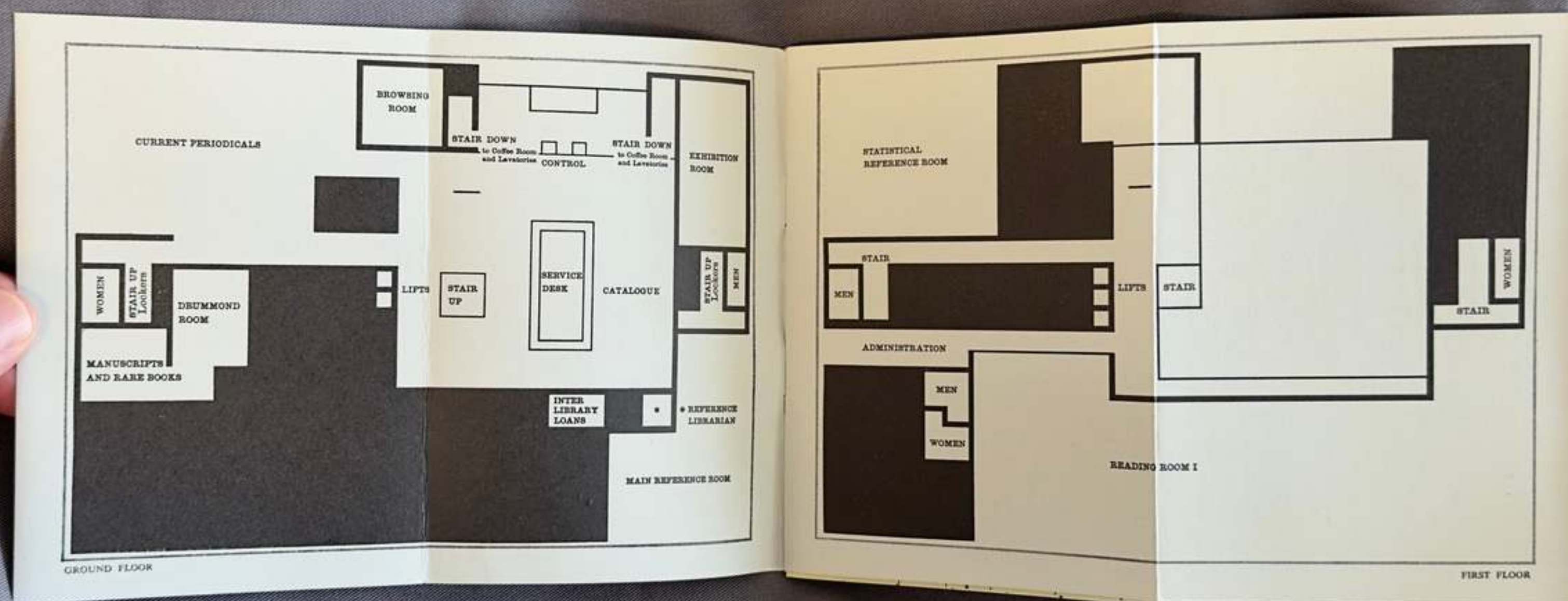
INTRODUCTION

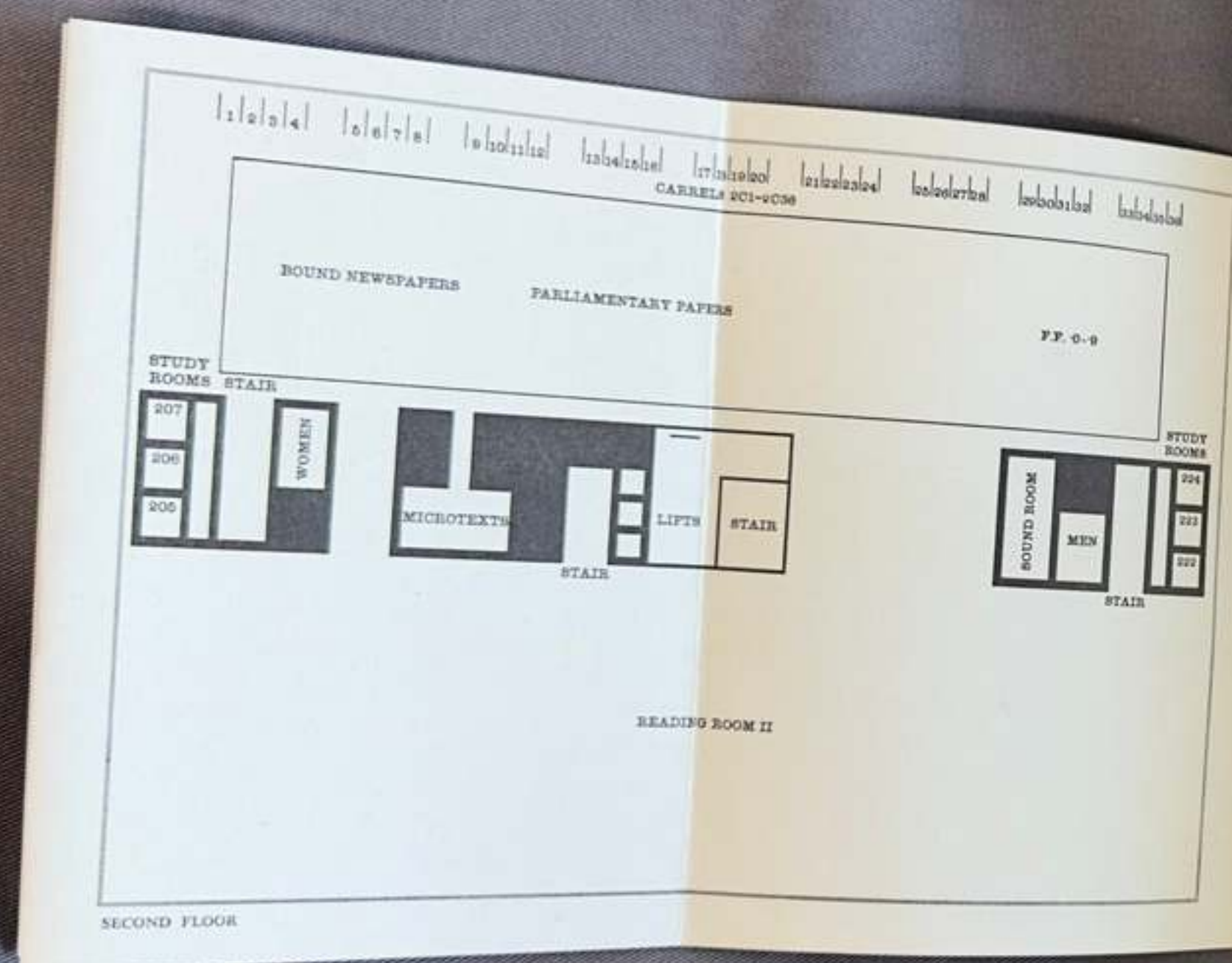
The purpose of this *Guide* is to help readers to make effective use of the library, but it is impossible to include everything in a short pamphlet, and much has had to be omitted. Readers should not hesitate to ask the library staff to help them; the staff are always willing to assist users in their search for books or information. Enquiries about the other major libraries in the University (see page 2) will be answered by their librarians. Information about class and departmental libraries may be sought from the Main Library staff.

