



UNIVERSITY OF EDINBURGH

Guide to the Main Library



1980

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 (Third-Fifth floors at end)

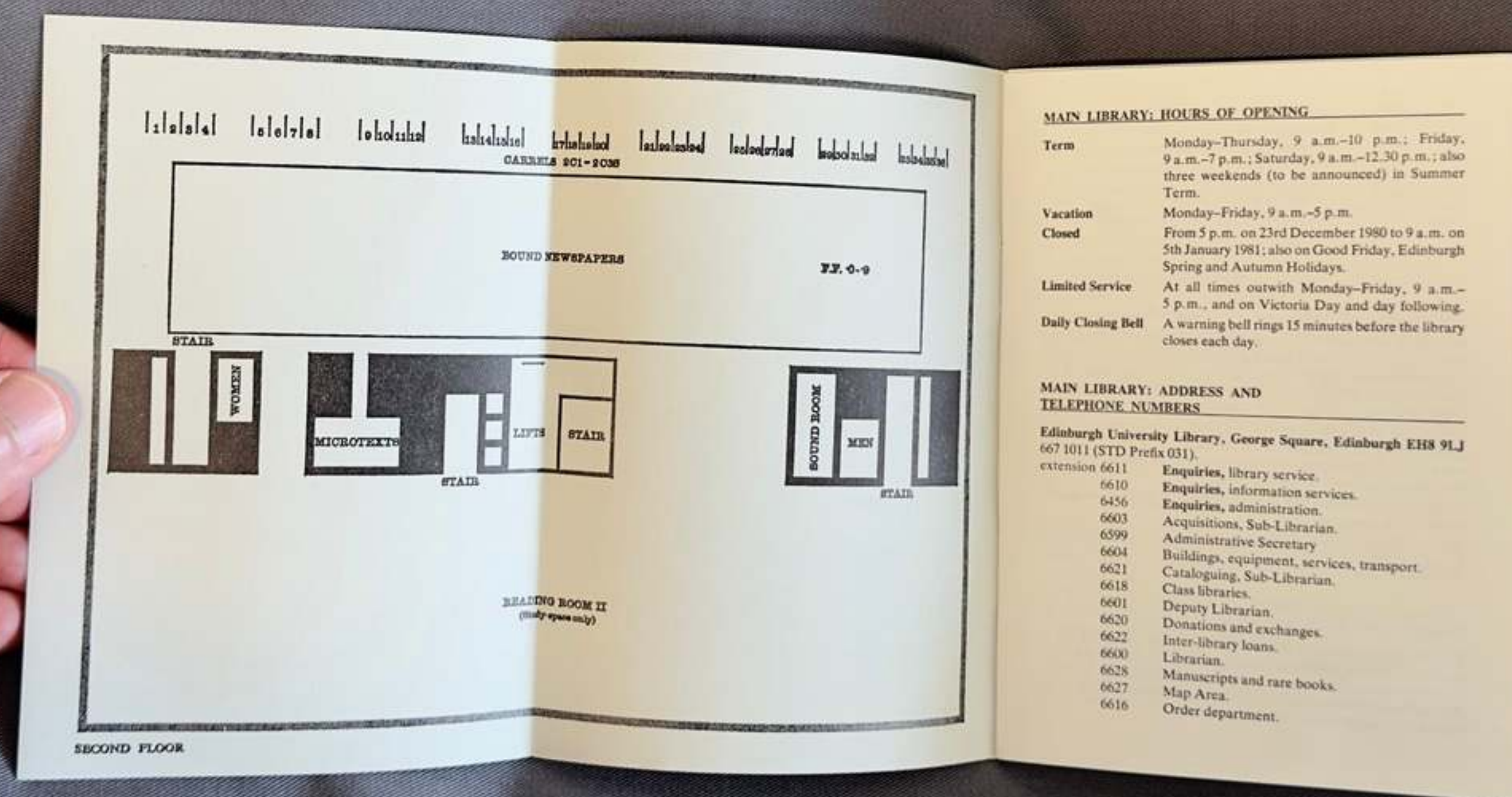
MAIN LIBRARY: HOURS OF OPENING

Term	Monday-Thursday, 9 a.m.-10 p.m.; Friday, 9 a.m.-7 p.m.; Saturday, 9 a.m.-12.30 p.m.; also three weekends (to be announced) in Summer Term.
Vacation	Monday-Friday, 9 a.m.-5 p.m.
Closed	From 5 p.m. on 23rd December 1980 to 9 a.m. on 5th January 1981; also on Good Friday, Edinburgh Spring and Autumn Holidays.
Limited Service	At all times outwith Monday-Friday, 9 a.m.-5 p.m., and on Victoria Day and day following.
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.
6610	Enquiries, information services.
6456	Enquiries, administration.
6603	Acquisitions, Sub-Librarian.
6599	Administrative Secretary.
6604	Buildings, equipment, services, transport.
6621	Cataloguing, Sub-Librarian.
6618	Class libraries.
6601	Deputy Librarian.
6620	Donations and exchanges.
6622	Inter-library loans.
6600	Librarian.
6628	Manuscripts and rare books.
6627	Map Area.
6616	Order department.

