

EDINBURGH UNIVERSITY

GUIDE
TO THE
LIBRARY

Decimal Classification

GENERAL	
01	Bibliography
02	Library administration
03	Encyclopaedia
05	Herpetology
09	Publications of societies, etc.
09	Book rarities, Manuscripts
1	PHILOSOPHY
11	Abstract psychology, Psycho- analysis, etc.
13	Psychology
15	Logic
16	Moral philosophy
17	RELIGION
2	Bible
22	Church institutions and work
26	Church history
27	Christian churches and sects
28	Non-Christian religions
39	SOCIOLOGY
3	Statistics
31	Political science
32	Economics
33	Law
34	Administration
35	Welfare and social institutions
36	Education
37	Literature
378	Commerce
38	Customs, Folklore
39	PHILIOLOGY
4	Comparative
41	English
42	German
43	French
44	Indian
45	Spanish
46	Latin
47	Greek
48	Sanskrit
4912	Celtic
4916	Russian
4917	Hebrew
492	Semitic
494	Mongol, Turkish, Farsi- L, etc., etc.
SCIENCE	
5	Mathematics
51	Astronomy
52	Physics
53	Chemistry
54	Geology
55	Palaeontology
56	Botany
57	Physiology and zoology
571	Anthropology
572	Library
58	Zoology
59	APPLIED SCIENCE
6	Medicine
61	Engineering
62	Agriculture
63	Business, Communication
64	Chemical technology
65	Metallurgy
66	MINERAL ARTS
67	Numerics
7	Music
717	LITERATURE
78	American
8	English
81	Old English
82	German
83	Scandinavian
839	French
84	Italian
85	Spanish
86	Latin
87	Greek
88	8911-8914 Indian
89	Iranian
8915	Celtic
8916	Russian
8917	Mongol, Turkish, Farsi- L, etc., etc.
894	Hilf, etc.
9	Geography and travel
91	Antiquities
913	Biography
92	Genealogy and heraldry
929	Names of persons and places
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EDINBURGH
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for the University Library
1956

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THE UNIVERSITY LIBRARY

The University Library consists of the main General Library with the Old and New Reading Rooms in the Old College, the Medical Reading Room and the Central Medical Library in the University New Buildings, Teviot Place, the Reid Music Library in Park Place, and a large number of Departmental and Class Libraries dispersed throughout the various parts of the University. The Departmental and Class Libraries have rules of their own, adapted to their individual needs and easily ascertainable by the students who make use of them; while general information about them may be obtained from the Superintendent of Departmental Libraries. The present notes are therefore meant to serve mainly as a guide to the use of the General Library and the Reading Rooms, with brief sections on the Central Medical Library and the Reid Music Library.

ADMISSION

HOURS OF OPENING

General Library.—9.30 A.M. to 5 P.M. (Saturday, 9.30 A.M. to 1 P.M.) from the middle of September to the middle of July; 9.30 A.M. to 4 P.M. (Saturday, 9.30 A.M. to 1 P.M.) during the second half of July and the first half of September; 9.30 A.M. to 1 P.M. (Saturday, closed) during August. The General Library is closed on Christmas Day, New Year's Day and the day following, Good Friday, Victoria Day and the day following, the Edinburgh Autumn Holiday, and, except for the return of books, during the week of the annual inspection in June.

Reading Rooms, Old College

OLD READING ROOM.—9 A.M. to 5 P.M. (Saturday, 9.30 A.M. to 1 P.M.) during term; same hours as General Library during vacation; closed on the same official holidays as the General Library, except Victoria Day and the day following.

NEW READING ROOM.—9 A.M. to 9 P.M. (Saturday, 9.30 A.M. to 1 P.M.) during term; otherwise as Old Reading Room.

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THE OLD AND NEW READING ROOMS

The Old and New Reading Rooms are available to all matriculated students for the consultation of books. Rules are few, but for the convenience of all they must be strictly observed.

A borrowing slip must be filled in and handed to the assistant in charge for every book consulted, and each book must be returned after use to the assistant together with the completed counterfoil of the borrowing slip. Neither books nor personal property should be left unattended on the tables.

The assistant may at his discretion permit students who are members of the General Library to borrow overnight, over week-ends and during vacations books of which there are two or more copies on the shelves. Application for this privilege should be made at the desk during the thirty minutes before the closing time of the Reading Room concerned, but between noon and 1 p.m. on Saturdays.

Certain books which are in short supply or in great demand may be removed from the open shelves and placed in reserve, and these are obtainable only on application to the assistant in charge. Books recommended for certain class essays are transferred from the General Library to the Reading Rooms until the essays are handed in. They may not be borrowed except at week-ends by members of the General Library.

Readers may also have books brought from the General Library for consultation in the Reading Rooms in the day or evening, but it would help the staff if prior notice were given of such requirements.

Readers must enter and leave the Old Reading Room by the door leading from the Entrance Hall of the General Library, and the New Reading Room by the staircase at the south-west corner of the Quadrangle.

MEMBERSHIP OF THE GENERAL LIBRARY

UNIVERSITY STAFF. The borrowing and other facilities of the General Library are automatically available to all members of the teaching, library and administrative staffs of the University, former Principals and former Professors, members of the University Court and of the Library Committee and University

Examiners. Professors, Readers and Lecturers may borrow up to 25, Assistants up to 10 volumes at a time. Extra-academical teachers in Edinburgh, who are recognised by the University, may borrow books on payment of an annual subscription of 10s. 6d.

GRADUATES OF SCOTTISH UNIVERSITIES. Graduate members of the General Council of any Scottish University may borrow up to 5 volumes at a time for an annual subscription of 10s. 6d. or a single payment of £5; and up to 10 volumes for an annual subscription of £1, 1s. or a single payment of £10.

UNDERGRADUATES. Matriculated students attending at least one University course of lectures may join the Library by exhibiting their current matriculation card and one class card at the Accountant's Office, depositing 5s., and taking the receipt to the Library, where their names will be enrolled in the Library Register. The deposit may be lifted at any time on the return of all books borrowed, but it will be forfeited if it is not reclaimed within five years from the date of the depositor's ceasing to be a matriculated student. Honours students in their 3rd and 4th years may borrow 6 volumes at a time; all other students 3 volumes. By special arrangement, students who after graduation attend classes at Moray House Training College may retain their membership of the University Library for the duration of their course by allowing their 5s. deposit to lie for the extra period involved. In return, members of the University Library may use Moray House Library.

