OSU Library Directors

Joseph Milliken, also Professor of Languages
1874-1876

Josiah Smith, also Professor of Ancient Languages
1876-1881

Samuel Derby, also Professor of Latin and Librarian
1881-1893

Olive Branch Jones, first full-time Librarian
1893-1927

Earl Manchester
1928-1952

Lewis Branscomb
1952-1971

Hugh Atkinson
1971-1976

William Studer
1977-1999

Joseph Branin
2000-2009

Carol Diedrichs
2009-present
NO ONE FEATURE of the university life more impressively emphasizes its expansion than the growth of its library. And no one can feel this more profoundly than one who has been on the ground since the cradle-days of the institution, back in the seventies; the days when the biggest thing about the college was its name—Ohio Agricultural and Mechanical College."  

As one who still "persists" from that archaic period, I have been asked to contribute a paragraph or two of library reminiscences. Those were times of "combination" rather than specialized chairs; and I got-off very easily with the titles of assistant professor of ancient languages, secretary of the faculty, and librarian.  

The duties of the latter position could hardly be described as onerous. The modest little collection of less than 1,000 books was housed in the room in University Hall now occupied by the administrative department of the Arts College. Walnut cases, called alcoves, ran round the room, and near the window stood a small table which served every purpose of accessioning, indexing and charging. All information necessary for the use of the library was given out in a placard on the door and a gray-blue label pasted in the cover of each book.  

Searching through the 10,000 volumes in our splendid open-shelf room of today, I found a few battered veterans of that pioneer epoch; and recognized my own handwriting filling the blanks in this venerable first book-plate of the library.  

No more forcible suggestion of the mighty difference between them and now could be offered than a simple transcription of one of these tables. Read it, ye children of a richer generation; and while you smile, be thankful. Here it is:

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**0. A. & M. COLLEGE LIBRARY.**

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1. The Library is open for the withdrawal of books on Tuesdays and Fridays, from 1:30 P. M. to 2 P. M.
2. Students are allowed to take two books at a time, if they wish.
3. All books must be returned or renewed within two weeks.
4. Books of reference, such as dictionaries, encyclopedias, etc., are not to be taken from the room.
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The Library in Retrospect
S. C. DERBY
Professor of Latin, Ohio State University

IN 1881. WHEN PROF. J. R. SMITH relinquished his professorship at the University in order to make a prolonged tour in Europe, his duties as librarian as well as those of professor of Greek and Latin fell to me. Apparently Prof. Joseph Millikin had been the university’s first librarian.

The library, when it came under my care, was kept in that room of the Main Building which is now the office of the dean and of the secretary of the College of Arts. At that time it was furnished with shelves and served also as a reading room and study-room for students. The number of books was about 2,000; two years later, June 20, 1883, it had increased to 2,402.

The ordinary annual appropriation for books was perhaps $300, and the space devoted to the library in the first annual report of the new president was two lines and a half. In the words often applied to the early condition of the university by its first president, that was “the day of small things.” A better day was dawning. The next year’s appropriation for the library was $600, and the space given it in the president’s report was 20 lines.

The board of trustees were granted by the next legislature (1884) the sum of $5,000 “for removal and addition to the library.” During the summer of 1884 the library was transferred to the large room at the east end of the third story of the Main Building. This room had been vacated by the removal of the department of botany and horticulture. The new quarters were equipped, and a card catalogue made of the books belonging to the collection for less than six hundred dollars. The services of Messrs. Watt and Ray were of decided value in planning and furnishing the new quarters. The remainder of the appropriation of $5,000 was expended in the purchase of more than 2,000 volumes. To the careful selection of this, the first important addition to the library, much attention was given by the president and faculty as well as by the librarian. From this era the development of the library has been continuous and increasingly rapid.

The assistant librarians during my term of service were: 1881-82, Belle Swickard; 1882-83, Minnie E. Bird; 1883-86, Emual Lehner; 1886-87, Clara Fisher and Annie N. Scott; 1887-93, Olive Jones. All gave willing, intelligent and uns庭ted service.
Shall Ohio State University Continue Inferior In Library Development?

By Professor George R. Havens, Chairman, Faculty Committee on the Library

A ROUND the library and its books must center to a very great extent the study carried on by both faculty and students. In the long run, other things being equal, the strongest faculties will gather in those universities having the best libraries; that is to say, the largest number of carefully selected books. Only the universities with good library facilities can hope to be leaders in the educational world.

Shall Ohio State be a leader or a laggard? Its present situation with respect to library development is graphically shown by the following charts, which should be of great interest to all friends of the University.

Chart I shows three things: the number of volumes on libraries at Michigan, Illinois, Minnesota, Wisconsin, and Ohio State; the growth in volumes during the last ten years; and the rank of each library among the other university libraries of the United States.

Chart I shows that Illinois has added, during the last ten years alone, more books than are to be found in the entire Ohio State University library at the present time. Illinois and Michigan, with over 250,000 volumes, are each more than twice as well equipped with books as Ohio State. In national rank by libraries, the universities stand: Michigan eighth, Illinois ninth, Wisconsin eleventh, Minnesota twelfth, and Ohio State sixteenth.
Chart II shows the amount of money being spent for books and periodicals in the same five universities during the past year and what is much more significant—the average amount per year during the last ten years. It shows also the national rank of each university as measured by book appropriations.

Chart II shows the book appropriations, ranging from $81,000 for Illinois to $16,300 for Ohio State. While during the last ten years Illinois has averaged per year $38,000, Minnesota $36,000, Michigan $39,000, and Wisconsin $32,000, Ohio State has averaged only $21,000. In national rank by book appropriations, Illinois stands second (being surpassed only by Harvard), Michigan fourth, Wisconsin fifth, Minnesota fourteenth, and Ohio State twenty-third.

In student enrollment Ohio State is sixth in rank among the universities of the country. In number of volumes in the library Ohio State stands sixteenth.

In the amount of money being spent for books Ohio State ranks twenty-third.

It is in view of these facts that the President and the Board of Trustees of the University have recommended to the Legislature an appropriation during the next biennium of $50,000 per year for the purchase of books. That this recommendation is a conservative one, the charts show. The University administration should therefore have the complete and hearty support of the Legislature in securing the full amount recommended and sorely needed. Without it, Ohio State cannot take its proper rank as one of the leading universities of the country. Shall Ohio, fourth richest state in the Union, continue to rank twenty-third in the support given its university library?
A Brief Guide
THE MAIN LIBRARY

HOURS

Weekdays 7:45 a.m. to Midnight
Saturdays 8:00 a.m. to 10:00 p.m.
Sundays 1:00 p.m. to Midnight

Between quarters and during holiday periods these hours may vary. The bulletin board outside the main entrance will list the hours in force at any time. Hours of service areas within the main library also vary.

The key to the resources of the libraries is the MAIN CATALOG in the main lobby. It lists the holdings of the entire library system by author, subject, and title. There is a librarian at the INFORMATION DESK weekdays to assist in the use and interpretation of the catalog.

The GRADUATE LIBRARIES which offer reference service and specialized collections in English and Speech (304), Foreign Languages (333), and History, Political Science and Philosophy (233). Access limited to graduate students and faculty after 5 p.m. and on weekends.

The FINE ARTS LIBRARY (204).

The DIVISION OF RARE BOOKS AND SPECIAL COLLECTIONS (214).

One flight down from the Main Lobby via the stairway in the northwest corner is the BROWSING ROOM (G-6) which houses a collection chosen for extra-curricular reading, and phonograph records which may be borrowed. Also on this lower level is the SPECIAL MATERIALS ROOM (G-1) where U.S. and foreign newspapers are kept along with the archival collection of O S U theses, and most of the library's micro-text holdings.
The University Libraries operate a number of DEPARTMENT LIBRARIES whose collections are smaller and more specialized than those of the Main Library. Hours of opening of these libraries are posted at the entrances.

The DEPARTMENT LIBRARIES and their locations are as follows:

- Aero-Civil Engr., 322 Civil Aero. Engr. Bldg.
- Botany and Zoology, 200 B and Z Bldg.
- Brown Hall, 103 Brown Hall
- Chemistry, 310 McPherson Lab.
- Children's Hospital, 561 South 17th St.
- Commerce, 204 Page Hall
- Davis Welding, 200 Ind. Engr.
- Education, 060 Arps Hall
- Electrical Engr., 162 Caldwell Lab.
- Health Center, 101 Hamilton Hall
- Home Economics, 325 Campbell Hall
- Materials Engr., 197 Watts Hall
- Microbiology, 7 Pharmacy Bldg.
- Music, 101 Hughes Hall
- Orton (Geology), 100 Orton Hall
- Pharmacy, Pharmacy Bldg.
- Physics, 202 Physics Bldg.
- Social Work, 400 Stillman Hall
- Topaz, 114 Optometry Bldg.
- Veterinary Medicine, 229 Sisson Hall
THE MAIN LIBRARY

HOURS
Weekdays 7:45 a.m. to Midnight
Saturdays 8:00 a.m. to 10:00 p.m.
Sundays 1:00 p.m. to Midnight

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In the REFERENCE ROOM (124-126) librarians are on duty to help you in making the most effective use of library resources. 12,000 non-circulating volumes comprise the reference collection.

At the CIRCULATION DESK in the main lobby your requests are received and books charged for you. Normal loan is 3 weeks, there are no telephone renewals, and fines are 10 cents and 25 cents per day. The stacks are open to faculty and graduate students only. Under certain conditions temporary stack permits may be issued to undergraduates by the Reference Department.

In the UNDERGRADUATE LIBRARY (Rooms 215 and 316) contains 500 study stations, several thousand general circulation books on open shelves, and complete runs of over 1,000 bound periodicals.

In the PHOTODUPLICATION ROOM (208) material from books and periodicals can be copied at 10 cents per page.

Other service areas in the Main Library include:

The DOCUMENTS ROOM (120) which assists in locating and using U.S. Government and Ohio State publications and selected technical reports.

The INTERLIBRARY LOAN DEPARTMENT (131 C) which locates for faculty and graduate students materials not in the O S U Libraries' collections.

The RESEARCH CONSULTANT (112) who assists graduate students and faculty in planning bibliographic searches and gives class lectures on research materials. Hours by appointment.

The UNDERGRADUATE RESERVE ROOM (110) all undergraduate reserve books are housed and circulated.

The CURRENT PERIODICAL ROOM (109) has over 2,000 current periodicals—most of them on open shelves.

The FINE ARTS LIBRARY (204).

The DIVISION OF RARE BOOKS AND SPECIAL COLLECTIONS (214).

One flight down from the Main Lobby via the stairway in the northwest corner is the BROWSING ROOM (G-6) which houses a collection chosen for extra-curricular reading, and phonograph records which may be borrowed. Also on this lower level is the SPECIAL MATERIALS ROOM (G-1) where U.S. and foreign newspapers are kept along with the archival collection of O S U theses, and most of the library's micro-text holdings.

The GRADUATE LIBRARIES which offer reference service and specialized collections in English and Speech (304), Foreign Languages (333), and History, Political Science and Philosophy (235). Access limited to graduate students and faculty after 5 p.m. and on weekends.
The materials and services of The Ohio State University Libraries are YOURS. The libraries are meant for you. Soon O S U will have more than 2,000,000 volumes. It is already one of the largest university libraries in the nation. The library staff is trained to serve you. Use your libraries often for study and recreation.

Ask at the Main Library or at the appropriate department library about other library guides.
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History of the Library

The Ohio State University opened its doors for students in September, 1873. The library was located in Room 1 of University Hall, now the office of the College of Arts. The little collection of books was stored behind glass doors in walnut cases. Joseph Millikin, Professor of English and Modern Languages, was in charge. Students had access to the shelves under simple regulations, and on certain days the library was open for the withdrawal of books.

In 1876, Professor Josiah R. Smith, of the Department of Ancient Languages, was appointed librarian. He held the position until 1881, when Professor Samuel C. Derby, of the Department of Latin, succeeded to the position.

The library experienced a natural growth during the early years and soon its quarters were too small. In 1884, the collection numbering 3,000 volumes, was removed to the third floor of University Hall, in the lecture room now used by the Department of German.

During the year 1888-89, the library council was created. To this body was given the general care and oversight of the library. The council consists of the President of the University, the librarian, and the deans of the several colleges.

By 1893 the library had increased to 12,721 volumes and the floor space was inadequate. Inasmuch as Orton Hall had been designed to include the library, the collection was moved into the east side of that building.

The same year marked another event of importance in the library's history. Up to 1893, the administration of affairs had been conducted by one of the departments of instruction. In June, 1893, a librarian was appointed and the library was made a separate and distinct organization. Miss Olive B. Jones received the appointment and has been librarian since that date.
The growth of the collection was rapid. In 1896, more shelf space was needed, so a balcony was placed around the reading room in Orton Hall. By 1899 the first floor under the main reading room was utilized. When the Ceramic Department moved into Lord Hall, additional room was utilized for storing books and the entire first floor was converted into a reading and study room.

It was soon apparent that nothing less than a library building would suffice for housing the collection of books and giving the professors and students of the University modern library facilities.

Professor Alonzo H. Tuttle, of the College of Law, was elected state senator in November, 1909. During the session of the legislature he saw an opportunity to put an item in the appropriation bill providing for a library building. The sum of $250,000 was appropriated, together with $50,000 for initial equipment. A competition for selecting a designer for the building was held under the rules of the American Institute of Architects. Allen & Collens, of Boston, were successful. Ground was broken for construction in December, 1910. Two years were required in building. With the opening of the University in January, 1913, after the Christmas holiday, the library began its career in its permanent home. The records at this time showed that the library had 120,600 volumes.

**Library Building**

On the first floor of the library building there are the following rooms: Lecture room, study room, check room, newspaper stack and reading room, binding and collation room, three staff rooms, two public toilets, and two seminar rooms.

On the second floor are the following rooms: Art room, periodical reading room, standard literature room, the reference hall, bibliography room, cataloging and accession room, and the librarian's offices.

The third floor has map and chart room, eight seminar rooms, and two library work rooms.

The book stack occupies one-half of the south portion of the building and will be eight stories high when completed. It has a capacity of 200,000 volumes.

The building is equipped with a ventilating system that supplies 38,000 cubic feet of fresh air per minute, either heated or cooled; a system of electric clocks; an intercommunicating telephone system with a capacity of 38 stations connecting all parts of the building; two electrically controlled elevators, one for freight and the other for stack use. The lighting is a combination of direct and indirect illumination. Two drinking fountains supply fresh water.

**Portraits**

In the corridor on the second floor are hung the portraits of all the Presidents of the University and a few members of the first faculty. The following list gives the names, date of service at the University, and the painters:

1—Joseph Millikin, Professor of English and Modern Languages, 1873-1881. Painted by J. H. Wirt.

2—Sidney A. Norton, Emeritus Professor of Chemistry since 1899. Painted by Alice Schille.

3—Albert H. Tuttle, Professor of Zoology and Comparative Anatomy, 1874-1887. Painted by Alice Schille.

4—Walter Quincy Scott, President, 1881-1883. Painted by George Bellows.

5—James Hulme Canfield, President, 1895-1899. Painted by George Bellows.

6—Thomas Corwin Mendenhall, Emeritus Professor of Physics since 1902. Painted by George Bellows.

Lecture Room

The lecture room on the first floor is used for the classes in Bibliography, and such other classes as the University Schedule Committee sees fit to assign to it. Associations and college organizations use the room for small gatherings and lectures. Application for the room for the evening must be made to the Executive Clerk, President's Office.

Study Room

The study room on the first floor is equipped with tables and chairs and intended for students desiring to study together. Conversation is permitted to a limited extent. This room is open from 7:30 a.m. to 5:30 p.m. during the school sessions.

Check Room

The check room is on the first floor and in charge of a responsible attendant. Umbrellas, coats, hats, muff's, overshoes, books and packages—anything one desires to leave there—are checked free of charge.

The Bulletin Board occupies a position on one of the walls in this room. On it can be placed any poster or notice of student organizations.

Art Room

The Art Room is on the second floor and contains the library's collection of books and bound periodicals on art, music, sculpture, painting, drawing and architecture. Such books as circulate from this collection are charged by the assistant at the desk in the Periodical Room. A large drawing table is kept in the room for the use of persons desiring to make copies of drawings and plans.

Standard Literature Room

It is the intention to place in the Standard Literature Room a collection of books which will lift the student from all thoughts of study and required reading. The "literature of power," the best works of the world's greatest writers, the noblest thoughts of the ages, will be found here.

The Memorial fire-place of the class of 1912 is built on the south wall. The memorial is carved in Bedford limestone and was designed by Mr. Charles Collens, of the firm of Allen & Collens. Real logs are burnt in this fireplace on special occasions.

The furniture in this room was designed by Alley & Emery of Boston, in classic renaissance in style to correspond with the architecture of the building.

Map and Chart Room

The Map and Chart Room is located on the third floor. In it will be found such maps as the library possesses, as the Geological folios, U.S. Topographical Survey maps, U.S. Hydrographic Office maps, U.S. Weather Bureau maps, State Geological Survey maps, and other miscellaneous maps.

