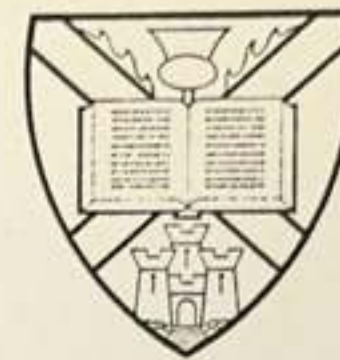


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UNIVERSITY OF EDINBURGH

Guide to the Library



1971
1970[↓]-1971

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.

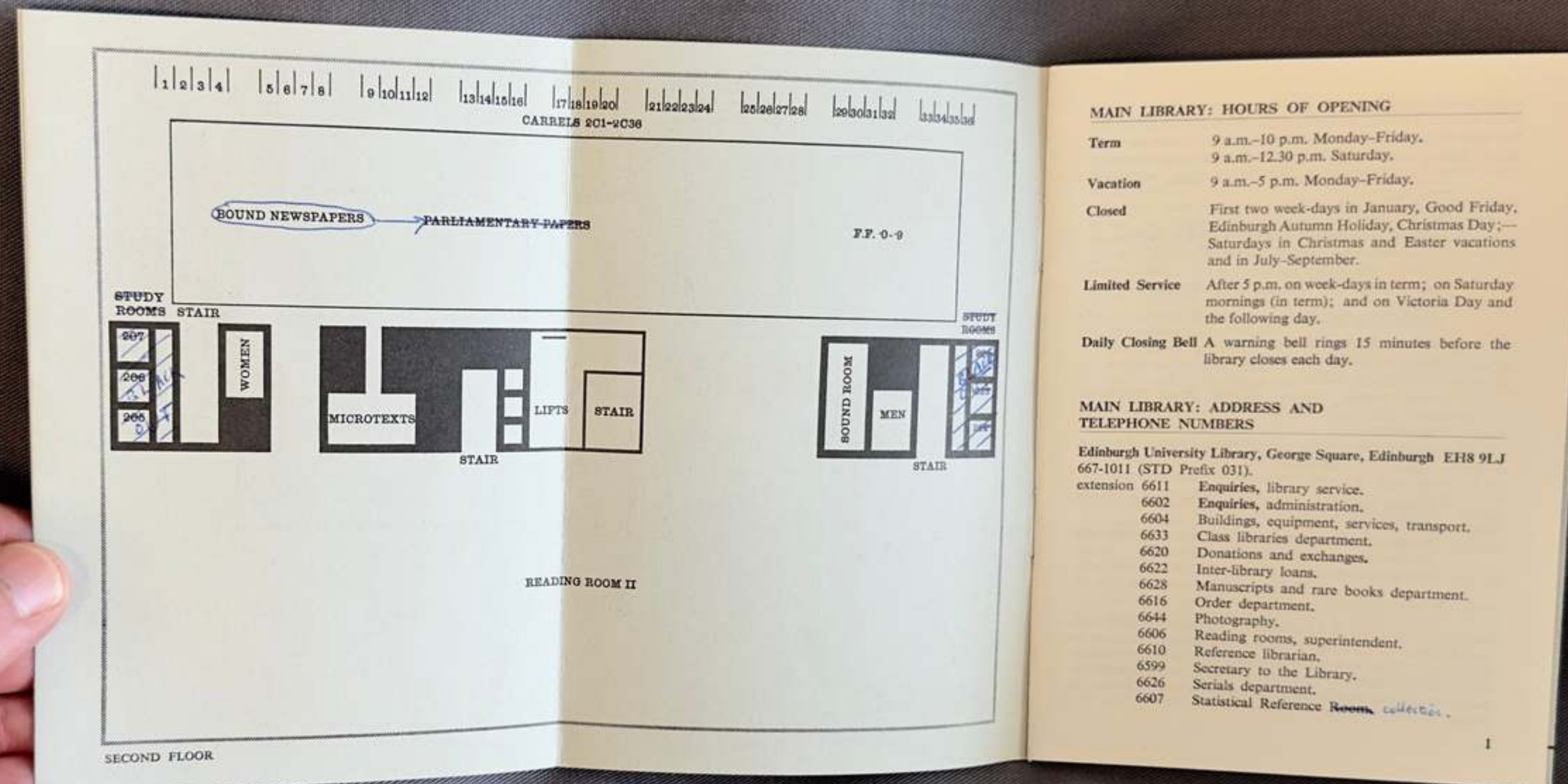
ANS: GROUND, FIRST, SECOND (Floors 3-5 at end.)

