



HANDBOOK
RUTH A. HAAS LIBRARY

**RUTH A. HAAS LIBRARY
HANDBOOK**



Western Connecticut State College
Danbury, Connecticut - 06810
Telephone: 203-792-1400



Dr. Ruth A. Haas, President W.C.S.C.

**REGULAR LIBRARY HOURS
FALL & SPRING SEMESTERS**

8:30 A.M. - 10:00 P.M. (Monday through Friday)

11:00 A.M. - 4:00 P.M. (Saturday)

3:00 P.M. - 10:00 P.M. (Sunday)

Summer schedule will be posted

All changes are posted at the Library entrance

INTRODUCTION

Libraries are like light switches. Before the electrical energy flows, the switch must be closed. So with the information contained in the various media of the library, personal contact must be made between the person and the material before any information can flow. Libraries now incorporate a wide variety of informational media other than the traditional printed book.

The amount of material doubles every ten years, and various media make it more stimulating and more convenient to study. The amount of facts available is staggering, but still there is no short cut to a good education. Because there is such a mass of material available, one of the prime objectives of a liberal education is the development of the ability for judicious selection. Material must be sought out, carefully read and digested, values developed, and skills acquired. And perhaps most important of all, facts alone contrary to a popular misconception, do not solve problems. In the final analysis it is the application of qualitative absolutes of our ethical and moral nature which determines the use we make of the facts which really solves the problems.

Much of the factual knowledge you absorb in college will change, but a sound technique for problem solving will go with you throughout your life.

The college and the library staff welcome you to the resources and service which we have available for you. They are yours for the asking. Our staff will seek to help you in every way possible to obtain materials you need and, when you desire it, assist you in making the most productive use of them.

This handbook is designed to be a general guide to the materials, facilities, and service available to you. If you do not find an answer to your question here, please ask a member of the library staff. They will be glad to help you.

Robert M. Blaisdell
Director of Library Services



Director of Library Services

LIBRARY DIRECTORY

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Circulation Dept.

LOCATION OF MATERIALS & FACILITIES WITHIN THE LIBRARY

There are six levels in the building:

Basement (First Level)

- Reference Materials
- Periodicals & Documents
- Microform Readers
- Electronic Media Center
- Study Tables & Carrels
- Automatic Copying Machine

Main Floor (Second Level)

- Administrative Offices
- Circulation Desk & Reserved Stacks
- Public Catalog
- Coat Room
- Study Lounge
- Automatic Copying Machine
- Exhibits
- Catalog Department (non-public)
- Ramp Entrance & Exit (for handicapped people)

Mezzanine (Third Level)

- Open Stack Area for Books Classified by the Dewey Decimal System
- Study Tables & Carrels

Second Floor (Fourth Level)

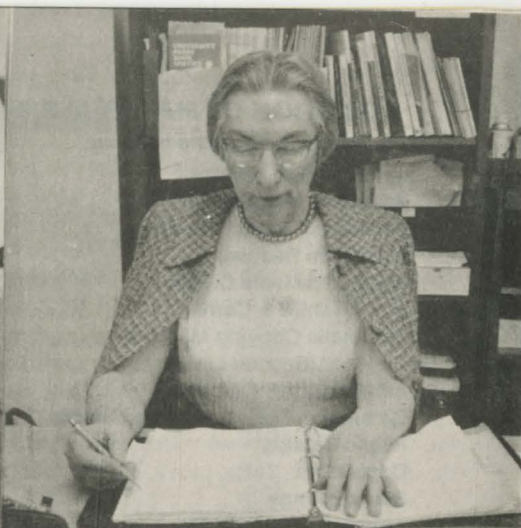
- Charles Ives Library of Music & Listening Equipment, Records, Tapes
- Open Stack Area for Books Classified by Library of Congress System
- Typing Room
- Study Carrels
- Student Smoking Lounge
- Public Rest Rooms

Third Floor (Fifth Level)

- Curriculum Center
- Connecticut Room
- Open Stack Area for Juvenile Collection
- Regional Reading Center
- Rare & Old Book Collection (closed stacks)
- Study Carrels

Fourth Floor (Sixth Level)

- Acquisitions Department (non-public)
- Faculty Lounge
- Faculty Research Area
- Graduate Study Lounge
- Open Stack Area
- Unprocessed Materials Available for Circulation
- Seminar Rooms
- Study Carrels
- Staff Lounge (non-public)



SERVICE & FACILITIES REGULATIONS

I. LENDING PROCEDURES:

Present your WCSC Identification Card at the Circulation Desk in the main lobby to check out any materials from the library. All such materials must be returned at this desk or through the outside depository by the main doors when the library is closed.