Bibliography Room

The Bibliography Room is the working key of the library. In it will be found all the essential tools needed for references to the existing literature on a subject.

In this room are located the various card catalogs,—the author catalog, the dictionary catalog, the law library catalog, the periodical register, the card index to experiment station
literature, the card catalog of the publications of the U. S. Department of Agriculture, the various indexes to the periodicals, the document catalogs, trade bibliography and subject bibliography (Class Z), the "new book" shelves, the International Catalog of Scientific Literature, a bulletin board, and part of the reference desk counters.

Reference Hall

The Reference Hall is the crowning feature of the building. It is 120 ft. long, 50 ft. wide and over 50 ft. high. Around the walls are shelves, seven feet high, holding a collection of approximately 10,000 works. These books have been selected from the various fields of knowledge and are free of access to all. They are marked with a red bar. In this room are also found the usual groups of reference books—dictionaries, encyclopedias, yearbooks, compendiums, gazetters, and atlases. Provision is made for seating about 200 readers. At one end the room opens into the periodical and standard literature rooms. At the other end is found the reference desk, the reserved book and loan desk.

The dominating feature of the Reference Hall is the Victory of Samothrace. This figure represents a woman standing on the prow of a galley, blowing a trumpet. The statue was carved to commemorate a naval victory gained in 306 B.C., off the coast of Cyprus, by Demetrius Polycrates over Ptolemy, King of Egypt. This statue was found by French excavators in Samothrace in the year 1863 and is now located in the Louvre. This cast was made by Caproni of Boston and is full-sized. It was presented to the library by the class of 1892, in commemoration of their 20th anniversary.

Reference Desks

The Reference Desks are the points of contact between the library and the public. In case of doubt, always ask at the Reference Desks. From these points inquiries will be handled direct, or will be referred to the proper person for answer.

At the Reference Desks will be found assistants at all times who will get desired books, explain the use of any library index, and answer as far as possible any inquiry for information on any subject.

Catalogs

The Author Catalog contains a record of all the books in the library under the author's name, except the unclassified government documents.

The Dictionary Catalog was begun on January 1, 1908. Since that date all the current accessions have been cataloged according to the usual rules of author, title, if distinctive, and subject entries. As rapidly as the Cataloging Department has been able, it has recataloged the various classes until now the following are complete: English Literature, American Literature, German Literature, American History, Music, Political Science, Education, Social Sciences, Agriculture, Bibliography and Art.

The cards in this catalog are arranged in strict alphabetical order from A-Z. In using it the reader will look up the names, distinctive titles, and subjects.

The Card Index to the Agricultural Experiment Station literature is classed according to the scheme adopted by the Office of Experiment Stations. In getting the desired information from these cards, it will be necessary to consult the "key." Full information about it and assistance will be given by assistants at the reference desks.

The Catalog of the U. S. Department of Agriculture publications consists of the printed cards for all of its publications deposited with the library. It is arranged like the dictionary catalog, all entries being alphabetical.
The Periodical Catalog is a special list of the periodicals, society publications, and government serials which are found in the library.

Some special stamps are used on the cards in the catalog. "Reference Hall" means that the book is shelved in the open collection around the Reference Hall.

"Clark Library" means that the book is shelved in Room 5, Page Hall, the office of the Department of Economics and Sociology.

"Department Library" means that the book is located in one of the numerous department libraries, generally in the office of the head of the department.

In some cases where a book is shelved temporarily in a department library, a slip is placed in front of the card stating the name of the department in which it will be found.

Many times it is necessary to remove cards for some purpose. In this event "removal cards" are placed in the catalog. On the slip is placed the author's name, title of the book, and the initials of the library person withdrawing the cards.

The Law Library Catalog contains an author entry for the collection in Page Hall.

In addition to the catalog of the University Library, there will be found in the Bibliography Room printed catalogs of the British Museum, the Bibliothèque Nationale, as far as issued, the Surgeon-General's Office, the Peabody Institute, and of various state and law libraries. These will be of use to those doing bibliographical research.

**Call Slips**

Call Slips must be made out and handed to assistants when any of the publications listed in these catalogs are desired. On these call slips place the combination of letters and numbers which are found on the catalog cards, left side, upper corner. In addition, give author, title, volumes, if a periodical, bulletin number or report number, if a government publication. This call number consists of a letter or letters giving the book class, a number giving the book division within the class, the initial of the author's name, and his Cutter number. If several books are written by the same author and classified together, a book mark will be added to the call number. In filling out the call slip, be sure to copy the entire group.

**Classification**

The Classification in the library is based on the Library of Congress scheme. The essential feature of this scheme is the fact that all knowledge is divided into 26 classes, each represented by the letters of the alphabet. Further grand divisions are made within the classes by adding other letters. Each division is then divided into as many sub-divisions as needed, and numbered consecutively from one up as far as necessary. Thus H is Social Science, HD is Economic History, and HD623 is Child Labor, general works.

The following classes in the library have been recataloged in full and reclassified according to the Library of Congress schedule:

- H—Social Sciences
- J—Political Science
- L—Education
- M—Music
- N—Art
- PG—German language and literature
- S—Agriculture
- V—Naval Science
- Z—Bibliography

American History has been based on the Library of Congress classification, but instead of adopting the letters E and F the library used AH. The Harvard University classification was used as the basis for English and American literature, the letters
L and EL being used. These two classes were recataloged and reclassified before the above policy was adopted.

The other classes in the library have been classified according to the general scheme of the University of California, but modified to suit local needs. In general, each subject has been given a combination of letters which abbreviate the word. Each subject has then been divided and the divisions numbered consecutively. Following is a list of the old abbreviations still used:

- Anthro ......................................... Anthropology
- A. W ........................................... Art of War
- Ast ............................................ Astronomy
- Gen. Biog ....................................... General Biography
- Bot ............................................ Botany
- Cer ............................................ Ceramics
- Chem ........................................... Chemistry
- C. E ........................................... Civil Engineering
- Cl. Arch ....................................... Classical Archeology
- Dom. Sci ...................................... Domestic Science
- E. E ........................................... Electrical Engineering
- Eng. Dr ....................................... Engineering Drawing
- Fr ............................................. French
- Gen. Sci ....................................... General Science
- Gen. Travel ................................... General Travel
- Geol ........................................... Geology
- Govt. of Col .................................. Government of Colonies and Dependencies
- Greek .......................................... Greek Language and Literature
- Hist ........................................... History
- Italian ........................................ Italian Language and Literature
- Latin ........................................... Latin Language and Literature
- M. E ........................................... Mechanical Engineering
- Micros ......................................... Microscopy
- Min. E ........................................ Mining Engineering
- Nat. Hist ..................................... Natural History
- Phar ............................................ Pharmacy
- Phil ........................................... Philosophy
- Physiol ........................................ Physiology
- Physics ....................................... Physics
- Rare Lang ..................................... Rare Languages and Literature
- Ref. Bk ....................................... Reference Book
- Rel ............................................ Religion
- Rom. Lang ..................................... Romance Languages and Literature
- Sp .............................................. Spanish Language and Literature
- Useful Arts ................................... Useful Arts
- Zool ........................................... Zoology

As fast as the additional work can be carried on by the staff, the old divisions are being reclassified; eventually the University Library classification will agree with that established by the Library of Congress, at Washington.

Any one desiring to see complete copies of these classification schedules, will be furnished with the volumes at the Reference Desks.

Reference Books

The library is supplied with a good collection of reference books. For the present, this collection is kept together in the Reference Hall, but slowly the various books are being classified with their respective subjects.

The general encyclopedias like the New Britannica, the New International, the Catholic, the Jewish and others are located on the case in front of the Reference Desk in the Reference Hall.

The dictionaries are for reference only. The English publications are located on top of the case mentioned above. The foreign dictionaries are shelved on the cases next to the open reserve shelves. A German and a French dictionary will be found in the Periodical Room.
The library does not furnish dictionaries for student use. Any one wishing to keep his own dictionary at the library may leave it, at his own risk, at the Loan Desk.

Other reference books are shelved on the wall beginning with the entrance to the Reference Hall, from the Bibliography Room and running north until the regular classification begins.

The indexes to periodicals and documents, and Bibliography (Class Z) are shelved in the Bibliography Room and are described in another place.

Reserve Books

In many of the courses, professors desire to give assigned readings. Such books are placed on the "reserve" shelves behind the loan desk. In all cases professors should notify the Reference Librarian of the new assignments in advance, that the books may be ready for use from the "reserve" shelves when calls begin to come. Blank forms for this purpose have been prepared and must be used by the professors in making their reservations.

In getting the "reserve" books for use in the building, request must be made to the assistant at the desk. A slip is signed and that person is held responsible for the book until it is returned. Only one book may be taken at a time and it must be returned as soon as the student is thru with it. It must not be transferred to another student, unless the record at the desk is changed.

Books on "reserve" do not circulate outside of the building, except after 4:00 P. M. on Saturday. All such books must be returned by Monday at 8:00 A. M.

Disregard of these rules will be dealt with at the discretion of the Reference Librarian.

Open Reserve Shelves

In some courses professors do not desire to place books on the "reserve" shelves, but make use of the "open reserve" shelves. This section extends from the loan desk to the wall. These collections are generally large and in many cases constitute the entire literature of a subject. Students are permitted to get these books at will, the only restriction being in regard to circulation outside the building. No cards are signed when the books are taken from the shelves. Students, however, are supposed to return the books to the shelves when thru with them.

Circulation of Books

The circulation of books is restricted to the faculty, students and employees of the University. Any exception to this rule is made at the discretion of the Librarian.

Before a student can withdraw books for home use, he must present his fee card at the loan desk and be registered.

When a student desires to take a book from the building, he presents it to the assistant at the loan desk. A card is made out in duplicate, giving the author, title, call number and accession number of the book. The name and address of the student is filled in the proper place. One card is filed under the author's name, and in a separate case, the duplicate card is filed under the name of the person withdrawing the book. A book may be kept for one week. If there has been no demand, it may be renewed for another week. For thesis work and in special cases, permission may be given by the Reference Librarian for keeping books longer than two weeks.

When returning the books, they are presented at the desk, and the assistant will destroy all records.

The library reserves the right to call in books at any time although the full period allowed may not be up.

Notices are sent to delinquents once each week. Upon receiving such a notice the student must return his book immediately. Failure to return a book when it is requested, will subject the person to a suspension of library circulation privileges.
The greater portion of books in the Library circulate. Exceptions are made of certain classes, such as reference books, reserve books, bound and unbound periodicals, large books of illustration, Congressional serial documents, new books on exhibition and University memorabilia.

**Periodicals**

The library receives about 1,000 periodicals, proceedings of societies, newspapers and other serials which are either subscriptions or gifts. The current numbers are shelved in the Periodical Room. The arrangement is alphabetical by title of magazine or official name of society. Students and professors are not allowed to take unbound numbers from the room, except upon permission of the library assistant in charge. Professors are allowed to take for home use scientific periodicals, except current numbers, which cover their specialties. Charges are made at the desk in the Periodical Room.

Certain department libraries, like Law, Chemistry, Metallurgy and Veterinary Medicine have the current numbers of the periodicals forwarded upon receipt to their buildings.

As soon as volumes are completed, they are sent to the bindery and a record is made of the fact. This index is located at the Reference Desk. Upon return to the library, the volumes are entered in the Card Catalog and classified with their respective subjects. Requests for bound volumes should be made at the Reference Desk.

The Library has sets of the usual indexes to periodicals. The current numbers of these indexes are kept in the Periodical Room and the full sets are located in the Bibliography Room.

**Newspapers**

The Library receives a number of daily newspapers from the largest cities of the United States and from some foreign cities. The current issues are kept in the Periodical Reading Room. When a month's issues have accumulated, they are moved to the newspaper stack room. The library receives about 100 Ohio newspapers for filing, from the Industrial Commission of Ohio.

The "Index to Dates" and the "New York Times Index" will be found useful in tracing events in the newspapers.

**Endowed Collections**

The Clark Library is devoted to Economics and is located in Room 5, Page Hall. Prof. F. C. Clark was formerly head of the Department of Economics and Sociology. Mrs. Clark has endowed this collection and the yearly income is spent in adding books of current economic interest.

The Outhwaite Civil War History Library was begun while the late Hon. Joseph Outhwaite was dean of the College of Law. After his death, Mrs. Outhwaite endowed the collection, the income being used to strengthen the library by adding books of research value.

The Siebert Library of German History includes all of the Library collection in this field. It was founded by John and Louis Siebert, the income from the endowment to be spent for books of special reference value in German History.

The Coleman Library consists of the private collection of medical books used by the late Dr. Coleman. It has been endowed with a fund to keep it up to date.

**Special Collections**

The University Library has the only set of the Parliamentary Papers of Great Britain, commonly known as the "Blue Books", in Ohio. This set is not yet complete but the volumes are being added as fast as the book fund permits.
The Debates in the British Parliament from 1666, the Journals of the House of Commons, of the House of Lords, the "Rolls series" are other British publications of more than passing interest.

The Library has one of the complete sets of Du Bow's Review, 1846-1879. This is a periodical of rare value and is accounted one of the treasures.

In the Department of Animal Husbandry will be found a collection of Herd Books that rivals the sets of the federal government. These records are both domestic and foreign and begin with the organization of the Herd Societies themselves.

The Quaker collection includes several hundred volumes dealing with the history and religious belief of this body of people.

The Wetmore library includes a gift of books dealing chiefly with the history of the stage and early American travel. In the latter field the collection is remarkably complete.

Agricultural Experiment Station Publications

The Library has one of the three most complete sets of agricultural experiment station publications in the United States. This set came as a gift from Prof. C. S. Plumb formerly director of the Indiana station. Another good collection was secured through the purchase of the library of the late Prof. W. A. Kellerman. In addition to the above, the library has its own working collection of these bulletins and reports, which are shelved in the north-west corner of the Reference Hall. The current numbers of the various series are placed in the Periodical Reading Room near the door leading to the Reference Hall. Questions concerning the receipt of the bulletins and reports will be answered at the Reference Desk.

The Card Index to the Experiment Station Bulletins is supplied, gratis, by the office of the Experiment Station because of the University being a land-grant college. This index occupies a section in the card catalog units in the Bibliography Room and is supplied with a special "key" for its arrangement. It contains references to the literature of the stations since their organization in 1887.

Memorabilia

This term it used to cover a collection of books, pamphlets, and articles written by University professors and alumni. It also includes all publications issued by the University and all programs of meetings, concerts, announcements of lectures, invitations to social gatherings, all student publications—everything that bears in any degree on University life.

The library desires to receive any published article by any professor or alumnus. This collection is located on the first floor of the stack. A special catalog is made for all material added to this collection.

In regard to the programs, etc., the material is mounted in binders and arranged chronologically from the foundation of the University.

All calls for "Memorabilia" should be made at the Reference Desk. No circulation is permitted.

Theses

The rules of the faculty require a candidate for the degree of Doctor of Philosophy to deposit with the Library fifty copies of his printed thesis. These copies are used by the Library in exchange with other Universities for similar publication.

Some departments, having seminar rooms, have placed in them the Masters theses which have been worked out by graduate students.

Public Documents

The University Library receives monthly several thousand documents published by the federal, state, municipal and
foreign governments. These official publications are among the best and most used reference materials in the Library. As these publications come in, they are entered in an official document catalog. Later a portion of them find their way into the cataloged and classified sections of the Library and are listed in the various card catalogs in the Bibliography Room. In all cases, because of the incomplete cataloging of this large document collection, it is advisable to refer all document requests and queries to the Reference Desk.

All the published document catalogs, aids, and guides, which the Library has available for use, will be found in the Bibliography Room.

**Seminar Rooms**

There are nine seminar rooms in the building, occupied by the following departments:

- **Room 104-105** ..................................... English
- **Room 303** .................................. American history
- **Room 304** ..................................... European history
- **Room 305** .................................... Economics and sociology
- **Room 306** .................................. Physics and mathematics
- **Room 308** ..................................... German
- **Room 309** ..................................... Psychology and philosophy
- **Room 310** .................................... Agriculture
- **Room 311** ......................... Greek, Latin and Romance languages

These room are equipped with shelves and in them will be placed collections of books, either permanently or temporarily, for the use of the instructors and those students who are registered in advanced classes. When books are taken to these rooms for permanent use, a record is made at the desk and the fact noted in the card catalog.

When books are taken to these rooms for temporary use, a charge is made at the loan desk in the usual way. When seminar books are desired for home use, they must be charged out at the loan desk.

Members of the instructional force using these rooms are given individual keys to the doors. If an instructor desires to have students use the room, he will present their names to the Reference Librarian and keys will be issued.

**Book Stack Arrangement**

The arrangement of classes in the Book Stack is as follows:

- **Deck II**—Social Sciences, State Documents.
- **Deck III**—General Periodicals, English and American Literature, History.
- **Deck IV**—Foreign Literature, Education, Philosophy, Religion, Agriculture and Veterinary Medicine.
- **Deck V**—Science
- **Deck VI**—Technology, College Catalogs, Unbound Periodicals.

