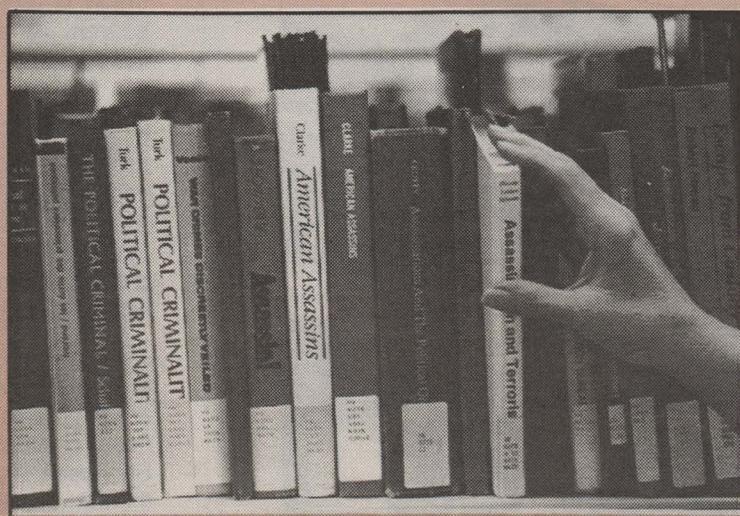


The General Libraries

Fall 1985

The University of Texas at Austin

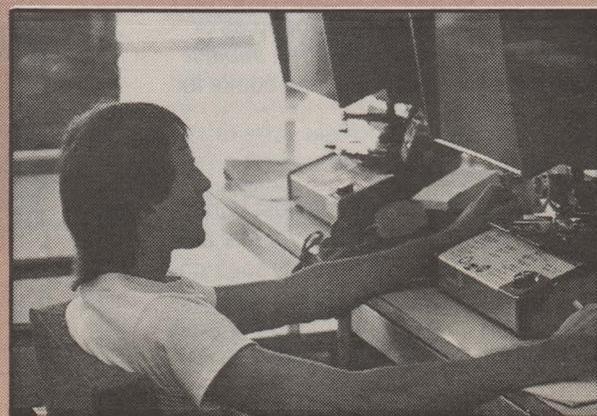
**Welcome to the
'information society.'
Let us show you
around.**



Our society is changing. Most Americans — over 60 percent — now work in jobs that focus on creating, handling, or using information. Meanwhile, the volume of published information is increasing so rapidly that just keeping up is a major task for professional and business people. The technologies of publishing and computerized data retrieval are also changing the ways people find and use information. This is why America in the 1980s has been called the “information society.”

The UT Libraries are the major information resource for students, faculty, and staff at UT Austin and also serve the needs of scholars around the world. With more than 5 million volumes, this library system ranks as the seventh largest in the United States. More than 500 General Libraries staff members use the latest technology to make this wealth of information accessible to you. In a typical year, the UT libraries circulate more than 3.6 million books, answer more than 450,000 reference questions, perform more than 8,000 computerized literature searches, and provide library use instruction to more than 20,000 students.

Even with the largest collections and the most advanced services, your success as a library user depends on your knowledge of how to find information — and also on your inquiring and persevering spirit. We hope this guide will serve as a useful introduction to the UT libraries, and we encourage you to get to know us better.



Using the 'Invisible System'

When you go into a library, there are some things you see right away — people, books, furniture, computer terminals. Less obvious is the "invisible system" that links all these things together. This system is neither simple nor perfect, but it does let you make connections and find information effectively, and it often leads to unexpected riches. Learning how the system works is the best way to get the most value for your time in the library.

Here's a useful strategy for taking advantage of the "invisible system":

1. Determine which libraries on campus serve your needs.

The directory on the last page of this guide lists 19 libraries, each serving one or more subject fields. As a UT student, you can use materials in all these libraries. Brochures are available describing each library's collections and services.

2. Learn the library's major "finding tools."

The *Card Catalog* in each library lists the books and titles of periodicals in that library. In addition, the Public Card Catalog in PCL has listings covering the entire General Libraries system. The *Serials List*, available in all libraries, is a computer printout listing the titles of serials (magazines, periodicals, journals, newspapers, etc.) currently received in the General Libraries.