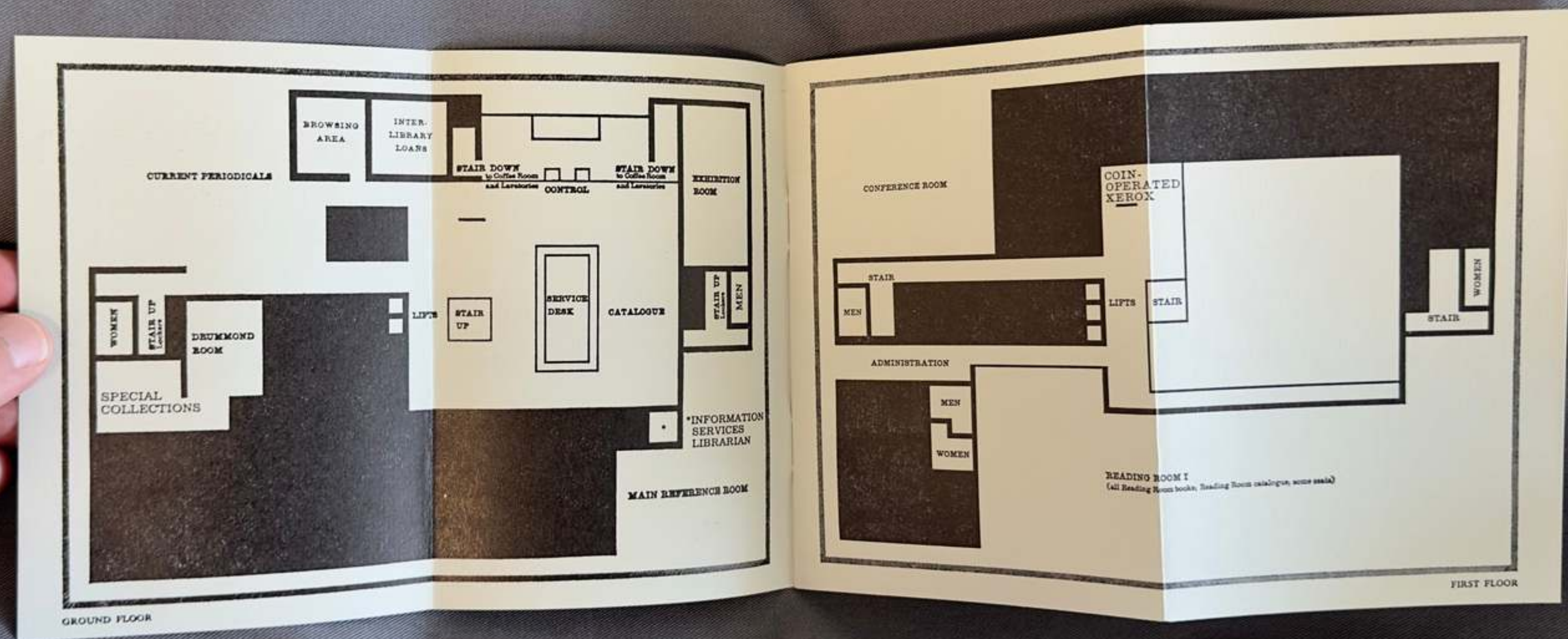


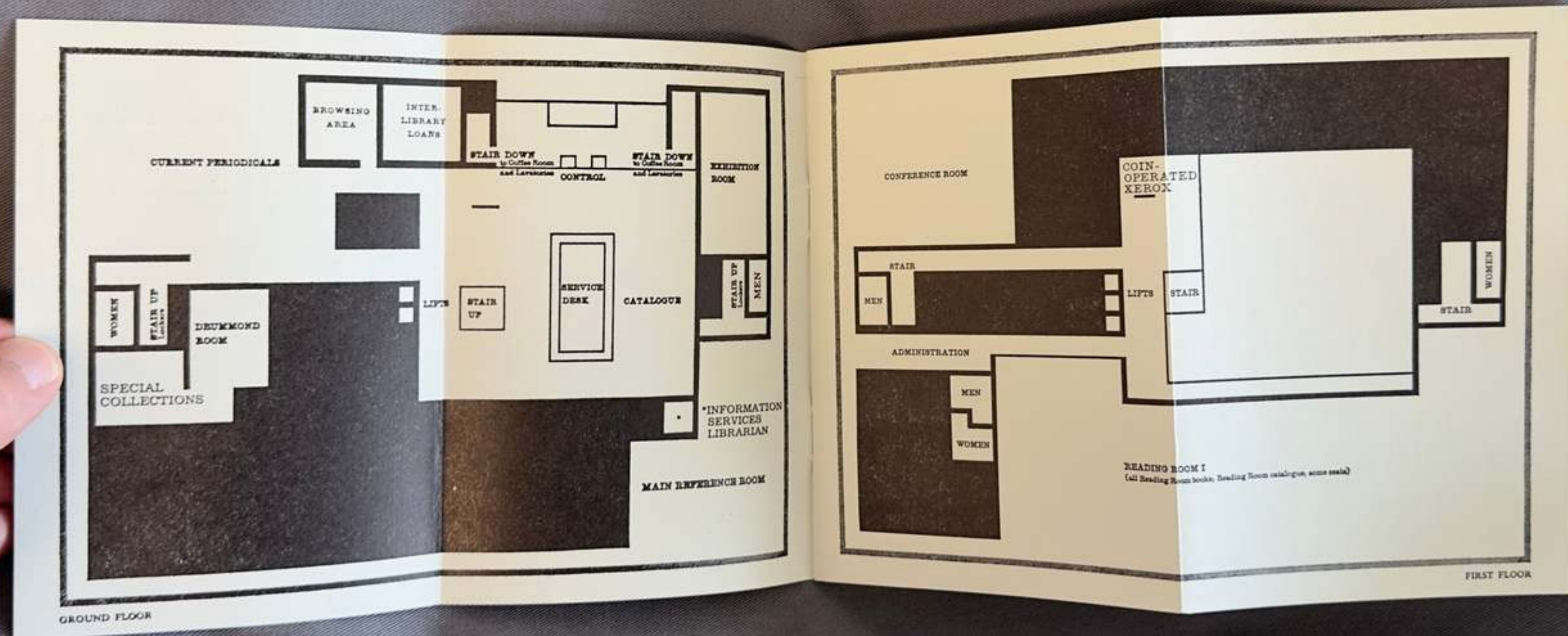
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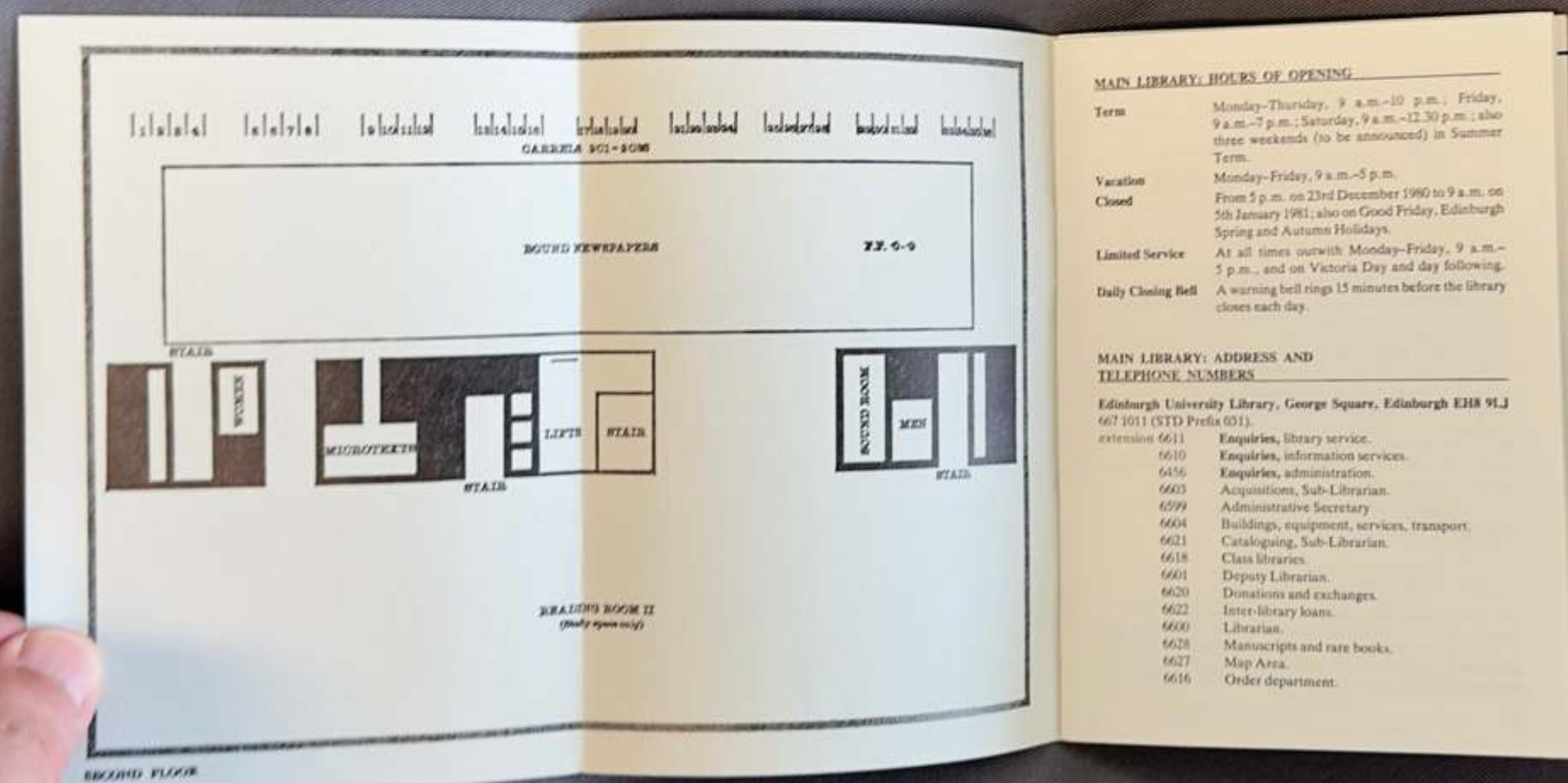
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6622	Inter-library loans.
6600	Librarian.
6628	Manuscripts and rare books.
6627	Map Area.
6616	Order department.