RESEARCH STUDENTS. Matriculated research students may join the Library in the same way as undergraduates (except that they do not have to show a class card) and may borrow 6 volumes at a time. Tables in the Upper Library Hall and Gallery and carrels in the south-west block of the Library are available for research students, who may reserve books there over a period. Application for the use of tables and carrels should be made at the Issue Counter.

EXTERNAL READERS. The Library may be used by other persons engaged in study or research who obtain the permission of the Library Committee. Application should be made to the Librarian.

ACCESS AND ITS CONDITIONS

ENTRANCE. The sole entrance to the General Library for all readers is through the swing doors on the south side of the Old Quadrangle. These lead into the Entrance Hall, where the Issue Counter is situated. A controlled wicket in this counter gives access to the interior of the Library. There is no entrance or exit for readers through the door at the east end of the Library Hall or through the New Reading Room.

OPEN ACCESS. Open access is allowed to most parts of the Library so that readers may go directly to the shelves for books they wish to consult or borrow; but it should be noted that keys, which are obtainable on request at the Issue Counter, are necessary to open the cases in the Hall, the Hall Gallery, the New Reading Room Vestibule, and certain other sections containing old or valuable books.

CARE OF BOOKS. The privilege of open access naturally carries with it an obligation to be as careful as possible in handling the books. Readers are particularly asked to return to their proper places any books they take off the shelves, for misplaced books are very difficult to trace and may therefore remain lost to use for a considerable time. The marking of books in any way is strictly prohibited.

SMOKING. Smoking is prohibited in all parts of the General Library open to readers.

STOCK

The stock of the Library (including Departmental and Class Libraries) consists of some 640,000 volumes and is increasing at present at the rate of about 15,000 volumes a year. The books are arranged in three main systems of shelving.

THE DECIMAL SECTION

This section contains most of the modern works acquired by the Library since 1915, except those in special series, which are shelved in the series section of the B-Room (shelf-mark: 'Ser.') and in the older parts of the Library. Books in the Decimal

Section are arranged by subject according to a modified version of the Decimal Classification devised by the American librarian, Melvil Dewey. The shelf-mark of each book consists primarily of a decimal fraction decided by its subject, so that when the books are shelved in the numerical order of these fractions they are automatically arranged in subject order.

Books having the initial classifying digits .1 to .9 will be found in the room directly above the Catalogue Room and in the adjoining room on the first floor of the south-west block (see Fig. 1). Charts explaining the main decimal subject divisions are displayed in these rooms, and subject guide-cards are attached to the book-stacks themselves. Works classified under the initial digit .0 are shelved in a special section in the Processing Room, below the main decimal section (see Fig. 1).

A more detailed description of the Decimal Classification has been added as an Appendix (see p. 31) and a chart showing the main subject numbers is printed on the inside of the front cover.

THE CROSS CASES AND THE LIBRARY HALL

The main collection of books acquired before 1915 is roughly arranged by subject according to an older system of classification by letters of the alphabet. For example, sections A and B contain books on theology, section Q history, section W Latin and Greek. Each section is divided into three compartments, the central designated by a simple letter (e.g. Q), that on the left hand by the letter with an asterisk prefixed (*Q), and that on the right hand by the letter with an asterisk following it (Q*). The shelves, numbered from 1 to 33, start on the ground floor in the Cross Cases (see Fig. 2) and ascend through a second floor to the Upper Library Hall and its Gallery, four floors in all (see Fig. 1). As a rule, shelves 1-7 are on the ground floor, 8-14 on the second, 15-23 in the Hall and 24-33 in the Hall Gallery.

There are some exceptions to these rules, of which the most important are that the central compartments of shelves 15-23 (i.e. those with the unasterisked letter) are in the Hall Gallery in order to allow space for the windows in the Hall and that sections A and Z commence in the Hall and sections B-D and X and Y on the third floor above the Catalogue Room (see Fig. 1).

Shelves numbered 14/1, 14/2, etc., will be found in the Upper (1st floor) Cross Cases; while some of those numbered 15/1, 15/2, etc., are in the Upper Cross Cases and some in the Library Hall and Gallery. Readers who are in doubt about the precise location of shelves so numbered are advised to consult the *Index of Shelf-Marks*, copies of which are available in the Catalogue Room and at other points throughout the Library.²⁰

Some typical shelf-marks of books in the Cross Cases and the Library Hall are:—E* 12. 19; L. 3. 20; *M. 21. 37; *O. 15/1. 7; Q. 14/3. 5. The letter, with or without asterisk, indicates the section or case, the first number the shelf, and the second number the place of the book on the shelf.

OTHER PARTS OF THE LIBRARY

The remainder of the books are shelved in the basement, the attics, and in smaller rooms and sections incorporated in the Library as its collections expanded.

Attics shelf-marks begin with the symbol 'Att.', those of the basement or Lower Library with 'L.L.', and sub-sections are indicated by numbers. Typical shelf-marks are Att. 52. 3. 27 and L.L. 118. 4. 22. Each of the other rooms and sections is designated by an initial capital letter, sub-sections being indicated by small letters, giving shelf-marks such as Bh. 5. 17, Yq. 4. 33 and Zr. 8. 68. In such shelf-marks and in those of the Attics and Lower Library, the penultimate number indicates the shelf, counting from the bottom, and the last number the place of the book on the shelf.

In some rooms special collections are housed—notably in the Librarian's Room (initial letter H) which contains the Halliwell-Phillips Shakespearean Collection, and the Drummond Room or Strong Room (initial letter D) which contains the collection of William Drummond of Hawthornden together with manuscripts and rare and valuable books. Open access to the Strong Room is not allowed, and items in it may not be borrowed. Most of the books in the Librarian's Room may be borrowed and application for them should be made at the Issue Counter.

There are a few other sections in the Library which need not be dealt with here. Their shelf-marks are fully listed in the *Index of Shelf-Marks*.

SPECIAL ITEMS

PERIODICALS. The Library at present subscribes to some 2,000 periodicals, of which about 500 are taken by the Central Medical Library and about 400, mainly scientific, by Class Libraries. In the Periodicals Room (see Figs. 1 and 3) the periodicals are classified under the main headings of the decimal system. Current parts of the majority of the periodicals taken by the General Library are placed in display racks. Bound volumes of most currently received periodicals are in the stacks, together with unbound non-current parts which are in boxes at the end of each set. Unbound non-current parts of nearly all other periodicals in the Library are in cupboards below the display racks. Bound volumes of sets which are not currently received or for which there is no room in the Periodicals Room are housed in other parts of the Library, and the Catalogue should be consulted for their location.