3. Take inventory of the special resources in your field.

Whatever your major field, you need to know the specialized sources that let you locate materials not listed in the card catalogs. These include *indexes and abstracts*, which mainly list all kinds of material on a particular subject. Searching *computerized databases* can often speed the research process. Some materials, such as *government documents*, require special finding tools. An excellent way to learn about special resources in your field is to use one of the library's 80 *Selected Reference Sources* lists. Finally, remember that one of the librarians may be a specialist in your field — a good person to know!

4. Begin each new research project in an organized way.

As an essential first step, *analyze your problem* and think about what information you need and where it might be published. If necessary, begin your research by getting an overview from *background sources* such as encyclopedias or textbooks. Check to determine the best *subject headings* for your topic; the library has books for this purpose.

5. Expect the unexpected.

Finding material is actually the easiest part of research; you will probably have to *evaluate and select* from a number of sources. Most researchers find that they have to *modify the topic* as they go along, depending on what information is available and what interesting new directions are revealed.

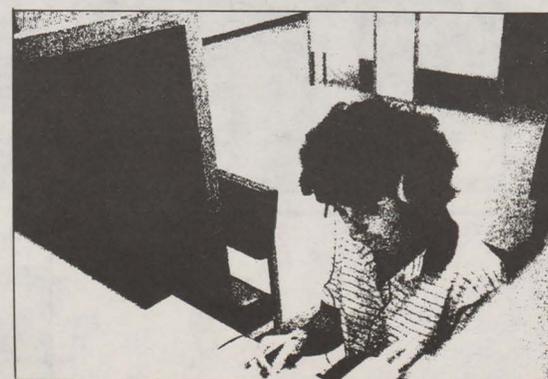
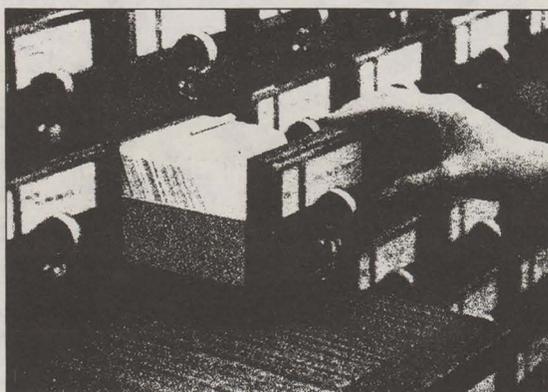
Reference Service

When you need help in finding facts, locating an obscure publication, or organizing a literature search, that help is only as far away as the library's reference desk.

A talk with a librarian can be an effective way to begin your search for information. Librarians have special training that enables them to navigate through the maze of printed and computerized information sources available, and most also have additional expertise in a particular subject field. They can guide you to what you need and teach you skills for future use.

The Reference Services Department in PCL has the most complete reference collection on campus for the humanities, social sciences, education, and business. The Reference Room is open all hours PCL is open, and reference librarians are available most of these hours.

However, PCL isn't the only place where you can get this kind of consultation. The Undergraduate Library reference staff provides service most of the hours that library is open. If your research involves one of the subject fields covered by a branch library or special collection (see Directory), its staff can also provide expert help, though this may be limited to weekday business hours and there may not be a separate reference desk.



Computer-based Information Services (CIS)

If you need articles on a subject covered by many indexes, if terms used in the printed indexes are not specific enough, or if you need very current data, a computerized information search may be a useful alternative.