A. Loan Period: Books from the general collection, records, tapes, cassettes, and materials from the vertical and picture files may be checked out for four weeks, with no renewals. The date due will be found on the card pocket of the book or record, or attached to the back of vertical and picture file material. Because of the nature of their work, graduate students may renew material once unless there is a previous request for it. In order to renew, graduate students must present the material and their WCSC identification cards at the Circulation Desk—there will be no renewals by phone.

B. Fines: The overdue fine is 5¢ per day per volume or record, up to \$1.00 a month, or a maximum of ½ the price of the item.

C. Reserved Book Fines: The fine for overdue reserved books is 10¢ for the first hour and 5¢ for each additional hour, up to 50¢ a day. We will feel free to notify the faculty member who placed the book on reserve when any such material is overdue by more than one day.

D. Lost Books: The charge for lost material is the list price of the item. Overdue fines and lost book charges are regarded as any other college financial responsibility. The names of those failing to meet their library obligations are sent to the Registrar's Office at the end of each semester for further action which may restrict the posting of grades or the mailing of transcripts.

II. SPECIAL MATERIALS:

A. Juvenile Collection: Because our juvenile collection is subject to heavy demand, patrons are limited to borrowing five of these books at one time. These books cannot be borrowed for extended periods and are not available to supplement classroom collections for student use.

B. Reference Materials: Reference materials with the exception of vertical file material which is available for four weeks with no renewal do not circulate. No material may be removed from any area where reference books are shelved, for copying or any other reason, except by special permission of the librarian on duty. A copy machine is available in the Reference Department and in the study lounge on the main floor.

C. Reserved Materials: Reserved materials of any kind are shelved at the Circulation Desk and must be checked out before leaving that desk. There are three classifications of these:

1. Material that is checked out for one hour and must be used in the library.
2. Material that may be taken out from 3:00 P.M. until 8:30 A.M. the next school day.
3. Material that may be borrowed for one week.

The loan period for reserved materials is determined by the nature of the material and by the wishes of the faculty member conducting the course.

D. Interlibrary Loans: Interlibrary loans are restricted by the "National Interlibrary Loan Code" to graduate students and faculty, and are handled by the Reference Division.

III. USING MATERIALS IN THE LIBRARY:

When you use books, records, microfilm, or any other library materials in the building, **do not reshelve them.** Please place them on the book trucks provided for that purpose on each floor.

IV. SMOKING:

Smoking is permitted in the student lounge on the second floor only. Due to the size of the maintenance staff and the risk of damage to library materials, no food or beverages are allowed in the building.

THE COLLECTION

The present collection includes approximately 105,000 volumes of books and bound periodicals, over 600 journal subscriptions, 17 newspapers, a growing collection of musical scores and recordings, and a juvenile collection. Complementing these are rapidly growing collections of micro-media, pamphlets, Federal and Connecticut government documents, and college catalogs. Annual additions to the Lothrop Davis Higgins Memorial Collection are made possible through an Alumni Association fund in honor of Mr. Higgins, the second principal of the original Danbury Normal School (Western Connecticut State College).

A. Reference Collection: Although any library material can provide information in response to an inquiry there are those which because of their unique contents and form are particularly useful as concentrated reference sources and are shelved together in a Reference Collection.

The Reference Department contains general reference books, bibliographies, abstracts, encyclopedias, almanacs, atlases, dictionaries, Federal and Connecticut government documents, periodicals and journals (current and back issues), college and university catalogs, and special subject research sources. General and special subject indexes are also available, many of which comprise the keys to the journal collection. Microfilms, microfiche and microcards reproduce many newspapers and journals in that Medium.

The Vertical File contains a collection of pamphlets and miscellaneous materials arranged by subject. This file is important because the sources therein are not usually referred to in indexes and are often more up-to-date than printed book material on the same subject.

B. Curriculum Center: Several thousand items of material used in elementary and secondary education are located in the Curriculum Center on the third floor. A circulating collection of juvenile books for children from kindergarten to senior high age are shelved on adjacent stacks. Textbooks, individualized instructional programs, manipulative learning materials, sets, kits, and a representative variety of auditory and visual teaching materials are located in the Curriculum Room. This room is equipped for listening and viewing. A complete current file of educational publishers' catalogs is kept in this area, along with a vertical file of teacher's resource materials, a picture file, and representative samples of actual curriculum guides used in various parts of the United States and Canada.