A visible index catalogue of current periodicals is available in the Periodicals Room, and there is a duplicate in the Entrance Hall. Tables and chairs and five study carrels are provided in the Room.

All periodicals may be borrowed under the usual conditions except the current parts, which must on no account be removed from the Periodicals Room without the permission of the assistant in charge.

NEWSPAPERS. *The Times* and *The Scotsman* are taken currently, and are bound and shelved, together with bound volumes of older newspapers no longer currently received, in the Newspaper Room in the Lower Library. The official index to *The Times* is also available and a card-index to items of academic interest in *The Scotsman* has been maintained in the Reference Department since October 1952. The air editions of the *New York Times* and the *New York Herald Tribune* are received by donation. They are not bound, but the parts may be consulted on request.

PAMPHLETS. The Library contains about 22,000 unbound pamphlets. Most of those acquired since 1915 are shelved in the Decimal Section (see p. 32); but the bulk of the Library's collection of older bound pamphlets will be found in the Lower Library.

The shelf-marks of these consist of a capital P followed by a fractional number; e.g. P. 365/3. This shelf-mark indicates the third pamphlet in the 365th volume of pamphlets.

GOVERNMENT PUBLICATIONS. Usually the Government publications in the Library are entered in the Catalogue under the name of the department responsible for them, but a fairly complete set of Parliamentary Papers, including Command Papers, from the early nineteenth century onwards is shelved in the Lower Library and its contents are not entered separately in the Catalogue. The printed official catalogues which serve as a guide to the Parliamentary Papers are kept at the Front (see Fig. 2).

A more detailed note on the Government publications in the Library will be found in the *University of Edinburgh Gazette*, No. 8, November 1954, p. 9.

THESES. The theses accepted for graduation by the University are kept in the Library and may be consulted on request. A duplicate copy of each thesis submitted from 1953 onwards is kept in the General Library or in the appropriate Departmental Library and is available for borrowing under certain conditions. Duplicates of some theses submitted in 1951 and 1952 are also available for borrowing. Earlier theses may be loaned to other libraries. An author and a classified subject index to theses will be found in the Catalogue Room.

INCUNABULA. At present the Library possesses 276 fifteenth-century books, which are shelved in the Strong Room. They are entered in the general catalogues, and 247 of them are detailed in F. C. Nicholson's *List of fifteenth century books in the University Library, Edinburgh*, published in volume 9 of the *Papers of the Edinburgh Bibliographical Society* for 1913; a further eleven are catalogued in a supplement included in the same volume. An up-to-date author catalogue in sheaf form is available in the Strong Room.

MANUSCRIPTS. Over 8,000 items are contained in the manuscript collections, including the Laing Charters and 590 oriental manuscripts.

From its earliest days the Library possessed a few manuscripts, and their number was increased from time to time, usually by the gift of single manuscripts. The Drummond Collection contains

some Elizabethan manuscripts, chiefly of literary interest. Several mediaeval manuscripts were purchased from the funds of the Reid Bequest, and in 1878 the well-known bibliographer David Laing bequeathed to the University his extensive collection of manuscripts and charters. This collection is of varied interest, but it is particularly important for Scottish history and literature.

Modern accessions of manuscripts are comparatively few, and most of them come by donation or bequest. Eleven very fine illuminated Books of Hours were acquired with the James Cathcart White Bequest in 1943. Many of the Library's oriental manuscripts came from the collection of Lieutenant-Colonel John Baillie of Leys, by gift from his grandson, Mr. John B. Baillie, in 1876.

All manuscripts are kept in the Strong Room. The following printed catalogues and calendars are available:

Calendar of the Laing Charters, A.D. 854-1837, belonging to the University of Edinburgh. By John Anderson. Edinburgh, 1899.

Report on the Laing Manuscripts preserved in the University of Edinburgh. (Edited by Henry Paton. Hist. MSS. Comm.) 2 vols. London, 1914-25.

A descriptive catalogue of the Western Mediaeval Manuscripts in Edinburgh University Library. By C. R. Borland. Edinburgh, 1916.

A descriptive catalogue of the Arabic and Persian Manuscripts in Edinburgh University Library. By M. A. Hukh, H. Ethé and E. Robertson. [Edinburgh] 1925.

The sheaf-catalogues in the Strong Room and the Catalogue Room should also be consulted.

MICROFILMS. Microfilms of books and manuscripts are kept in the Strong Room and are catalogued in a sheaf-catalogue. Microfilm viewers are available as stated on p. 27.

RECOMMENDATION OF BOOKS

TEACHING STAFF. The Library relies mainly upon members of the teaching staff for the recommendation of new and second-hand works on their special subjects. Recommendations should as far as possible be submitted to the Librarian on the recommenda-

tion forms obtainable at the Library. They may be handed in at the Issue Counter, to the Order Department, or, in the case of books recommended for Class or Departmental Libraries or the Reading Rooms, to the Superintendent of Departmental Libraries.

Works of scholarship—with the exception of specialised scientific or technical books—should be recommended for the General Library in preference to the Departmental Libraries and Reading Rooms, which should contain mainly duplicate copies of books for the use of students.

Recommendations of periodicals for the General Library and for Class and Departmental Libraries must be submitted by the Librarian to the Library Committee, and should therefore be accompanied by a written statement from the recommender in support of his recommendation.

STUDENTS. A Students' Recommendation Book is kept at the Issue Counter in which students are invited to enter books which they wish the Library to obtain. All the details asked for must be supplied, and students are particularly requested to make sure by consulting the Catalogue that the books they wish to recommend are not already in the Library. The Students' Recommendation Book is periodically annotated to show which recommendations have been accepted by the Librarian.

NOTIFICATION OF ACCESSIONS. Members of the teaching staff and students are informed by postcard when items which they have recommended are available for borrowing, and the books concerned are reserved for the recommender for one week from the date on the postcard. The Library's *Weekly List of Additions* is sent on request to Heads of Departments, and a selection of recently acquired books is on display beside the Issue Counter.

SPECIAL COLLECTIONS

For more than a century after its foundation the University Library increased chiefly by bequests and donations and by the contributions made to it by students on matriculation and graduation in accordance with old University custom.

During the period 1710 to 1837 the Library had the right, under the Copyright Act, to claim a copy of every book registered in Stationers' Hall. Since then it has benefited from time to time

from funds bequeathed to it or to the University and made available for the purchase of books. Of these the most important was the Reid Bequest of General John Reid, from which an annual sum of £400 was set apart in 1846 for making additions to the Library. This allocation was subsequently withdrawn, but while it continued it enabled the Library to procure a large number of valuable books and manuscripts, most of which are kept in the Reid Room and the Strong Room. The money from the Reid Bequest has to some extent been replaced since 1945 by the Cathcart White Bequest Fund of £21,000, half of the income of which was allotted to the Library for the purchase of valuable books.