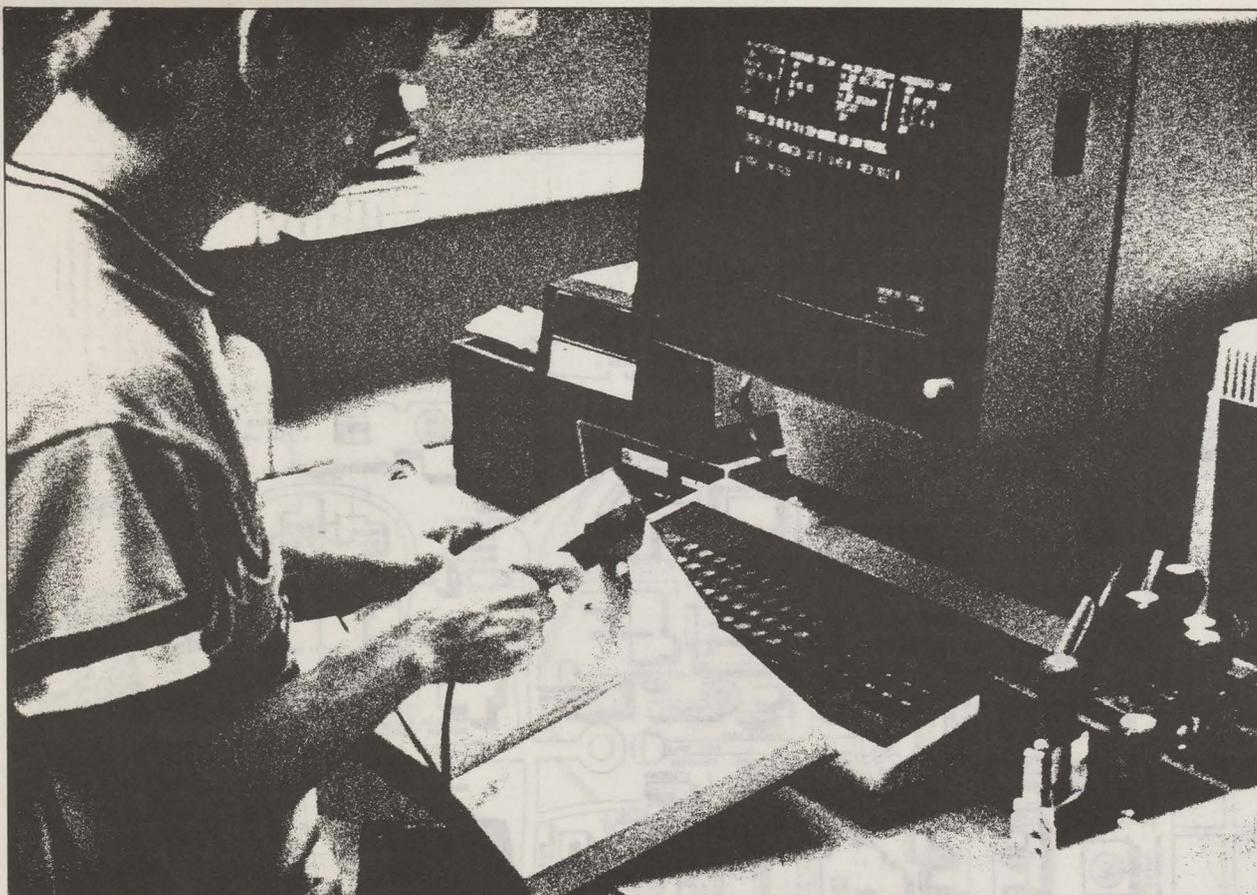
Librarians can search over 200 databases by computer to produce lists of articles, books, government documents, and technical reports on specific research topics. There are databases covering the humanities, social sciences, and natural sciences, plus some that provide statistical data. Several kinds of searches are available to UT Austin students, faculty, and staff:

- The most sophisticated searches, providing a great deal of flexibility in specifying a topic, are done on commercial systems. Costs vary, usually ranging between \$15 and \$40. This type of search might be appropriate for a thesis, dissertation, or other major project. To arrange a search, ask a librarian; PCL and most branch libraries offer search services.

- The Reference Services Department in PCL provides free searches covering the last two years of the ERIC (education) and PSYCINFO (psychology) databases. The search system used has some limitations, but these searches provide a good quick check on what's been published recently.

- Graduate students, faculty, and research staff are eligible to receive monthly "current awareness" printouts free of charge. The Reference Services Department provides these printouts on the ERIC, PSYCINFO, and INFORM (business) databases.

- For more information on Computerized Information Services, look for a brochure in the libraries or contact the Reference Services Department (PCL 2.430).



Checking out books

As a student, faculty member, or staff member at UT Austin, you may borrow most books in the library system for use at home. To check out a book, bring it to a library circulation desk along with your current, valid University ID card.

The loan period for undergraduates is 14 days; for graduate students, 28 days, and for faculty and professional staff members, one semester. This applies to most books, but some have shorter loan periods. For example, all books from the Undergraduate Library circulate for 14 days;

items on reserve circulate for 2 hours, overnight, 3 days, or 7 days; and reference books and most periodicals must be used in the library.

If you want to renew a book, bring it to the desk where you checked it out; if another borrower has not asked for the book, the staff will renew it. In many libraries, faculty and professional staff members can renew by mail.