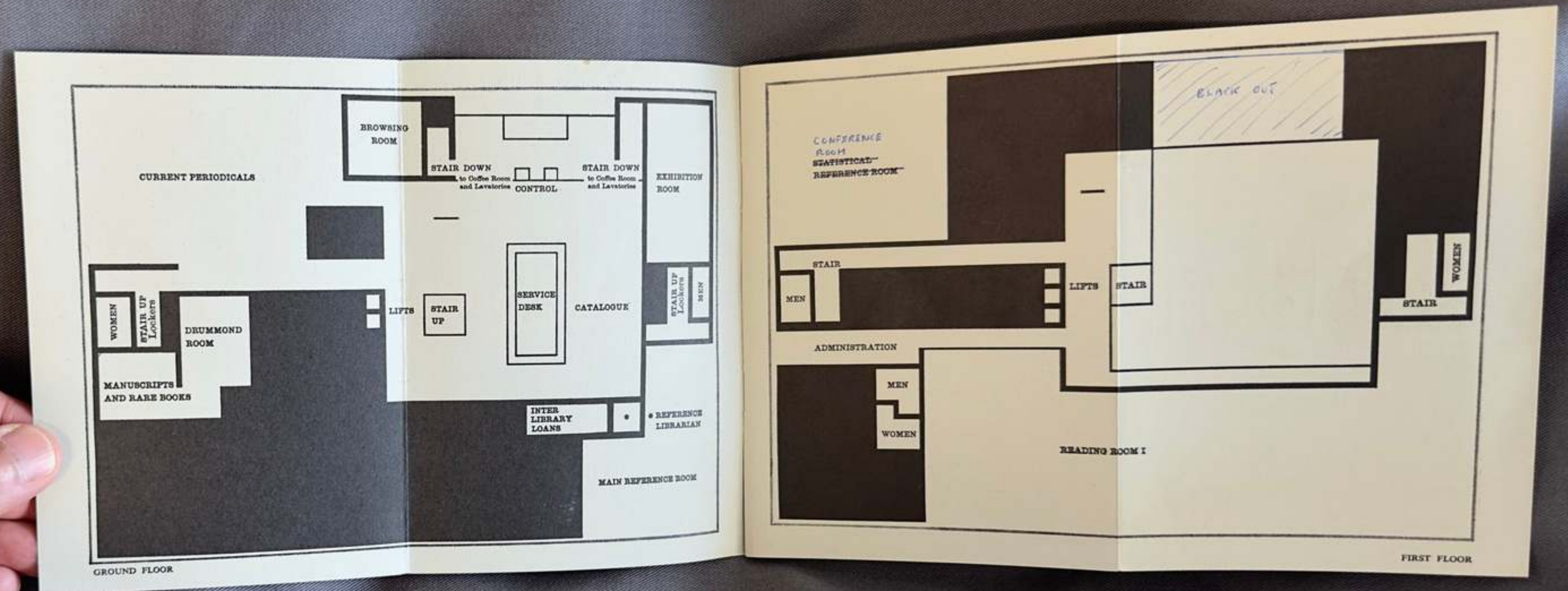
MAIN LIBRARY: HOURS OF OPENING

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;— Saturdays in Christmas and Easter vacations and in July-September.
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 collection.