The instructional force is admitted to the stack at any time. Others who need to use the books in the stack are given a card of admission good for a certain specified period, at the request of the instructor under whom special work is being done. These cards can be secured at the Reference Desk.

**Departmental Libraries**

Almost every department on the campus has a small collection of books for reference, although it is not considered a library unless there are fifty volumes. About 25,000 volumes are now housed outside the central library building.

When a professor desires to transfer a book to his department, a request in writing must be made to the Librarian. No book is allowed to go to a department unless that department originally ordered it. Exceptions are made for duplicates which
a department may order for its own use. If the request for transfer is allowed, a department charging card is made out and forwarded for the signature of the department head. Upon presentation of this signed card at the Reference Desk, the book is delivered to the bearer. These cards are filed and a record made in the Author Catalog of the location of the book.

In several cases, practically all of the books have been transferred to the Department Libraries such as Chemistry, Pharmacy, Mineralogy, Metallurgy, Law and Electrical Engineering. In these Libraries the collections are in charge of assistants who aid students in their work.

In general, it is best to make inquiries for all the books at the Central Library. If they are located in departments, definite information can be given by the assistants at the Reference Desk.

**Directory of Department Libraries**

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**The Law Library**

The Law Library is located in Page Hall, east pavilion, second floor. In this room are found about 15,500 volumes, consisting of legal texts, court reports, federal, state and foreign legal periodicals, state codes and session laws. The Law Library is for reference use only and no books are allowed to circulate. It is open the same hours as the main Library—7:30 A.M. to 10:30 P.M.

The Library is supplied with a dictionary catalog which is found near the assistants desk. A catalog is also found in the main Library in the Bibliography Room.

**Medical Library**

The Medical Library is located in the Medical Building on Park street. It consists of the working collection of medical reference books and the current numbers and sets of a number of medical and dental periodicals. The reading room is located on the first floor and is in charge of an assistant.

The main medical collection, however, is housed in the University Library on the campus.

**Inter-Library Loans**

Whenever the Library does not have books, or volumes of scientific sets, available for research work, it will borrow them from the Library of Congress or other institutions. This service is performed free of charge for the professors. In other cases,
the cost of carriage both ways will be charged to the applicant for a loan.

Applications for inter-library loans should be made directly to the Reference Librarian. When the books have been secured, the professor will be notified. The time allowed on such loans is generally two weeks, although extensions can sometimes be secured. All loans are subject to the rules of the Library lending the books.

The Ohio State University Library will lend to any library any of its books which are not needed for immediate use, subject to the usual rules.

**Graduate Loans**

The Library will lend books to graduate students doing ad interim work in connection with the University. Requests for such loans should be sent to the Dean of the Graduate School, as they must have his approval before the books are sent. The borrower is expected to bear the expense of transportation both ways.

**Department of Bibliography**

The Library offers three courses of instruction in the use of books. These courses are not "technical" in the sense of fitting students for library positions, but are "technical" enough to give a survey of library methods, sufficient to make the use of books and libraries easier and more efficient.

Bibliography 101-102, The Library and the School, is designed to give some knowledge of technical methods to students in the College of Education, in managing class-room or high school libraries, together with a general knowledge of library use.

Bibliography 103, Agricultural Bibliography, is a required course for the College of Agriculture. It consists of a series of lectures and reference lists, covering the most essential problems in student use of books.

Bibliography 105-106, Bibliography of Social Sciences, is devoted chiefly to the study of official sources in the field of social sciences and the idea of training students to handle materials and independent research.

For more complete information concerning these courses, see the various University catalogs and Time Schedule.

**New Books**

The new books which come to the Library are placed on exhibition in the Bibliography Room each Monday morning, the books of the prior week then being shelved according to their respective classifications. During this week the new books do not circulate.

A printed list of these books is issued on Monday and sent to all members of the instructional force and a very select mailing list. Copies of the list are also placed on the Library bulletin boards.

**Bulletin Boards**

The Library has three bulletin boards. The one in the Check Room is used by the students for posting all notices and announcements of organization meetings, concerts, and other social entertainments. The board in the Bibliography Room is used by the Library to post such notices as it desires. The board in the Reference Hall near the entrance to the Bibliography Room is used by the professors to post class assignments, lists of required reading and study outlines.

The Library reserves the right to remove from these Bulletin boards any printed matter or notices which are deemed objectionable.
**Book Fund**

The book fund of the Library is part of the legislative appropriation to the University. The exact amount of the fund is determined each year by the Board of Trustees, and the fact is then certified to the Library Council.

The Council divides the fund into several parts for periodicals, binding, departments and general.

Requests for the addition of periodicals to the subscription list or for the purchase of sets and books of general interest from the general fund must be made in writing to the Secretary of the Library Council. Action on these requests will be taken by the Council at its meetings.

A large portion of the book appropriation is given to the several departments for getting such books as are desired. The library furnishes order cards for this purpose. No order is accepted unless it bears the signature of the head of the department.

In handling book orders and in the selection of purchases, the library has developed a good collection of trade bibliography. All the American publications giving prices, publishers, editors and other trade information are received together with similar publications for English, French, German and Italian books.

The library also receives catalogs of second-hand book stores, records of book auctions, advance notices of publications and other miscellaneous matter of trade interest. Information and help in using these publications in order work will be given by the Accession Librarian.

**Library Hours**

The Library is open from 7:30 A. M. to 10:30 P. M. from Monday to Friday; from 7:30 A. M. to 5:30 P. M. on Saturdays during the time the University is in session. On Sundays the

**Condensed Rules**

The reading rooms of the University Library are at the service of any one desiring to use them for individual work.

Books on the shelves in the Reference Hall, except those on the Reserve Shelves, are free of access to any one desiring to use them. Books from the stacks may be obtained on inquiry at the Reference Desk.

With a few exceptions, there is free access to current periodicals. For those not on the open shelves, apply at the desk in the Periodical Room.

Open ink bottles are allowed in the study room only. Great care is enjoined in the use of fountain pens so as not to damage library books, furniture or carpets. *The Library does not furnish ink to fill fountain pens.*

Books may be drawn from the University Library by the officers and students of the University.

Students must present their Bursar’s receipt for fees and be registered at the Library before they may take out books.

Books must not be taken from the Library until a card has been signed for them at the Loan Desk.

Books taken out from the Art Room and Standard Literature Room should be signed for at the desk in the Periodical Room.

No books may be drawn from the Seminar Libraries until a card has been signed for the same at the Loan Desk.
Books may be drawn for a period of one week. If not needed at the Library within that time, they may be renewed for another week.

When books are needed for special work, permission to keep them for a longer period of time will be granted at the discretion of the Librarian.

Any one who desires to obtain from the Library a book already loaned will receive prompt notice of its return, if he will leave his name and address at the Reference Desk. If the book is not in demand it will be held subject to his call for two days.

General reference books such as encyclopedias, dictionaries, atlases, etc., may not be taken from the Reference Hall.

Books which are rare, costly or otherwise unsuited for general circulation are loaned only by special permission from the Librarian.

Periodicals, bound or unbound, may not be taken from the library.

Books from the closed Reserve Shelves must not be taken from the Reference Hall. Only one book may be taken at a time and it must be returned to the Reserve Desk as soon as the student is thru using it. Reserve books may be taken out on Saturday after 4:00 P. M. and must be returned Monday at 8:00 A. M. A slip across the cover of a Reserve book gives in detail the rules governing its use.

The members of the instructional force of the University have access to the book stacks at all times. Others needing to use the books in the stack are given cards of admission upon the recommendation of the professor under whom the work is being done.

Readers are requested not to return the books to the shelves but to leave them at the Reference Desk after they have finished using them.

Umbrellas, wraps, furs, parcels etc., should be left in the check room on the first floor.
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HISTORICAL SKETCH OF THE OHIO STATE UNIVERSITY LIBRARIES, 1872-1952

By
Earl N. Manchester
Emeritus Director of Libraries

A survey of the history of libraries in the United States, and to a lesser extent that of some of the great library collections of Europe, will indicate from what modest beginnings they started. It is particularly true of the libraries of the so-called "Land Grant Colleges and Universities" among which the subject of this brief sketch is numbered.

Evidence of the interest of certain citizens of Columbus and other friends of the newly born institution (The Ohio Agricultural & Mechanical College, 1870-1878) is recorded in the proceedings of the first Board of Trustees, where acknowledgment is made to John G. Deshler, of Columbus for the first offer of books and/or money to purchase them under date of April 23, 1872, antedating the opening of the institution for academic instruction by over a year. Later donations from H.C. Noble, W.S. Sullivan and others formed the nucleus of the University Library when it was finally installed in Room 1, University Hall, under the guardianship of Joseph Millikin, Professor of English and Modern Languages, the first Librarian of the University. A book plate taken from one of the early volumes indicates that the Library was open to faculty and students on Tuesdays and Fridays from 1:30 P.M. to 2:00 P.M. for the circulation of books. Students might withdraw two volumes at a time and the period of loan was two weeks.

Appropriations for the development of the library were exceedingly meagre in amount, $200.00 to $600.00 a year, and irregular in the time of granting, despite the pleas of Librarians, J.R. Smith (Ancient Languages, 1876-1881) and S.C. Derby (Latin, 1881-1893).

The reports of Presidents Orton, W.Q. Scott and W.H. Scott, with varying degrees of eloquence and emphasis, call attention to the need for more adequate provision for better library facilities as an adjunct to the developing programs of instruction, but in the pressure of demands for and needs of new buildings, increase of teaching staff, more adequate salaries and better departmental facilities and equipment, improvement in the condition of the library was disappointingly slow.

The use, however, of such facilities as existed forced a change in the location of the library and in 1884 the collection numbering then some 3,000 volumes, consisting primarily of sets of United States Government Documents, State Documents and a few sets of periodicals, was transferred to the east end of the third floor of University Hall where it remained until 1893.

The year 1884 marks the maximum legislative appropriation made for library purposes up to this time, $5,000.00. Of this amount, $600.00 was set aside for the expenses of moving and installation of the library in its new quarters. The remaining sum, $4,400.00, was devoted to the improvement of the book and periodical collections in the following ratio: $1,880.00 for books of reference and "general interest" and $2,420.00 for books of "primary interest to the various departments." While the ratio of expenditures for books in the fields of the humanities versus those of the sciences has varied from
time to time since 1884, the division then made was prophetic of the future development of the library, and such distinction as the book collections now command is heavily weighted in favor of the fields of science. The policy of the establishment of departmental libraries dates from this period which marks also the beginning of that indispensable bibliographical tool, the union card catalog of the books in the University Libraries.

The need for additional space for both books and readers soon made the rooms in University Hall unsuitable and plans for more adequate quarters were considered at length by the Librarian and the Library Council which was established in 1888, thus giving the Library independent status in the University organization of departments. Plans for Orton Hall were then in process of discussion and it was finally decided that the Library should occupy a part of this new building. The transfer of the Library to its third home was made late in 1893. Coincident with this change in location and in recognition of the added duties of the "Librarian", Miss Olive Branch Jones was appointed on full time duty, her predecessors, Professors Millikin, Smith and Derby obviously having had to divide their time between library activity and supervision and the requirement of meeting their teaching assignments.

The growth of the Library from this period was steady if slow, due to gradually increased appropriations and the gifts of several special collections, notably:

1. A gift from the United States Government of a large collection of the official series of Congressional and Departmental documents and reports.
2. A gift from the Society of Friends in Ohio of a collection relating to the history of the Quakers in American colonial history.
3. A gift from William Siebert and brothers of a library on German history and a fund for its development.
4. The Outhwaite collection, presented by Joseph H. Outhwaite, with a fund for its development, of books and documents relating to the Civil War.
5. The transfer in 1894 of some 3,000 volumes of the library of the College of Law, then housed in the Court House in Columbus, to the University Library collections. This collection was a gift from the library of Henry C. Noble, augmented by gifts of money and books from Emmeron McMillen.

The reports of Miss Jones indicate that the Library collections numbered some 12,000 processed volumes at the time of the transfer to Orton Hall in 1893 and that by 1901 the total had increased to 40,580 volumes, thus revealing that within a 16 year period Ohio State had more than doubled the size of its book collections, a growth trend which has been characteristic of university and college libraries during the past century.

As a result of this growth and the constant demands for additional space made by the departments occupying Orton Hall in company with the Library, we find the Librarian, Miss Jones, calling attention in her reports to the need of additional space and the construction of a building devoted solely to Library purposes, a plea supported by Faculty and University administrative officials for a period of fifteen years. However, other needs of the University, then in its first period of greater expansion, were thought to have priority over the construction of the proposed new library building and it was not until 1909/10, thanks to the persistent efforts of Professor Alonzo H. Tuttle of the Law School (at that time an influential member of the legislature) aided by other friends of the University that a legislative appropriation of $350,000.00 was secured for a library building, known to generations of O.S. the students and alumni as the "Main" or "General" Library. Plans were prepared and approved, construction was begun in 1911, and in January, 1914, the Library was moved from Orton Hall to its new quarters and opened for service. As is usual with the erection of a new library building speculation was rife as to when, if ever, the facilities then provided for service and book capacity would need further enlargement, but histo-
ry soon repeated itself. With increased student enrollment, more generous legislative appropriations for books and periodicals, the establishment of the graduate school and its rapid development and emphasis upon research in all fields of University interest, and despite the transfer of large blocks of library materials to the departmental libraries which were rapidly being established, it was evident by the early 1920's that further expansion was necessary.

In 1928, Librarian Olive Jones, whose recent years of service had been heavily burdened by ill health and ever increasing difficulties of the administration of a very complex library situation, resigned and Earl N. Manchester, then Director of Libraries at the University of Kansas, was called to the position of University Librarian. At that period the number of volumes in the Main and in the nine departmental libraries had reached a total of 333,950 volumes, a substantial increase over the 40,000 record of 1901, but far less than the corresponding holdings of the state institutions of Illinois, Michigan, Minnesota and Wisconsin with which The Ohio State University is most logically compared in the area of the Middle West.

Hopes were high at this time of making a substantial addition to the Main Library building to lessen the pressure upon it and some of the departmental libraries for more adequate space for books and service, but conditions in the state and in the University were such as to prevent all but the minimum of expenditures on building expansion.

Time and space will not permit here any elaboration of what might well be termed makeshift emergency measures adopted during the ensuing twenty-year period of building expansion.

Departmental libraries were increased from nine to fifteen and transfers of large blocks of library materials were made to the newly established libraries, thus releasing some of the pressure upon the stacks in the Main Library. A Library stack annex was made temporarily available in 1939/40 by the erection of a small addition to the Physical Education Building with a capacity for Library storage of some 75,000 volumes not in constant demand. Additional storage space was found for infrequently consulted books and duplicates in the basement rooms of Hamilton and University Halls and in the Administration Building. The task of making accurate records of material withdrawn from immediate access, transferred to storage location and to and from departmental library collections as their individual capacity for book and reader accommodation became progressively less, has imposed a heavy burden upon the Library staff and has hindered the promptness with which more valuable newly acquired library material could be processed and made available to the University public.

Relief from a situation growing more desperate with each succeeding year was finally provided in 1948/49 by a legislative appropriation for a university building program of which the allotment for a library addition was $2,500,000.00. The Library Council and the University Architect, Howard D. Smith, collaborated in final plans for the addition. Construction was begun in 1949 and the combined building was re-dedicated June 2, 1951, and named by action of the Board of Trustees, The William Oxley Thompson Memorial Library.

Director Manchester retired from active service of the University in July 1952. Under his capable successor, Lewis C. Branscomb, with the library collections now approaching the one million volume mark the University confidently begins a new era of library development under vastly improved conditions of service.
BARUCH, DOROTHY

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1963
Librarian Takes Action Due Today
Political Books On Book Removal
Off Union Shelf

By TOM COTTON

"When I reached for those books I felt like a little old lady, swinging an umbrella and screaming about filthy literature, but I really love the library, so I took them off the shelf anyway."

This was the way Gayle J. Waxman, an English major and librarian in the Ohio Union Browsing Library, described her feelings last Wednesday when she removed a shelf of books from the library, and threatened to quit her job if they were replaced before a review board examined them.

The books, reportedly donated and delivered by Dr. William E. Warner of The Conservative Club on campus, included such titles as "None Dare Call It Treason," "A Choice Not An Echo," "A Texan Looks At Lyndon," and other conservative books that are currently in wide circulation.

Miss Waxman said when she came to work last Wednesday the books were being catalogued and put on the shelves. "There were about 40 books altogether," she said.

"I picked up a couple of them and read through the flyleaves and thumbed through them. About four or five were paperbacks and the rest were hardbound, Miss Waxman said.

"There was one about collectivism in the schools, and another about the churches. I really can't remember all of the titles."

Miss Waxman said she didn't think that any one had looked at the books or knew what they contained.

"To my knowledge there is not one book in the browsing library that could be called politically oriented, and all of a sudden there were 40.