A word to the wise: to avoid fines, always return books on time and to the same desk where you checked them out!

Reserves

Reserve materials are books, journal articles, and pamphlets that are available in a special section of the library as required reading for University courses. Usually, you will know that an item has been placed on reserve if your instructor tells you so or if the item is on the course's reserve reading list.

Reserve materials for most undergraduate courses are available on the first floor of the Undergraduate Library. However, undergraduate courses in business, computer science, education, nursing, economics, and psychology, along with most graduate courses in the humanities, the social sciences, and library and information science, have their reserve materials in the PCL Reserves Unit (PCL 2.500). Materials for some courses are placed on reserve in the branch libraries. When in doubt about the location, ask your instructor.

To use materials, you will need to look them up in a special catalog or list in the reserves area, fill out a call slip, and present it at the service desk with your University ID card. The attendant will get the items for you.

Because reserve materials are in heavy demand, you can only take them out for a short time, and some may not leave the library at all. In order to avoid fines, you should always return reserve items on time and to the same desk where you charged them.

Inter-Library Services

The UT Austin libraries acquire about 175,000 new books each year, but that's only 7 percent or 8 percent of the world's new literature. Fortunately, the resources available aren't limited to what is physically available here on campus. Through Inter-Library Service (ILS), a UT student, faculty member, or staff member can have access to materials from other libraries around the country and throughout the world.

The conditions for a loan are set by the lending institution and often depend on the type of material. Books can usually be borrowed for two weeks and renewed for two more. Periodicals are not usually loaned, but ILS can get photocopies of articles. These often cost \$3-\$5; the ILS request form allows you to set the maximum price you will pay for the item.

To use the service, pick up a request form at the ILS office (PCL 2.402A), at the PCL Reference Desk, or at any branch library. Remember that timing can be important; most materials are sent through the mail. Also (just as with other library services), there are peak demand periods in the middle and end of each semester. It's usually best to make your request as easily as possible, preferably at least 4 weeks before you need the item.

For your convenience ...

At some point in your career at UT, you may need to use a typewriter or locker and you are almost certain to need a copier. Here are some of the basic facilities provided in the libraries:

COPIERS: Almost all libraries on campus have some sort of copying equipment available. The Photoduplication Unit in PCL 1.104 provides copy services and sells convenient Copy-Cards (good for PCL copiers only). At UGL and the Engineering, Fine Arts, and Law Libraries, you can buy Copy-Cards good for copiers outside PCL.

TYPEWRITERS: PCL has several rental typewriters available for use in the Photoduplication Unit. If you want to bring your own typewriter, some libraries have rooms you can use for typing.

LOCKERS: PCL has 880 graduate student lockers, which are assigned each semester. The Fine Arts Library also has some lockers for graduate students and faculty. Public coin-operated lockers are located in PCL and UGL.

GROUP STUDY ROOMS: Several study rooms are available in PCL and UGL on a first-come, first-served basis. UGL also has some that can be reserved by groups of 2-6 students.

INDIVIDUAL STUDIES AND CARRELS: 200 study rooms in PCL are assigned to doctoral candidates and faculty members; the Fine Arts Library has eight similar rooms. Carrels are also available for graduate students and faculty in the Benson Latin American Collection and the Fine Arts Library.

SPECIAL EQUIPMENT FOR THE DISABLED: The UT libraries have a variety of equipment for disabled users, including tape machines, Braille writers, a Visualtek magnification system, and a Kurzweil Reading Machine. UGL has a collection of Braille and large-print materials, including reference books. Staff in all libraries will assist disabled users in locating materials.

Please take a moment to think about ...

THEFT AND MUTILATION: It's a crime to steal or tear out any part of a book, journal, or other library material. It costs money (an average of \$50 to replace a book and \$11 to replace a journal article) which could have been spent on new materials. It disrupts the work of others who need the same information. And it can result in University disciplinary action and criminal charges. If an item you want has been mutilated, please let the library's Circulation Department know so that we can try to replace it. If the item is required for an assignment, please tell your professor.

DAMAGE TO BOOKS: Eating, drinking, and using tobacco are forbidden anywhere in the UT libraries except in rooms designated for these purposes. Underlining, highlighting, and writing in library books are not permitted at all.

PLAGIARISM: If you've found some good information, feel free to use it in your paper, but be sure to cite your sources rather than presenting others' thoughts as your own. This will make your paper more persuasive and avoid the possibility of disciplinary action.