6644 Photography.
6656 Publications, publicity, research.
6606 Reading Room, superintendent.
6626 Serials department.
6624 Service Desk, superintendent.
6636 Special Collections, Sub-Librarian.
6607 Statistical Reference collection.

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 General Office, Main Library. Others wishing to use the library should apply in writing to the University Librarian.

Users of the Main Library who are not students of this University must complete a registration form at the Service Desk. A Borrower's Card will be issued. The appropriate card must be shown both when entering the building and when borrowing books.

Users of libraries other than the Main Library should enquire locally about registration procedure.

All readers must be prepared to show, on request, their entitlement to use the library.

INFORMATION DESK

The Information Desk in the concourse is staffed during the day in term time to help you use the catalogues fully and to find your way round the Library. Reference or bibliographical enquiries should be directed to the Information Services Librarian, whose office is off the Main Reference Room on the Ground Floor.

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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 by the classified catalogue in the concourse).

Author catalogue. This catalogue is in the concourse. It consists of type-written volumes containing entries for most of the library's stock. The entries are arranged alphabetically by authors. The author is usually a person, but is sometimes a society, institution or government department. Periodicals, and works of unknown, indeterminate or diffuse authorship are usually entered under their titles. (An introductory booklet, available from the Information Desk, gives further details.) Each entry in the catalogue includes a shelf-mark showing the location of the book. For example:

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

The shelf-marks show that one copy of the book will be found in the main classified section of the Main Library, and one in the Kirkpatrick History Library. (For further details, see next main section, ARRANGEMENT OF BOOKS.)

Certain categories of material are excluded from the author catalogue, e.g. Reading Room Books and some of the Special Collections. There are separate catalogues for this material.

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 concourse; an index to the Dewey Decimal Classification (according to which much of the Main Library is arranged) is adjacent to it. The

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classified catalogue is incomplete, in that it includes comparatively few works published before 1915, and omits the contents of the Reading Room and of libraries outside the Main Library, etc.

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" is kept in the Serials Office in the Current Periodicals Room and on the stack floors, and a union list of current serials on microfiche is available in the concourse and Current Periodicals Room); for Chinese books (in the concourse); for tape and disc recordings (in the concourse); and for the Reading Room (see *Reading Room catalogue*, below); for Statistical Reference and Government publications, and for maps and atlases. A pamphlet, priced 75p, on the Special Collections is available from the General Office. The sectional, departmental and class libraries have their own catalogues. (See also *THESES*, below.)

Reading Room catalogue. This is a record of all Reading Room stock. It is in sheaf form, in the Reading Room, and a notice explains its use.

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. About half 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 the third and fourth floors. 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;
"Stat. Ref."	for the Statistical Reference collection on the 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. 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.

Shelf-marks prefixed by "E.B." and "S.B." and certain fixed location shelf-marks indicate selected pre-1800 books and other semi-rare books and are not directly accessible to readers. (See *SPECIAL COLLECTIONS*.)

For special material, see also the following sections below:

GOVERNMENT PUBLICATIONS.
MAPS AND ATLASES.
PERIODICALS.
SPECIAL COLLECTIONS.
THESES.

STUDENTS
STUDY
STUDY

Students should not themselves replace books on the study shelves. If they are wrongly replaced they are temporarily lost. Instead, students are asked to place all books after use on the orange shelves by sign placement on each study 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 ten 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.)

How to borrow. Students must complete a white loan slip to be sent to the Service Desk (a blue slip in the Reading Rooms under the Main Borrowing arrangements), and ensure that the book is delivered by a member of library staff.

How are Reservations sent at Borrower's Call, please see section.

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 they have been sent. Books should not be passed from one borrower to another without being returned to the library and a receipt for loan.

Recall of books. Any book may be recalled if required by another student after notice. Days (periodical volumes after three days) and students must return all books when requested. From 10.15 a volume a day will be loaned on all readers not returning books when required; a fine of 10p a day or part of a day is charged on each Reading Room book not returned in due time. It is the responsibility of the borrower to ensure that books on loan to him can be returned or loaned at any

time in the term or vacation. The Librarian may recall any book at any time if it is required for class use.

Although the maximum fee on each overdue book is £1, it must be emphasized that sums thus incurred are subject fees. Further penalties may be imposed in cases of wilful abuse of the loan regulations.

Students wishing to recall books or loan to others should complete the appropriate forms at the Service Desk, and wait for the loan slip to be checked. Students 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 rooms and studies), for the Statutory Inspection.

Borrowers cannot claim the books back at the time.

Reserved 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); current issues of current periodicals; maps, atlases and other material normally kept in the map area; and books in the Special Collections. (See also Reservations below.)