"If they would place these books on the shelves then other groups would want to send their literature—and I know that Communist or Nazi literature would be refused."

Miss Waxman said she didn't see why the browsing library which had never carried this type of book should begin doing it now.

"I thought the head librarian Mrs. Kellett was unaware of the contents of the books—I honestly believed this—so I took them off the shelf and put them in a carton with the rest of them."

Most of the books had not yet been placed on the shelves. Miss Waxman said she asked Mrs. Kellett about the books. Mrs. Kellett said she questioned Dr. Warner, but he said he had permission and the books were supposed to go on the shelves.

"When I questioned them further, Mrs. Kellett said to ask Mr. Swearingen about them, so I did," Miss Waxman said.

Mr. Swearingen is the Ohio Union Program Director. "Mr. Swearingen told me that he knew nothing about the books, but that he would look into it."

"I told Mr. Swearingen that I felt so strongly that I would quit if this type of literature were allowed and other books like Nazi, Communist or Socialist were refused.

"I object very strongly to people who decide what other people should read, and I thought about this a long time before I took those books off of the shelves."

Miss Waxman said she has worked in the browsing library for about two years.

"I love my job here," she said, "and I love the library."

"But if that's what they want their library to become—a tool of any organization or philosophy in particular—then I want no part of it."

Wendell Ellenwood, director of the Union, said the books were being held in the Union's Program office, and that the Ohio Union Council which meets the first Tuesday of the month would have to make a decision on the books.

"I'm certain there has been some misunderstanding all the way around," he said. "We're still trying to determine who, if anyone, gave permission for the books to be placed in the library, but the decision of the council will have to be the final determining factor."
Undergraduates Face Limited Use of Stacks

A large increase in the number of undergraduate students using the stacks has created problems for the librarians. In the past, officials have not enforced the rule because undergraduates' use created no problems, Dr. Lewis C. Branscomb, director of libraries, said.

"Beginning Monday, however, access to the graduate libraries in the Main Library will be limited to faculty and graduate students after 5 p.m. on weekdays, after noon on Saturdays and all day Sunday," he said.

Special Permits

Special stack permits will be issued to undergraduates who show a valid reason for stack use, Branscomb said. Undergraduate honor students will not be affected by the enforcement of the rule.

"A valid reason would be an undergraduate's wish to use the material available only in the restricted area," Branscomb said.

Undergraduates enrolled in 700-level courses whose reserve books are housed in a graduate library may get a permit valid for the entire quarter, he said.

Turnstiles have been placed at the entrance to the stairs and elevators near the circulation desk on the main floor to keep people from sneaking through.

Employe to Check

A library employe will be there to check.

Locks on doors between the Fine Arts Library and the stacks will be adjusted to prevent opening the doors from the inside to let the unauthorized persons in.

The adjusted locks will force all those entering to come through the turnstiles where fee cards will be checked.

To Prepare Homework

"These measures had to be taken primarily because many undergraduates have been using graduate libraries as a place to prepare homework which does not require the material in the graduate libraries," Branscomb said.

From page 2:

For example, the library in Brown Hall once had 56 persons occupying its 52-seat library. In addition, the Mathematics and Health Center Libraries once were filled to 98 percent capacity, and the Education Library 94 percent.

Full Capacity

"We consider a library at full capacity when 75 percent of the seats are filled," Hyman W. Kritzer, assistant director of libraries, said.

"That means three out of four seats are occupied and, to the students, the library appears full. Besides, it is not conducive to good study when students are forced to sit close to one another."

In addition, the survey showed that some libraries are not used enough, notably the Music Library in Hughes Hall, which Kritzer said needs more seats.

The assistant director added that some libraries, such as the Health Center, need more book space and others, like the Education Library, more seating.

Mrs. Lovejoy said she had heard of many student complaints through department librarians and others personnel. "None of the libraries are completely adequate," she added.

Is book thievery a major problem?

"It coincides with a lack of personnel," Kritzer said. "Book removal could be decreased if the department libraries had a checking system similar to the one at the Main Library. But in most cases, it would require hiring another person, and some libraries cannot..."
U.S. Education Agency Offers Library Funds

9 MAR 67

More than 3000 colleges and universities and their branches will be given an opportunity during the next two months to apply for Federal grants to purchase books and other library materials, the U.S. Office of Education said last month.

"Ohio State University and its five branches each received $5,000 last year," said Dr. Lewis Branscomb, director of the main library at Ohio State. "We hope to receive the same amount this year."

The program, now in its second year, will provide more than $24.5 million during fiscal 1967, three times the amount available last year, according to Dr. Grant Venn, Associate Commissioner of the Bureau of Adult and Vocational Education.

"Ohio State will use the money to buy material on East European and East Asian affairs and for information material for science," Branscomb said.

The funds are provided under Title II-A of the Higher Education Act of 1965. Up to 75 percent, or $18.4 million, may be used for basic grants while up to 15 percent, or $3.7 million, has been earmarked for special-purpose grants. The remaining 10 percent may be used for supplemental grants.

Last year the awards consisted of more than $8 million in basic grants.

The purpose of the grants is to strengthen library resources of institutions of higher education by assisting in the purchase of additional books, periodicals, magnetic tapes, phonograph records, and audio-visual materials.

Matching Funds

Basic and special-purpose grants are awarded on a dollar-for-dollar matching basis. There is no matching requirement for supplemental grants, which provide up to $10 for each full-time student.

"The University must continue to appropriate as much money for library materials as it did previously, or the grant will be stopped," Branscomb said.

Priority in awarding the special-purpose grants will be given to institutions that are members of a combination of colleges and universities and need special assistance in setting up and strengthening joint-use library facilities.
OSU Libraries' Problems Cited in Director's Report

23 MAY 67

Lack of sufficient allocations, purchase of duplicate library materials and insufficient seating space are some of the problem Ohio State libraries face according to the 1967 annual report by Dr. Lewis C. Branscomb, director of Ohio State's libraries.

Branscomb's report includes material from the "Master Plan for State Policy in Higher Education," published by the Ohio Board of Regents in June, 1966. The plan claimed Ohio State's book collection was 885,000 volumes short of the estimated minimum needs in 1963.

Volume Shortage

Libraries under the director's control, including the main library and all branch libraries except the Law, English department and University college libraries, had 1,670,000 volumes in 1963. Although the collection increased to 1,845,069 in June, 1966, it is 709,931 volumes short of the estimated need for 1963.

However, Branscomb's report said the administration is aware of the libraries' needs and is increasing allocations. The book allocation increased from $460,000 to $710,000 from the fiscal year 1965-66 to 1966-67.

Branscomb said book allocations need to be increased even more. Many departments' book allocations were spent long before the end of the year and requests were made to various sources, such as the Development Fund and Graduate School, to supplement the funds, he said.

Chances Reduced

The defeat of the Ohio Bond Commission in the recent election "reduces chances of getting additional book funds," according to Branscomb.

In addition to University Allocations, the libraries had an income of $34,000 in the year 1965-66 mostly from fines for overdue books.

Branscomb said it is usual procedure to ask organizations on and off campus for money. "The libraries are always looking for additional funds to grow a little faster or provide collections in greater depth."

He said medical and dental associations are examples of off-campus groups who contribute money for library materials in those fields.

In addition, the Higher Education Act of 1965 makes federal funds available to purchase books as well as other library materials. Ohio State received a $5,000 grant last year under this program.

Rank Sixteenth

Despite this hindrance, Ohio State's libraries rank 16th in total book collection compared with other American universities and ranks fifth in the Big Ten.

The duplication problem results from the purchase of duplicate library materials of the 22 department libraries on campus, Branscomb said.

Duplicate volumes and periodical subscriptions represent 19.8 per cent and 14.1 per cent, respectively, of total acquisitions in the fiscal year 1965-66, according to Branscomb's report.

"Some titles are needed in a number of different libraries," Branscomb said. "We try to keep on the middle ground between inadequate duplication and severely restricting the number of new titles we can buy."

One solution to the problem is the proposed consolidation of the six engineering libraries. He said this would "reduce drastically" the amount of duplicate books and "even more serious, duplicate subscriptions to periodicals."

Another problem is seating space in the libraries. Branscomb said the libraries provide seats for only 10 percent of the 40,000 people they serve.

"The American Library Association recommends seating 33 per cent of the student body, although some institutions recommended anywhere from 25 per cent to 50 per cent," he said.

A new undergraduate library is being planned to provide additional seating during the 1970's. Branscomb said he expects this to be designed with seating among the book stacks. He said the arrangement would provide a good atmosphere for study and allow browsing, which is a valuable part of education.

The Main Library does not allow undergraduates to select their own books from the stacks because of insufficient space for large numbers of students in the area, Branscomb explained.

New department libraries will also ease the problem of lack of space. The new pharmacy library, with 95 seats, will open in July. The new physics library will have 171 seats and is scheduled for completion in the Winter Quarter. However, the construction strikes will delay completion of the libraries.

A new health sciences library is also being planned which will serve, such studies as medicine and dentistry, as well as graduate studies in biochemistry and biophysics.

In addition, Branscomb's report said the music, chemistry, geology and architecture libraries are planning expansions in their present locations.
OSU Library Is One of Largest in Nation

By DAVIS S. WILDE

One of the nation's largest university library systems is available to Ohio State students.

"Among its 2,100,000 volumes should be, a book on almost any topic. "Special materials such as newspaper files and maps, and duplicating facilities will be available to the student.

The Library system has on the main campus 23 department libraries located outside the main library building. There are four branch libraries on the Lima, Newark, Mansfield and Marion campuses, and two sub-branch units at the geology laboratory at Put-in-Bay on Lake Erie, and at the physics radio-telescope laboratory in Delaware.

Library Began in 1873

When the Ohio Agricultural and Mechanical College opened its doors in 1873, the library was a small collection of books largely the gifts of early friends of the college.

By 1884 the library consisted of some 3,000 volumes, mainly U.S. Government documents. The collection was shifted from University Hall in 1893 to the then named Orton Hall. At this time there were 12,000 books in the library, and the first full-time librarian was employed.

The first permanent home for the university's books was part of the present main library building, opened in 1914. This solved a space problem for about two decades before the library outgrew its quarters.

Addition in 1951

In 1951, a $2,500,000 addition to the Main Library was completed, which, however, only partially remedied the problem of space. Inadequate space is again a problem today.

One indication of this problem is the fact that undergraduate students are not ordinarily allowed in the book-stack areas. Undergraduate students must choose what volumes they need from the card catalog, fill out a call card, and present this card to an attendant at the circulation desk, who will locate the book for the student.

The main reason for this general rule is a lack of proper vertical transportation facilities between floors, and inadequate seating facilities in the stack areas. The elevators and stairways are too small to properly facilitate access to the different levels, for other than graduate students and faculty.

Hugh C. Atkinson, assistant director of libraries, emphasized, however, that any undergraduate student may enter this restricted area for a definite and reasonable purpose by requesting permission at the circulation desk.

New Library Planned

He said that a new undergraduate library building, expected to be built within the next two to four years, will be an open shelf library, eliminating the present restriction. The building is being planned but the site for it has not yet been determined.

The new library will also alleviate the present lack of proper seating space. At present, Atkinson said, only about 10 per cent of the student body can be seated at any one time in the main library building. Seating capacity, he said, should facilitate at least from 25 to 33 per cent.

Atkinson said that the proposed library is one of three ways the library is attempting to solve some of its problems. The others are a continual reevaluation of the present system for possible improvements, and the planned installation of an automated circulation computer system expected in two or three years.

Students Involved

He said that for approximately a year, the library has attempted to involve students in planning conferences. The purpose is to let students become more involved in library activities and to better library service from the student point of view. The results of this involvement have been very encouraging, Atkinson said.

Many services and departments are available to students besides the borrowing of books and periodicals, of which the following are only a few.

The reference room contains encyclopedias, dictionaries, handbooks, indexes, bibliographies, United Nations publications, and other types of reference materials. These materials may not be checked out of the department, but duplicating machines are available for copying.

Rare Books

Not as widely used, but still an important source of information, is the Division of Rare Books and Special Collections. The rare book collection contains materials in many fields of knowledge. Fields especially represented are 19th-century American literature, restoration drama, the reformation, and the Roxburghe Club publications.

Among authors whose works are represented in their entirety, so far as possible, are Edith Wharton, Nathaniel Hawthorne, Samuel Beckett, Nelson Algren and James Thurber.

Sheet Music Saved

This department also has a large collection of sheet music of popular American songs, mainly of the 1900-1930 era.

The Special Materials Room houses foreign and domestic newspapers, the archival collection of Ohio State theses and dissertations, and many U.S. and foreign government publications. These materials are available either in original format or in microtext.

Should a graduate student or member of the faculty need a particular volume or research material not available in the Ohio State library system, he can turn to the Interlibrary Loan Office for assistance. Undergraduate students are not eligible for this service.

Interlibrary Loans

Interlibrary loans are restricted to requests that cannot be filled by any other means. Materials that cannot be requested are current fiction, current periodicals, inexpensive items currently available in the United States, materials for classroom use, and doctoral dissertations abstracted in Dissertation Abstracts. The Library of Congress lends only to faculty members and restricts the kind of materials lent.

A maximum of five items can be borrowed at one time, and a period of 10 days to two weeks is required to receive most items requested.

The mailing and shipping costs for this service are paid by Ohio State. Many libraries will not lend periodical articles of 15 pages or less but will send a photocopy. Borrowers must pay the charges for any photocopies of journal articles received automatically in lieu of loans.

Latest Fiction Available

The main library's browsing room was noted by Atkinson as an area that he hopes students will become more aware of and utilize more fully.

The Browsing Room is located on the ground floor of the main Library. It contains an open-shelf collection of extra-curricular reading, including recent popular fiction and non-fiction, and a collection of phonograph records for circulation.

Coffee hour discussion programs are occasionally scheduled in this room for distinguished visitors to campus. "Smoking is permitted but use of the Browsing Room as
a study area is discouraged.

Other Branches Planned
In addition to the proposed undergraduate Library, approval of a Federal grant in support for a new Health Center library has been given. Expansion plans also include a proposed West Campus undergraduate library.

Funds for library activities and needs come mainly from appropriations. In addition, there are gifts from friends and alumni of the University, and federal grants. Fines collected for overdue and lost books are used primarily for the repair and replacement of books.

Atkinson said that more money is needed than is received. He pointed out, however, that the whole University system needs more money than it receives, and the library system's need is only a reflection of that.

The Ohio State library system he said, wants to encourage students to use its facilities and services to the fullest extent possible.
Plans for Library Depend on Budget

Plans for a new undergraduate library have been halted temporarily, awaiting passage of the state's budget by the Ohio legislature.

Hugh Atkinson, assistant director of public services for the Ohio State Libraries, said that funds for the project are included in the state budget's allotment for higher education. "Before the planning committee can meet with the architect, we must be assured of the necessary funds," Atkinson said.

Site to be Chosen

The final report of the Undergraduate Library Planning Committee, submitted by committee member Louise Douce, Arts-2, calls for the library to be built inside the Ohio State Historical Museum at 15th and High streets, or at another location east of the Olentangy River in a new building.

The historical museum would be remodeled for the purpose when the museum moves to its new site near the Ohio State Fairgrounds.

The library, a project of the 1968 Capital Plan First Biennium, would serve undergraduates. "An undergraduate library should simply be a large study hall, but a medium, to integrate the beginning student...into the intellectual life of the university," the report states.

Varied Services

Plans call for space providing study and course reading, recreational reading, and various educational services, such as listening rooms, and viewing and exhibition rooms. Also discussed was an "intellectually simple arrangement" of library materials and space, with a limited collection of books geared to undergraduate needs.

The total requested seating capacity is 6,075. Other construction features are various types of lighting, complete air-conditioning, carpeting, efficient flow of traffic, and piped-in music.

Library Institutes New Procedure

The Main Library has announced a new procedure for discharging books when they are returned.

When students return books to the Library, the charge cards will be removed from the circulation files and given to each student as a receipt of his books being returned.

Staff will be ready and available to handle this procedure quickly so students will have to wait only a few minutes.

"This change in procedures is expected to reduce errors that occur when returned books are discharged.

OSU LIBRARIES FACING CRITICAL SPACE SHORTAGE

"The Ohio State University libraries will suffer a serious setback unless the Ohio General Assembly makes a generous appropriation for expansion," the libraries director said.

LEWIS C. BRANSCOMB said he faces two problems which are worsening rapidly:

- Where to put the students.
- Where to put the books.

BRANSCOMB said the OSU libraries have had no significant improvements for years, while enrollments and needs have increased.

"I think university faculty, staff and students agree that the library is probably the most important single campus facility. We must bring attention to the serious situation now at hand."

The main library at OSU has seats for 4,200 students, about one-third of the amount needed under standards of the American Library Association. The standards call for 13,800 seats to serve the 41,400 students enrolled at OSU last fall.

THE UNIVERSITY will gain about 1,400 seats in spaces on completion of the "learning" resources center under construction on the West Campus. Branscomb said.