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

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6616	Order department.
6644	Photography.
6606	Reading rooms, superintendent.
6610	Reference librarian.
6599	Secretary to the Library.
6626	Serials department.
6607	Statistical Reference Room <i>collections</i> .

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. 2548.

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

New College Library, Mound Place, Edinburgh EH1 2LU.
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, 667-1011, ext. 5274 (general) or 5327 (Librarian)

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. (General Council members should pay the library subscription to the Fee Office, Old College, South Bridge, Edinburgh EH8 9YL, and produce the receipt when registering as borrowers.)

2

After a registration form has been completed at the Main Library Service Desk, the matriculation card (in the case of students) is embossed to show entitlement 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 show, on request, their entitlement to use the library. Current University matriculation cards or University Library Cards must be shown on entry to the Main Library. 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 subject catalogue (qq. v., *below*), show in which part of the library books with a particular shelf-mark are shelved.
 - iii. The floor-plans in this *Guide* (also displayed in the library).
 - iv. The guide to the classification and shelving arrangement (with the floor-plan on each floor and in the Main Reference Room).
- Author catalogue.** The chief guide to the books in the library is the author catalogue in the concourse. 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*.)

3

Each page of the older volumes of the author catalogue has three separate blocks of printed entries, pasted in a vertical row and numbered 1, 2 and 3. Books catalogued after these three printed portions were inserted are written on additional inserted sheets also numbered 1, 2 and 3. Therefore, if a catalogue entry is not found in (say) printed block 2, then the additional written sequence(s) numbered 2 should also be checked. The newer typewritten 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 sheaf 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. There are separate catalogues (kept in the relevant area of the Main Library unless otherwise stated below) for the following: periodicals (a volume-form list entitled "Current Serials", kept in the Current Periodicals Room, at the Author catalogue and on the stack floors); for Chinese books (in the Main Reference Room); for tape and disc recordings (in the Main Reference Room); and for the reading rooms, for Statistical Reference and Government publications, and for maps and atlases. The sectional, departmental and class libraries have their own catalogues. (See also *THESES*, 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.

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 subjects. (See also *REFERENCE BOOKS*, below.)

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-plan 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; *Library*
- "Stat. Ref." for the Statistical Reference ~~Room~~ *Room* on the ~~first~~ *fourth* 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 as a prefix to 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.

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;
MAPS AND ATLASES;
PERIODICALS;
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.)

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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.

Return of books. When a book is returned, the loan-slip is given back to the borrower as a receipt. Borrowers are responsible for books they have borrowed until this has been done. Books should not be passed from one borrower to another without being returned to the library and re-issued for loan.

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 2p a volume a day will be levied on all readers not returning books when required; a fine of 2p 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 studies), 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 Rooms, 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.

Exit control. Readers must show all books in their possession to the attendant at the exit when they leave the library and satisfy

Tested new sentence: "It is the responsibility of the borrower to ensure that books on loan to him can be returned on demand at any time on return of the loan."

him, if required, that a loan slip has been duly completed for each library book.

Librarian
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. All reading room books are entered in the author catalogue (in the concourse). In addition, 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.

If books are temporarily transferred to the reading rooms for any specific purpose, they are kept with the Reserve collections and are subject to the same procedures as books in the Reserve Collection.

Books in the reading rooms (including any books which may be temporarily placed there) may not be taken out of the reading rooms except under the specific arrangements for week-end borrowing (or overnight in vacations). 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. to 9 a.m. on Mondays during term. *Librarian*
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

II
Accountancy
Business Studies
(formerly Commerce)
Economic History
Economics
Education
History—African

American
British
European
Imperial
Scottish

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

Nursing Studies

History of Science
Politics
Science Studies
Social Anthropology
Sociology

Social Administration

Back sets of University examination papers are kept on open shelves in the reading rooms.
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 university calendars, directories and time-tables.

Stat. Ref.
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. A calculating-machine for use in connection with this material is available.