Despite the importance of such sources of accession, the Library has been largely dependent upon individual donors of books for its most valuable special collections. Twenty of the more important collections are listed below, seventeen of which were received through the generosity of donors.

CLEMENT LITTLE COLLECTION. The nucleus of the Library was a donation of some 300 books, chiefly on theology and law, bequeathed by Clement Little or Little, Advocate, of Edinburgh, to the town of Edinburgh in 1580 and transferred by the Town Council to the College in 1584. The collection is shelved in the Strong Room.

DRUMMOND COLLECTION. In 1626 and subsequent years the poet, William Drummond of Hawthornden, presented about 700 books from his own library, most of them being works of poetry, drama, history and belles-lettres. This collection is also kept in the Strong Room.

NAIRNE BEQUEST. In 1678 the Rev. James Nairne, of Wemyss, in Fife, bequeathed to the Library a collection of some 2,000 books, mainly theological. These books are for the most part in the Library Hall.

HALLIWELL-PHILLIPS COLLECTION. About 1,000 volumes, mainly Shakespearean, presented by James Orchard Halliwell-Phillips in 1872 and subsequently. Shelved in the Librarian's Room at the east end of the Library Hall.

HODGSON COLLECTION. Books on political economy collected

by Professor William Ballantine Hodgson and presented by his widow in 1880. Shelves in the Z-Room.

MUIR COLLECTION. Sanskrit books and pamphlets from the library of John Muir, upon whose death in 1882 the collection was presented to the Library by his brother Sir William Muir, acting on behalf of his family. The collection forms the nucleus of a section on oriental studies which is rapidly expanding. It is shelved in the A-Room.

CAMERON COLLECTION. About 3,500 volumes from the library of the Celtic scholar, Dr. Alexander Cameron of Brodick, presented by Sir William Mackinnon of Ballinakill in 1889. Shelves in the Cameron Room in the Attics.

BRUCE COLLECTION. About 1,000 volumes and between 2,000 and 3,000 pamphlets, mostly on oceanographical subjects, bequeathed by Dr. William Spiers Bruce in 1921. Shelves in the A-Room.

MURRAY COLLECTION. Some 1,000 volumes, chiefly on zoology, geography and geology, from the library of Sir John Murray, presented, in accordance with the wishes of his sons, in 1921. Shelves in the A-Room.

MACKINNON COLLECTION. About 1,700 volumes from the library of Professor Donald Mackinnon of the Chair of Celtic Languages at Edinburgh University, bequeathed in 1924 by Dr. Roger McNeil and subsequently increased by donations from Miss Mackinnon. It is housed partly in the General Library (A-Room) and partly in the Celtic Library.

LORD ABERCROMBY COLLECTION. About 2,500 volumes on archaeology, ethnology and linguistics bequeathed by John, 5th Baron Abercromby of Aboukir and Tullibody, in 1924. Shelves in the A-Room.

KENNEDY-FRASER COLLECTION. Works on folk-music and folk-dancing, including 280 cylindrical records of Hebridean songs, from the collection of Mrs. Marjory Kennedy-Fraser. The books were presented by Mrs. Patuffa Kennedy-Fraser Hood and Mr. David Kennedy-Fraser in 1952 and 1955, the records by Mrs. Kennedy-Fraser herself in 1930. The records

are stored in the Strong Room, but copies of them have been recorded for the Phonetics Department.

BALDWIN BROWN COLLECTION. Books on fine art and archaeology received under the terms of Professor Baldwin Brown's bequest in 1932. The collection is divided between the General Library and the Fine Art Library.

THOMSON-WALKER COLLECTION. 2,700 engraved portraits of British and foreign medical men, together with a number of books on engravings and the history of medicine, received under the terms of Sir John William Thomson Thomson-Walker's bequest in 1938.

CATHCART WHITE COLLECTION. This collection includes 14 early Western Manuscripts, most of them Books of Hours, 9 incunabula, and a number of printed books of the sixteenth and seventeenth centuries. It was received under the terms of James Cathcart White's bequest in 1943 and was accompanied by an important legacy of money to the University, the Library's share of which is mentioned above.

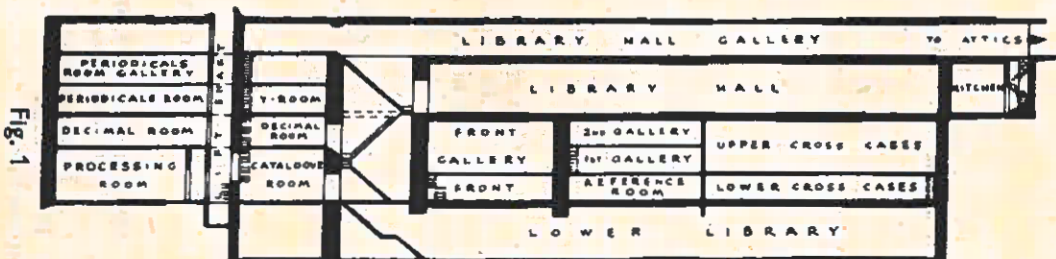
BERRIEDALE KEITH COLLECTION. Over 1,600 items from the library of Professor Arthur Berriedale Keith, mainly on Indian literature, history and politics and the constitutional history of the British Empire. Presented by Professor Keith's sister, Mrs. Nan B. Dewar, in 1944.

CARMICHAEL WATSON COLLECTION. About 1,400 volumes of books and many manuscripts (mainly transcripts) received under the wills of Professor W. J. Watson and Professor J. Carmichael Watson in 1948.

BLÖNDAL COLLECTION. Nearly 3,000 books, pamphlets and journals on Icelandic language and literature from the library of Professor Sigfús Blöndal, purchased in 1950. Shelves in the Lower Library.