Carriageway. Readers must store all books in their possession in the study area at the end where they leave the library and satisfy him, if required, that a loan slip has been duly completed for each library book.

Lost library books. A reader who loses a book must inform the Library staff at once and pay for a replacement copy. Failure to do so may render him/her liable to a substantial fine as well as the cost of replacement.

READING ROOMS

The Reading Room on the first floor contains a reference collection chiefly intended for undergraduate students in Arts and Social Sciences and for first-year students in Science. There is consultation and study space on the second floor. The books are carefully selected from those

more needed by students in their early years and many books in the Reading Room 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 in reserve as well as in the Reading Room; these are issued for a limited period only, and a just circulation slip must be completed for each. Reading Room books are entered in a separate catalogue in the Reading Room (not in the library's main catalogue).

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

Books in the Reading Room (including any books which may be temporarily placed there) may not be taken out of the library except under the specific arrangements for week-end borrowing (or overnight in rare cases). Detailed regulations relating to the use of the Reading Room are displayed. For Reading Room books which cannot be returned normally, the Book Return Box (outside the main entrance) may be used 9 a.m.-4 p.m. on Mondays during term. A fine of 50p a day or part of a day is charged on each Reading Room book not returned in the time.

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

Back sets of University examination papers are kept on open shelves in the Reading Room.

REFERENCE AND INFORMATION SERVICES

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 bibliographies 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.

The Statistical Reference Collection (shelf marks begin "Stat. Ref.") on the fourth 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 collection and Government publications is available on request in the Statistical Reference area. A calculating machine is available for use in connection with this material.

The Reference area 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 shelf collection of language dictionaries) and history and geography; maps and atlases are in the Map Area on this floor (see room 305 etc. 305, below). On the fourth floor are reference collections in other Main Library subjects.

A small specialised reference collection is also maintained in the Special Collections Reading Room on the ground floor.

Abstracting and indexing journals are normally kept (according to their subjects) in either the Main Reference Room or the specialised Reference Collection on the third and fourth floors. A list of these publications is available in the Main Reference Room, on the third and fourth floors inside the floor plans and from the Information Desk.

Facsimile guides to the library's reference material are available from the Main Reference Room or the Information Desk. The Information Services staff are always willing to assist readers in the effective use of general collections and in the detailed exploration of the library's special collections.

The Library offers on-line access to a wide range of computerised data bases such as LEXIS, DIALOG and BLAZE. The Information Services Librarian will gladly supply further details (ext. 4000).

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 area (fourth floor).

Non-Parliamentary Papers, of which the library does not have a complete collection, are mostly shelved by subject in the main classified stacks, if published before 1968.

The author catalogue does not record the main set of *Parliamentary Papers* (or of *non-Parliamentary Papers* since 1968). But selected duplicate copies of *Parliamentary Papers* (and most of the library's holding of *non-Parliamentary Papers* before 1968) are entered in the author catalogue and shelved in the classified stacks.

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 area.

Enquiries about government publications should normally be made to the assistant in the Statistical Reference area.

MAPS AND ATLASES

The Map Area on the third floor contains a 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 catch, typing carts or studies.

PERIODICALS (and newspapers)

Most periodicals taken by the library are listed by title in the author catalogue, which gives their exact locations on the shelves. The best guide to periodicals in all sections of the University Library and others is *A union list of current serials received in Edinburgh University Library and some other research libraries in Edinburgh*. Copies of the revised edition on microfiche are available for reference near the author catalogue, in the Main Reference Room, and elsewhere; copies of the printed edition (August 1978) are available for reference, and may also be purchased at £3 from the General Office. The most up-to-date list is maintained in the Serials Office.

The bound sets of most periodicals are housed adjacent to the books on the same subjects on the third and fourth floors; the shelf-marks in the author catalogue are prefixed "Per."

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, on page 10.)

SPECIAL COLLECTIONS

The Library has some 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. A reader who wishes any book in these categories should complete a slip in the Special Collections Department. Library staff make four collections of requested books each day at 9.30 a.m., 11.30 a.m., 2.30 p.m. and 4 p.m. These books must not be removed from the Library and should be consulted in the Special Collections Reading Room or in a study room or carrel at the discretion of the Sub-Librarian (Special Collections).

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

The Reading Room of the Special Collections is open Mondays to Fridays, 9 a.m. - 5 p.m.

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 (Special Collections).

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 concourse, 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, arranged by university of origin and sub-arranged chronologically, and are listed selectively in sheaf catalogues in the concourse. 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 overleaf *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 Special Collections Department. 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

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 or, in the case of items from the Special Collections, at the Special Collections Department. Readers must pay the library's standard charges, and when appropriate sign an undertaking to observe the Copyright Acts.

There are self-service, coin-operated Xerox machines on the first floor.

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., Mondays-Fridays only); users of other staffed libraries should apply in those libraries.

CARRELS, TYPING CARRELS, STUDY ROOMS, LOCKERS

Individual research accommodation is available for a limited number of qualified applicants. Carrels, typing carrels, study rooms, and book lockers will be allocated to research students, teaching staff and others who need to use library materials intensively for a short period, and who otherwise meet the criteria laid down by the Library Committee. (A note on these and on application-procedure is available from the Service Desk.) Allocation is for a limited period, 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.