FLOOR PLANS: GROUND, FIRST SECOND (Floors 3-5 at end.)

RECALLED BOOK		Edinburgh University Library George Square, Edinburgh EH8 9JL, Scotland	
Please use BALL POINT only		Author : ROCK CAPITALS	
Title, volume number		Shelf mark	
This book is now available and should be collected at the Service Desk on or before			
RECALLER		LIBRARY USE ONLY	
Please use ROCK letters		Date due	
Name		Recall notices. Request for search Dates checked -	
Address (Last first, initials)		1 1 2 2 3 3 4 4	
Library use only		1 1 2 2 3 3 4 4	

SECOND FLOOR





MAIN LIBRARY: HOURS OF OPENING

Term 9 a.m.-10 p.m. Monday-Friday.
9 a.m.-12.30 p.m. Saturday.
Vacation 9 a.m.-5 p.m. Monday-Friday.
Closed First two week-days in January, Good Friday, Edinburgh Autumn Holiday, Christmas Day, and Saturdays in vacations.
Limited Service After 5 p.m. on week-days in term; on Saturday.

RECALLED BOOK

Daily Please use BALL POINT only

Author: BLOCK CAPITALS

Shelf mark

MAIN

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Title, volume number

This book is now available and should be collected at the Service Desk on or before.

RECALLER

Please use BLOCK LETTERS

LIBRARY USE ONLY

Name

Date due

Address
(Staff
or
DEPT.
only)

Recall notices. Request for search
Dates checked -

1. 1.

2. 2.

3. 3.

4. 4.

Library use only

Edinburgh University Library
George Square, Edinburgh EH8 9LJ, Scotland

Author	Shelf mark
Title, volume number	

YOU ARE ASKED TO RETURN THIS BOOK, REQUESTED BY ANOTHER READER
ON OR BEFORE -

PLEASE BRING THIS
CARD WITH THE BOOK

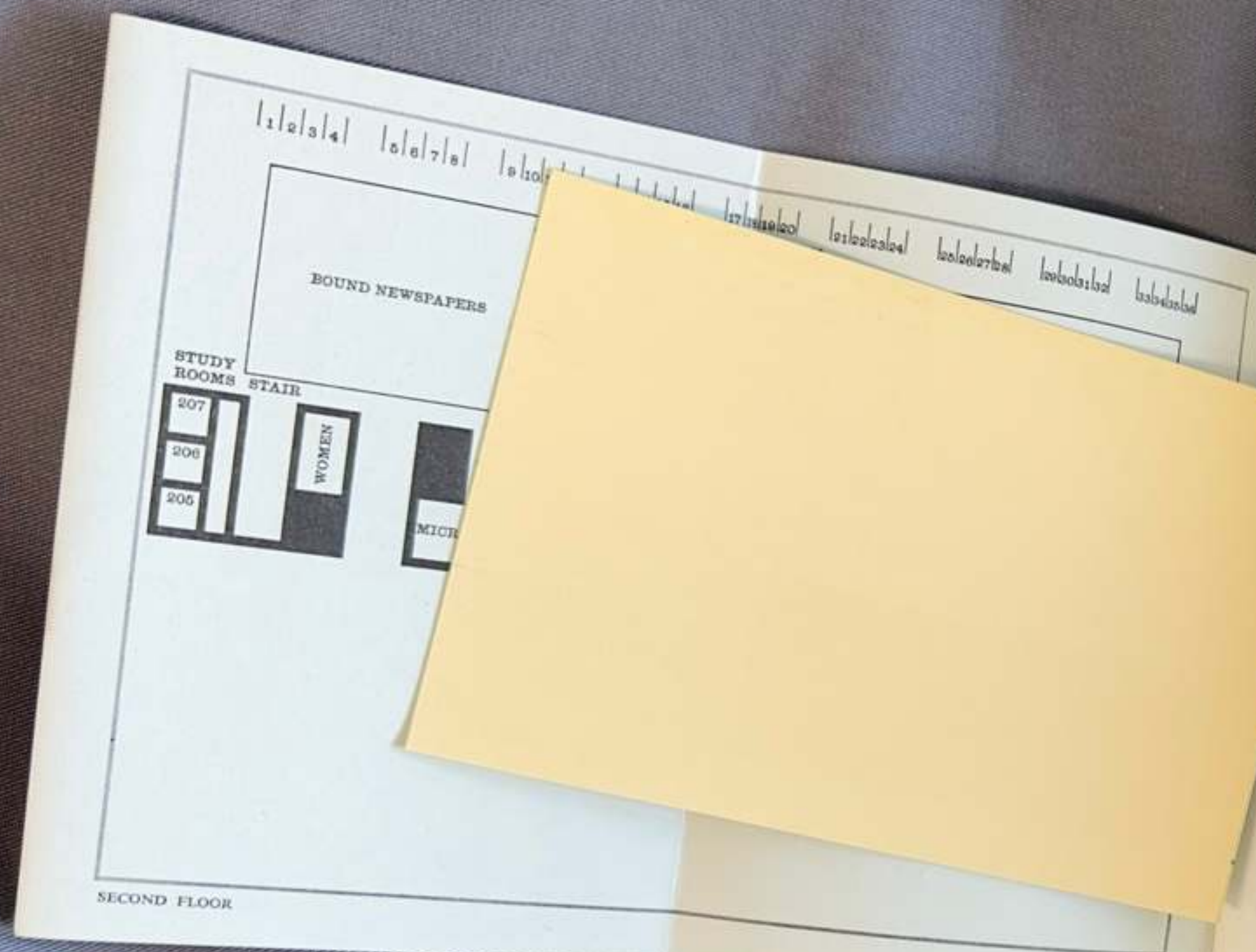
A FINE OF 2/- A DAY IS CHARGED ON EACH OVERDUE BOOK

PLEASE BRING THIS CARD WITH THE BOOK

(block capitals)

A FINE OF 2/- A DAY IS CHARGED ON EACH OVERDUE BOOK

LIBRARY COUNCIL NO.	DATE	YEAR (<i>periodicals only</i>)
All books must be returned during June annually, or on demand.		



