WELCOME TO THE LSU LIBRARY!
The Library staff extends a warm welcome to the users of the LSU Library. This brochure will help you get acquainted with the Library.
The primary purpose of the Library is to support and supplement the instructional and research aspects of all LSU educational programs. The Library is open to visitors and those who wish to use the collections. There are exhibits, art works, and materials from the Library's special collections on display for all to enjoy.
With a few exceptions, the Library operates on an open-stack system that allows users to browse the shelves and locate materials by themselves. Library staff is available throughout the building to assist with any library problem. Please never hesitate to ask for assistance.

ASK HERE FOR HELP!
INFORMATION DESK
Visitors and new users should make the Information Desk to the right of the entrance in the lobby their first point of contact. The staff will offer directional information and assistance in the use of the card catalog, the Serials Record, and the bibliography collection. All users are encouraged to direct inquiries to the Information Desk.

CENTRAL REFERENCE DEPARTMENT
Located to the left of the entrance on the main floor, the Central Reference Department combines materials in the humanities, sciences, and social sciences with the exception of business administration. This department contains all major periodical indexes, abstracting services, and reference books. Materials in Central Reference have "Ref" over the call number in the card catalog. There is also a reference card catalog in the department. The college catalog, collection, and telephone directories are located in Central Reference. There are rotating periodical files, with all cataloged periodicals listed alphabetically, giving the call number and other location information. This department is the headquarters for BLISS, the search service offered by the Library for on-line data bases. Library tours are conducted by Central Reference personnel. Library users seeking information on any topic should ask at the desk in the Central Reference Department.

BUSINESS ADMINISTRATION/GOVERNMENT DOCUMENTS
The BA/DOCS Department, located to the right of the elevators in the basement, includes business and economics reference books, services, and periodical indexes. Reference materials cataloged in this area show "BA/DOCS" above the call number. This department also houses and services United States and United Nations documents, neither of which appear in the card catalog on the main floor. Assistance with reference questions relating to business, economics, US and UN documents can be obtained from the reference staff in BA/DOCS.

PERIODICAL READING AREA (PRA)
The Periodical Reading Area (Room 241), located at the front of the general stacks on the second floor, has a collection of current unbound periodicals of a heavily used nature. Many of the most popular journals are housed in the PRA office, e.g., Time, Business Week, etc. Journals held in the office may be charged out for building use. Unbound periodical issues not in the PRA and bound volumes of periodicals are shelved in the book stacks according to call number. Titles housed in the PRA are indicated by a pink tab in the rotating periodical files in the Central Reference Department. Personnel at the Serials Record window behind the Information Desk may be consulted about the call number, location, and holdings of periodical titles. When the Serials Record window is closed, the Information Desk and Central Reference Staff provide this information.

INTERLIBRARY LOAN
The Interlibrary Loan Department (Room 104) is located to the right of the entrance on the main floor at the back of the card catalog-bibliography area. Through this department faculty, staff, and graduate students may borrow or purchase from other libraries materials not available at LSU. LSU holds membership in the Center for Research Libraries which includes borrowing privileges for CRL holdings and use of the Journals Access Service which provides periodical articles from CRL and the British Library Lending Division. Further information about interlibrary loan services may be obtained in the Interlibrary Loan office.
TO CHECK OUT A BOOK...

Library materials may be checked out at the Circulation Department on the main floor. Only those books with pockets may be checked out; other library materials are considered restricted (see Restricted Circulation below). Present the book and your ID card at the Circulation windows.

Library Cards
1. Identification cards (ID’s) serve as library cards for students, faculty, and staff. Cards are punched at the Circulation window.

2. Husbands and wives of faculty members may obtain staff library cards by presenting appropriate identification.

3. Students enrolled in extension classes or correspondence courses are issued library cards upon presentation of fee slips at the Circulation window.

4. Persons not associated with LSU may obtain borrowing privileges by joining the Friends of the LSU Library for $25 a year. Membership may be obtained in the Library Office, Room 295.

The IBM Printout—A daily listing by call number of books that are charged out. Copies of the printout may be found in the Circulation Department, Central Reference Department, Reserve Book Room, and at the front of the basement and second floor stack areas.