DISABLED READERS

Certain facilities are available for physically and visually disabled 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 Area 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

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 25p 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 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.

Lost personal property (and related enquiries) should be taken to the Main Library Service Desk. Property may be claimed only 9 a.m.-5 p.m., Mondays-Fridays. Uncollected property is disposed of for charity.

For lockers as research accommodation, see previous page CARRELS, TYPING CARRELS, STUDY ROOMS, LOCKERS.

COFFEE ROOM

The Coffee Room, on the lower ground floor, is normally open from 10 a.m. to 9 p.m. (4.30 p.m. in vacation). It is the only part of the library where smoking is permitted.

BROWSING AREA

The Browsing Area on the ground floor contains the week's display of new books.

CONFERENCE AND SEMINAR ROOMS

These are 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 Superintendent of the Service Desk.

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 Sub-Librarian (Special Collections).

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 concourse. 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.

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 others than teaching staff 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 Suggestions 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.

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). In the Main Library and in any other library in which the original loan-slips are given to borrowers as receipts for returned books, the books are deemed to have been returned only when the borrowers have been given the original loan-slips or alternative receipts.
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.

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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 10p 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. Only the Library's official receipt is accepted as evidence of payment of a fine.

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.

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.

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16. Eating, drinking, smoking or the use of matches or open light are strictly prohibited in any part of the University Library except when they are 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 Code of Student Discipline, the University Librarian and Deputy Librarian are appointed authorised officers with powers of summary jurisdiction. These powers together with the procedures governing their use are fully set out in the University Code of Student Discipline.

LIBRARY STAFF

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

UNIVERSITY LIBRARIAN	Miss Brenda E. Moon, M.A., F.L.A.
DEPUTY LIBRARIAN	Mr P. B. Freshwater, M.A., A.L.A.
MAIN LIBRARY	
Acquisitions, Sub-Librarian	Mr D. G. Law, M.A., A.L.A.
Administrative Secretary	Mrs J. D. Anne Macartney, M.A.
Buildings, Equipment, Mail, Services, Transport	Mr I. D. Thomson
Binding Preparation	Miss Joyce Latta, M.A.
Cataloguing, Sub-Librarian	Dr L. A. Martin, M.A., F.L.A.
Class Libraries	Dr L. A. Martin, M.A., F.L.A.
Information Services	Mr A. J. Grier, B.A., A.L.A.
Inter-Library Loans	Miss M. Twining, A.L.A.
Liaison and Research Librarian	Miss Jean R. Guild, M.A.
Maps	Mr D. F. Fern, B.A., M.A., A.L.A.
Order Department (Special Purchases)	Miss H. E. Ross, B.Sc., Dip Lib., A.L.A.
	Mr R. W. Thomson, M.A., A.L.A.

Photography	Mr William Weir
Reading Room Superintendent	Miss L. Chryse, M.A.
Serials Department	Mrs H. D. Doherty, M.A.
Service Desk Superintendent	Mr D. R. Easton, A.L.A.
Statistical Reference	Mrs P. Gilchrist, B.A., F.L.A.
Special Collections	
Sub-Librarian	Dr J. T. D. Hall, M.A.

OTHER LIBRARIES, ADDRESSES, TELEPHONE NUMBERS, LIBRARIANS IN CHARGE

Centre of European Governmental Studies Library
Old College, South Bridge, Edinburgh EH8 9YL
667 1011, ext. 4292
Mrs C. Lesley Kelly, M.A., A.L.A.

Erskine Medical Library
Hugh Robson Building, George Square, Edinburgh EH8 9XE
667 1011, ext. 2256 (general), 2428 (reference), 2228 (Librarian)
Miss M. D. Bell, M.A., A.L.A.

Law Library
Old College, South Bridge, Edinburgh EH8 9YL
667 1011, ext. 4279
Miss M. Sturgeon, M.A.

New College Library
Mound Place, Edinburgh EH1 1LJ
225 8400, ext. 256
Mr J. V. Howard, M.A., F.L.A.

Post-Graduate Medical Reading Room
Pitcairney Foundation, Hill Square, Edinburgh EH8 9QR
667 1011, ext. 2452
Miss J. Graham

Roid Music Library
Alison House, Nicolson Square, Edinburgh EH8 9EH
667 1011, ext. 2471
Mr Michael Anderson, M.A., L.R.A.M., A.L.A.

Science Libraries

These are situated in the relevant academic departments.