Library Directory

The library system consists of the General Libraries, the Harry Ransom Humanities Research Center, and the Tarlton Law Library.

PERRY-CASTANEDA LIBRARY (PCL)
21st and Speedway
471-3813

- emphasizes the humanities, social sciences, business, education, nursing, computer science, and library and information science
- United States and United Nations documents
- central Public Card Catalog for the General Libraries

UNDERGRADUATE LIBRARY (UGL)
Academic Center, floors 1-3
471-5222

- collection and services designed for undergraduates, particularly lower-division students in humanities and social sciences
- Audio Visual Library (3rd floor) has extensive collections of video, musical, and spoken recordings

HARRY RANSOM HUMANITIES RESEARCH CENTER
21st and Guadalupe
471-9119

- special collections of 20th century British, American, and French literature; 19th century English literature; literary iconography; history of photography; theater; architecture; travel and exploration
- materials do not circulate for home use

TARLTON LAW LIBRARY
727 East 26th St.
471-7726

- primarily for Law School students
- extensive collections of legal materials from all 50 states
- strong collections in foreign and international law

ARCHITECTURE AND PLANNING LIBRARY
Battle Hall 200
471-1844

- materials on architectural design, history, and criticism, building technology, landscape architecture, interior design, and community and regional planning
- special collections of architectural drawings

ASIAN COLLECTION
Main Building 316
471-3135

- materials in the languages of Japan, China, India, Sri Lanka, and Bangladesh

BARKER TEXAS HISTORY CENTER
Sid Richardson Hall, Unit 2
471-5961

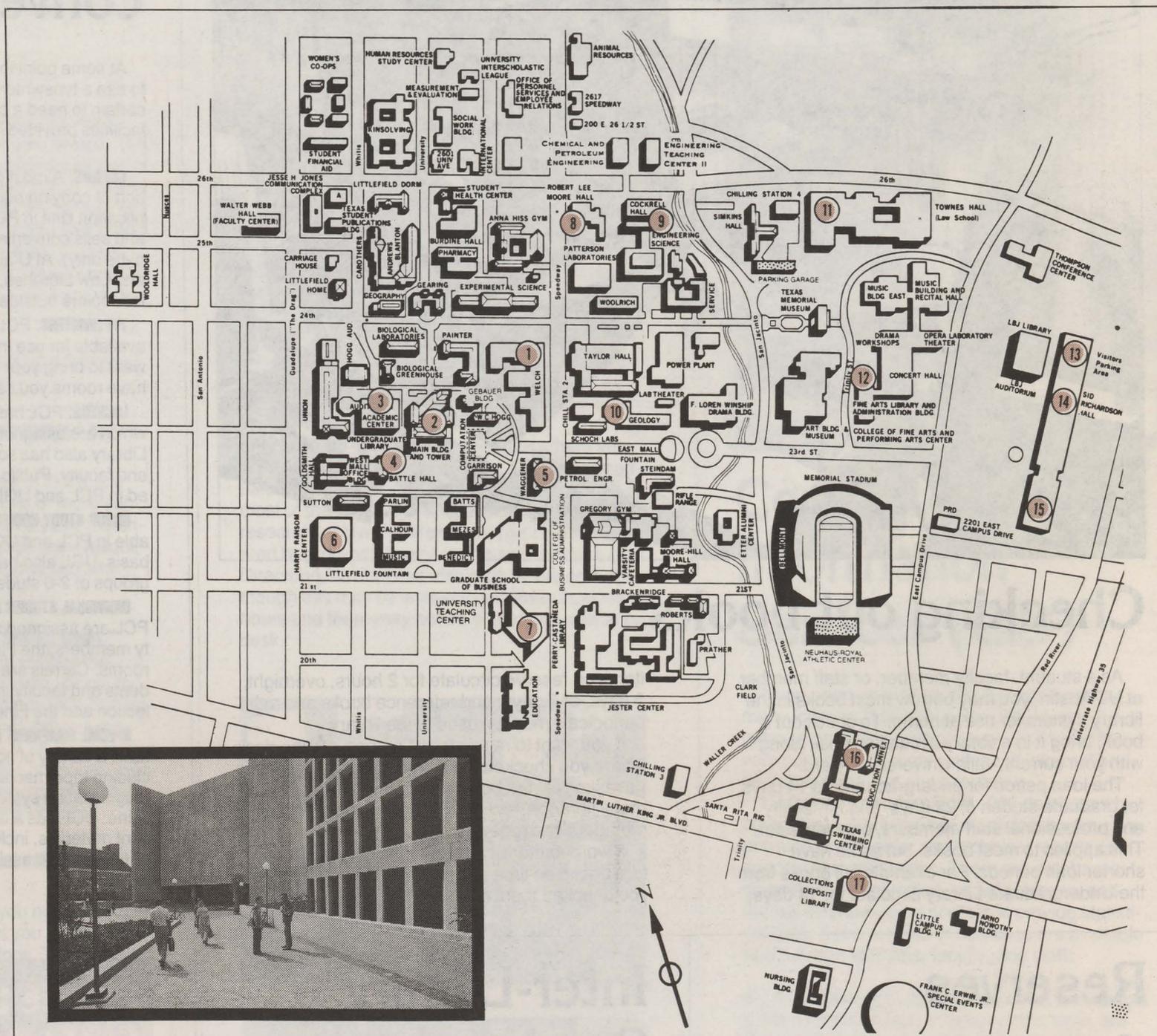
- books, periodicals, newspapers, maps, photos, manuscripts, and other materials on Texas and Southern history
- University Archives