Circulation Period—The due date is printed on the pink IBM card in the book pocket. Books circulate for 28 days during the Fall and Spring semesters and 21 days during the Summer session. All books are due on the last day of finals. A book may be renewed at the end of the charge period for another circulation unless a personal reserve has been placed on the book.

Personal Reserves—For books which are charged out and in circulation, a personal reserve may be placed at the Circulation window. The requestor will be notified when the book is available.

Restricted Circulation—Many books and unbound journals without book pockets
which do not ordinarily circulate may be checked out at the Circulation Department on restricted circulation. Restricted materials are renewable at the Circulation Department and must be returned there.

Book Return—Books charged out from the Circulation Department should be returned through the book slots near the Circulation windows. When the Library is closed, books may be returned to the outside book drops at the front and rear of the building.

Traces—A book which cannot be located in its proper place in the stacks and which is not on the IBM printout as checked out may be traced. Trace requests should be placed at the Circulation Department.

Lost or Damaged Books—The person responsible for loss or damage is charged the cost of replacement plus a service charge, plus any accumulated fine. If a lost book is returned, the book cost will be refunded.

Overdue Fines:
- Regular circulation ........ 25¢/day
- Restricted circulation ...... 50¢/day
- Unbound restricted circulation .50¢/day

BIBLIOGRAPHY AND LIBRARY
SCIENCE

The Bibliography Collection on the main floor next to the card catalog has national, trade, retrospective, and subject bibliographies. Materials in this collection have "Bib" over the call number. A special brochure is available at the Information Desk. The bibliographers in Collection Development (Room 102) are available for assistance.

The Graduate School of Library Science Library (Room 232) which contains professional materials in librarianship is located adjacent to the Graduate School of Library Science (Rooms 226-230). This library has a Young People's Collection which supports courses preparing librarians and teachers for service to young people. There is a catalog in the GSLS Library. The YP books are noncirculating and not listed in the main catalog. Most professional library science materials circulate and are in the main card catalog with "Lib Sci" over the call number.

TO LOOK AND TO LISTEN...

The Newspaper-Microform Rooms (Room 16) and the Listening Rooms (Room 27) are located in the basement to the left of the stairs. The Newspaper-Microform Rooms contain current Louisiana newspapers, other major newspapers, and thousands of books, dissertations, newspaper and magazine backfiles in microform. There are indexes and guides in the area; most of these materials also are indexed in the main card catalog. These materials are designated "Film" with a number for microfilm, "Microfiche" and "Microprint" with a number, and "Microcard" without a number. There is a reader-printer which can make copies from microfilm or microfiche. Questions about the use of microforms should be directed to the staff in the area.

The Listening Rooms house audio materials. Most recordings are included in the main card catalog, but there are a number in the collection which are not cataloged. Depending on their format, recordings are assigned either LP, Tape, or Cassette numbers. There is a catalog in the area and staff members assist listeners in using the collection.

RESERVE BOOK ROOM

Located in the basement to the right of the stairs, the Reserve Book Room houses books placed on reserve by faculty members for specific courses. To determine if a book is on reserve, the IBM printout or the Reserve Book Room card file by course number can be checked.

Reserve Book Room Regulations
- Books can be charged out until closing time.
- Books which circulate overnight can be charged out approximately 2 hours before closing time.
- The book return slot located in the basement stack area can be used when the Reserve Book Room is closed. All outside book drops can be used when the Library is closed.
- Fines:
  - 3 day, 7 day 50¢/day
  - Overnight 50¢/hour
  - 24 hour 50¢/hour
THE RARE AND UNUSUAL...

Located on the second floor are three special collections—the Louisiana and Rare Book Rooms (Room 227), Archives and Manuscripts (Room 202), and the E. A. McIlhenny Natural History Collection (Room 241).