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. Current parts of abstracting and indexing journals are kept in the Current Periodicals Room. Back issues of these are (according to their subjects) in either the Main Reference Room or the specialised

Reference Collections on the third and fourth floors. A list of these publications is displayed in the Current Periodicals Room, the Main Reference Room, and with the floor plans on the third and fourth floors.

Pamphlet guides to the library's reference material are available from the Main Reference Room or the Service Desk. 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 *fourth* 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

PERIODICALS (and newspapers)

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, although certain heavily-used periodicals, listed in a notice in the *Current Periodicals Room*, the concourse and near the Author Catalogue, are restricted for consultation in the library only. (The volumes concerned are marked thus: "This periodical volume may not be removed from the library.") Current, unbound issues of periodicals are housed in the *Current Periodicals Room*, arranged by subject and sub-arranged by title; none of these recent parts may be borrowed. Enquiries concerning current periodicals should be made to the Serials Department staff in the *Current Periodicals Room*.

(For indexing and abstracting journals, see REFERENCE BOOKS above.)

MANUSCRIPTS AND RARE BOOKS

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 reorganiza-

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

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.

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

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 catalogues 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, arranged by university of origin and sub-arranged chronologically, 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 Loans 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 unallocated carrels.

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 Browning 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.

LOCKERS, CLOAKROOMS AND REST ROOMS

(25) 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 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 (with drinking-water fountains) 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. *Property may be claimed only 10 a.m. - 5 p.m. weekdays - Friday.*

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. *see above*

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SEMINAR ROOMS

There are two seminar rooms on the third floor available for booking by 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 at least two weeks in advance to the Sub-Librarian (Printed Books). *[initials]*

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 at least two weeks in advance with the Keeper of Manuscripts. *[initials]*

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.

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.

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SUGGESTIONS

Book recommendations

Main Library. Teaching staff who wish to recommend books for purchase for the main collections should use the printed recommendation forms available in booklets from the Order Department; for reading room recommendations a different form is available from the Superintendent of Reading Rooms. A recommendations-book for use by students is at the Service Desk.

Other libraries. Recommendations should be made to the librarians-in-charge of sectional or staffed departmental libraries, or to the responsible member of teaching staff for a Class Library.

Periodicals recommendations for the Main Library and for Departmental and Class Libraries should be made by letter to the Librarian, Serials Department, Main Library (those for Class Libraries being submitted through the responsible member of teaching staff); or to the librarian-in-charge of a sectional library.

Other recommendations, such as those for the improvement of library service, are best made in writing to the Librarian, or in the Suggestion Box in the concourse.

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 EH8 9LJ.

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, and has received a commendation from the Civic Trust.

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, after 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.

10p. 8 Any borrower who fails to return a book on demand will be charged a fine of ~~2s~~ 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 library 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.

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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)
Chief Cataloguer
Class Libraries

Mr I. D. Thomson.
Mr L. A. Martin, B.A., F.L.A.
Miss Morag B. Mackenzie, A.L.A.