MAIN LIBRARY: HOURS OF OPENING

Term 9 a.m.-10 p.m. Monday-Friday.
9 a.m.-12.30 p.m. Saturday.

Vacation 9 a.m.-5 p.m. Monday-Friday.

ed First two week-days in January, Good Friday,
Edinburgh Autumn Holiday, Christmas Day,
and Saturdays in vacations.

ailed Service After 5 p.m. on week-days in term; on Saturday
mornings (in term); and on the 6th
(the 6th)

AUTHOR'S SURNAME (block capitals)		READER'S SURNAME (block capitals)	
TITLE			
SHELF MARK			
VOLUME NO.		YEAR (periodicals only)	
SIGNATURE		DATE	
MATRICULATION/GENERAL COUNCIL NO.		All books must be returned during June annually, or on demand.	



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

BOUND NEWSPAPERS

STAIR

WOMEN

OF OPENING

Monday-Friday,

Saturday,

Friday,

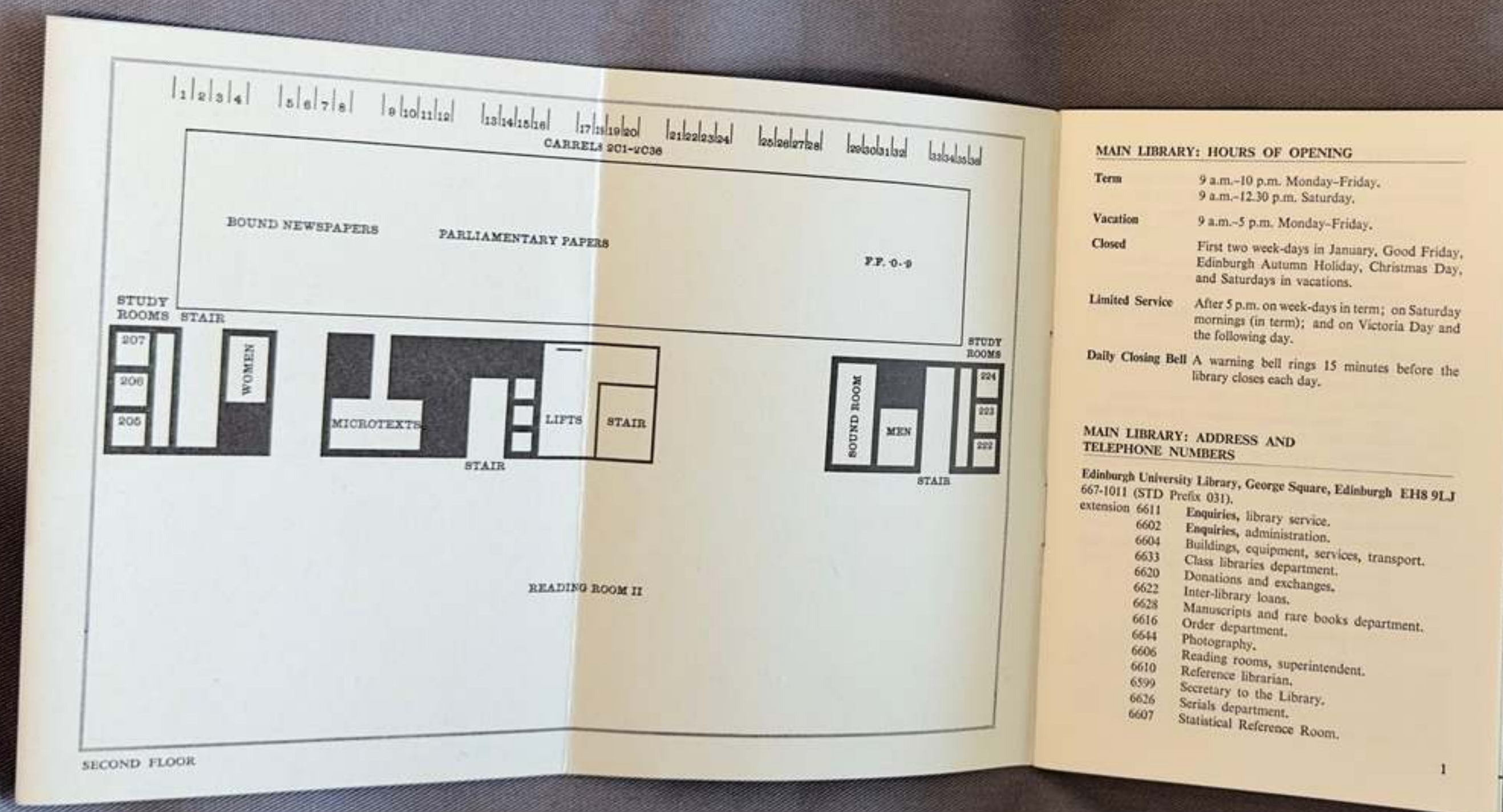
Monday, Good Friday,

Christmas Day,

TITLE

UNIVERSITY OF MICHIGAN

ANN ARBOR, MICHIGAN



MAIN LIBRARY: HOURS OF OPENING

Term	9 a.m.-10 p.m. Monday-Friday. 9 a.m.-12.30 p.m. Saturday.
Vacation	9 a.m.-5 p.m. Monday-Friday.
Closed	First two week-days in January, Good Friday, Edinburgh Autumn Holiday, Christmas Day, and Saturdays in vacations.
Limited Service	After 5 p.m. on week-days in term; on Saturday mornings (in term); and on Victoria Day and the following day.
Daily Closing Bell	A warning bell rings 15 minutes before the library closes each day.