"By 1975, however, projects in enrollment growth will bring a need for another 4,900 seats. The figures indicate a current shortage of 8,200 seats and a projected shortage of 11,100 seats."
Library Enters Space Race

25 Apr 69
By MELANIE MENRAH
Lantern Staff Writer

What is probably the most important single campus facility has become an active competitor in the "race for space.

Students wishing to study in the Main library, particularly during finals week, face a problem similar to those searching for a parking space on campus.

Lewis C. Branscomb, director of Ohio State libraries, said Ohio State has seats available for 4,200 students in the Main library and all campus satellite libraries, which is about one-third of what is needed.

"Standards prescribed by the American Library Association call for 13,800 seats for the past autumn enrollment of 41,400 students," he said.

"While enrollment has skyrocketed, there has been no new library construction in 18 years," he said.

"If, the current legislature makes no appropriation for University libraries, the system will suffer a setback which will take years to remedy," Branscomb said.

Construction of a Learning Resources Center for West Campus is to begin in early summer. It will provide some 1,400 more library seats, he said, and a potential total of 5,600 available seats.

"By 1975, however, projected enrollment growth will bring need for another 2,900 seats," he said. "These figures indicate a current shortage of 8,200 seats and a projected shortage of 11,100 seats in six years."

Microfilm Used

Despite use of microfilm and other modern techniques, the space for books and periodicals is growing short also, he said.

The library recently passed the 2.2 million volume mark in holdings, and even with the final four floors of the stack tower completed, the stack capacity will be exhausted by 1972.

"Great use of microfilm will not solve the problem," he said. "It would cost more for machines and reader space than total construction of a new building."

Heating Problem

Another problem in the Main library is the excessive heat. Hugh Atkinson, assistant director of libraries, investigated the problem with maintenance men and discovered there is no way to regulate room-to-room temperature. "The temperature is set for mid-winter and nothing can be done," he said.

The administration is aware of this problem, Branscomb said. "The only solution is to replace the old equipment and install air-conditioning which would be very expensive," he said.

Branscomb said the stacks are closed to undergraduate students only because they would be so crowded no order could be maintained. "This is a regretful but necessary rule," he said.

The main library is having some trouble keeping track of books. The check point at the main entrance is partly effective and a mechanical check point is being explored.

"A new undergraduate library, or a remodeling of the museum into a library with open stacks and "snack areas" are pending on funds collected, by the legislature," Branscomb said.

Collection Increases

25 Nov 69
By MICHAEL TSCHAPPAT
Lantern Staff Writer

The University library's collection of Samuel Beckett's works has increased in significance due to the playwright-novelist's winning of the 1969 Nobel Prize.

The collection was begun in the early 1960's by Dr. Lewis C. Branscomb, director of the library, and includes several original manuscripts.

A close friend of Branscomb's who is a dealer in rare books and manuscripts learned of Ohio State's interest in Beckett papers. He has given the University first call on such items ever since.

Beckett, 63, is said to have started the theatre of the absurd with his play "Waiting For Godot." An Irishman living in France, he does most of his writing in French although some recent plays were written originally in English.

In the library's collection are two plays, two novels and the English and French translations of an original composition.

The library has manuscript groups for "Happy Days" (1953), "Fin de Partie" (1957) with its English translation as "Endgame", "How It is"—the English translation of "Comment c'Est"—(1964), and the French translation of "Watt" (1968).

In "Watt," Tibbetts noted, "the marked English reprint indicates cuts of entire passages as well as changes of word and phrase. There are also changes in format considered and subsequently rejected. The same careful consideration of text and its presentation can be seen in each version before the final published book."

The Swedish academy cited "Watt" as one of the works that was the basis for the Nobel award.

"Waiting for Godot" was written in 1952. It has only four characters, two of whom wait in vain for a person called Godot. All the action takes place by a roadside.

Beckett lives in Paris at an address known only to a few close friends and is rarely interviewed.
Library Ranks 14th Among 76

Ohio State's library ranks 14th among the 76 largest university libraries in the United States and Canada, and it ranks 6th among the Big Ten university libraries, according to the 1968-69 report of the Association of Research Libraries. The basis for the ranking is the number of volumes each library has.

Lewis C. Branscomb, Director of Libraries at Ohio State, said that in comparison to the other universities, Ohio State has kept pace in adding volumes to its collection. It has maintained its present rank for a number of years, he said.

Branscomb said one reason Harvard ranks first is because its library opened in 1638, while Ohio State's began in the 1870's.

Money Is Important

But the number of years in existence is not the only factor contributing to more books, he said. Money is also an important factor. The University of Illinois Library is about as old as Ohio State, but it ranks third in the country because it has more money to spend for books each year, he said.

The primary funds for Ohio State's library come from the state legislators, Branscomb said. Another source of support comes from federal funds. So far, Ohio State has been fortunate in receiving sizable funds from the federal government, he said. It has second or third priority because it has a number of large area programs favored by the government, he said.

Gifts Support Library

Branscomb said the library receives other supports from gifts in the forms of books and money given by alumni, the Development Fund, and professional associations.

In total operating expenditures of the library, Ohio State ranks seventh in the Big Ten, Branscomb said. Last year, Ohio State spent about $3 million, while the University of Michigan, which ranks first in expenditures and second in number of volumes, spent about $6 million. The University of Illinois, which ranks second in expenditures and first in the number of volumes, spent about $4 million.

Branscomb said this means that Ohio State is not buying as many books or hiring as many employees as either Michigan or Illinois. He said he needed more staff, but the administration has no funds to hire more people. He said that in general, the appropriations from the state legislators determine the size of the library.
Library center planned

By ALAN APPEL
Lantern Special Writer

By Spring Quarter, the main library will have a new service called the Mecahnized Information Center, which will provide students with bibliographies in their field of study.

The program is headed by Gerald Lazorick and Bernard Bayer, both of whom have done similar work at the University of Buffalo.

The center will provide two basic services. One of these is called the Current Awareness Service. This is designed to keep people aware of recent developments in their field. A computer will scan about 2,500 journals and approximately 400,000 articles and will match the sources according to topic with the people who are interested in them.

When a student goes to the library, he will fill out a profile card which isolates his interests and the computer will then give him a list of recent articles written about that topic.

Another service the center will provide is called the Retrospective Search Program. This will dig up past articles dealing with a particular topic.

The computer works by matching up key words from phrases from titles. When a connection is made, the computer types out the author and title of the article and the journal from which it came. In many instances the student will be able to order the journal through the Information Center.

Lazorick and Bayer plan to profile each university department, with emphasis on the sciences. A nine or 10 member staff is expected, including information specialists, computer programmers, information interns, and research assistants.

It is unknown how much individual service will be done. This will depend on how much money the program will be allotted, the men said.
'Dial-a-book' at OSU libraries

Now students can dial 422-3900 and check out a book from any Ohio State Library.

The only information needed by the caller is the author and title of the book. He then calls the library and will be told within moments if the book is available and where. The student can pick it up within 24 hours by showing student identification.

The procedure for checking out a book in person has also been simplified. The card catalogue will still be available for looking up books according to author, title or subject. But students need only tell the librarian the author and title.

Filling out cards has been eliminated.

Hugh Atkinson, assistant director of the library in charge of Public Services, calls the new era the 'most advanced circulation system in the world,' but warns that the system may develop some bugs that will have to be straightened out.

Problems are to be expected because of the vastness of the switch-over from the old system to the new, Atkinson said.
Library cracks down

By Brian Albrecht

Several Ohio State faculty members may receive quite a surprise this week when they answer their phones and hear an ominous voice ask them what happened to the book they borrowed from the library and haven't returned yet.

The telephone calls are part of the main library's new policy of cracking down on 580 faculty members who have neglected to return over 6,000 books, according to Bob Thorson, head of circulation.

Five fulltime telephone operators at the library will be working throughout this week and next in an effort to contact every faculty member who has a book which has been overdue for at least 12 weeks.

So far, the library has contacted about 150 faculty members, he added. "The typical response from the faculty is usually slight embarrassment concerning the matter."

"Some faculty members have actually had borrowed library books in their offices for years and we're attempting to correct that situation."

Telephoning each of the faculty members with overdue books is a direct result of a program instituted two weeks ago which would have automatically sent out a bill for each book rather than having a phoned warning.

In this original program, the names of the faculty were run through the library's computer which supposedly would print out the bill including a $4 processing charge. This program was instituted on the advice of the Library Council which started planning for the operation last November.

However, according to Larry Besant, director of public services, the results of the computer program were, "somewhat embarrassing." He explained the computer billed each faculty member until it reached the "H's" and a total of $100,000 in due bills.

At that point, Besant said, "we realized that before we reached the end of the alphabet, that figure could easily have reached as much as $500,000 and we decided on the telephone program."

Under the former system a faculty member could charge out a book for 13 weeks and had the option to renew or return the book.

However, the danger to faculty members with overdue books is not yet over... The original program of automatically billing each professor after 12 weeks past the due date by computer will be re-established sometime Summer Quarter, Thorson said.
Old catalogues tell of Ohio State life in the past

By Dwight Barnes
27 Sept '72

Free tuition, soldiers in the dormitories, two years of physical education for women and the annual Fog Raiser.

These and other nostalgic trivia of Ohio State's past are still alive, but are condemned to remain only as a part of history, contained within the old catalogues found in the Ohio State University Catalogue at the main library.

The catalogues, better known as bulletins, are a key to Ohio State's 102-year history.

The catalogue of 1895, the oldest kept on file, contains rules and regulations totally out of place today. Tuition was free, and a year's expenses were estimated at $129.50 to today's $348, including $1-a-week rent for apartments.

Applicants to Ohio State were not required to have a high school diploma but were advised to have read such works as "Silas Marner" and "A Midsummer Night's Dream" to pass entrance exams.

Course offerings were geared mostly toward an agricultural degree, but courses like "The Short Course in Mining, two years" and "Care of the Boiler and Engine" were also offered.

The military science requirement, under the Morrill Act of 1862, was in operation with students required to join the Cadet Battalion, forerunner of today's ROTC.

Learning is power

The Catalogue ended with the idea that Ohio State "has no place in its crowded lecture rooms and laboratories for those who are idle and disinterested" and that an education "pays" in both influence and power.

By 1925, Ohio State had come a long way in population, course offerings and both academic and social structure.

With the increased number of students, the four-quarter system had been adopted to replace the previous system of two terms a year.

Course offerings began to spread more heavily into arts and sciences and fees were charged separately by each school, ranging from $15 for public health to $60 for medicine. Men were required to take only one year of physical education, while women had to take a minimum of two years.

CSA plans parties

Perhaps most amazing during the "Roaring Twenties" was university social life. The Council on Student Affairs, equivalent to today's Undergraduate Student Government, was restricted to organizing fraternity parties, football rallies, proms and dances like the Fog Raiser.

The only dormitories on campus were used exclusively by women students, and men had to find quarters in private rooming houses.

Rooming houses and dormitories for both sexes fell under the ruling that "all lodging houses shall be closed to callers at 10:30 o'clock in the evening."

Social functions were restricted to Friday and Saturday nights only, so students listened to the new campus radio station, WEAO, which broadcast "as nearly as possible without bias" for "late night" entertainment until 11 p.m.

This was also the time when the "Boost Ohio Committee," under the leadership of fraternity men, cheerleaders, football players and others, socially "popular," took the lead in organizing social life on campus.

Army moves in

The catalogues issued in the years 1935 and 1945 were similar in academic organization and course offerings but not in student lifestyles.

Two new dormitories for men were listed in the 1935 catalogue, but by the time the 1945 catalogue was issued it was announced that "all men's dormitories are now occupied by the armed services," with men once again rooming in nearby apartments.

The cost of a year's work at Ohio State was estimated at $430 in 1935 but had risen to $557 by 1945.

It was also in the 1935 and 1945 catalogues that a parking problem became apparent and there was mention of acquiring land. Catalogues informed new students that "the use of automobiles is discouraged."

But it wasn't until the mid 1950's that catalogues began to be modernized in typography. Previously catalogues had only drab photographs and drawings.

Rules persist

The catalogues of the mid 1950's, however, began to take the shape of today's bulletin.

The 1955 bulletin, though modern in appearance, course offerings and administrative structure, was still inclined toward the rules and regulations so prevalent in its predecessors.

A student was warned if he didn't show up for the first class of the quarter he might "find his registration in that particular course canceled."

The fee charged in 1955 was $63 a quarter with the cost of a year's work estimated at $1,052. Students were encour-aged by the bulletin to open a bank account in Columbus because this would "help the student to understand banking practices."

Study in cool

The bulletin for Summer Quarter 1972 notes the availability of air-conditioned classrooms and laboratories as well as residence halls.

The bulk of the publication lists more than 1,500 courses.

It proclaims "The Ohio State University is an active center of higher education for more than 50,000 students. The replacement value of the land, buildings, and equipment of the University is about $700 million."
LIBRARY RECALL FINES ESTABLISHED
FOR FACULTY

As of March 19, 1973, library fines were established for faculty members who do not respond to library recall notices. A recall notice is sent to a faculty member if another library user requests a book the faculty member has charged out. If another patron places a save on the book, the due date is recomputed to allow the faculty member to keep the book for three weeks. However, if the faculty member has already had the book for three weeks, the new due date will allow him one week to return the book. For loan periods of less than three weeks, the due date will remain the same or will be extended one week.

Budget Affecting Library

By Karen Brandon
Lantern Staff Writer

Because of recent budget cuts, the University is decreasing library service, according to Alice S. Clark, instructor of University Libraries.

The limited facility the library now offers in the form of a reserve book room is in trouble, Clark said. The new budget, which goes into effect July 1, will result in the loss of three full-time jobs, and one part-time job.

The personnel cut may force the reserved book room, in the Main Library, to be consolidated with the undergraduate library, room 215, according to Clark.

"It will be impossible to staff two libraries."

Last year 53,000 books and articles were circulated in the reserve book room. If the two libraries are combined, Clark said, long waiting lines of people needing service may develop.

Seating will be a definite problem, because many reserved books cannot be taken from the room.

This type of library has books that instructors request the library to put on closed reserve. The number of books on reserve is not in proportion to the number of students enrolled in the class, and sometimes only one copy of a book is held.

A student can check out a book for a week, overnight or four hours.

Some universities have started a text book depository system where the library provides 15 copies of every book to be used that quarter. The student then has the option of borrowing part of his books.
Federal Library Funds Slashed

By James Beck
Lantern Staff Writer

Federal funding allocated for University Libraries, which has steadily decreased from a 1969 high, is scheduled to be cut off by July 1, 1974.

The largest amount of federal funds received by the University Libraries was $154,468 during the 1969 fiscal year. For this fiscal year ending June 30, the libraries are receiving $2,516.

In fiscal 1973, the libraries will receive $5,000 because of a change in the procedure of distributing the federal funds. Larry X. Besant, assistant director of libraries' public services, added if the procedure had not been changed, the library system would not have received anything.

The amount of money Ohio State receives for its Work Study Program, he added.

Besant said the procedure followed in the past was to give the money to those libraries involved in programs such as teaching the disadvantaged to read, and drug education.

He said each library that applied for federal funding will receive $5,000 for fiscal 1973. This is a very small amount compared to the total expenditures of the University Libraries, according to Besant.

The amount of federal funds available in fiscal 1973 to all libraries in the United States will be comparable to the amount of money Ohio State received for its Work Study Program, he added.

Besant said the $2,516 of fiscal year 1972 is comparable to the federal funds received from the Eisenhower administration in the 1950s.

For fiscal 1974, no federal money will be allocated for any library in the United States, according to Besant.

He said the cutbacks in federal funding will curtail library services.

Besant said $1.5 million was spent last year on library materials and of the amount, 11 per cent was federally funded. Without the federal funds, the library will have to cut back on the purchase of new material, he said.

The University budget cutbacks, the decrease in federal funding and the increase in the cost of library materials may cause serious financial problems for the libraries, Besant said.

The national library organization, the American Library Association (ALA) is informing the public of the possibility of severe cuts in library services and even the closing of some libraries.

The ALA wants people to realize the library is a national resource and libraries can be a service to all levels of society, according to an ALA pamphlet.

The ALA states the quality of education will decrease without the library, national programs that have budget priority may be incomplete because of lack of information the library could supply and research projects may not be completed without up-to-date information supplied by the library.

Besant said the State Library of Ohio in downtown Columbus received a cutback of $4 million. This amounts to about half its expenditures, he said.

The cutback would have caused a cut of half of the library staff, he said, had the Ohio Legislature not added $2 million to the state budget to supplement the library funding.

Besant noted many states do not even allocate money to their libraries.
OSU Computers Can Aid Student Research

By Alan Goodman
Lantern Staff Writer

The encyclopedia peddler in the University area had better beware. His competition sits in Derby Hall.

There, a computer puts out cards containing bibliographic information on most any research topic, according to Gerald J. Lazorick, director of the Mechanized Information Center, which operates the computer.

The center was established at Ohio State as part of the University libraries, in September, 1970. It serves the public, but is particularly popular with Ohio State undergraduate students, according to Lazorick.