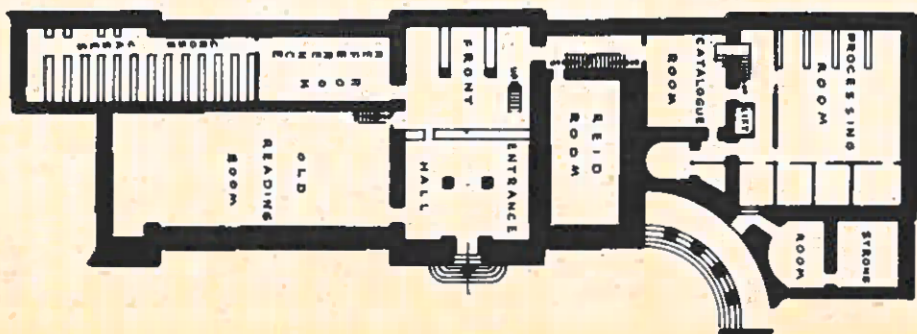
DUGALD STEWART COLLECTION. This collection of some 4,000 volumes consists mainly of the library of Dugald Stewart, Professor of Mathematics (1775-1785) and of Moral Philosophy (1785-1810) at Edinburgh University. It also contains some books which belonged to his father, Matthew Stewart, Professor

SECTION
(view from College Street)



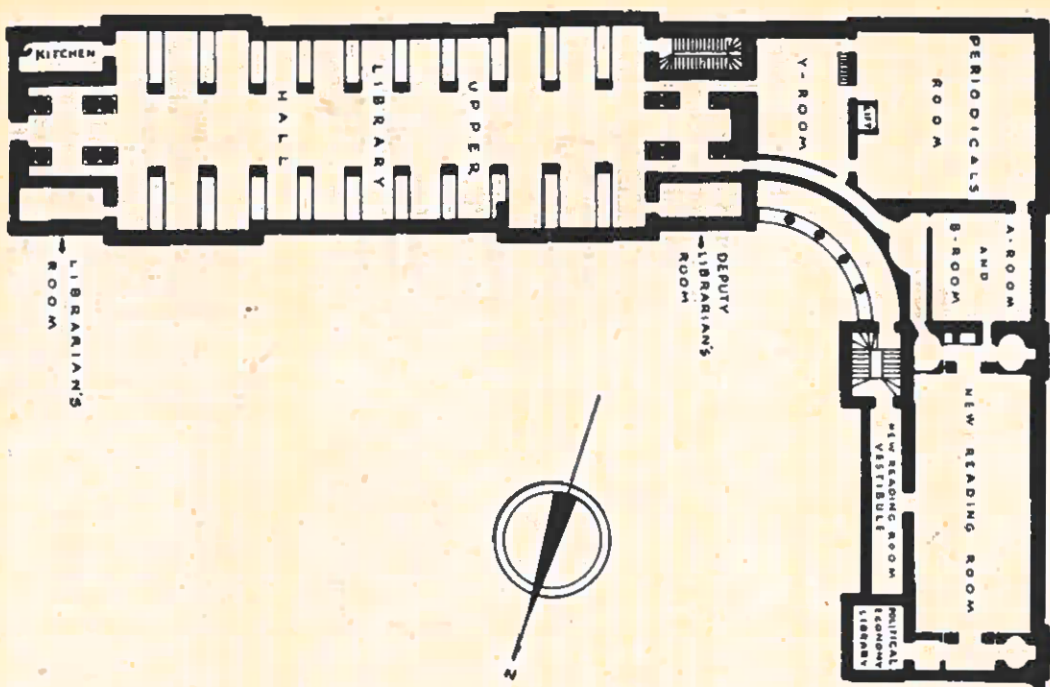
GROUND FLOOR

Fig. 2



LEVEL OF UPPER LIBRARY HALL

Fig. 3



of Mathematics (1747-1775), and others added by his son, Colonel Mathew Stewart. The library is, in the main, a general collection, although Colonel Stewart's additions are chiefly devoted to oriental subjects. In 1852 the collection was bequeathed by Colonel Stewart to the United Service Club, London, whence it was transferred to the University Library on permanent deposit in 1910. It is shelved in the Deputy Librarian's Room at the west end of the Library Hall. The books may be consulted in the Library, but are not available for borrowing.

ROYAL PHYSICAL SOCIETY LIBRARY. This Library, containing about 6,000 volumes, all but 200 of which are scientific periodicals, was transferred from Edinburgh Public Library to the University Library in 1955. These volumes will be incorporated into the stock of the General Library, although they will bear the stamp of the Society, whose members have full Library privileges. The Royal Physical Society, which was founded in 1771 and received its Royal Charter in 1778, is the oldest scientific society in Scotland still in existence. The Library has a valuable series of early minute books.

SPECIAL CATALOGUES. There are printed catalogues of the Lillie Drummond and Nairne Collections. The books in the Lord Abercromby, Blöndal, Mackinnon and Dugald Stewart Collections are not entered in the Library's Main Catalogue, but sheaf-catalogues of these and of most of the other collections are available. There is a card-index to the prints in the Thomson-Walker Collection and a list of the records in the Kennedy-Fraser Collection.

EXHIBITIONS

An exhibition of the Library's most remarkable manuscripts and printed books—many of them taken from the collections mentioned above—is usually on view in the showcases in the Library Hall, where special exhibitions are also held.

Among objects of interest on permanent exhibition in the Library Hall is a table used by Napoleon at St. Helena, which was presented to the Library by Mr. Robert Mayne in 1844. The caskets containing the Scrolls of the Freedom of the Cities

of London, Glasgow and Edinburgh granted to Joseph Lister, 1st Baron Lister of Lyme Regis, are also on view, along with his medals, decorations, diplomas and certificates. These were received under the terms of Lord Lister's bequest in 1912.

SERVICE

CATALOGUES

The central location for the Library's principal working catalogues is the Catalogue Room (see Fig. 2), and of these catalogues the one to which all readers should normally refer in order to find and obtain books is the Main or 'Counter' Catalogue on the stands in this room.

THE MAIN CATALOGUE. This catalogue aims at including all books in the General Library, the Reading Rooms, and Faculty, Departmental and Class Libraries, listed in alphabetical order of their authors' names, although a small number of books—usually in special collections (see above, p. 20)—are not as yet included. It has been formed by cutting up a copy of the three-volume *Catalogue of the printed books in the Library of the University of Edinburgh*, published between 1918 and 1923, and pasting the sections, duly numbered, into a series of loose-leaf volumes. When one of these volumes is opened, the printed sections appear at the left of the double-page opening, the remainder of the page on the left and all of that on the right being used for the addition in manuscript of books received since the publication of the printed catalogue. Additional leaves are inserted as required.

The Main Catalogue is an author catalogue, which means that it is not usually possible to look up books under their titles or subjects. There is no general subject catalogue, but all books received since 1915 are entered in a sheaf-catalogue classified according to the Dewey Decimal Classification (see p. 31). This is shelved in the Catalogue Room together with the printed 'Relative Index' to the Decimal Classification, which forms a subject index to it. It may also be suggested to readers that the printed subject catalogues of the British Museum and the London Library, which are available in the Catalogue Room, can be used

in order to find out what books there are on a given subject, and the works required can then be looked up under their authors in the Main Catalogue.