MAIN LIBRARY: ADDRESS AND TELEPHONE NUMBERS

Edinburgh University Library, George Square, Edinburgh EH8 9LJ	
667-1011 (STD Prefix 031).	
extension 6611	Enquiries, library service.
6602	Enquiries, administration.
6604	Buildings, equipment, services, transport.
6633	Class libraries department.
6620	Donations and exchanges.
6622	Inter-library loans.
6628	Manuscripts and rare books department.
6616	Order department.
6644	Photography.
6606	Reading rooms, superintendent.
6610	Reference librarian.
6599	Secretary to the Library.
6626	Serials department.
6607	Statistical Reference Room.

OTHER LIBRARIES

The hours of opening of those listed below differ from those of the Main Library; users should enquire at the individual libraries.

Central Medical Library, Teviot Place, Edinburgh EH8 9AG.
667-1011, ext. 2258.

Centre of European Governmental Studies Library, Old College, South Bridge, Edinburgh EH8 9YL.
667-1011, ext. 2548.

Law Library, Old College, South Bridge, Edinburgh EH8 9YL.
667-1011, ext. 2518.

Medical Reading Room, School of Medicine, Teviot Place, Edinburgh EH8 9AG.
667-1011, ext. 2233.

New College Library, Mound Place, Edinburgh EH1 2LX.
225-8400.

Reid Music Library, Alison House, Nicolson Square, Edinburgh EH8 9BH.
667-1011, ext. 2471.

Science Libraries. These are situated in the relevant academic departments.

Veterinary Library, Royal (Dick) School of Veterinary Studies, Summerhall, Edinburgh EH9 1QH.
667-6801.

USE OF THE LIBRARY

Matriculated students of the University, academic and other staff, and members of the General Council are entitled to register as borrowers.

After a registration form has been completed at the Main Library Service Desk, the matriculation card is embossed to show entitle-

ment to borrow books. Staff and other borrowers are given a Borrower's Card. The embossed matriculation card, or Borrower's Card, must be shown whenever a book is borrowed.

All readers must be prepared to prove their entitlement to use the library on request. Persons not otherwise entitled to use the library should apply in writing to the University Librarian.

HOW TO FIND BOOKS

To find a book, the following should be consulted:-

- i. The catalogues (see below).
- ii. The indexes to shelf-marks. These indexes, displayed at the author catalogue and elsewhere, show the locations of particular shelf-marks.
- iii. The floor-plans in this Guide (also displayed in the library).
- iv. The guide to the classification and shelving arrangement (with the floor-plans on each floor and in the Main Reference Room).

Author catalogue. The chief guide to the books in the library is the author catalogue. This lists almost all the printed books, periodicals and pamphlets throughout the University's libraries, and is arranged alphabetically by author. "Authors" include societies, institutions and government departments; periodicals and anonymous books are normally entered under their titles.

Each entry in the catalogue includes a shelf-mark indicating the location of the book. For example:

DAWSON (CHRISTOPHER)
— Understanding Europe. Lond., 1952. .9(4)01 Daw.
— Another copy. R.R. (Hist.)
— Another copy. Hist. Lib.

The shelf-marks show that one copy of the book will be found in the Decimal Section of the Main Library, one in the History Section of the Reading Room collection, and one in the Kirkpatrick History Library. (For further details, see section Arrangement of Books, below.)

In using the older volumes of the author catalogue both the printed entries (in blocks numbered 1, 2 and 3) and the additional written entries (sometimes on several subsequent sheets, also numbered 1, 2 and 3) should be consulted. The newer typeset volumes have the entries arranged in one sequence with additions temporarily typed on the facing pages. It should be noted that many of the special collections are only partially included in the author catalogue; a list of these collections, giving the extent of their inclusion in the author catalogue, is displayed nearby.

Subject catalogue. To find what books the library has on a particular subject, use the classified catalogue. This is kept in sheet form in the Main Reference Room; an index to the Dewey Decimal Classification (according to which much of the Main Library is arranged) is adjacent to it. The classified catalogue is incomplete, in that it includes comparatively few works published before 1915, and omits the contents of many libraries other than the Main Library.

Additional catalogues. These are separate catalogues (kept in the relevant area or library unless otherwise stated below) for the following: periodicals (a volume-form list with a supplement of current holdings, in the Serials Department, at the Author catalogue and on the stack floors); Chinese books (in the Main Reference Room); tape and disc recordings (in the Main Reference Room); and for the reading rooms, for Statistical Reference and Government publications, for maps and atlases, and for the various sectional departmental and class libraries. (See also *travels*, below.)

Catalogues are designed to help readers to use the library's resources for their particular purposes. But the efficient use of catalogues is a skill which must be acquired; all readers are urged to ask the library staff to help them in any difficulty.

ARRANGEMENT OF BOOKS

Most books in the Main Library are on open shelves, available to all readers, who are expected to use the catalogues and find their books themselves.

4

Classified books. More than a third of the collections are classified, and shelved according to their principal subjects. (The classification system is a modification of the Dewey Decimal Classification, 16th edition.)

Nearly all the classified materials are on either the third or the fourth floor. Bound volumes of periodicals (most may be borrowed), and specialised reference collections are shelved on the same floor as the main classified sequence of books in the same subject.

Shelf-marks. A book in the classified sequence has a shelf-mark consisting of a decimal point, followed by numbers, e.g. .9(4), which means European History.

(See the guide to the classification and shelving arrangement, with the floor plans on each stack floor.)

The shelf-marks for periodicals and reference books are prefixed thus:

- "Per." for periodicals on the third and fourth floors;
- "Ref." for the specialised reference collections on the third and fourth floors;
- "Stat. Ref." for the Statistical Reference Room on the first floor;
- "Main Ref." for the (general) Main Reference Room on the ground floor.

(See also the sections *Reference Books and Periodicals*, below.)

The letters "O.S." used to prefix any shelf-mark should be ignored.

Books other than those mentioned above.

1. Selected pre-1800 books and other semi-rare books (shelf-marks prefixed, respectively, by "E.B." and "S.B.") and Edinburgh University theses are not directly accessible to readers.

A reader who wishes any book in these categories should complete a special slip at the Service Desk. Library staff collect requested books daily at the following times:

Mondays-Fridays: 9.30 a.m., 11.30 a.m., 2.30 p.m., 4.30 p.m.
Saturdays (Term only): 9.30 a.m.

5

These books may not be removed from the library; but on application to the Service Desk, small collections, for consultation over a period, may be kept in the Manuscripts and Rare Books Reading Room.

ii. Books in the Manuscripts and Rare Books Department may be consulted on application to the Department.

iii. Oversize books, or "folios" (shelf-mark prefixed by "F") and unbound pamphlets (shelf-mark prefixed by "P") are arranged on the bottom shelf of the tier of shelving in which "normal sized" books are housed on the third and fourth floors.