In order to make use of the Mechanized Information Center's services, a potential applicant should call and ask for one of the center's three information specialists, Lazorick said.

"He then goes to the center, and discusses with the specialist the subject of his research," he added.

If the student is seeking information about mass transit, for example, the specialist might code this broad subject into such words as "bus," "commuter train," or "subway," the computer will put out cards listing the names, authors, and page numbers of the articles, he said.

Attached to the cards are stubs, which give the locations of the articles and books.

This service, known as Current Awareness, began August, 1972. It retrieves material back to 1968, and covers, according to Lazorick, all journal articles from 3,200 journals, all available government reports, and all books catalogued by the Library of Congress.

"Though it covers all disciplines, the service is strongest in the sciences and engineering, mainly because that entire program was funded by the National Science Foundation," Lazorick said.

In the field of chemistry, alone, the Mechanized Information Center has recorded on tape the titles of articles in 730 journals, while in all of the social sciences there are now 1,000 journals on tape.

The number of journals researched in all areas continue to increase, he said, particularly due to the popularity of a service offered by the center called Current Awareness.

"Each user of Current Awareness receives by card the newest bibliographic information on a particular research topic every two weeks.

"The card contains a title, author, and complete bibliographic information for an article."

The stub that is attached to the card can, according to Lazorick, be removed.
Grad students unhappy about library cutbacks

By Jeff Anderson

The Council of Graduate Students (CGS) has asked faculty members of the University Senate to help head off a scheduled $70,000 reduction in magazine subscriptions by the University libraries.

In their statement, read to the senate's faculty caucus last week, the graduate students claimed that the 15 to 20 per cent cut, set for Dec. 15, would weaken the graduate programs at Ohio State.

Periodicals "are vital to all areas of scholarly activity," the statement said, and sometimes are the only source of information students need for theses or dissertations.

"GRADUATE STUDENTS are very upset," CGS President James Parson explained, "but the library ties together all programs of the University: graduate, undergraduate and professional."

The blame for the reduction is inflation, according to Irene Hoadley, assistant director of libraries for administrative services.

The library's allotment of funds is the same as last year's, she said, but the cost of maintaining magazine subscriptions goes up about 15 per cent annually.

Staff cuts saving $200,000 have eased part of the pinch, Hoadley said, but the Library Council decided that periodicals should be trimmed to pay for their price increase.

"EACH DEPARTMENT was sent notice of the amount of money they had to cut and a list of (magazines) that fell within their academic area," she said.

If the library's budget is not increased to counter inflation next year, she said, the reduction could happen again.

Department representatives contacted by the Lantern did not blame the library for the cutbacks, but agreed that the reduction would hurt their programs.

Frank Ludden, chairman of the History of Art division said his department was told to prune $900 worth of subscriptions from a list of periodicals in the art area.

"We're all aware that the library has a set of almost impossible choices," Ludden said.

BUT, HE SAID, "as soon as we get over $400 (in cuts), we're cutting into the flesh and bone" of the program.

Ludden, a member of the University Senate steering committee, said he feels the senate should propose a solution to "the entire library budget problem."

R. M. Wetherford, chairman of the College of Humanities library committee, said "the solution rests in an understanding of priorities."

"We can, I suppose, cut 10 or 15 per cent in deadwood," he said, "but after we make that cut this year, we still have next year to make another cut."

Putting the library low on the list of University priorities takes "primary research materials away from students and scholars," he said.

June Fullmer, chairperson of the History of Science library committee and a member of the University Library Council, called the cuts "serious."

"THIS PROMISES to what I think of as the annual blood-letting," she said.

Carole Rogel, member of the history department's library committee, said this year's cut will not hurt the department badly, but "in the future it will be really drastic."

"We get a lot of our journals from abroad," she said, "and the dollar is in bad shape."

If the magazine cancellations are chosen carefully, the University will not lose access to all materials cut, according to Larry Besant, assistant director of libraries for public services.
Library budget reviewed

By Lauri Podell

The Faculty Library Communications Committee hopes to receive feedback on library budget problems during an informal discussion at 3 p.m. Tuesday in the Faculty Club lounge.

Larry Besant, assistant director of libraries for public services, said, "All University Library Committee members will be invited." The committee has representatives from every department and college in the University, he said.

Besant thinks the meeting "is appropriate at this time" since the Special Committee on Resource Planning and Priorities was informed of the library's budget problems at public hearings Nov. 13 and 14.

THE LIBRARY administration wants to get opinions from the University community on whether the system is spending money in the right areas, Besant said.

Hugh C. Atkinson, director of University Libraries, thinks the key is to find out what is expected of the library as an academic program.

He said the library's role depends upon the "goals and objectives" of each academic area. This role is not clearly defined and is changing, Atkinson added.

The University community should be involved in the discussion of library problems and priorities so the library doesn't "get off the track of what is expected" of them, Besant added.

The University has allocated $3.72 million to the library system for 1973-74, according to Irene Hoadley, assistant director of libraries for administrative services. This money comes from state allocations, she said.

THE LIBRARY SYSTEM actually "spends more money than this," Hoadley said. Extra money comes into the system from "various and assorted areas" such as federal and endowment funds.

The budget shows a decrease of 5.5 per cent from the 1972-73 budget, Hoadley said. Most of the decreased budget is reflected in staff cuts, announced July 1, totalling $200,000, she said.

The library did not cut their $411,000 periodicals budget, but did reduce magazine subscriptions by $70,000, she said. This reduction was necessary because of their increased cost.

Besant feels the library has reached the place where further reductions this year would put us below what those academic programs feel the library should do."

BESANT NOTED there is a probability of additional reductions as costs increase. The same money will increasingly buy fewer materials and pay fewer personnel he said.

According to latest available data, Ohio State ranks 43rd of 52 "large U.S. university libraries" when considering the percentage of total university expenditures allocated to libraries, Besant revealed.

During 1972-73, 2.3 per cent of the total University expenditure was allocated to the library system. He said this shows a decrease from 2.4 per cent allocated in 1968-69.

Although Ohio State is second in enrollment in the Big Ten schools, it ranks sixth in its total library materials budget, Besant said. When comparing total library expenditure per student with other Big Ten schools, Ohio State ranks seventh.

Besant said the first step in obtaining a larger budget for the library is to get a "general expression of support from faculty and students." He feels with this support perhaps University priorities will be reordered...
Library publishes select works

6 Dec. 73
By Lauri Poddell

The Library Publications Committee, created in 1964, acts as the publication and distribution arm for publications sponsored by the University Libraries system. The committee publishes small-market materials on subjects for which the library faculty feels there is a demonstrated information need, said Jay Ladd, head of department libraries and a member of the committee.

The impetus to establish such a committee was the need to get a library handbook published," explained Joseph Guthrie, head of bindery operations for the library and also a committee member.

Scholarly items such as manuscripts and theses constitute the majority of published materials, although the committee does publish some periodicals and newsletters, Ladd said.

PRIMARY MARKETS for these publications are "college and research libraries around the country" with 90 per cent of the business being conducted by mail," he said.

Authors submit their writings to the five-member committee for review, and the committee as a whole then decides which materials it will undertake to publish, Guthrie said.

The group "always has two or three things going at one time," Ladd said.

Materials are printed at various places including the University print shop, Guthrie noted. The committee works through the purchasing department of the University and sends out bids for printing.

Each committee member — chosen from the library staff by the director of libraries for two-year terms — has a specific job in one area of the publication process, said Guthrie; production manager for the entire operation.

IN ADDITION, each committee member serves as a liaison between an author and the publishing committee, Guthrie said. That member also serves as editor for that particular publication.

He said the committee has contracts with the authors, and the authors get "their percentage of the royalties."

Although the committee was originally funded by University Libraries, it is now self-supporting, Guthrie said.

Ladd said serving on the publishing committee is a "secondary duty," and members are not compensated with extra pay. Guthrie estimated he puts "about five or six hours a week" into the committee.

The group is "very selective" in what it chooses to publish because of lack of personnel, money and time, Guthrie said. The committee "welcomes manuscripts from anyone," Ladd said.

Most of the publications have limited reader appeal and are of scholarly interest. One exception is "The American Frugal Housewife," a manual on how to run a home which was first printed in 1833.

Another exception is a quarterly periodical on photography, "The New Daguerrean Journal." Its executive editor is Walter A. Johnson, of the Department of Photography and Cinema.

All materials published by the committee can be purchased in the administrative services office on the second floor of the Main Library.
$6.3 Million Is OK'd For OSU Libraries

Jan 74

By CHAN COCHRAN
Of The Dispatch Staff

A $6.3 million expansion of the Ohio State University library system was launched Monday with the release of money for architect fees and renovation.

The State Controlling Board approved $232,500 to plan a 50 per cent expansion of the William Oxley Thompson Library, which stands at the west end of the OSU Oval, opposite the gate at N. High St. and E. 15th Ave.

THE BOARD also released $2,291,922 to complete renovation of the old Ohio Historical Museum at 15th and High. The second floor will be used as an undergraduate library, freeing space now used for that purpose in the Thompson Library.

In addition, the old museum will house the Department of Dance and the zoology museum.

William Sceva, associate university architect, said a new wing planned for the Thompson library will increase book storage from 1.1 million to 1.5 million volumes. It will provide desk space for 3,000 students.

THE EXPANSION plan will turn the Thompson Library facility into an open stack library. At present, only graduate students and facility members have access to the book storage areas.

Sceva said the total project, estimated to cost $4 million, also would include data processing units to check books in and out and to search out books on a given subject.

Sceva said present plans are to have contracts let for the expansion by the end of the current state budget period, June 30, 1975.
New security to cut book theft

By Steve Potash
9 Jan '74

"When the University libraries took an inventory last August, over 4 per cent of new books from the previous year were missing," according to Larry Besant, assistant director of library services. "Many of those were stolen."

"A direct result of this high rate of book theft will be the University's first electronic security system for the Commerce Library located in Page Hall."

The commerce library has about 95,000 volumes and has been experiencing heavier losses than the other departments and was selected as a testing ground, Besant added.

Besant explained that all commerce library volumes will be bound with a magnetic particle which will trigger a buzzer alarm near the exits. A student leaving the library will have to stop in front of the counter and hand his books, periodicals and journals to a checker who will inspect the volumes and return them on the opposite side of the counter.

"The new security system will be in operation by the first of March," Besant said. "The cost to the University will be about $4,500 for the first year and then $1,500 annually for the next two years. Then the University will own the system."

The only problem similar systems have caused are the frequent false alarms. When the University of Toledo first installed their exit-counter sensors, one out of four people who left the building set off false alarms.

According to Besant, the commerce library system cannot be set off by magnetic objects other than those in the books.

"If the new security will cut down the 4 per cent missing rate at the commerce library for the next year, we can expect to see similar electronic security plans for the main library and other department libraries," Besant said.

"Currently, the libraries spend about $20,000 annually for new machinery," Besant cited. "Financing a new security system for the Main Library would raise problems since the cost would be near $60,000."

The pass-around system is only one of several electronic security systems available. In Michigan State University's main library all volumes are bound with a large magnetic plate. When a student checks out a book, the magnetic plate is placed on the counter and demagnetized.

If anyone tries to remove any library material without having it demagnetized, alarms sound.

Energy saving program cuts back library hours

By Jerry L. Allison
9 Jan '74

Nine of the University's 25 departmental libraries will be closed weekends and daily at 5 p.m. as part of a University energy conservation program, Larry Besant, assistant professor of library public service, said.

Those libraries to be affected are the Chemistry Library, in the McPherson Chemical Laboratory; the Social Work Library, in Stillman Hall; the Geology Library, in Orton Hall; the Home Economics Library in Campbell Hall; the Mathematics Library in the Mathematics Building; the Pharmacy Library in the Pharmacy Building; the Topaz Library of Vision, in the Optometry Building; the Veterinary Medicine Library in Sisson Hall and the Physical Education Library in Pomerene Hall.

Besant said the schedule changes for the libraries were made reluctantly after his department had been ordered to do so. The decision as to what buildings were to be closed was made by the University committee in charge of finding ways of conserving energy on campus.

"Libraries which could be closed were chosen on the basis of a study done to determine the number of people using the facility," Besant said.

The new schedules will not go into effect until those employees involved have been shifted to new positions. He said the work load for those employees will not be diminished because reserve material will still be available in the new locations, Besant said.

Besant said he received immediate responses from the departments affected by the closings.

"We have the money to run these libraries, but the University feels that the closings are its contributions to the energy crisis," Besant said.
Reaction to cuts varies

By Jerry L. Allison

The University's decision Monday to cut back the hours of nine departmental libraries is "no problem" for some departments but drew objections from many students.

"The Social Work Library, which supplies so many of the students with the reserve material and case histories needed for their research, really gets used and is usually pretty crowded, especially on Sunday," Jennifer Elam, a senior from Middle-town in social work, said.

Those to be affected by the daily 5 p.m. and weekend closings will be the Chemistry, Social Work, Geology, Home Economics, Mathematics, Pharmacy, Optometry, Veterinary Medicine and Physical Education Libraries.

Reconsider decision

The School of Social Work is doing what it can to have the administration "reconsider" its decision to close their library, according to Director Richard Medhurst, since it is so "vital to the program" they are operating on.

"What we can expect the students to achieve without library facilities is very limited," he said.

No serious effects are expected with the time cut backs of the Math Library since it has very little use by the undergraduates, Colin Bull, dean of the Department of Math and Physical Sciences, said.

"The Chemistry Library again is no problem," Bull added, "since its use is mainly by graduate students and they all have keys."

One problem was pointed out, however, by Sara Baldwin, public services clerk of the Chemistry Library.

"Due to the 265 keys given to the graduate students and faculty many things have been stolen after hours," she said.

With the increased number of hours that no library personnel will be on the premises Baldwin believes that much more could be stolen.

Objects to pharmacy cut

Kenneth Martin, a senior from Cincinnati in pharmacy, said he has no real alternative to the Pharmacy Library since much of the material he uses "has no duplicates in other libraries."

Martin added, "All of my classes run into the afternoon and I also work so I'm really disappointed over the whole thing."

"The cut back was very unfortunate," Lloyd Parks, dean of the College of Pharmacy, said. "Accessibility to the library is an important aspect of progress for the student."

Effect to be seen

"Just what effect it will have on the students and their completion of homework remains to be seen," Parks said.

No real problems are expected with the new schedules for the Physical Education and Optometry Libraries, according to Lewis Hess, director of the School of Health, Physical Education and Recreation, and Frederick Hebbard, dean of the College of Optometry.

Hess said, "As of now not many students use the library after 5 p.m. or on the weekends anyway."

Students regularly using the Optometry Library, Hebbard said, can use the Health Science Library "which is some inconvenience but at least the program will not be torpedoed."
Board releases money for library expansions

By James Mickey

The State Controlling Board, the financial watchdog for the Ohio legislature, has released $232,500 to plan a substantial expansion of the Main Library, according to Hugh C. Atkinson, library director.

According to Atkinson, the new wing planned for the William Oxley Thompson Library will increase book capacity by 500,000 volumes, bringing total capacity to 1.5 million volumes. An additional 1,200 seats will be provided, bringing total seating capacity in the library to around 3,000. The cost for the total project should hover around $4 million, Atkinson said.

The State Controlling Board also approved the release of $2,291,922 to complete the renovation work on Sullivant Hall, where the second floor will be used as an undergraduate library.

Open stack system

"It is hoped that freshmen and sophomores especially will find using the Sullivant Hall library a more practical and pleasurable experience," Atkinson said. "Sullivant will be an open stack system, and we hope to make the atmosphere generally more casual."

Atkinson said that the strength of Sullivant Hall's foundation is a major consideration in the remodeling job.

"Stacking books row by row creates a tremendous strain on supports and foundations of an older building," he said. "Much work revolves around buttressing up those supports."

Why a reduction in library periodical subscription, with about $6.3 million in new money coming into the University library system? Atkinson made some explanatory distinctions.

Earmarked money

"That money does not go into our operating budget," he said. "The money is a capital improvements appropriation from the Ohio legislature. It is earmarked for general construction, not for operating costs."

According to Atkinson, the reason that the University library system has fewer periodicals and journals coming into it is the whittling effect of inflation on the book and magazine budget.

"We have a set amount of funds to work with each year," he said. "When you are working with a set amount, inflationary rises can really hurt you."

Larry Besant, assistant director of library public service, pointed out the whittling effect on the original request for the capital improvements funds.

Funds whittled down

"Our original request for the Main Library money was $12 million, in 1968," he said. "That amount was whittled down to $8 million in 1970, and down further to the final $4 million in 1972."

Besant said the original plan was to just build another tower of stacks. A more comprehensive restructuring of the Main Library is now being considered, with more specialized areas and perhaps a larger browsing room that could be left open to students longer than the rest of the library, if not 24 hours a day.

According to Besant, Sullivant Hall should be ready for use in about a year, with the Main Library remodeling to be completed early in 1977.
Library policy tightens

14 Jan 94

By Jeff Anderson

The Library Council adopted a tougher policy Friday to deal with faculty members holding overdue library materials.