The Louisiana and Rare Book Rooms house two separate noncirculating collections. The Louisiana Collection includes books on Louisiana subjects and by Louisianians. The collection is a complete historical depository for Louisiana state documents, and there is an extensive vertical file of clippings on Louisiana subjects. The Rare Book Collection contains books that need special care because of their value. There is a separate card catalog in the area for the Louisiana Collection, but none for the Rare Book Collection. Many rare books are designated “Rare” in the main card catalog, but others must be located through the IBM printout. Louisiana Collection books are designated “La Coll” or “La” over the call number. For additional information researchers should consult with the librarian in the Louisiana-Rare Book Rooms.

The Department of Archives and Manuscripts contains original source materials for advanced research in the humanities and social sciences. Research use is facilitated through consultation with staff members, examination of finding aids, and a card catalog for the collection. Archives holdings are not listed in the main card catalog and the collection is noncirculating. A special brochure is available in the department.

Included in the E. A. McIlhenny Natural History Collection of over 6,000 beautifully illustrated and rare works in natural history is the Double Elephant Folio edition of Audubon’s Birds of America. Books in this collection appear in the main card catalog with “McIl Coll” over the call number or “McIlhenny Collection” stamped on the card. Some items must be located through use of the IBM printout. The collection has a card catalog. A special brochure is available on this collection.

In the basement stack area (Room 41) are located two other special collections, the Troy H. Middleton Collection of Memorabilia and the Warren L. Jones Lincoln Collection. The Middleton Collection contains letters, documents, photographs, and mementos belonging to Troy H. Middleton, former president of LSU and distinguished military leader. Cataloged items in the collection have “Mid Coll” over the call number. A collection of books on military history and tactics is also included. The Lincoln collection contains approximately 5,000 items pertaining to Abraham Lincoln and the Civil War. Books in this collection have “Lincoln” over the call number. Persons wishing to see these areas or use items from them can inquire at the Central Reference Department.

AND ELSEWHERE ON CAMPUS...

The Chemistry Library (Virginia Williams Building, third floor) contains materials in chemistry, biochemistry, and chemical engineering. These materials are included in the main library card catalog with “Chem” above the call number and in the Chemistry Library card catalog. The schedule is similar to that of the main library. All students, faculty, and staff are eligible to borrow from this collection.

The Library Annex (Hill Memorial Building, Room 17) provides a closed-stack area for overflow materials from the main library. These items are designated in the main Library card catalog by “Hill” over the call number. The Annex does not have a card catalog and call numbers must be obtained from the card catalog, serials record, and rotating periodical files in the main Library. Provisions can be made for use of the main Library copy service. Hours of the Annex differ from those of the main Library and are posted in the lobby of the main building.

The Music Library (Music and Dramatic Arts Building, Room 263) contains a collection of scores. Items with “Music” above the call number are in the Music Library. All students, faculty, and staff are eligible to use the collection.

The School of Veterinary Medicine Library is located in the School of Veterinary Medicine. The collection contains materials on veterinary medicine, animal science, dairy science, and other related areas. These materials are included in the card catalog in the main Library with “V Med” over the call number. The library is open 85 hours a week. All students, faculty, and staff are eligible to borrow from this collection.
USEFUL FACTS...

Copy service is available in Room 157. Also, coin-operated machines for self-service are located in the hallways on each floor.

Library Administrative Offices—Room 295.

Lost and Found items may be sought at the Circulation Department or Room 277.

Pay telephones are located in the halls on all three floors.

Students interested in Library employment should apply in Room 277.

AND INCIDENTALLY...

We count on you to help us keep this building and its contents in the best possible condition for the benefit of all. Please observe the following:

1. The Library is a place for study and research. Be as quiet as possible. To converse, or meet with others, use the lounge areas.

2. Handle books and journals with care, preserving them for other readers. After using materials, place them on a table or study desk to be reshelved by student workers.

3. Smoking is permitted only in the lounge areas.

4. Please do not bring food or drinks of any kind into the Library.

5. Please do not put your feet on the furniture.

6. Work tables in the card catalog-bibliography area and tables with reference materials are for use only with those materials. Study tables and carrels are provided for use in studying.

7. Users are asked not to enter those areas marked “Staff” unless they have official business.

The sculptured metal screen on the front was especially designed as a unique decorative feature for the south lobby of the Library. The Torch of Learning in the center of the screen forms the dominant note in the symbolic representation of the place of man in time.

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