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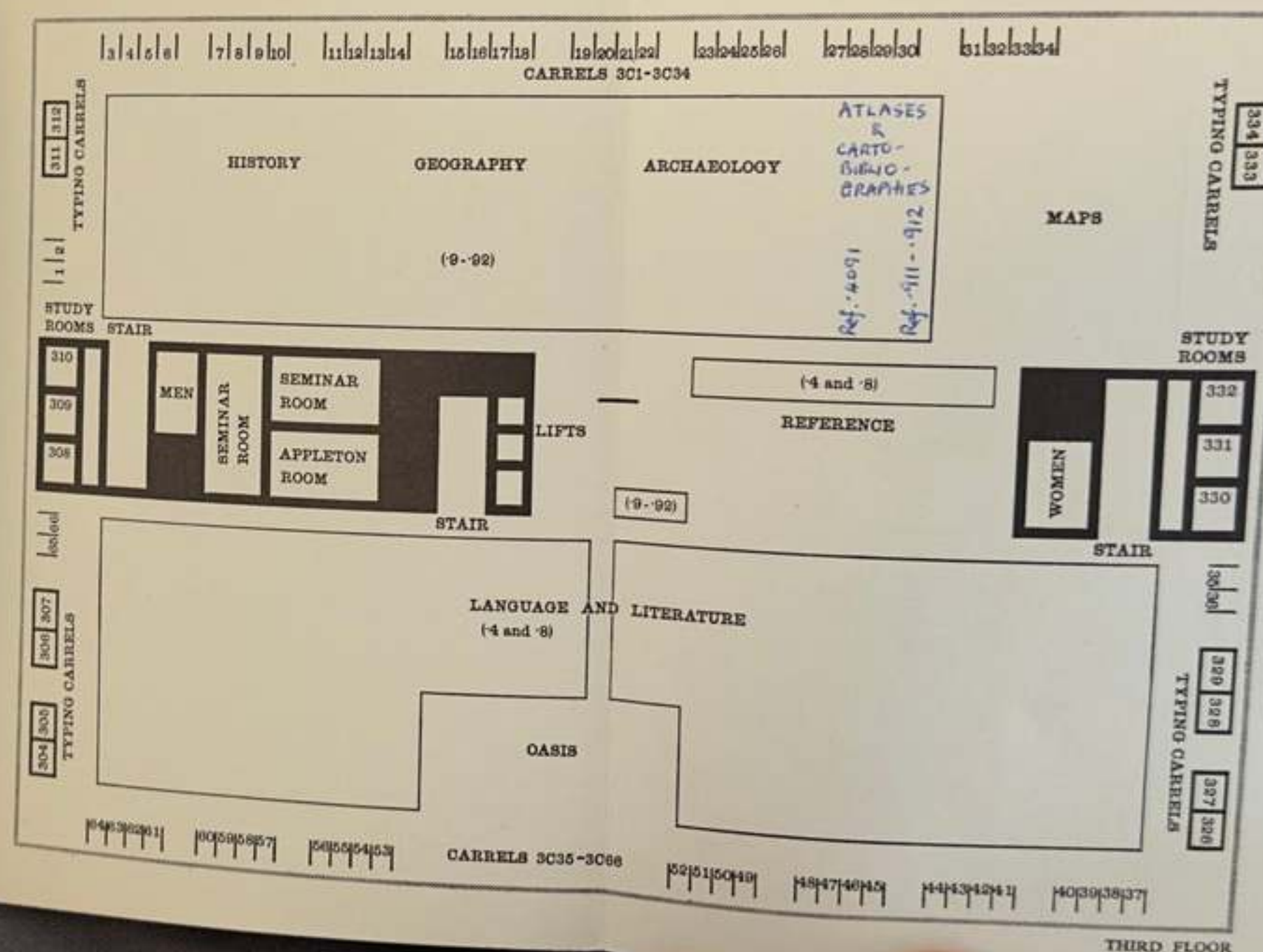
Donations and Exchanges	Mr A. J. Green, B.A., F.R.S.
Inter-Library Loans	Miss M. Dowling, F.R.S.
Keeper of Manuscripts and Rare Books	Mr C. F. Phillips, B.A., F.R.S.
Order Department (Special Purchases)	Mr R. W. Thorne, B.A., F.R.S.
Photography	Mr William Weir
Reference Librarian	Miss Phyllis Downie, B.A., F.R.S.
Serials Department	Mr H. Phillips
Statistical Reference	Mr S. Radford, B.A., F.R.S.
Sub-Librarian, Printed Books	Mr R. J. F. Carter, B.A.
Superintendent of Reading Rooms	Miss Christine M. Paine
Superintendent of the Service Desk	Mr J. J. G. G. G. G.
CENTRAL MEDICAL LIBRARY	
Librarian	Miss M. D. Bell, B.A., F.R.S.
CENTRE OF EUROPEAN GOVERNMENTAL STUDIES LIBRARY	
Librarian	Miss C. Hogg, B.A., F.R.S.
LAW LIBRARY	
Librarian	Miss M. Sturgeon, B.A.
NEW COLLEGE LIBRARY	
Librarian	Mr J. V. Howard, B.A., F.R.S.
REED MUSIC LIBRARY	
Librarian	Mr Michael Anderson, B.A., F.R.S.
VETERINARY LIBRARY	
Librarian	Miss Marion McIvor
LIBRARY COMMITTEE	
Secretary	The University Librarian
President G. V. A. Best	