The circulating collection of juvenile books is intended to support study in the field of children's literature, and, in the non-fiction classifications, to provide examples of curriculum resources for primary and intermediate grades. This collection is fully cataloged by author, title, and subject in the main public catalog and designed to provide student teachers with selected materials for use in their own study and practice teaching and not as a source of extensive library material for individual children.

The materials in the Curriculum Center are not entered in the main public catalog because a major portion of them become outdated and are replaced each year. An abbreviated subject inventory is available in the Center. A full-time curriculum specialist directs and staffs the Curriculum Center for reference only.



Reference Department

- C. Connecticut Room:** The Connecticut Room, located on the third floor, contains a specialized collection of selected Connecticut state documents, books concerning Connecticut history, and other primary source material for research in Connecticut studies.
- D. Rare Book Room:** Located on the third floor, the rare book collection will, when fully organized, offer a selection of old and rare books, documents, prints, and manuscripts of interest to the scholar and antiquarian. Until that time, Reference Division staff can determine if any of its material will be useful to you and will arrange to obtain it for you. Of special interest is a collection of bound issues of the old *Danbury News Times*.
- E. The Pool:** All unprocessed materials, including those purchased, together with gifts to the library, are shelved in stacks on the fourth floor near the Graduate Lounge and Seminar Rooms. There are no entries for this material in the public catalog. These books may be checked out at the circulation desk in the main lobby.

REGIONAL READING CENTER

The Regional Reading Center contains material provided under a federal grant administered by the city of Danbury and a group of surrounding communities, with Western Connecticut State College a participant. The Center is intended to aid in the development of reading skills on all levels, and is currently housed on the third floor of the library.

SPECIAL FACILITIES & EQUIPMENT

I. LOUNGES & STUDY AREAS:

A reading lounge for general use is located on the first floor opening onto the main lobby. A student lounge, where smoking is permitted, is available on the second floor, and a graduate study area is located on the fourth floor. Individual lighted study carrels are placed throughout the building, each with an electrical outlet for supplementary equipment such as viewers, tape recorders, etc.

II. TYPING ROOM:

A typing room is provided on the second floor. Several typewriters are available for student use or students may bring their own portables.

III. PHOTOCOPIERS:

Photocopying may be done for a small fee in the main lobby and in the Reference Department on the lower level.

IV. MICROMEDIA EQUIPMENT:

Microfilm and microfiche readers are located on the lower level.

V. AUDIO-VISUAL APPARATUS:

The Charles Ives Music Room on the second floor, available for classes or individuals, is completely equipped for listening to records or audio tapes. Projectors, viewers, tape and record players, and a complete selection of individual and group listening and viewing equipment is available for use with non-print materials anywhere in the library. In general this equipment is housed on the third floor and may be obtained from the librarian there. In addition to providing portable apparatus, the library is equipped for closed circuit television viewing in carrels located throughout the building. Audio-visual equipment is not loaned out but must be used in the library.



Connecticut Room

CARD CATALOG

The card catalog is a single alphabetical index on cards arranged in dictionary form which lists and gives the location of all the books, magazines, recordings, and microfilm in the library. Usually there are three key cards for each title in the library:

- I. Author
- II. Title
- III. Subject

Several books by the same author are arranged alphabetically by the specific title of each book, and the cards are filed alphabetically according to the first printed line unless it begins with "a", "an", or "the", or their equivalents in foreign languages, in which case the card is filed by the second word. There are in addition to the author, title, and subject entries additional cards under joint authors, editors, translators, etc. The last drawer of the catalog contains a listing of masters' theses by Western Connecticut State College students.

A catalog card tells you a great deal about a book:

- I. Call number (which tells you the location of the book on the shelves)
- II. Author
- III. Title
- IV. Place, publisher, date
- V. Physical description
- VI. Series note
- VII. Contents or partial contents

The most important information on the card is the call number appearing in the upper left-hand corner of each card. This gives in symbol form the exact location of the book on the shelf. The library is in the process of changing its classification scheme from the Dewey Decimal (with the exception of juvenile books) to the Library of Congress arrangement. Until this is completed there will be the following two major subject groupings:

- I. **The Library of Congress Classification** which divides all knowledge into 26 main categories symbolized by letters of the alphabet plus numbers (second floor).

(MAJOR SUBJECT CLASSES)

A	General Works
B	Philosophy & Religion
C	History - Auxiliary Sciences
D	History and Topography (except America)
E-F	America
G	Geography - Anthropology
H	Social Sciences
J	Political Sciences
K	Law
L	Education
M	Music
N	Fine Arts
P	Language & Literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography & Library Science

EXAMPLE: PS Poe, Edgar Allen, 1809-1849
2602 Raven; Fall of the house of
.R4 Usher; and other poems and tales.