The council approved a letter to be sent to the faculty member and his department chairman or dean if the library's regular notice is ignored.

The faculty member (and his superior) will read that if the book recalled is not returned within seven days, another will be purchased and charged to the department's book fund.

University Libraries does not fine faculty for overdue books until they are recalled.

In the past, some faculty members have held as many as 200 overdue books, and Library Council members have been trying to find a solution to the problem for several years.

New policy

The new policy of docking funds for replacement costs should put a "lot of heat on him (the faculty member) from his colleagues," chairman Dale W. Adams told council members.

Director of Libraries Hugh Atkinson also told council of problems with the planned expansion of main library.

The funds approved by the Ohio Legislature, about $6.3 million, for the 50 per cent increase in space may not be enough, Atkinson said.

Because construction bids are higher than expected, there might not be enough money to pay for basic equipment such as chairs, Atkinson said.

Subscriptions cut

In other action, council:

- Approved a list of several hundred magazines that will be cut from Main Library's subscription list because prices have inflated beyond the library budget;
- Decided council could take no action to stop the evening and weekend closing of eight department libraries located in buildings ordered closed last week to save energy;
- Ordered a study to determine whether graduate students' theses and dissertations can be handled more simply to save unnecessary work by library staff; and
- Because of time limitations, council was unable to discuss the Current

United States Imprint (CUSI) book-buying plan now in effect.

Saves money

According to Atkinson, the CUSI plan saves money by ordering all books published each year in the United States in given academic areas.

The plan was adopted when University Libraries discovered so many books printed in a subject area each year were ordered by individual departments within five years anyway, so it would be cheaper to buy all books when first published.

That way, Atkinson explained, Ohio State Libraries can take advantage of cheaper handling costs and the CUSI discount.

Prices have increased so much that the library is faced with tightening the criteria for subject areas ordered under the plan, Atkinson said.

Education main purpose

16 Jan 94

Kudos to the University for reopening six of the seven department libraries closed in a capricious decision last week.

If energy conservation measures such as lowering the thermostat, turning off extra lights and closing unused parts of the buildings involved are initiated, the University will be doing its part.

This decision, as it stood, was unfair to students who pay good money to come to school at Ohio State. Students have every right to expect facilities to be open at reasonable hours.

The change of heart seems to prove that there are those who really do believe the University's main purpose is to educate.

The decision to reopen the libraries is a good one for the students and the University.
Libraries resume hours

By Jeff Anderson
15 Jan 74

Six of the seven department libraries scheduled to close 5 p.m. Monday were open until the normal 10 p.m. closing hour.
They will remain open the usual hours until "accommodation can be developed" between the departments involved and University energy savers, according to Edward Q. Moulton, vice president for business and administration.
The mathematics library closed at 5 p.m. because the Department of Mathematics did not indicate that later hours were necessary, Moulton said.
He explained Monday conferences with the School of Social Work and the Department of Chemistry resulted in a reduction of the hours that will be cut from their library schedules.

Energy savers

The seven libraries are located in buildings which the University Energy Conservation Coordinating Committee recommended be closed evenings after 5 p.m. and weekends to save energy.
Moulton said if affected departments feel the limited hours seriously interfere with students' access to materials, they can arrange a conference with his office.
Hugh Atkinson, director of University libraries, George Crepeau, associate provost of the office of Academic Affairs, Robert Green of the energy conservation committee and Moulton will deal with the matter.
The Social Work library branch in Stillman Hall will be open Monday and Thursday evenings and Sunday afternoons and evenings as a result of a Monday afternoon conference with Richard Medhurst, director of the school.

Mutual concessions

Moulton said this settlement was an example of "concession on both of our parts."
It was also decided Monday that the Chemistry library will return to normal evening and weekend hours.
He said until talks with the other departments involved are finished, other departmental libraries will keep regularly scheduled hours.
Because the mathematics department has not asked for an exemption, the mathematics library will be open only 8 a.m. to 5 p.m. weekdays.
Moulton said after the hour cutbacks are determined by conferences with interested departments, the books will definitely still be available to students.
OSU Center Receives Final Grant

16 Jan 74

The Mechanized Information Center at the Ohio State University Library will receive $156,500 Feb. 1 as its final grant from the National Science Foundation for development of a computerized information finder.

Bernard Bayer of the information center said the "electronic browser" currently serves about 4,000 members of the university's scientific and technical community and another 200 firms and organizations outside OSU who subscribe for the service.

"integrate the information center into the traditional library system," Bayer said.

The information center has been serving such outside subscribers as General Motors' research laboratory in Warren, Mich., the Cincinnati office of the Environmental Protection Agency, Rockwell International and Miami University.

WITHIN THE university community plans call for extending the service to the "softer sciences" like psychology, and the humanities, Bayer said.

Market aids OSU

By Thomas Suddes 8 Apr 74

The University Libraries have cancelled more than $60,000 worth of periodical subscriptions in the past six months due to budget problems, but a large and continuing gift from the nine nations of the Common Market will help fill in some of the gaps created by the cancellations.

During Spring break, Ohio State's library was named one of 50 American libraries to receive one free copy of each document, periodical, and publication of the Common Market and other European Communities.

According to Mary D. Walters, head of acquisitions for the library system, Ohio State is the only Ohio library to be designated a document depository for the nine countries.

She noted that with British and Irish membership in the European Communities, English is now an official language of the group, making the material more useful to American students of European affairs.

Walters pointed out that the European Communities comprise not only the Common Market, but also the European Atomic Energy Community and the European Coal and Steel Community. Thus, study materials in engineering, metallurgy, and technology will be received along with the familiar economic reports.

Walters said the Communities reached agreement with Ohio State in late March regarding housing for the collection.

New library fine policy approved

30 Apr 74

By Tim Nicoloff

Library fine policies for students will be similar to those for faculty and staff beginning Autumn Quarter 1974 when a new policy is implemented.

Under the proposal, a student would be fined only if overdue books returned by him have previously been requested by another patron. The plan was passed unanimously at the April meeting of the Library Council.

Hugh Atkinson, director of University Libraries, said at a meeting April 19 "the prime reason for fines in the first place is to get books back on time .... The new fine policy will provide a uniform clause for all patrons."

Effective Autumn Quarter

Larry Besant, assistant director of libraries for public services, emphasized that the new policy will not take effect until Autumn Quarter 1974, and that it will apply only to overdue books that have not been put on save.

"If a student returns a book that someone else has requested, and the book is overdue, then the student will be fined the usual rate of 10 cents per day," Besant said.

In explaining the difference between the existing policy and the new one, Besant said, "As long as no one else wants the book a student can use it, but it would be in his best interest to call the library to renew the book."

Under the present system, a student is fined for an overdue book regardless of its demand.

Questions probable

Besant said he hopes to see a vast reduction in the number of fines next fall, but he anticipates many questions about the policy change.

In other action at the meeting, the Library Council discussed the need for more funds for the library budget and also discussed a proposal to expand membership of the Library Council next year.
Library policy reduces fines

By Kathy Hyett

A no-fine library policy, formerly granted to only faculty and staff, will be extended to students effective Sept. 30. Hugh Atkinson, director of libraries and Robert Daugherty, assistant head of circulation, said Sunday.

Library fines had accumulated at the rate of 10 cents a day for regular circulating materials. With the new procedure a student will no longer be fined unless another patron requests the book by putting a 'save' on it.

IF ANOTHER patron puts a save on the book the original borrower will receive a recall notice. This notice will request that the patron return the book within a specified time.

If a student fails to return the book a fine of 10 cents a day will be charged, calculated from the time the book was originally due.

Regular overdue notices will continue to be sent out to the patron. It is to a student's advantage to renew books whether or not saves are placed on the items, because fines will be calculated from the original due date.

If no save is placed on the book and the student fails to return the book, it will be considered lost after 20 weeks.

WHEN A BOOK is claimed lost, the student will be billed for the replacement and processing of the book.

Daugherty said that "possibly" students will take advantage of the new lenient policy but he added, "it is not necessary to fine people unless they are inconveniencing other people."

The new fine procedure does not apply to library materials on reserve, for which each library has its own circulation policy.

The old library fine policy, which had been in effect since 1969, also set a ceiling on the amount an individual bill could accumulate.
University Libraries may lose 25% of periodical subscriptions

By Lee Ann Hamilton

A 25 per cent slash of periodical subscriptions could result in the University Libraries if additional money is not allocated for periodicals.

Hugh C. Atkinson, director of libraries, said serials include magazines, journals, newspapers and any literature purchased on "a regular or irregular basis that we commit ourselves to."

According to his figures, an additional $100,000 is needed from supplemental funds to cover costs of the 8,000 subscriptions currently in the library.

SUPPLEMENTAL FUNDS are those obtained when enrollment is higher than anticipated and more student fees are available for college budget use.

If the money is not allocated, approximately 4,500 subscriptions will have to be discontinued. Last year, the library was forced to discontinue some 2,200 subscriptions due to rising costs of paper, binding and mailing.

Albert J. Kuhn, provost, said Atkinson's figures are "very well reasoned" and he is "very concerned" that the libraries will be in a "very poor condition" if the requested money is not allocated.

"We are in the process of studying it to see what relief we can give them."

RICHARD H. Zimmerman, director of budget and resources planning, said the library's need is a "high priority" item and is under intensive evaluation.

"The president (Harold E. Enarson) is very well aware of the needs of the library. He knows the need for more funds exist and he has been working on the matter extensively."

"He also knows that other critical needs exist in the University. It's a hard decision of choosing among needs."

Zimmerman said the background studies have all been completed, but "ultimately the decision falls in the lap of the president."

ENARSON SAID he is "hopeful that I'll be able to make most, if not all, of those allocations within the next few days."

The library is currently supporting subscriptions on a serials budget of $141,000. Eighteen-thousand periodicals are purchased and the remaining 8,000 serials are obtained as gifts or exchanges with other universities.

Larry Besant, assistant director of libraries for public services, said that in 1973, Ohio State paid an average of $29.73 per subscription, compared with the 1974 figure of $36.14 - an increase of 18.2 per cent.

The money the library hopes to be granted, however, will only cover the costs of the serials already subscribed to; it will not cover costs for any new subscriptions.

BESANT SAID that if the "need is felt to be important enough" to purchase a new subscription, it will be at the expense of current journals.

If the money is not allocated, subscriptions will be cancelled in the same manner last year's 2,200 were cancelled.

"We asked each librarian who works with the faculty to serve to pick the ones (journals) they can best get along without," Besant said. Some of them were duplicates and some were little-used journals.

"We tried to avoid cancelling all the most expensive or duplicates," he said. "If their use is great enough, that is academically inefficient."

any subscription is academically inefficient. "To the undergraduate, graduate or researcher, his world turns around journal literature," he said. "It's where he goes first for his information."

Atkinson said the library has recognized this need by increasing its budget for serials through the years. The serials budget currently accounts for 45 per cent of all money allocated to the library.

Atkinson also feels the administration recognizes this need. "This year, at this time, I am more confident of the commitment of the University administration to support instruction and research of the community through the University libraries," he said.

The problem arises, he said, "not in the decisions, but in how to do it" in these times of inflation.

THE CONFERENCE Committee of the Teaching Staff (CCTS), an independent organization of faculty members, also expressed concern about the cancellation of current journal subscriptions and proposed future subscription cuts.

Olga Buth, assistant professor of economics, served as chairman of that committee.

According to a report prepared by Zimmerman and Duane L. Stucky, director of planning studies, for Enarson May 6, total library expenditures for the Columbus campus have fluctuated between 4.2 and 5.1 per cent of the University's income from fees and subsidy.

In recent years, the percentage has increased toward 5.1 per cent, reaching that point in 1972-73.

According to the report, this "shows that Ohio State's total library expenditure on a comparative basis (with five other comparable universities) is median or higher."

A June 6 report submitted to Enarson by the Committee on Resource Planning and Priorities after a 16-month study "tried to avoid involvement in judgments" as to how resource money should be allocated. However, it continued, "We feel compelled to note that a strong case has been made to the committee that past and current resource allocations have seriously undermined the services of the University libraries."

Particularly noted were subscription cancellations and the rising prices of periodicals.

This committee reported that "these considerations lead us to suggest that the recommended Advisory Committee to the President on Resource Allocation give top priority to a careful and in-depth appraisal of the level of support allotted the libraries."

Herbert S. Parnes, professor of economics, also feels the commitment of the University library is "very badly by inflation," he said. "We are in the process of studying it to see what relief we can give them."
Libraries get 25% period budget boost

By Lee Ann Hamilton

A 25 per cent increase, or about $100,000, has been allocated to the serials budget in the University Libraries, Albert J. Kuhn, provost, said.

This allocation, among others, was made out of supplemental funds available from the anticipated full subsidy allocation from the state and the increased fee income from increased student enrollment.

HAD THE libraries not been granted this sum, about 4,500 subscriptions for periodicals, journals and newspapers would have been discontinued. Last year 2,200 serials subscriptions were cancelled due to rising costs of paper, binding and mailing.

Kuhn said this allocation affects everyone in the University and was necessary to "maintain or improve the quality of the institution."

"To the undergraduate, graduate or researcher, his world turns around journal literature," Lawrence Besant, assistant director of libraries for public services, said. "It's where he goes first for his information."

OLGA BUTH, assistant professor of the libraries and chairman of the Conference Committee of the Teaching Staff, also said the maintenance of serial subscriptions is vital to the University.

"This (serials) is the core material for research," she said. "The faculty feel it is absolutely dead center essential."

Supplemental allocations can only be made after enrollment figures have been computed and analyzed. Then, "We know how much elbow room we have in the budget for improving programs and making internal adjustments," Kuhn said. Enrollment figures usually are not computed until late October.

IF UNIVERSITY enrollment is higher than anticipated, as it is this year, there is an increase in the amount of fee income available for reallocation. Conversely, if enrollment is lower than anticipated, monies must be cut from college budgets.

State funding is determined by guidelines specified in House Bill 86. Ohio uses a formula on enrollment figures to calculate how much in state subsidies will be granted each university.

"Our enrollment was such that we anticipate getting 100 per cent of the allowable state subsidy," Kuhn said.

ANOTHER $190,000 from the funds has been granted for specialized research. It will be distributed "University-wide" in an effort to "help various colleges attract sponsored research," Kuhn said.

"We will find a mechanism to divide those numbers in an equitable way" among the colleges, he said.

The administration has also made commitments to support two new offices with funds from the state subsidy and fee income, Kuhn said.

THE OFFICE for the Physically Impaired was approved by the Board of Trustees at its Nov. 1 meeting.

At that time, University President Harold Enarson said the office's main goal would be to make "our educational programs and our employment opportunities fully available to the physically impaired."

Several gains already made in this area, he said, have been to provide braille signs, to ease access to buildings through ramps and elevators, to remodel restrooms, to lower drinking fountains and to provide a special bus for handicapped students.

THE NEW office will have coordinating responsibility for the identification of remaining barriers and the development of plans for the elimination of such barriers, Enarson said.

The other new office, the Office of Women's Studies, is being imple-
Officials trim cost on library addition

By Karin A. Welzel

Library officials will be forced to trim $900,000 in costs to stay within the $4 million allocation for a proposed addition to the main library.

The architectural firm of Lorenz, Williams, Lively, Likens and Partners released an updated price estimate in November which indicated that inflation had increased material costs which caused the project to run over.

Larry X. Besant, assistant director of University libraries for public services, said the estimate prompted library administrators to draw up an add/alternate list of specifications.

The add/alternate list contains projects in the plans which could now be completed during the construction or postponed until a later date when more funds are available, Besant said.

EXAMPLES ON the add/alternate list include an elevator and a stairwell for the new addition, he said.

However, this add/alternate list will not affect proposed floor space or services to students once the addition is completed.

Library administrators and University experts on plumbing, electrical systems, physical plant, and other areas will meet today with architectural firm representatives to complete plans for the project. The add/alternate list will be presented and reviewed.

ALSO INCLUDED on the agenda are set dates for contractor bids and a review of funds; Besant said.

The project, funded with money supplied by the state in 1972, is scheduled to begin in the spring.

Completion is set for spring 1977.

LORENZ, WILLIAMS, Lively, Likens and Partners won a citation recently for their design of the addition from Progressive Architecture magazine.

The award was for design, site use and development, solution of the client's program and excellence of the submission.

The library's present floor space will increase by about 40,000 square feet, Besant said, and three-fourths of the existing space in the main library will be remodeled.

After the remodeling program is completed, Besant said, the library could handle up to 8,000 students a day, an increase of 2,000 from the present time.

.. while departmental libraries outlook dims

Word will go immediately to three departmental libraries affected by cuts in hours that a decision to move materials to other libraries should be made within the next few days, Larry X. Besant, assistant director of University libraries for public services, said.

DECISIONS WERE being delayed until word was received whether a change in fuel allocations to South Campus and University Hospital might possibly mean some departmental libraries with cut hours could stay open longer.

