Director welcomes students

The staff of the UTD libraries welcomes you to the beginning of a new academic year. This supplement to the Mercury describes some of the collections and services available to you at UTD.

I am happy to report with this new year that through the support of the Administration and the Regents, the library anticipates making substantial progress on remedying deficiencies in our collections and in implementing an integrated automated system that will provide for an on-line public access catalog and an on-line circulation system. The Board of Regents at their June meeting allocated $1,000,000 for collection development and $537,000 for library automation. These funds will greatly enhance library collections and create better, more efficient services for library users at a time when funds are in short supply.

As we begin this new year, the library is also happy to report that the experiment in extending library hours begun last February through support of Student Government has been extremely successful with more than 31,000 uses of the library recorded during the extended hour period through July 31. With energy conservation measures being taken on campus to save funds, the library has had to make only minor adjustments in the library schedule and hopes to maintain 95 hours of access per week for 1986-1987.

Please call the Information Desk at (690) 2955 for information on changes in library hours and watch for notices of any changes in hours that might be required.

Dr. Edward M. Walters
Director of Libraries

"Where are the books?"

Where are the books? is one of the most frequent questions we hear, and a reasonable one, considering that the library has materials on three floors in the McDermott building and two libraries in different areas of Dallas.

Once you know that the library owns the item you want, how do you find it? Look at the call number. Call numbers in this system are composed of letters and numbers. A typical number would look like this: QC 851.84 1978.

This book will be found on the 4th floor. Look for tabs on the end of shelves to find the "Q" section.

Some call numbers are preceded by other notations, such as "Ref" or "Closed Stacks." The following list of prefixes will send you to the proper area or floor.

Callier - Callier Center, a separate library in the UT Health Science Center complex

Closed Stacks - 3rd floor, Special Collections

Film - 4th floor, Media Services

GILD - Geological Information Library of Dallas, a separate library at One Energy Square, Dallas

Gov Doc - 2nd floor, Government Documents area

HAC - History of Aviation Collection, 3rd floor, Special Collections

Kid - 4th floor, Media Services

Law - 2nd floor, Reference Area

Media - 4th floor, Media Services

Mncfilm or Mncfiche - 2nd floor, Microform Area

Records - 4th floor, Media Services

Ref - 2nd floor, Reference Area

Slide - 4th floor, Media Services

Translation Library - 3rd floor, Special Collections

WPRL - Winstead Philatelic Research Library, 3rd floor, Special Collections

Check it out

Materials from the library may be borrowed at the Circulation Desk, which is just behind the Information Desk. The loan period for books is approximately three weeks. Loan periods for other materials vary according to the policies governing those collections. Journals and reference materials are non-circulating.

Authorized library patrons are faculty, staff, students, and approved community members. A validated UTD identification, an AHE card, or a Library Courtesy Card is needed to borrow materials. Community members can apply for a Courtesy Card for $25 a year, payable at the Bursar's Office.

AHE cards are available for graduate students and faculty members. The AHE card will identify you to other local academic libraries so you may use their collections.

Other materials available at the Circulation Desk include some recent popular journals and newspapers, a few reference titles which require special care, computer search results, and interlibrary loan materials.

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Information, please

The information desk is a vital link in the library’s services.

Located in the lobby on the entry level, the information desk is the first place to stop when entering the library. The staff can direct you to other service points in the library building and on the campus. In addition the information desk staff can verify, either in person or by telephone, whether UTD owns a particular book or journal.

Monitoring the security of the building and its collections is another major responsibility of the desk. Electronic or magnetic equipment or materials (computer software, audio- video tape, pacemaker, etc.) should be checked with the staff before going through the electronic gates.
Circulation Desk

Due dates should be observed. Items can be renewed by notifying the circulation staff member on duty. Renewals by phone are not permitted. If you need a book which someone else has borrowed, you may place a hold on it. The circulation staff will notify you when it has been returned.

A fine of $5.00 per book is assessed if materials are not returned. A replacement charge and processing fee are added for lost materials. Fines are also charged on reserve materials. Failure to pay library fines results in loss of checkout, registration, and transcript privileges. Lose an item in the library? Need someone to hold letters, books, packages, or other articles for pickup by someone? Need access to the first floor by way of the elevators? The Circulation Desk will assist you with these and other matters.

On Reserve

Reserve materials are kept at the Circulation Desk. They have been provided or requested by faculty members for the use of particular classes, and may include photocopies of journal articles, books, tests, solution manuals, or research projects. Your professor will tell you if materials are kept on reserve for your class.

A file listing reserve items and a set of instructions explaining how to identify particular items are at a table to the left of the Circulation Desk.

Interlibrary Loan

Interlibrary Loan (ILL) makes it possible to obtain books or journal articles not currently owned by the UTD Library. ILL service is available to UTD faculty, graduate students, and staff involved in research projects. Materials may be requested from thousands of libraries within and outside the U.S., and are delivered by mail, courier service, or telefacsimile. Interlibrary Loan forms are available at the ILL Office and the Reference Desk. There is usually no fee for borrowing books; photocopy cost is 10 cents a page. All materials should be identified fully.

Copy Center

The Library Copy Center provides a variety of duplication options to meet the copying needs of McDermott Library users. Self-service copy machines for reproducing printed library materials are located on the 2nd and 4th levels. These machines are operated with coins at 10¢/copy, or with copy cards, at approximately 74¢/copy. Copy cards of various values, beginning at $5, can be purchased from the Library Copy Center, MC2.522A.