II. The Dewey Decimal Classification which divides all knowledge into ten main categories (Mezzanine).

(MAJOR SUBJECT CLASSES)

- 000 General Works
- 100 Philosophy
- 200 Religion
- 300 Social Sciences
- 400 Linguistics
- 500 Pure Sciences
- 600 Applied Sciences
- 700 Arts & Recreation
- 800 Literature
- 900 History

EXAMPLE: 813 Poe, Edgar Allen, 1809-1849
P752r. The Raven, and other selections.

In some cases a symbol is placed above the call number to indicate the type of book. For example:

- | | |
|------------------------------|---------------------------------------|
| R or Ref | Reference |
| J or Juv. | Juvenile Material |
| E | Juvenile Material—Primary Level |
| R (followed by numbers only) | Recordings |
| Uncat. Per. | Indexes shelved in the Reference Room |



Public Catalog

Catalog Cards: Author, Title, and Subject Entries

**AUTHOR CARD:
(Main entry)**

TD 883 .B3	Battan, Louis J The unclean sky; a meteorologist looks at air pollution [by] Louis J. Battan. Illus. by the author and D. C. Per- cenny. Garden City, N. Y., Anchor Books, 1966. xii, 141 p. illus. 18 cm. (Science study series, S46. Selected topics in the atmospheric sciences) Bibliography: p. [137],		
	i. Air--Pollution. i. Title. (Series: Science study series, S40. Series: Selected topics in the atmospheric sciences)		
	TD883.B3 614.712 66--17454		
	Library of Congress {67q7}		

TITLE CARD:

	The unclean sky		
TD 883 .B3	Battan, Louis J The unclean sky; a meteorologist looks at air pollution [by] Louis J. Battan. Illus. by the author and D. C. Per- cenny. Garden City, N. Y., Anchor Books, 1966. xii, 141 p. illus. 18 cm. (Science study series, S46. Selected topics in the atmospheric sciences) Bibliography: p. [137],		
	i. Air--Pollution. i. Title. (Series: Science study series, S40. Series: Selected topics in the atmospheric sciences)		
	TD883.B3 614.712 66--17454		
	Library of Congress {67q7}		

SUBJECT CARD:

	AIR--POLLUTION		
TD 883 .B3	Battan, Louis J The unclean sky; a meteorologist looks at air pollution [by] Louis J. Battan. Illus. by the author and D. C. Per- cenny. Garden City, N. Y., Anchor Books, 1966. xii, 141 p. illus. 18 cm. (Science study series, S46. Selected topics in the atmospheric sciences) Bibliography: p. [137],		
	i. Air--Pollution. i. Title. (Series: Science study series, S40. Series: Selected topics in the atmospheric sciences)		
	TD883.B3 614.712 66--17454		
	Library of Congress {67q7}		

CARD CATALOG SUBJECT HEADINGS; "SEE" AND "SEE ALSO" REFERENCES

Subject Cards

Often you will need material on a subject without knowing any authors or titles to consult. In that case, look under the **subject itself**. Be specific, not general, in looking up subject headings. If the library has more than one book on a subject, all of the subject cards are together in the catalog, arranged alphabetically by the author's last name.

Subdivided Subject Headings

Many subjects have **subdivisions**. They are arranged alphabetically in the catalog after the general subject heading:

DANCING
DANCING—DICTIONARIES
DANCING—ENGLAND
DANCING—FOLK AND NATIONAL DANCES
DANCING—PICTORIAL WORKS

Inverted Subjects

Some phrase subject headings of more than one word are inverted to bring out the important word first. Inverted subject headings are filed after the subdivided subject headings.

ATMOSPHERE, UPPER
CHEMISTRY, ORGANIC
MAN, PRIMITIVE
PHOTOGRAPHY, ARTISTIC

"See" References

Cross references are provided to lead you to the subject or name under which you will find the material for which you are looking, if cards are not filed under the heading which you have first consulted in the card catalog.

Twain, Mark, pseud.
see
Clemens, Samuel Langhorne, 1835-1910
Aquinas, Saint Thomas
see
Thomas Aquinas, Saint

"See also" References

Cross references are also provided to lead you to additional subject headings used in the card catalog, and may suggest phases of the subject which you have not thought of:

JUVENILE DELINQUENCY
see also
CHILD WELFARE
JUVENILE COURTS
REFORMATORIES

Note: Cards providing "See also" references are **usually** filed first, in front of the other subject cards. In the above example, the "See also" card is found in front of the other subjects cards on JUVENILE DELINQUENCY.