Extra large folios (shelf-mark prefixed by "FF") are all shelved together on the second floor.

For special material, see also the following sections below:

GOVERNMENT PUBLICATIONS;
MANUSCRIPTS AND RARE BOOKS;
THESES;
MICROTEXTS;
MAPS;
SOUND ROOM.

Readers should not themselves replace books on the stack shelves; if they are wrongly replaced they are lost. Instead, readers are asked to place all books after use on the orange shelves by each staircase on each stack floor.

BORROWING AND RECALLING OF BOOKS

How many books? At any one time, undergraduate students may have on loan up to ten volumes; research students and University staff twenty-five volumes; General Council and Privilege borrowers five volumes. There is no limit to the period of loan of Main Library books (unless recalled for other borrowers), except that all books must be returned for the Statutory Inspection in June annually. (Inspection of libraries other than the Main Library is separately arranged.)

6

How to borrow. Readers must complete a white loan-slip for each book at the Service Desk (a blue slip in the Reading Rooms under the Home Borrowing arrangements), and ensure that the book is date-stamped by a member of library staff.

Show your embossed matriculation card or Borrower's Card whenever you borrow.

Recall of books. Any book may be recalled if required by another reader after seven days (periodical volumes after three days) and readers must return all books when requested. Fines of 2/- a volume a day will be levied on all readers not returning books when required; a fine of 2/6d. a day or part of a day is charged on each reading room book not returned in due time. The Librarian may recall any book at any time if it is required for class use.

Readers wishing to recall books on loan to others should complete the appropriate forms at the Service Desk; readers may not recall more than three volumes at a time.

In June each year borrowers must return all books borrowed (including those withdrawn from the shelves for consultation in carrels, typing carrels and studios), for the Statutory Inspection. Borrowers are expected to know what books they have on loan.

Restricted books. The following categories of books may not be borrowed from the Main Library and may not be removed from the room or floor where normally kept: books marked "For Reference Only" (including the entire Main Reference, Reference, and Statistical Reference collections); books in the Reading Room, including books temporarily placed therein (except over the weekend); unbound issues of current periodicals; maps, atlases and other material normally kept in the map area; and books in the Strong Room and other rare book collections, unless with the specific permission of the Librarian, Deputy Librarian, Keeper of Manuscripts, or Sub-Librarian (Printed Books).

Exit control. Readers must show all books in their possession to the attendant at the exit when they leave the library and satisfy him, if required, that a loan slip has been duly completed for each library book.

7

Lost books. The loss of any book should be reported immediately; failure to do so may render the reader liable to a substantial fine in addition to the cost of replacement.

READING ROOMS

Reading Rooms I and II on the first and second floors provide reference collections chiefly intended for undergraduate students in Arts and Social Sciences and for first-year students in Science. The books are carefully selected from those most needed by students in their early years and many books in the reading rooms are provided in multiple copies, according to the demand predicted by the teaching departments. But the library does not provide books which students should buy for themselves.

Most books are on open shelves. But some are kept on Reserve and are available only on application to the reading room staff; these are issued for a limited period only, and a pink consultation slip must be completed for each. A list of the Reserve books in each major subject is displayed in the form of a strip index attached to the end of the shelves.

From time to time special collections are assembled from the reading rooms and other parts of the University Library for the use of students writing essays or involved in other specific class work. These books are kept for a period in the Reserve collections.

Books in the reading rooms (including books temporarily placed there for essay purposes, etc.) may not be taken out of the reading rooms except under the specific arrangements for week-end borrowing. Detailed regulations relating to the use of the reading rooms are displayed in each. For reading room books which cannot be returned normally, the Book Return Box (outside the main entrance) may be used 8 a.m.-9 a.m. on Mondays during term.

The staff in the reading rooms will be glad to help students with any library problem or difficulty they may encounter.

The allocation of subjects between the two reading rooms is as follows:

I

Ancient History
Architecture and Planning
Biology (1st year)—Biology
Botany
Zoology

Chemistry
Computer Science
Engineering Science
English
Fine Art
Geography
Geology

Languages—Celtic
Chinese
French
German
Greek
Italian
Latin
Russian
Sanskrit
Spanish

Mathematical Physics
Mathematics
Natural Philosophy (Physics)
Philosophy
Phonetics and General
Linguistics
Prehistoric Archaeology
Theology

II

Accountancy
Commerce—Business Studies
Economic History
Economics
Education
History—African
American
British
European
Imperial
Scottish

History of Science
Politics
Psychology
Science Studies
Social Anthropology
Sociology

For students not requiring direct access to library books for the time being, the University provides a study-hall in South College Street. This is open in term-time until midnight and also at weekends.

REFERENCE BOOKS

There are three principal collections of reference books.

The Main Reference Room (shelf-marks begin "Main Ref.") on the ground floor contains general encyclopaedias, the printed catalogues of major libraries (such as the British Museum, the Library of Congress, etc.), general indexes and abstracts of theses, and other bibliographic works of wide subject coverage. It also contains general biographical works (such as *Who's Who*, *Dictionary of National Biography*, etc.) and a range of directories and time-tables.

The Statistical Reference Room (shelf-marks begin "Stat. Ref.") on the first floor provides a specialised collection of current materials of demographic, economic and financial interest. These include recent British and other census publications, recent trade and income statistics, current British government and international agency publications and similar materials. A guide to the Statistical Reference Room and Government publications is available on request in the Statistical Reference Room.

The Reference areas in the centre of the third and fourth floors (shelf-marks begin "Ref.") are more specialised and are related to the classified collections on each floor. On the third floor are languages and literature (including the chief collection of language dictionaries) and history and geography; maps and atlases are in the Map Area on this floor (see *MAPS AND ATLASES*, below). On the fourth floor are reference collections in other Main Library subjects. A small specialised reference collection is also maintained in the Manuscripts and Rare Books Reading Room on the ground floor.

The Reference staff are always willing to assist readers in the effective use of reference materials and in the detailed exploitation of the library's general collections. They have an office on the ground floor and a desk in the Main Reference Room.

GOVERNMENT PUBLICATIONS

Parliamentary Papers have been regularly received in the library for more than a century; these, including Hansard, are shelved on the second floor. Extra copies of the more important items of recent years are also held in the main stack collections; the latest Parliamentary Papers are kept in the Statistical Reference Room.