Microfilm and microfiche originals must be taken to the Library Copy Center for copying by staff members. Additional services include reduction, black and white transparency production, and copying onto special paper stocks.

Change for self-service copying can be obtained in McDermott from dollar bill changers located in the lobby area on the 2nd floor and in the vending machine area of the 1st level. Change for larger bills is available only in the Bursar's office, MC1.5, 10:00 a.m.-6:30 p.m. Monday-Thursday and 10:00 a.m.-4:30 p.m. on Friday.

Special Collections

The display program of Special Collections is the most visible aspect of this department. Exhibits are open to the public and include artistic endeavors as well as those of an informational nature. The department also houses all of the books listed in the library catalog which are designated at the beginning of the call number by the term "Closed Stacks," "WPRL," "HAC," and "Translation Library." These books do not circulate to students but are available for use within the library.

The Library Catalog

The first step in locating materials in the library may be the catalog, which is on microfilm or microfiche rather than in drawers of cards. This format means that there can be copies of the catalog in many places, both in the library building and in other buildings on campus.

The library catalog is divided into three sections: author, title, and subject. If you are looking for a specific item, use the author or title sections, which are in separate microfilm readers or in separate sections of the microfiche holders. For unspecified materials on a particular subject, use the subject section of the microfiche or the microfilm reader marked "SUBJECT."

The catalog is updated by the OCLC system. There are two terminals next to the reference desk on which a search by author or title (not by subject) may be made. The reference librarians will assist you in using the OCLC system.

Some sources of information, including federal and state government documents, journals, annual reports, and indexes, are not included in the catalog. Check with the reference staff for help with the use of these collections.

Journals, etc., etc., etc.

Periodicals and newspapers are a rich source of timely material. The Serials Department, in the southwest corner of the second level, maintains files for more than 6,000 titles in paper, microfilm, or microfiche. Daily records are kept for 2,500 current subscriptions, including 23 newspapers, enabling the serials staff to provide information on the availability of a specific issue.

Use the UTD Periodicals List, which is updated regularly, to find out what the library owns. Copies of the list can be found in the Reference Area and at many catalog stands. If the library does not own the title you need, consult the AHE Union List of Serials to discover the holdings of the academic and large public libraries in the North Texas area. The Union List is included in each microfiche catalog in the library.
Technical Services

Technical Services operates behind the scenes to acquire, catalog, and process library materials.

Since April 1974, the cataloging of all material in the library has been accomplished by participation in a nationwide computer-based system known as OCLC. Currently, OCLC provides a database of over 14 million bibliographic records accessible to more than 4,000 member libraries in North America and abroad. The UTD catalog contains about 230,000 titles. Three separate catalogs—author, title and subject—allow the user a variety of ways to find materials.

New books as well as gifts and books obtained from the Library of Congress are processed through the Acquisitions Department. The department also administers an approval plan which, each week, brings a new selection of currently published books into the library for review by faculty and library staff. In an average year, approximately 8,000 to 9,000 books selected by faculty members and library staff are ordered. The department is in the forefront of automation technology, being the third library in North America to use the LIBRIS automated acquisitions system.

Media Services

Media Services is well known for media support in classrooms. However, many other services are available to students, staff and faculty, including a preview area for all non-print material, live video taping, and tape duplication.

Media Services can also laminate cards, signs, papers, small posters and photographs. In addition, colored transparencies can be made.

Many types of A/V hardware can be rented. Slide projectors, phonographs, video recorders and cameras, 16 mm projectors, monitors, tape recorders, and sound systems are only a few of the many resources available. An operator/projectorist service is also available.

Media Services will help you decide what merchandise to buy or show you how to operate equipment.

The film and video library consists of over 700 titles. Subject matter varies: business, geology, history, psychology, and film study. Films are available for non-classroom use on a rental basis with preview facilities provided.

UTD is a depository for Educational Captioned Films for the Deaf. This collection consists of approximately 1,700 titles for free-loan distribution to account holders in the North Texas area. Federal funding through the U.S. Department of Education makes it possible for the hearing-impaired to enjoy educational and cultural films.

Call (690) 2958 for additional information. Media Services is located in MC4.304.
Government Publications

Government documents are a valuable source of information on politics and government, business, the environment, health and nutrition, and countless other subjects. The documents staff can provide access to legislative materials from the federal government and from the state of Texas. In addition, publications from many government agencies including Census, NASA, and the Geological Survey are available. Located on the second floor of the library, the collection currently has over 200,000 items. Assistance in the use of the collection is available 9 a.m.-6 p.m. Monday-Thursday, and 9 a.m.-5 p.m. Friday. During evening and weekend hours, questions should be directed to the main reference desk. For further information, call (690) 2918.

Maps

"Variety" might be the word used to describe the library's map collection. Topographical, geological, economic, and hydrological maps make up a large portion of the collection.

Topographical maps, or topos, depicting the shape and elevation of an area, constitute the majority of the collection. Presently the library receives topos for Texas and other southern and western states. For travelers, road and city maps of the United States can be borrowed. Maps suitable for classroom presentations are also available for loan.

For further information, contact the Government Documents office.

Microform

"Microform" is the generic term for information which has been produced on microfiche or microfilm. This area on the 2nd floor of the library contains materials such as periodicals and newspapers in these special formats. Among the collections located in this section are the ERIC microfiche, the Early English Books microfilm, Herstory, and the American Culture Series. Facilities are available to view and reproduce these materials.

Need a title check? Check on hours? Research help? CALL 690-2955

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