ARRANGEMENT OF CARDS IN THE CATALOG

1. Cards for books by the same author are filed together under the author's name, then alphabetically by the words in the title, which appears on the card immediately below the author's name. Example:
 - Commager, Henry Steele, 1902-
The American Mind.
 - Commager, Henry Steele, 1902-
America's Robert E. Lee
2. When the same word is used for a person, a place, and the title of a book, that is the order in which they are filed, e.g.:
 - Washington, George, 1732-1799
 - Washington, D.C.
 - Washington merry-go-round
3. When the library owns books written **by** an author, and also **about** him, the cards for books written by him are filed first, e.g.:
 - Shakespeare, William, 1564-1616
Romeo and Juliet
 - SHAKESPEARE, WILLIAM, 1564-1616
 - Chute, Marchette
Shakespeare of London
4. Abbreviations are filed as if spelled out—Saint for St., Mister for Mr. Numbers are also filed as if spelled out—twenty thousand for 20,000.
5. Identical names are filed by dates:
 - Jones, John Paul, 1747-1792
 - Jones, John Paul, 1897-
6. Numerals in the names of royalty are filed numerically:
 - Edward I, King of England, 1239-1307
 - Edward II, King of England, 1284-1327
7. Card catalogs are alphabetized **word by word**; that is, each word of a phrase is considered separately, rather than considering all of the words together as one long word. The rule is, "Nothing (as a space between words) comes before something".
 - New England
 - New Guinea
 - New Zealand
 - Newark
 - Newfoundland
 - Pan American Union
 - Panam
8. Mc is filed as though spelled Mac for the simple reason that they sound the same, and one often cannot remember which way the name to be found is spelled.
 - Mabee, Carleton
 - McAdam, Alan
 - MacAdam, John
 - Madison, James
9. Subject cards for the history of a country are filed chronologically, e.g.:
 - U.S.—History—Colonial Period
 - U.S.—History—Reaolceiok
 - U.S.—History—Civil War

INFORMATION FOR FACULTY

I. ORDERING OF MATERIALS:

All books and other materials must be requested on standard order forms available from the Acquisitions Department of the library. These requests should be submitted through your department library liaison person and must be delivered directly to the Acquisitions Department. In order to facilitate processing, as much information as is available must be given on the above forms, i.e., author, title, publisher, date of publication, price, etc. If you are ordering from a special brochure or flyer, we would appreciate borrowing it until the order is processed. We recommend that you keep a duplicate of your order list for your own files.

II. RESERVED BOOKS FOR COURSE USE:

Requests for reserved books should be made at least a week before the material is to be used, preferably a week before the semester starts, and **always** before you give the list to your students. Reserved materials must be requested on forms available at the Circulation Desk. Unless otherwise stated on the form, books will be removed at the end of the semester. We strongly urge any faculty member who plans to place a book on reserve for more than one semester to order a duplicate copy of that book for general circulation.

III. INTERLIBRARY LOANS:

Interlibrary loans are handled by the Reference Department according to the "National Interlibrary Loan Code" which limits their availability to faculty and graduate students only.

IV. OVERDUE BOOKS:

Faculty members are exempt from fines. In return, we ask that you keep the number of books charged to you down to a reasonable figure and that you keep them no longer than actually needed. Any book not returned by the time of the annual inventory will be considered a lost book and you will be billed for it.

V. LOST BOOKS:

The charge for lost materials is the list price of the item. Any book checked out to you is considered your responsibility. We do not recommend that you "sub-lend" material to a student.

VI. FACULTY FACILITIES:

A. Faculty Lounge: For individual and group use.

B. Faculty Research Area: Equipped with a number of individual study carrels with associated shelving. These may be reserved for use by request at the office of the Director of Library Services.

C. Seminar Rooms: There are three seminar rooms in the library which are available for the following types of activity upon application to the Coordinator of Operational Services:

1. Officially approved seminars recognized as part of the formal instructional program of the college
2. Small group use up to class size for special projects or other educational activities on a limited one time or random basis for a period, a day, etc.
3. Special library activities such as orientation, supervised and conducted by members of the library's professional staff.

These rooms are designed for Seminar and limited special activity use. They are not intended for continuous general classroom use. Any request for the use of the library's audio-visual equipment should, if possible, be made at least one day in advance.