Non-Parliamentary publications, of which there is no complete collection, are mostly shelved by subject in the main stack areas.

The author catalogue does not record the main set of Parliamentary Papers, but duplicate stack copies and most non-Parliamentary publications are catalogued. The principal means of access to government publications is through the daily, monthly and annual official lists and catalogues of H.M. Stationery Office; these are to be found in the Main Reference Room and in the Statistical Reference Room. Enquiries about government publications should normally be made to the assistant in the Statistical Reference Room.

MAPS AND ATLASES

The Map Area on the third floor contains a small collection of maps, plans, charts, atlases, gazetteers and related material. Readers wishing to consult maps should apply to the assistant in the Map Area, or at the Service Desk on the ground floor. The catalogue to this collection is kept in the Map Area. A brief guide to the Map Area, kept with the map catalogue, should be consulted for further information about the collection and its use. Maps and similar materials normally kept in the Map Area must be consulted there; they may not be removed to carrels, typing carrels or studies.

PERIODICALS

Almost all periodicals are included in the author catalogue. Details of all periodicals currently received throughout the University

Library are also included in the latest edition of *Current Serials*, copies of which are available at the author catalogue, the Current Periodicals Room, the central reference areas of the stack floors, and elsewhere.

The bound sets of most periodicals are housed adjacent to the books on the same subjects on the third and fourth floors: these are the shelf-marks given in the catalogue and in *Current Serials*. The bound volumes of most periodicals may be borrowed. The current unbound issues of each title however are housed in the Current Periodicals Room on the ground floor, and are arranged in groups of subjects; these may not be borrowed. Enquiries concerning current periodicals should be made to the Serials Department staff in the Current Periodicals Room.

MANUSCRIPTS AND RARE BOOKS

The Library has one of the most important collections of manuscripts and rare books in the United Kingdom. These collections are maintained on behalf of the whole world of scholarship, and the library is glad to make them available to all who need to use them.

All manuscripts and many rare books are kept in the Strong Room to which no readers have access. Other rare books are housed on the sixth floor, access to which is also restricted. The reorganisation of all rare printed books will continue for some years, and readers are advised to check in the author catalogue for the current location of such books.

An index to manuscripts, in sheaf form, is kept in the Manuscripts and Rare Books Reading Room. There are also various published guides and indexes to the library's special collections.

The Reading Room of the Department of Manuscripts and Rare Books is open 9 a.m.-5 p.m. on weekdays, and on Saturday mornings in term.

The Appleton Room on the third floor contains many of the books and papers and much of the correspondence of the late Principal, Sir Edward Appleton. Enquiries should be addressed to the Sub-Librarian, Printed Books.

The Library possesses a Hinman Collating Machine for bibliographical research. Applications to use this should be made to the Keeper of Manuscripts or the Sub-Librarian (Printed Books).

THESES

Edinburgh University Theses. Copies of all theses successfully presented for higher degrees are kept in the library; they may usually be consulted on application to the Service Desk, and certain categories of university staff may apply to borrow them. Each reader using a recent thesis is required to sign a declaration of observance of the author's copyright. Only printed theses are included in the author catalogue; others are listed in special sheaf-catalogues in the Main Reference Room, and there are also subject indexes to the more recent theses.

Other theses. The Library regularly receives the printed theses of a number of other universities, chiefly of continental Europe. Those published before 1963 are housed on the fifth floor, chronologically by university of origin, and are listed selectively in sheaf catalogues in the Main Reference Room. Theses published from 1963 onwards are catalogued and shelved as are other printed books.

Unpublished theses of other British universities can usually be borrowed for use within the Main Library only. (See below, Inter-Library Loans.)

MICROTEXTS

Microtexts of printed materials are mostly included in the author catalogue, with the special shelf-mark "Mic." Applications for

these should be made to the Service Desk, whose staff will arrange to produce the text and a reading machine. Microtexts of manuscripts and related materials are included in the indexes to manuscripts. Applications for the use of these should be made to the Department of Manuscripts and Rare Books.

Readers wishing to use microtexts after 5 p.m. on week-days in term should arrange before then for the texts to be made ready for them.

A microfilm reader/printer is available for persons needing an enlarged copy of a microtext; a charge is made for each enlargement.

XEROX COPIES AND PHOTOGRAPHY

There is a Xerox copier and a well-equipped documentary reproduction department. Readers wishing to have made (for academic purposes) Xerox copies, slides, microfilms, photostats, bromide prints and colour transparencies for reproduction, and other copies, should apply at the Service Desk. Readers must pay the library's standard charges (price-lists are available at the Service Desk; charges amounting to £1 or less must be paid in cash when the copies are collected), and when appropriate sign an undertaking to observe the Copyright Acts.

INTER-LIBRARY LOANS

Books not in the University Library or in other libraries in Edinburgh can frequently be borrowed from libraries elsewhere when they are required for academic purposes by research students and university staff. In some instances books are lent by other libraries only on condition that they are used within the library only; any such restriction must be scrupulously observed. Main Library readers should apply at the Inter-Library Loan office on the ground floor (9 a.m.-5 p.m. only); users of other staffed libraries should apply in those libraries.

CARRELS, TYPING ROOMS AND STUDY ROOMS

Individual research accommodation is available for a limited number of qualified applicants. Carrels, typing rooms and study rooms will be allocated to research students, teaching staff and others who need to use library materials intensively for a short period: no such allocation is for longer than one term (and the preceding vacation), though applications for renewal may be made. A key deposit is required. Applications should be made in the first instance to the Service Desk.

Carrels not specifically allocated may be used by any readers, but library books may not be reserved nor may personal property be left in them.

Research accommodation is subject to certain additional regulations (displayed in each carrel, etc.), in particular the following: only twenty-five volumes may be retained for consultation (in addition to those borrowed normally from the Service Desk), and blue consultation vouchers must be filled in; eating, drinking, smoking and the use of private lamps or heaters are forbidden.

HANDICAPPED READERS

Certain facilities are available for physically and visually handicapped readers. These include special access and cloakroom facilities for persons in wheelchairs, sound-insulated cubicles in which others may read to the blind or partially-sighted, and, in certain circumstances, the use of sound equipment. Individual arrangements may be made for blind persons with guide-dogs. Enquiries should be made at the Service Desk.