Books written or issued by corporate authors—that is to say by or under the direction of societies, institutions, departments, etc.—are catalogued in the Main Catalogue under the title of the corporate body; for example: 'United Nations. Statistical Office'. Many such publications are produced by Government departments or in the course of the functioning of constitutional bodies, and it should be noted that, while such British departments and bodies appear directly under their titles; e.g. 'Ministry of Health', 'Scottish Education Department', 'Board of Trade', 'House of Commons'; those of England and Scotland before 1707 are grouped under the names of the two countries; e.g. 'England. Parliament', 'Scotland. Parliament', 'England. Privy Council', 'Scotland. Lords of Council'. Foreign Government departments and constitutional bodies also appear under the names of the countries to which they belong; e.g. 'France. Ministère de l'Instruction Publique', 'United States of America. Senate'. Institutions, public or private, are listed under the first word of their title, ignoring articles; e.g. 'British Museum, London'; or, if they are better described in relation to their location, they may form subdivisions under the headings for towns or other areas; e.g. 'Edinburgh. University'. As an exception to the rule that works written or issued by corporate authors appear under the title of the corporation, it should be noted that the Proceedings and Transactions of learned societies are usually catalogued under the first word of their title; e.g. 'Transactions of the Royal Historical Society'.

Anonymous books, periodicals and newspapers are catalogued under the first word of the title, excluding articles; e.g. 'Owl (The) and the nightingale', 'English (The) Historical Review', 'Oxford Slavonic Studies', 'Edinburgh (The) Evening Courant'. This procedure is also followed in the case of such well-known reference works as the *Encyclopaedia Britannica* and other encyclopaedias, the *Cambridge Bibliography of English Literature* and the *Victoria History of the Counties of England*.

Each entry in the catalogue contains, in addition to the author or other heading and title of the book, a note of the edition if it is given in the book, of the number of volumes, of the series, if

any, to which it belongs, of the format (usually 2°, 4°, 8° or 12°) and of the place and date of publication. At the bottom right-hand corner of each entry is the shelf-mark or location of the book: this will be either one of the General Library's shelf-marks (see above, pp. 8-10) or the name of a Class or Departmental Library or a Reading Room.

Examples of entries:

- | | | | |
|--------------------------|--|------------------|--------------|
| Hodgkin (Robert Howard). | A history of the Anglo-Saxons. 2 vols. | 8° Oxford, 1935. | .9(4201)Hod. |
| — | <i>Another copy.</i> | | R.R.(Hist.) |
| — | <i>Another copy.</i> | | |
| — | 2nd ed. 2 vols. | 8° Lond., 1939. | .9(4201)Hod. |
| — | 3rd ed. 2 vols. | 8° Lond., 1952. | .9(4201)Hod. |
| Postan (Moisei). | British war production. | [Hist. of the | |
| Second World War. | U.K. Civ. Ser.] | 8° Lond., 1952. | Bb. 5. 55. |

Some useful hints on the style of entries are printed as an introduction to volume 1 of the *Catalogue of the printed books in the Library of the University of Edinburgh*.

ADDITIONAL CATALOGUES. All printed books obtained by the Library since the published catalogue was issued are entered in author order in a sheaf-catalogue, known as the A-Catalogue, which is shelved in the Catalogue Room. Thus the A-Catalogue is the equivalent of the written part of the Main Catalogue, although it gives more bibliographical detail about the books.

For the convenience of readers, a copy of the published catalogue has been placed in the Entrance Hall, together with a typed copy of the entries in the A-Catalogue. Unfortunately, this typed copy is incomplete, and it should not be assumed on its authority that the Library does not possess a book without consulting the Main Catalogue.

The Classified Catalogue of books acquired since 1915 has already been described in connection with the Main Catalogue; as stated on p. 21, it is available in the Catalogue Room together with the 'Relative Index'.

The Catalogue Room contains author catalogues in sheaf form of the books in the Departmental Libraries, Reading Rooms and

special collections, and, in addition, catalogues of theses, printed music, and prints, drawings and portraits. Special bibliographical catalogues of early printed books and also of owners and donors and rubbings of bookbindings are maintained by the Reference and Bibliography Department; but these are not placed on the open shelves, and application to consult them should be made either at the Issue Counter or to the Reference Assistant.

CATALOGUES OF OTHER LIBRARIES. In addition to the catalogues of Edinburgh University Library, the Catalogue Room contains the published catalogues of some important British and foreign libraries, notably those of the British Museum, the London Library, the Advocates' Library (now the National Library of Scotland), the Bibliothèque Nationale and the United States Surgeon General's Office Library, series 1 and 2. (The later series are kept in the Central Medical Library.) Most of the older and less frequently used catalogues will be found in the Reference Room (1st Gallery) and in section *M in the Library Hall.

REFERENCE

THE REFERENCE ROOM. The Reference Room, which is entered from the Front (see Fig. 2), contains the principal stock of reference and bibliographical aids, encyclopaedias, language dictionaries, biographical dictionaries, genealogical works and atlases.

The arrangement of the books on the shelves is by Dewey Decimal Classification, books on the ground floor being distinguished by the symbol 'Ref.' before the decimal number, those in the first gallery by 'Ref.*' and those in the second gallery by 'Ref.**'. Language dictionaries, however, are all given a general class number, Ref. .4, and within it they are arranged in alphabetical order of language in the island stacks on the floor of the room. In the case of translating dictionaries the language less familiar in this country usually decides the placing; e.g. a German-English dictionary will be found under German, a Chinese-German dictionary under Chinese.

OTHER REFERENCE COLLECTIONS. A small collection of quick-reference works has been placed behind the Issue Counter beside the wicket. Works such as *Whitaker's Almanac*, *Who's Who* and

the *Medical Directory* are collected here, together with the General Council lists of the Universities of Edinburgh and Glasgow. The General Council lists of the Universities of Aberdeen and St. Andrews are placed beside the current calendars of British and some foreign universities at the Front.

In the Front Gallery is the Reference History ('Ref. Hist.') section, containing not only the calendars of sources compiled in the Public Record Office and the Scottish Record Office, but also the earlier publications of the Record Commissioners and other series of historical sources; for example, the 'Rolls Series' volumes, the reports of the Historical Manuscripts Commission and the publications of the Irish Manuscripts Commission. The Stationery Office sectional list, *Record Publications*, is available in this section and serves as a shelf-list.