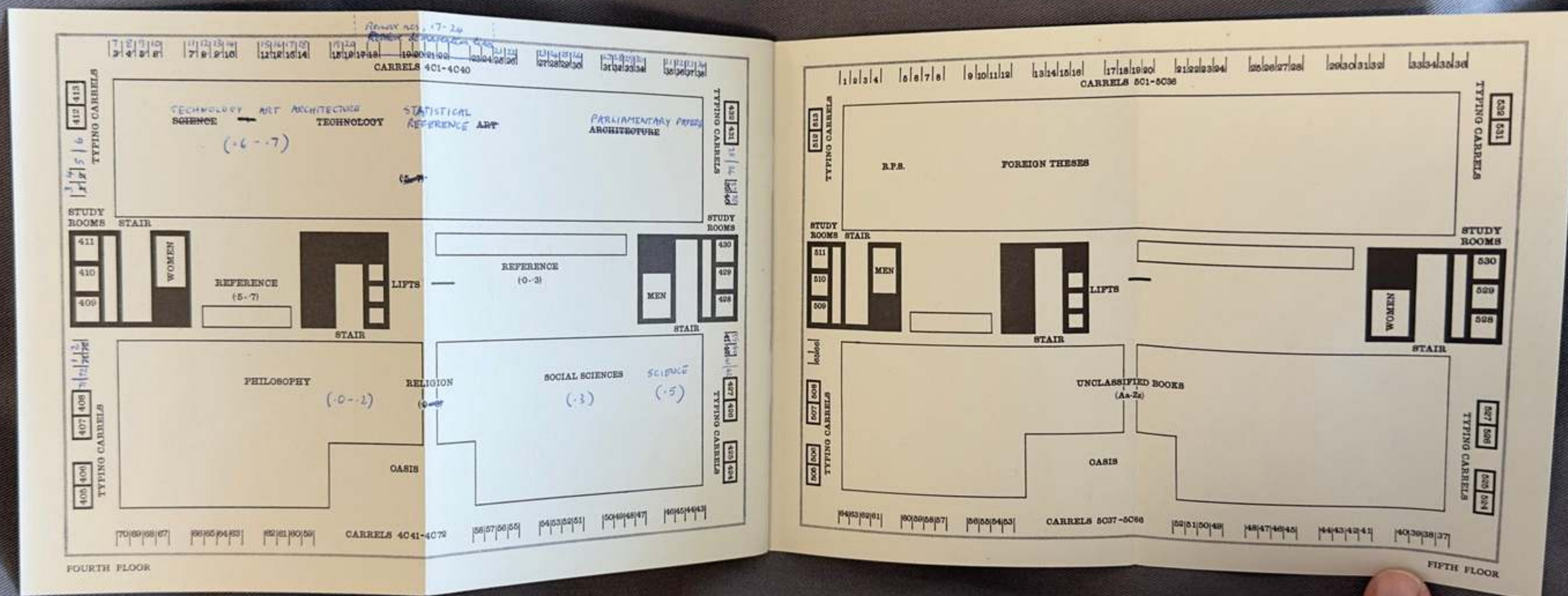
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FLOOR PLANS: THIRD, FOURTH, FIFTH
(Ground, first, second floor at front.)

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