NEW BOOKS

The latest additions to the Main Library are displayed weekly in the Browsing Room on the ground floor. These may be borrowed immediately. (Books of particular rarity, Reference and Reading Room books, and books sent to be bound are not displayed.)

A 'Main Library Accessions List' is issued weekly in term and less frequently during vacation; this may be seen in all branches of the University Library.

LOCKER ROOM, CLOAKROOMS AND REST ROOMS

A number of lockers for personal belongings are provided at the foot of the east and west stairs at ground floor level. The keys are available from the Service Desk, and a 5/- charge will be made if a key is lost while issued to a reader. A small number of very large lockers is available for readers who need to deposit luggage, etc.; application for the keys of these lockers should be made to the Service Desk. The Library cannot accept responsibility for personal property.

The floor-plans in this *Guide* give the location of the lavatories on each floor. Rest-rooms are available in the women's lavatories on the lower ground and first floors.

Any accident or sudden illness should be reported to the Service Desk (or to any member of the library staff) who will direct readers to the First Aid point on the first floor.

Lost personal property (and related enquiries) should be taken to the Main Library Service Desk (or to the library staff in other libraries, as appropriate). Uncollected property is disposed of for charity.

COFFEE ROOM AND BROWSING ROOM

The Coffee Room, on the lower ground floor, provides coffee and tea from 10 a.m. to 9 p.m. (4.30 p.m. in vacation), and is meant for the convenience of those who are using the library for extended periods. The Browsing Room on the ground floor contains the week's display of new books. These are the only rooms in the library in which smoking is allowed and conversation encouraged.

16

SEMINAR ROOMS

There are two seminar rooms on the third floor available for the teaching staff.

They are for lectures or seminars which involve the temporary use of large quantities of library materials, classes in the bibliography of particular subjects, and similar purposes. The larger room holds about thirty persons, the smaller about fifteen. Application for the use of these rooms should be made in advance to the Sub-Librarian (Printed Books).

The Palaeography Reading Room is similarly available for small classes using manuscripts or rare books. Arrangements for the use of this room should be made with the Keeper of Manuscripts.

VACATION USE OF OTHER LIBRARIES

Most other university libraries in Britain permit reference use of their books by Edinburgh students in vacations. Introductory cards are available to students two weeks before vacation, from the Main Library Service Desk, or from other major units of the University Library.

SUGGESTIONS

Recommendations of books for purchase by the library may be made on the suggestion forms in the Browsing Room on the ground floor and in each Reading Room. (Members of the teaching staff should use the printed recommendation forms available in booklets from the Order Department, or the special forms for large-scale reading room recommendations available from the Superintendent of Reading Rooms.) Recommendations of periodicals should be made by letter to the Librarian in charge of the Serials Department. Suggestions for the improvement of library service are best made in writing to the Librarian.

17

SOUND ROOM

A room for listening to tape and disc recordings has been provided in the Main Library. Three Ferrograph 2-track, mono tape recorders, one stereo tape recorder (2 or 4 track) and a high-fidelity stereophonic record-player are available. Sets of headphones are available to allow more than one machine to be in use simultaneously. The Library is also equipped to make its own mono or stereo recordings.

These machines are intended for playing the library's own materials, which consist mainly of poetry and prose readings, and some Greek language recordings. A catalogue of holdings is in the Main Reference Room. Applications should be made to the Service Desk in the first instance.

FRIENDS OF THE LIBRARY

A society of Friends of Edinburgh University Library was formed in 1962, and membership is open to all on payment of a modest subscription. The purposes of the society are to provide funds for the acquisition of books important for scholarship, to communicate information on the library's resources, services and needs, and to bring together persons interested in the University Library. Further particulars are available from the Honorary Secretary, the Friends of the Library, Edinburgh University Library, George Square, Edinburgh 8.

THE BUILDING

Construction of the present Main Library building began in 1965, and it was occupied in 1967. It was awarded the R.I.B.A. bronze medal for the best building of the year in Scotland.

The architects were Sir Basil Spence, Glover and Ferguson, of Edinburgh; partner-in-charge, J. Hardie Glover.

The total floor area is nearly seven acres, and there are about fifty-six miles of shelving. The entire building is fully air-conditioned. The cost, including furniture and equipment, was over £2m.

REGULATIONS

1 All persons using the University Library must sign an undertaking to observe the Library Regulations, including the special regulations relating to any libraries other than the Main Library which they may use.

2 Persons entitled to borrow books may not have on loan at any time more than the maximum number of volumes permitted for their respective categories (see current *Guide to the Library* for Main Library numbers), except by special permission of the Library Committee.

3 Readers may not take any book out of the Library without first completing a loan voucher and handing it to the library staff. No book may be borrowed on behalf of another without the presentation of a written request signed by the reader in whose name the book is to be borrowed.

4 Borrowed books may not be taken out of the United Kingdom without special permission of the Librarian.

5 All books returned after borrowing must be handed to a member of the library staff at the Main Library Service Desk (or as appropriate in other libraries).

6 Any book on loan may be recalled, if required by another reader, within seven days of the date of borrowing (three days in the case of volumes of periodicals). Any book may be recalled at any time if required for class purposes.

7 All books on loan must be returned to the library each year for the Inspection of the Library, upon notification to borrowers by the Library.

- 8 Any borrower who fails to return a book on demand will be charged a fine of 2/- a volume for each day overdue. Higher rates of fine, duly promulgated by the Library Committee, are levied for the failure to return books to reading rooms, and reference books, by the hour specified at the time of borrowing.
- 9 Any reader who on demand fails to return a book may be required to pay the cost of replacing it; and any reader who marks, defaces or mutilates a book may be required to pay the cost of replacing or repairing it, and may be deprived of the use of the Library.
- 10 So long as any library subscription or any fine incurred remains unpaid, and so long as any person continues in possession of a book which he is not entitled to retain, the right of the defaulter to the use of the Library is suspended and remains in abeyance. Every such case must, by Ordinance, be reported to the Senatus Academicus.
- 11 Manuscripts, rare books, works of reference and other such works may not be borrowed from the Library except by special permission of the Library Committee (see *Guide to the Library*, "Borrowing and Recalling Books"). Reference books may not be removed from the part of the library in which they are kept.
- 12 Readers may be required to satisfy the library staff that any library books being taken out of the library have been duly borrowed.
- 13 Readers to whom special research accommodation within the Library has been allocated may retain a specified number of library books in such accommodation but must complete a special consultation voucher for each book and hand it to the Service Desk. (All books so retained are subject to recall under Regulation 6.)
- 14 No reader may use or borrow any book until it has been entered in the catalogue and stamped.
- 20