Veterinary Library

Royal (Dick) School of Veterinary Studies, Summerhall,
Edinburgh EH9 1QH
667 1011, ext. 5275 (general), 5327 (Librarian)
Mrs Marion MacIvor

LIBRARY COMMITTEE

Convener	Secretary
The Very Rev. Professor J. McIntyre	The University Librarian

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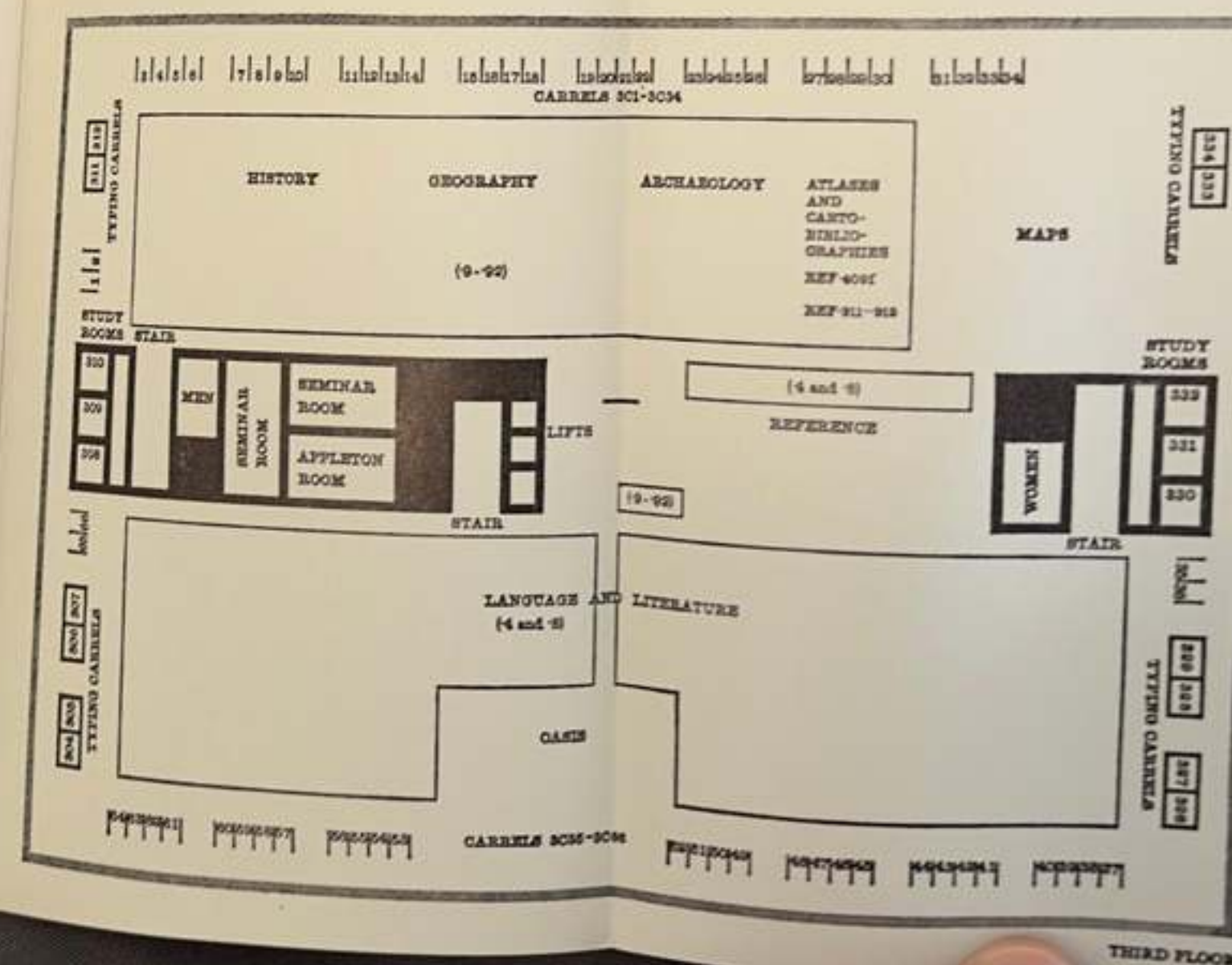
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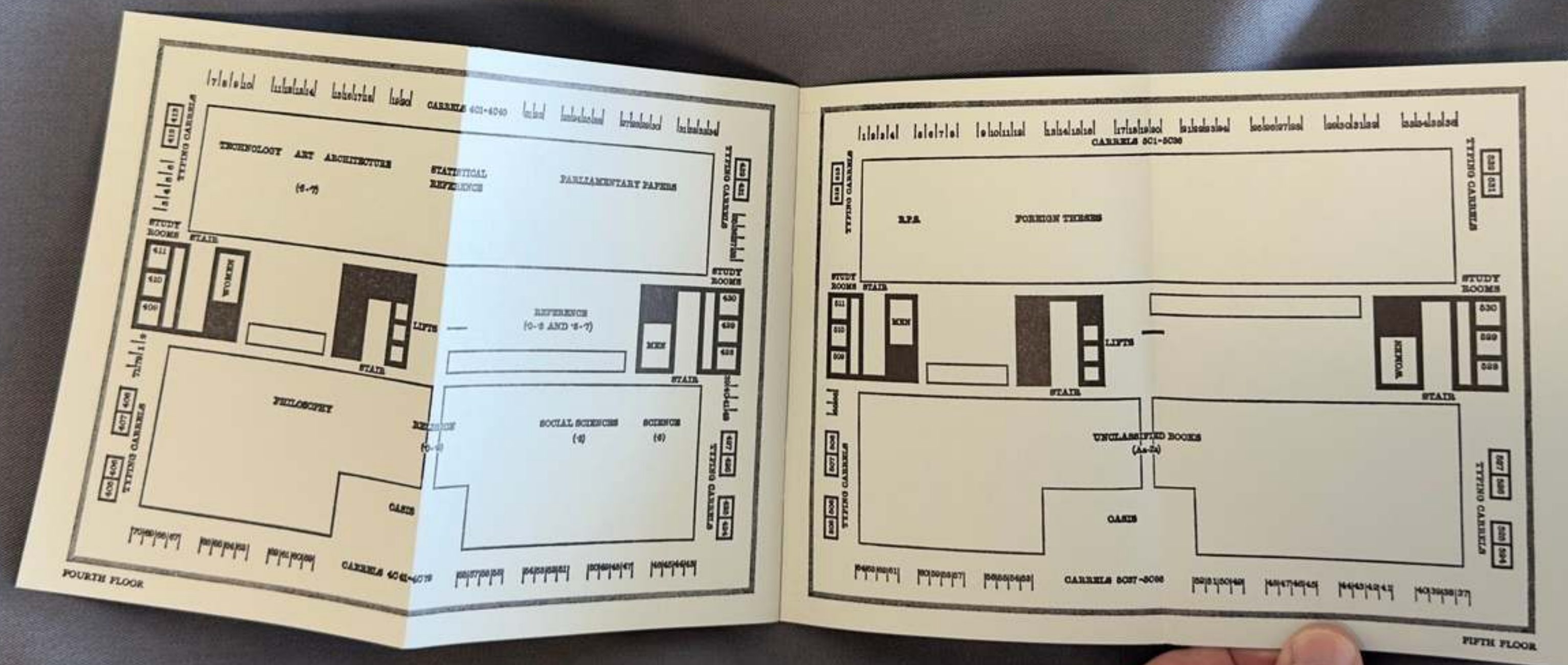
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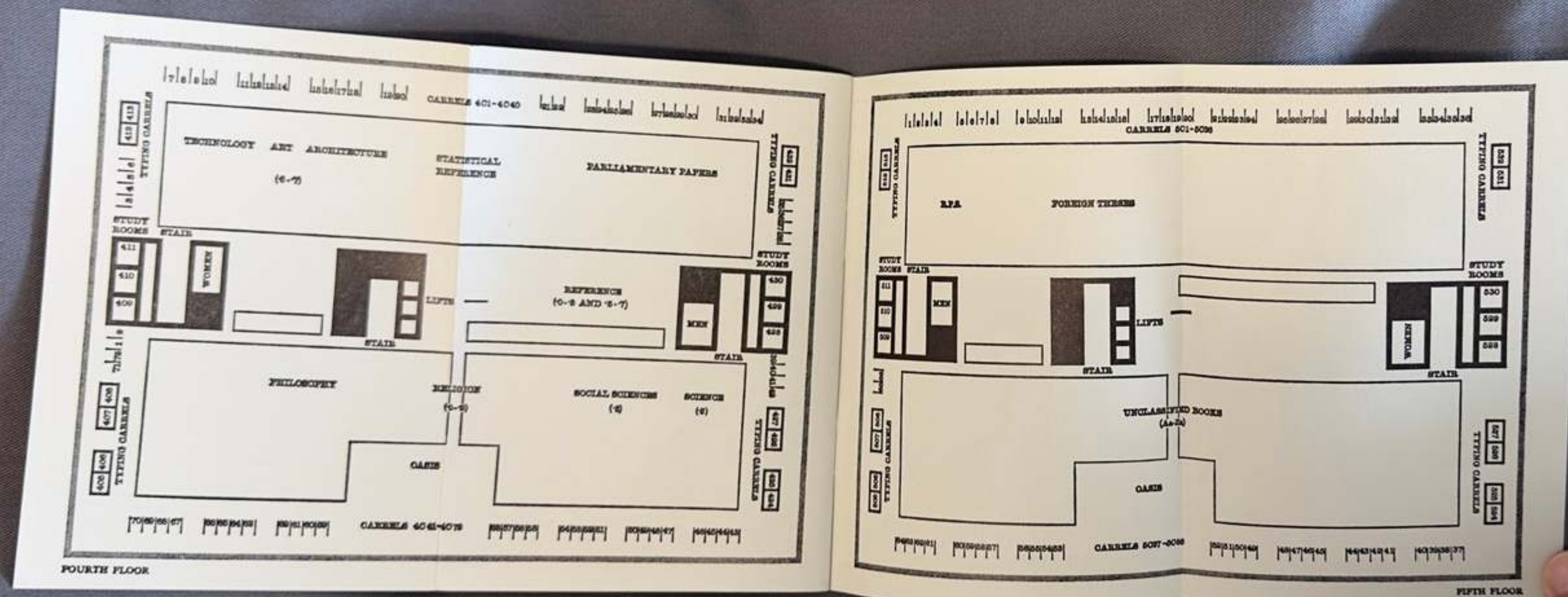
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