Legal and constitutional sources—collections of statutes, statutory instruments, parliamentary debates and law reports—are placed in the Lower Library along with the Parliamentary Papers.

Most of the books on libraries and collections are shelved in the .0 section of the Decimal Classification in the Processing Room (see Fig. 2), where publishers' lists and national bibliographies, such as the *British National Bibliography*, the *English Catalogue of Books* and the *Cumulative Book Index*, are also available.

CONSULTATION OF REFERENCE BOOKS. Books in the Reference Room, at the Issue Counter, in the Processing Room (except for those in the Decimal .0 section) and current university calendars may be consulted in the Library but may not be borrowed. If any reference book is removed from the room in which it is shelved, a borrowing slip must be completed and handed in at the Issue Counter, where the book must be returned as soon as the user is finished with it; reference books must not be retained for long periods in other parts of the Library—for example on research students' desks. If the book is being consulted in the room in which it is shelved, no slip need be filled in, and the reader is asked to return such a book to its proper place on the shelf.

ASSISTANCE TO READERS. The Reference Assistant will be glad to advise readers on points of bibliography and to assist them

in using the Library's stock. Questions relating to the location of books and to Library rules and practices should normally, however, be addressed to the assistants at the Issue Counter.

For further notes on the Reference Section readers are referred to the article, *Reference Facilities in the General Library*, in the *University of Edinburgh Gazette*, No. 8, November 1954.

BORROWING

All readers must formally borrow, recall and return books at the Issue Counter, where applications for general information about the Library or privileges in connection with its use must also be made. A borrowing slip must be filled up at the Issue Counter for each work taken out or retained for consultation in the Library. If a book is wanted only for consultation, the borrowing slip will be stamped accordingly and it will not count as part of the reader's quota of borrowed books. Readers are requested to fill in clearly and legibly all the details asked for, including the shelf-mark, which is marked on the inside of the cover of the book. Undergraduates should add after their name their library deposit receipt number and General Council (graduate) readers the letters 'G.C.' The completed slip along with the book should be handed to an assistant for checking.

RECALL. A book may be recalled, if wanted by another reader, after it has been out for a fortnight, or in certain cases for a week or less, subject to the discretion of the Librarian. To recall a book which is out, the reader should fill in one of the pink recall slips obtainable at the Issue Counter and hand it to an assistant. All readers must return their books in June for the Library inspection, during which the Library is closed for borrowing for one week. Student readers are also asked to return books for inspection during one week in February. Readers are particularly requested to return within two days all books recalled from them. It is regarded as a serious offence not to do so. Apart from this condition of recall, no fixed period is set to the duration of a loan. In order to facilitate the operation of the recall service all readers are asked to keep the Library informed of changes of address.

FINES. Failure to return a book by the date specified on the recall postcard will render the offender liable to a fine of three-

pence per volume every day thereafter until the book is returned.

RETURN. All books must be returned at the Issue Counter. On returning a book the reader should write his name clearly on one of the small return slips provided and hand it with the book to one of the assistants.

LOST BOOKS. If a book is lost, the matter should be reported at the Issue Counter. If the book is not found within a reasonable time, the loser will be asked to replace it or to pay a replacement fee, normally the price of the book.

OTHER LIBRARY SERVICES

INTER-LIBRARY LOANS. If a book required by a reader is not in the University Library and if it is a substantial work of scholarship important for study or research, the Library will, on application, try to trace and borrow a copy from a library outside Edinburgh either directly, if the location is known, or through the medium of the National Central Library or the Scottish Central Library. Readers who wish to make use of this service are asked to make sure, as far as possible, that the books they want are not available in other Edinburgh libraries, in particular the Edinburgh Public Library, and are reminded that the name of the author, the title and the place and date of publication are needed for tracing every book. The exact title of a periodical should be given, together with the number and date of the volume required.

The Inter-Library Loan service is free to members of the teaching staff and to registered research students; but all other readers will usually be asked to pay postage both ways.

MICROFILM AND MICROPRINT VIEWERS. Seven microfilm viewers and one microprint viewer, which may also be used for micro-cards, are available for use on application at the Issue Counter.

PHOTOGRAPHIC DEPARTMENT. The Photographic Department can provide photostats, microfilms, film strips, lantern slides, photostencils and bromide prints for purposes of teaching and research. A schedule of prices will be found on the back of each application form.

Application forms for photographic reproductions are available at the Issue Counter and should be completed and handed in together with the material to be copied. If this material is taken from the Library stock, the author, title and location mark should be stated. Applicants should specify the type of reproduction required. Orders by post will be accepted on condition that the applicant agrees to pay postage.

The Photographic Department functions under the general supervision of the Keeper of Manuscripts, to whom all communications should be addressed.

An article on the Library's photographic services will be found in the *University of Edinburgh Gazette*, No. 9, February 1955.

POSTCARDS. Reproductions of items from the Library's manuscript and rare book collections are available on postcards which may be purchased at the Issue Counter.

REID MUSIC LIBRARY

The Reid Library of music scores and literature owes its inception—like the Chair of Music itself—to the beneficence of General John Reid, and has developed gradually from the nucleus of a few books and scores bequeathed by him to the University Library. Other donors followed, among whom Professor John Thomson, Théophile A. Bucher the flautist, Professor Frederick Niecks, Dr. Sophie Weisse, Captain John Tovey, the adopted son of Sir Donald Tovey, who presented Sir Donald's valuable library, and the nineteenth-century Scottish Musical Society are outstanding. In recent years the greater number of additions has been by purchase.

At present, the estimated stock of music and books on music is some 22,000 volumes, of which many of the more valuable items, together with some volumes of music in the General Library, are listed in the *Catalogue of Manuscripts, Printed Music and Books on Music up to 1850 in the Library of the Music Department at the University of Edinburgh*, edited by Hans Gál, Edinburgh, 1941. In addition, a card catalogue of the complete holdings of the Library is in process of compilation, together with indexes in sheaf form, which list the various categories of stock;

for example, organ, quintet, quartet, vocal, piano duet and two-piano music. There are also a subject and a series index, which refer mainly to the literature of music.

The Library is situated in the Music Department in Park Place, beside the McEwan Hall, and is open as a reading room and lending library to all students taking classes in music. Enquiries from other students interested in music are also welcome. The hours of opening during term are from 9.30 A.M. to 4.45 P.M. (Saturday, 9.30 A.M. to 12 NOON). Hours of opening during vacation, which may show slight variations from the above, are posted on the Faculty notice-board in the entrance hall.