- 15 The Librarian may at any time withdraw any work from circulation, subject to appeal to the Library Committee. The Library Committee may make such regulations as it thinks convenient for allowing access to manuscripts, books and other works for consultation.
- 16 Smoking or the use of matches or open light is strictly prohibited in any part of the University Library except where it is specifically permitted.
- 17 Conduct prejudicial to the proper use of the Library by others is forbidden.
- 18 Readers must inform the Library immediately of every change of address, whether permanent or temporary. Any notice sent by the Library to the last reported address of a reader is deemed to have been duly sent.
- Under the University's Code of Discipline, 1966, the University Librarian and the Deputy Librarian are appointed officers of summary jurisdiction and are empowered to deal with Minor Offences and to initiate action in cases of Major Offences.

LIBRARY STAFF

(This select list of library staff is intended solely to assist readers.)

UNIVERSITY LIBRARIAN	Mr E. R. S. Fifoot, M.C., M.A., A.L.A. (Main Library).
DEPUTY LIBRARIAN	Mr V. E. Knight, M.A., A.L.A. (Main Library).
SECRETARY TO THE LIBRARY	Miss N. T. Watt, M.A. (Main Library).

MAIN LIBRARY

Administration (Buildings, Equipment, Mail, Services, Transport)	Mr I. D. Thomson.
Chief Cataloguer	Mr L. A. Martin, B.A., F.L.A.
Class Libraries	Mrs H. Downie, B.Sc., A.L.A.

<i>Donations and Exchanges</i>	Mr A. J. Green, B.A., A.L.A.
<i>Inter-Library Loans</i>	Miss M. Dowling, A.L.A.
<i>Keeper of Manuscripts and Rare Books</i>	
<i>Order Department</i>	Mr C. P. Finlayson, M.A.
<i>(Special Purchases)</i>	Miss Jean Guild, M.A.
<i>Photography</i>	Mr R. W. Thomson, M.A., B.LITT.
<i>Reference Librarian</i>	Mr William Weir
<i>Serials Department</i>	Miss Phyllis Downie, M.A., F.L.A.
<i>Statistical Reference</i>	Mr H. Phillips
<i>Sub-Librarian, Printed Books</i>	Mr S. Richard, B.A., DIP.LIB., A.L.A.
<i>Superintendent of Reading Rooms</i>	Mr R. J. F. Carnon, M.A.
<i>Superintendent of the Service Desk</i>	Miss Christine M. Purves
	Mrs S. Baldwin, M.A.
CENTRAL MEDICAL LIBRARY	
<i>Librarian</i>	Miss M. D. Bell, M.A., A.L.A.
CENTRE OF EUROPEAN GOVERNMENTAL STUDIES LIBRARY	
<i>Librarian</i>	Miss K. Goonan, B.A., A.L.A.
LAW LIBRARY	
<i>Librarian</i>	Miss M. Sturgeon, M.A.
NEW COLLEGE LIBRARY	
<i>Librarian</i>	Mr J. V. Howard, M.A., F.L.A.
REID MUSIC LIBRARY	
<i>Librarian</i>	Mr Michael Anderson, M.A., L.R.A.M., A.L.A.
VETERINARY LIBRARY	
<i>Librarian</i>	Mrs Marion McIvor
LIBRARY COMMITTEE	
<i>Convener</i>	Secretary
<i>Professor G. F. A. Best</i>	The University Librarian.

22

INDEX

<i>Accessions List</i>	16	<i>Handicapped readers</i>	15
<i>Accidents</i>	16	<i>Hours of opening</i>	1, 2
<i>Addresses</i>	1-2	<i>Inter-library loans</i>	1, 14
<i>Address, Change of</i>	21	<i>Lavatories</i>	16
<i>Annual Inspection</i>	6, 7	<i>Law Library</i>	2, 22
<i>Appleton Room</i>	13	<i>Library Committee</i>	22
<i>Architects</i>	18	<i>Library Staff</i>	21-22
<i>Borrowing</i>	6-7, 8, 19-21	<i>Lockers</i>	16
<i>Browsing Room</i>	16	<i>Lost property</i>	16
<i>Building, The</i>	18-19	<i>Main Reference Room</i>	1, 5, 7, 10
<i>Carrels</i>	15	<i>Manuscripts</i>	12
<i>Catalogues</i>	3-4, 10, 11, 12	<i>Maps and Atlases</i>	
<i>Central Medical Library</i>	2, 22	<i>(see third floor plan)</i>	11
<i>Centre of European Governmental Studies Library</i>	2, 22	<i>Medical Reading Room</i>	2
<i>Class Libraries</i>	1, 21	<i>Microtexts</i>	13, 14
<i>Classification</i>	4, 5, 6	<i>New books</i>	15
<i>Cloakrooms</i>	16	<i>New College Library</i>	2, 22
<i>Coffee Room</i>	16	<i>Other libraries (vacation use)</i>	17
<i>Collating machine, Hinman</i>	13	<i>Parliamentary publications</i>	11
<i>Dictionaries</i>	10	<i>Periodicals</i>	4, 5, 11, 12
<i>Drummond Room (see Main Library ground floor plan)</i>		<i>Photography</i>	14
<i>Essay books</i>	8	<i>Plans of Main Library (folded front and rear)</i>	
<i>Exhibition Room (see Main Library ground floor plan)</i>		<i>Rare books</i>	5, 6, 12-13
<i>Fines</i>	7, 20	<i>Reading Rooms</i>	8-9
<i>Friends of the Library</i>	18	<i>Recall of books</i>	6-7
<i>General Council members</i>	2, 6	<i>Recommendations</i>	17
<i>Government Publications</i>	11	<i>Recordings</i>	18
		<i>Reference books</i>	10
			23

INDEX—continued

Regulations	19-21	Telephone numbers	1-2
Reid Music Library	2, 22	Theses	13
Research accommodation	15	Typing rooms	15
Rest rooms	15		
Seminar rooms	17	Use of the Library	2-3
Smoking	16		
Sound room	16		
Statistical Reference Room	18		
Study hall	1, 10, 11, 22	Veterinary Library	2, 22
Study rooms	10		
Suggestions	15		
	17	Xerox copies	14