CHEMISTRY LIBRARY
Welch Hall 2.132
471-1303

- materials on chemistry, biochemistry, chemical engineering, nutrition, and food technology

CLASSICS LIBRARY
Waggener Hall 1
471-9174

- materials on Greek and Roman history and classical civilization, including art, literature, archaeology, numismatics, and philology



KEY TO MAP LOCATIONS

- | | |
|----------------------------------------------------------|-----------------------------------------------------|
| 1 Chemistry Library | 7 Main Library PCL |
| 2 Asian Collection | 7 Periodicals and Microforms Unit PCL 1.300 |
| 2 Middle East Collection MAI 316 | 7 Reference Services Department PCL 2.200 |
| 2 Science Library MAI 220 | 8 Physics-Mathematics-Astronomy Library |
| 3 Undergraduate Library | 9 Engineering Library |
| 3 Audio Visual Library | 10 Geology Library |
| 4 Architecture Library | 11 Tarlton Law Library |
| 5 Classics Library | 12 Fine Arts Library |
| 6 Harry Ransom Humanities Research Center | 13 Public Affairs Library SRH 3.243 |
| 7 Perry-Castaneda Library | 14 Barker Texas History Center SRH 2.109 |
| 7 General Libraries Office PCL 3.200 | 14 Fleming University Writings Collection SRH 2.109 |
| 7 Circulation Services Department PCL 2.122 | 15 Benson Latin American Collection SRH 1.108 |
| 7 Inter-Library Service PCL 2.402 | 16 Film Library |
| 7 Library and Information Science Collection PCL Level 6 | 17 Collections Deposit Library |

ENGINEERING LIBRARY

Cockrell Hall 1.300
471-1610

- materials on all fields of engineering
- industry standards, product catalogs, and U.S. patents

FILM LIBRARY

Education Annex, G-12
471-3572

- rents educational films for UT classes and other purposes

FINE ARTS LIBRARY

Fine Arts Building 3.200
471-4777

- materials on art, music, and the performing arts
- audio-visual collection includes historical music recordings

MIDDLE EAST COLLECTION

Main Building 316
471-4675

- materials in Arabic, Persian, and Turkish

PHYSICS-MATHEMATICS-ASTRONOMY LIBRARY

Robert Lee Moore Hall 4.200
471-7539

- books, journals, and other materials in these fields

PUBLIC AFFAIRS LIBRARY

Sid Richardson Hall 3.243
471-4486

- materials on government and public policy
- Texas, United States, Canadian, and international documents

GEOLOGY LIBRARY

Geology Building 302
471-1257

- materials on stratigraphy, sedimentology, paleontology, mineralogy, geochemistry and geophysics, economic geology, and lunar and marine geology

LIBRARY AND INFORMATION SCIENCE COLLECTION

PCL 6.102
471-7598

- reference works and periodicals in the field of library and information science
- books designated for this collection are shelved in the main PCL stacks

SCIENCE LIBRARY

Main Building 220
471-1475

- emphasizes biological sciences and pharmacy