CENTRAL MEDICAL LIBRARY

The Central Medical Library was formed in 1931 by combining all the separate departmental libraries of the Medical School except the Physiology Library. The Library is housed in the University New Buildings, Teviot Place, and consists of a main Hall, with seating accommodation for 55 readers, and three stack-rooms. It contains at the present time some 41,000 volumes and subscribes to about 500 periodicals on medicine and allied sciences. As it has been designed primarily as a working library, the stock consists mainly of books published during the last fifty years, the older medical collections being retained in the General Library.

On the shelves in the Hall, to which readers have open access, are up-to-date textbooks and monographs, together with the most recent volumes of periodicals. Earlier editions of textbooks, seldom-used books, and older runs of periodicals are kept in the stacks, but are readily available on request.

Books are arranged by subject, according to a modified version of the Dewey Decimal Classification, and there are author and classified catalogues, with a subject index to the classification. Periodicals are also arranged by subject, with an alphabetical shelf-guide in the form of a visible index.

Theses accepted for University Degrees in medicine and medical sciences from 1938 onwards are kept in the Central Medical Library, and are catalogued under both author and subject. Medical theses submitted before 1938 are in the

General Library, and of the two copies of every thesis, required since 1953, one is kept in reserve in the General Library.

Since the amount of space available for readers is limited, the use of the Central Medical Library is restricted to members of the staff of the University, research workers registered with the University, graduates working for University diplomas, and certain Honours students. Readers who are eligible to borrow may take out up to three volumes at a time on payment of a deposit, which is not, however, required from members of the teaching staff. A book which is on loan and required by another reader may be recalled after two weeks. Bound volumes of periodicals may be borrowed, but unbound parts must be consulted in the Library.

Post-graduates attending the courses organised by the Edinburgh Post-Graduate Board of Medicine are permitted limited access to the Library for reading and reference, but are not allowed to borrow books.

A microfilm viewer is available in the Library Hall, and the Library has microfilm copies of many parts of foreign periodicals, most of them published between 1939 and 1945, the original issues of which were unobtainable.

The hours of opening are from 10 A.M. to 9 P.M. (Saturday, 10 A.M. to 1 P.M.) during term; from 10 A.M. to 6 P.M. (Saturday, 10 A.M. to 1 P.M.) during vacation. The Library is closed on the same official holidays as the General Library.

MEDICAL READING ROOM

In the Medical Reading Room, also situated in the University New Buildings, matriculated students in the Faculty of Medicine, including students taking the Post-Graduate Course in Medicine, may consult books without lodging any deposit. Books may be borrowed overnight and over week-ends, but only by students who have paid the membership deposit of the General Library.

The hours of opening are from 9 A.M. to 9 P.M. (Saturday, 10 A.M. to 1 P.M.) during term; 10 A.M. to 6 P.M. (Saturday, 10 A.M. to 1 P.M.) during vacation, except August; 10 A.M. to 5 P.M. (Saturday, 10 A.M. to 1 P.M.) during August. The Reading Room is closed on the same official holidays as the General Library.

APPENDIX

THE DECIMAL CLASSIFICATION

The Dewey Decimal Classification has been used—with certain modifications—to classify all the books obtained by the Library since 1915, and for each of these books a slip is filed in the classified catalogue, which is kept in the Catalogue Room together with the printed 'Relative Index' which forms a subject index to it. Modern works obtained since 1915, with the exception of publications in series and a few other classes, are also arranged on the shelves in the Decimal Section according to this classification.

The decimal system begins by separating all books, according to their subject matter, into nine main divisions, each of which is given a specific digit; a tenth class—works of a more general character—is marked with the zero, as follows:

- .0 Works falling under no single subject: general encyclopaedias, bibliographies, general periodicals, etc.
 - .1 Philosophy, Psychology.
 - .2 Religion.
 - .3 Sociology, Economics, Law, Education.
 - .4 Philology.
 - .5 Science (including Prehistoric Archaeology, Ethnology and Anthropology).
 - .6 Applied Science (Medicine, Engineering, Agriculture, etc.).
 - .7 Fine Arts.
 - .8 Literature.
 - .9 History, Geography, Biography.
- By adding digits to represent additional subdivisions, each of these main topics can be broken down indefinitely:
- .5 Science. .8 Literature.
 - .51 Mathematics. .83 German Literature.
 - .513 Geometry. .832 German Drama.
 - .5132 Curves. .8326 German Drama of the classic period.
 - .51322 Conic Sections. .83263 Schiller.

In order to indicate the nature of a book (e.g. whether it is a

dictionary, a volume of essays, a periodical, etc.) a nought followed by the appropriate 'form-number' may be added to the subject digits; e.g.:

- .5403 Dictionary of Chemistry.
- .5404 Essays on Chemistry.
- .5405 Chemical Periodical.

Some numbers include digits within brackets. These indicate (a) the locality the book deals with and (b) if one of the digits within the bracket is a nought, the period which it covers; e.g.:

- .72 Architecture.
- .72(4) European Architecture.
- .72(41) Scottish Architecture.
- .72(4108) Scottish Architecture during the nineteenth century.
- .72(41445) Edinburgh Architecture.

Books whose classification numbers include form or geographical and period numbers are placed on the shelves immediately after books bearing the simple numeral.

Decimal shelf-marks usually end with the first three letters of the name of the author or other heading in the Main Catalogue, so that books having the same decimal number may be shelved under it in alphabetical author order. Thus A. Appadorai's *The substance of politics*, the shelf-mark of which is .3201 App., is placed on the shelf before Sir Ernest Barker's *Reflections on government*, which has the shelf-mark .3201 Bar.

A capital *F* before a decimal shelf-mark indicates that the book is too large to go on the ordinary shelves: it is regarded as a 'folio'. Such books are shelved round the walls of the Decimal Room. Pamphlets are distinguished by the capital letter *P* before the decimal number, and are placed in boxes also shelved round the walls of the room.

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Cabotage Room

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 Primo Catalogo collettivo delle Biblioteche
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 General's Office (U.S.)
 Bibliothèque Nationale - Catalogue générale des
 livres imprimés

The laury chapters
Catalogue of Western MSS. in Ed. D. Lebrary
Report on the laury MSS.

left / leading ones;
BM Sahabaw / in the 3 series

1 Bat. was discarded

Sheet catalogue

classified (document)
-press - mss. A/Z.
(main hall: A catalogue
E dunburgh theses
foreign theses
from 1848 - 1871 then

(for hypost.)

Catalogue of the Printed Books in Edinburgh U. Library.