Besant said he received word Tuesday that even if the allocation status is changed, there is little chance that hours for buildings with libraries now closed due to fuel cuts will be increased.

Decisions about the agriculture, home economics and biological sciences libraries should be made soon, Besant said, so that moves, if requested, can be made.

"IF THEY decide to move, then we don't want to be hit by all three of them moving at once," Besant said.

Besant said he told Jay L. Ladd, head of departmental libraries, to inform the affected libraries that "there isn't much hope" of increasing hours."
Penalty policy amended

Library reviews hours

2-18-75
By Karin A. Welzel

Each department library committee will be requested to submit a minimum and maximum hours schedule to prepare for next year's energy cutback.

The University library council decided this at its monthly meeting Friday so student and faculty committee members could have input into decisions made if any libraries are forced to close during the next academic year.

SEVEN departmental libraries had hours cut Jan. 6 when Ohio State had a 55 per cent cutback in its gas allocation from 1974.

The agriculture, biological sciences, engineering, geology, home economics, mechanical engineering, and social work libraries were affected.

Regular hours were resumed Feb. 3 when Columbia Gas of Ohio, Inc. and the University reached a new agreement concerning allocations.

Council members also decided to adopt a procedure for patrons who fail to respond to overdue book notices for more than eight weeks or owe more than $25 in cumulative fines.

They will be notified that failure to respond to notices may result in the loss of borrowing privileges.

RECALLED books are overdue books that have a save on them by another patron, Larry X. Besant, assistant director of libraries for public services, said.

Library policy currently does not fine patrons for overdue books if there is no save on them while they are out. Besant said. If a book is overdue and a save is put on it, the library notifies the patron by mail and gives him seven days to return it before fines are levied, he added.

The new policy will be carried out by programming the library computer to print that a problem exists if a transaction is attempted, Besant said.

This shows the clerk at the terminal the patron has overdue books out with saves or he owes more than $25 in fines, he said.

COUNCIL members also discussed a new service that could, if adopted, partly solve the problem of cutbacks in subscriptions to periodicals and journals.

A photocopy service offered by the British Library in Yorkshire, England, supplies copies of articles in periodicals and some reports on paper or 35mm negative microfilm, said Hugh C. Atkinson, director of University libraries.

If a patron requests an article in a periodical Ohio State does not have, he could get a copy of it. Atkinson said the service may be used on an experimental basis in the pharmacy library.

University libraries lost nearly 25 per cent of their periodical subscriptions in November 1974 when an additional $100,000 was needed to cover costs of the 26,000 subscriptions in the library.

THE LIBRARIES received the 25 per cent allocation from supplemental funds and it was not necessary to cancel the estimated 4,500 subscriptions. However in 1973, 2,200 serial subscriptions were canceled because of rising costs of paper, binding and mailing.

At the meeting Atkinson reported he toured Sullivan Hall, where the undergraduate, music, fine arts, and black studies libraries will move when the expansion and remodeling of the main library begins. Atkinson said it was hoped the move could take place June 1.

A pre-bid meeting will be held Friday for companies interested in bidding on the library project, Atkinson said. The library has $4 million allocated for expansion and remodeling.
Deflated library budget eyes fewer hours, security reduction

By Karin A. Welzel 3 APR 75

A 1975-76 budget for University libraries which includes elimination of the main library checkpoint, a reduction in overdue notices and bills sent to students and a cut in main and departmental library hours is under consideration by University administrators.

John T. Bonner, vice president of the Office of Educational Services, said he probably would not know whether the proposal is approved until the state legislature takes action on appropriations to Ohio State.

CUTS HAD TO be made in the library budget to achieve a $106,000 reduction due to campus-wide budget cuts of 2.5 per cent to meet goals outlined by President Harold L. Enarson, said Hugh C. Atkinson, director of University Libraries.

Should the budget be approved, students would receive overdue notices once a month instead of every two weeks and bills every other month instead of once a month, Atkinson said. Main library evening hours would be cut eight to ten hours a week and some Saturday morning hours in departmental libraries would be reduced, he said.

The budget has the following items:

• Elimination of security checkpoint at main library, saving $10,000.
• Reduction of hours at main and departmental libraries, saving $8,500.
• Reduction of postage expenses, saving $7,000.
• Not hiring an administrative services division head, saving $15,000.
• Reduction of 50 per cent in commercial binding, saving $36,000 in charges and personnel.
• Reduction of travel and internal photocopy expenses, saving $8,000.
• Reduction of ½ civil service positions by vacancy, saving $11,000.
• Reduction of miscellaneous expenses, saving $500.

THE BUDGET was suggested by library faculty members and approved by the Library Assistants Advisory Committee and Library Council after a series of meetings to discuss budget cuts in March.

Atkinson said the proposal will not result in any employees losing their jobs.
University to accept bids following photocopy mix-up

By Jeanene Bartel

The University Purchasing Department is expected to accept a bid on a library photocopy machine contract today, Dwight F. Stobbs, director of purchasing and materials management, said.

"Contract bids were requested from three photocopying companies, after the libraries became dissatisfied with the service of Buckeye Photocopy, Larry X. Besant, assistant director of University libraries, said.

Chief complaints were unavailability of servicemen, machines frequently running out of paper, faint copy and machines giving incorrect or no change, he said.

THE UNIVERSITY decided to discontinue its present contract with Buckeye Photocopy (which wouldn't expire until 1976) because the current machines are inadequate and the lease-and-buy contract basis is unsatisfactory, James W. Croyle, assistant manager of the purchasing department, said.

Under the present contract basis, the University rents the machines, orders the paper, and collects the money, Croyle said.

Buckeye Photocopy, Vend-A-Copy, and Copying Systems are currently bidding on a "vend basis." With this system, Croyle said, the company supplies everything, collects the money and gives the University a percentage of its profits.

THE 60 OPERATING machines hold only 250 sheets of paper each and run out quickly, Croyle said. Under new contract agreements, machines could hold 1,750 sheets and operate faster at no additional cost to the user.

The library system is already ordering a marginal supply of paper in anticipation of the new contract. The University usually orders paper when the supply reaches 100,000 sheets, but has been waiting recently until they were out.

Because the paper supply got too low, Buckeye Photocopy has had to loan the University 87,000 sheets in the last month, and may have to loan more.

THE LIBRARIES had delayed ordering because they became "over anxious" when negotiations for a new contract began, Croyle said.

"We were shooting originally for the first of February (for the new contract) then for the first of March," Besant said. "Now we're waiting around for them (purchasing) to make up their minds."

Robert B. Bernhard, coordinator of food services and in charge of University vending machines, warned, "The supply of paper is the library's responsibility and it must realize it takes at least 30 days."
Vending contract ends dispute over libraries’ copying service

By Jeanene Bartel and Don Colley

Copy Systems will replace Buckeye Photocopy May 20 as the contractor for coin-operated photocopying machines in the University's libraries, said Dwight Stobbs, director of purchasing.

THE NEW VENDING contract, awarded Friday, ends a dispute between library administration, University purchasing and Buckeye Photocopy.

The copying systems have been a long-running issue according to Larry X. Besant, assistant director of libraries public services.

Besant said he corresponded with library officials, the purchasing department, the University ombudsman with complaints about the inadequate service of Buckeye Photocopy.

Richard Crowe, president of Buckeye Photocopy, said there was no need for complaining. He said the problems could have been taken care of six months or a year ago if the University would have given them a four-year guaranteed contract.

BUCKEYE WANTED a new four-year contract that could be canceled only if they failed to provide adequate service, Crowe said.

There was a "loose agreement" under the previous agreement between Buckeye and the University whereby the contract would be canceled on 30 days notice by either party, he said.

According to Stobbs, the agreement was not so "loose." He said all University contracts have a 30-day cancelation clause and if the vendor does not do his job, the University can get out.

Stobbs said the old contract was prematurely canceled (it was to run until 1976) because, "We tried to work with the company, but promises made were not delivered."

THE MISUNDERSTANDING between the library and the purchasing department occurred over when the new contract would be awarded.

When negotiations began for a new contract the library became "over anxious" and put off ordering paper, said James W. Croyle, assistant manager of the purchasing department.

The paperwork began in January and the deadline for receiving bids was Feb. 26, Besant said.

"We were shooting originally for the first of February (for the new contract), then for the first of March," he said.

Buckeye Photocopy said the library has been consistently ordering inadequate amounts of paper since January.

Besant said the library ordered enough paper in time, but Buckeye Photocopy did not "hold up its end of the bargain."

UNDER THE NEW contract 60 new machines each with a capacity of 1,750 sheets will be installed.

The University's yearly commission will be nearly $31,000 as opposed to the over $24,000 bid of Buckeye Photocopy, Stobbs said.

One major complaint against Buckeye Photocopy machines was the unavailability of servicemen.

The new contract stipulates that service will be provided seven days a week, 12 hours a day. Response time for the service calls must be within two hours, and every machine will be checked at least twice daily, Stobbs said.

He said removal of the current machines will be coordinated with installation of new machines, so students won't be inconvenienced.
Library workers back bill

By JoAnna Williamson
4-24-75
Two Ohio State non-professional staff members testified before the Ohio Senate Committee on Commerce and Labor Tuesday in defense of Amended House Bill 25, which would move them, along with other clerks, secretaries and stenographers working in University libraries from the unclassified to the classified civil service category.

Robert Lynch from the Special Materials Section of the circulation department in the main library, said the bill would affect about 175 to 200 unclassified library employees at the University, giving them, among other things, the right to take job grievances to the State Personnel Board of Review.

WHILE THE BILL may not prove to be an absolute solution to any problems arising, Lynch said it would provide a very important first step. "As unclassified employees we have no right to redress our grievances outside of the library itself," he said.

Even if the legislature adopts a bill to give state employees the right to collective bargaining, Lynch said he fears that he, as an unclassified employee, would be exempt from the bargaining process although he is a member of Local 101 of the Ohio State Government Employees Union.

HE ALSO SAID Madison Scott, associate vice president for personnel services for the University, had told him that under a new law, any classified employee who is laid-off has the right to bump an employee in another department who has less seniority and falls under the same job classification. For example, he said, as a Clerk IV, he could request the job of a Clerk IV in another department if he were laid off. But as an unclassified employee, he said, the only alternative he has is "the unemployment line."

JAMES AULT, a Clerk IV in the main library's acquisitions department, agreed that his collective bargaining position would be strengthened if he were made a classified employee. The bill's passage, he said, would help prevent "arbitrary influence" in internal library matters relating to classification, reclassification and transfers.

He said there have been cases of persons being assigned to jobs requiring a higher classification which they do not receive until several months after their appointments.

Rep. John Thompson Jr. (D-Cleveland), the bill's chief sponsor, called his proposal "a Bill of Rights for unclassified employees." These workers, he said, currently have no job tenure and few ways to appeal suspensions, pay changes or other personnel actions, and do not necessarily have to be hired or promoted according to their qualifications.

THE BILL passed the House in April by a vote of 53-35. However, opposition in the Senate committee stems from the fact that several Republicans feel the measure is only to protect employees appointed by the former Democratic administration of Gov. John J. Gilligan.

Sen. William H. Mussey (R-Batavia) said despite its merits, the bill has a partisan flavor to it. Its immediacy "doesn't conform to the real aims of the civil service," and seems to be beyond the intent of the legislation, he said.

THOMPSON SAID the intent is merely to provide for the security and protection of unclassified employees. "The bill is on cross-party lines," he said. "You can bet your life that more Republicans will be classified under this bill than Democrats."

Sen. Harry Meshel (D-Youngstown) said the library employees are definitely not given their jobs on the basis of political, patronage-type appointments. The feeble attempts to protect civil service employees made in the last legislative session have not been effective, he said, and there are still "101 devices" department heads can use to justify the dismissal of employees, classified as well as unclassified.

HE SPECIFICALLY questioned the true intent of job layoffs that have recently occurred in the Ohio Department of Transportation and the Department of Natural Resources, just as Mussey deemed the transfer of about 30 persons into PUCO this year as a move to keep Gilligan employees on state payrolls.

Meshel said a similar issue was dealt with in the last session of the legislature in a bill sponsored by Sen. Thomas A. Van Meter (R-Ashtabula). Its purpose, he said, was to protect state employees from being man-handled by the Gilligan administration as Republicans feared would be the case.

However, he said, Gilligan was not the "chief culprit in the whole thing." He accused Gov. James A. Rhodes of "chopping off about 12,000 heads" during his former term as governor eight or 12 years ago.

MUSSEY ADMITTED both parties have abused the civil service laws, but, he said, department heads have the right to determine how many people they need, and the changes in the Department of Highways took place because it is "broke."

However, he added, there is now a new administration and a new commission has been appointed to study ways to revise the civil service laws. He thinks the commission's report should be presented before the legislature attempts to "piecemeal" individual civil service laws.
Library bill clears committee despite mixed employe reaction

By JoAnna Williamson
9 MAY 75

A bill to move clerks, secretaries and stenographers working in University libraries from the unclassified to the classified civil service category has been voted favorably out of the Ohio Senate Committee on Commerce and Labor.

The committee also approved a "grandfather" clause to the bill, stating that persons already employed in the library will not have to take a civil service examination in order to keep their present jobs.

Several library workers had previously testified in favor of the measure, Amended House Bill 25 (Am. HB 25), saying it would help prevent "arbitrary influence" in matters relating to job classification and transfers.

THE BILL would affect about 200 Ohio State library assistants. It would also include library assistants at the other 10 state universities, as well as about 680 employees of the Public Utilities Commission of Ohio (PUCO), the Industrial Commission, the Lottery Commission and the State Library Board.

The bill's sponsor, Rep. John Thompson (D-Cleveland), called it a "Bill of Rights" for unclassified employes.

But others at the University disagreed.

"THOSE WHO think civil service holds all the answers are going to be disappointed," John Cleckner, an administrative specialist at the education library, said. "And the security system it's cracked up to be.

Cleckner and three other library employes distributed a paper to the libraries with facts they gathered to determine what the bill would do.

A major drawback to the bill, Cleckner said, is that no one knows exactly what will happen until the measure is passed and guidelines are drawn up.

But, she said, some library employes have come to false conclusions about how the bill would benefit them.

FOR EXAMPLE, the University's financial situation will probably prohibit many upgraded job classifications and pay raises, she said.

Nancy Helmick, a clerk in the pharmacy library, said the facts show that the bill's passage may even result in lower pay ranges for new employes.

"This would make it harder for us to attract competent employes," she said. "A college graduate would laugh in our faces if we offered him a job."

In the case of the Columbus Public School System, Helmick added, some library employes even lost their jobs during the reshifting that occurred as a result of a move to the classified civil service status.

While the measure may be beneficial in the long run for some employes, she said, she is convinced it will be detrimental to the University library system overall.

CLECKNER SAID even if civil service will not be harmful to library programs, it "just isn't the answer to our problems." She admitted the library is suffering from inadequacies in pay scales, job descriptions and job classifications. But, she said, Mildred Fry and Elsetta Ervin, two members of the Library Assistants Advisory Committee, are working with the head of library personnel on a more constructive and less subjective system that may help to solve this.

Fry, an administrative specialist in the engineering library, said the study is only being conducted "out of fairness" and should not be considered an alternative to Am. HB 25, which she favors. She said they are looking at some of the more common job categories as a whole to determine if anyone's position stands out by having more or less expected from them than from the majority of other workers in that category.

"THE PEOPLE in these positions may not be vocal enough to ask for reclassification," Fry said. But, she added, the persons conducting the study have "absolutely no clout" and will only be making suggestions to the various supervisors.

Ervin, chief gift and exchange clerk in the main library, agreed their suggestions may not constitute an alternative to the bill. She said the procedure would be a "step forward" in alleviating classification problems.

Ervin said she would rather see some type of merit raise system put into effect instead of the stringent codes civil service laws would enact. She also thinks the bill's proponents should give the library grievance procedure more credit for its effectiveness.

THOSE IN favor of the bill emphasize that as classified civil service employes, they may take job grievances and appeals for reviews of classification to the State Personnel Board of Review. But the board cannot hear grievances relating to individual rights, benefits, working conditions or grievances, and "this is what most grievances consist of," Helmick said.

The procedure used by the library does allow these grievances to be heard, but as far as has been determined, there is not a written procedure for appeal of classification for unclassified library civil service employes.

CLECKNER SAID the University's personnel office, where library disputes may now be taken, is an objective outside source as the State Personnel Board of Review. But, she said, the grievance procedure is a "moot point" and she has not heard of any case complaints if they have to go to the state board.

"The library has never treated its employes like that, and there's no reason to think they will start," Helmick added.

A last minute amendment was suggested to the Senate committee by Sen. William H. Mussey (R-Batavia) to remove the library workers from the bill.

Mussey said he was requesting the amendment in response to testimony presented to the committee by Hugh C. Atkinson, director of University libraries, at an earlier hearing.

Atkinson said he objected to the appointment and promotional procedures of the civil service system, which would force the libraries to appoint its employes from a list of those who passed a "relatively rigid and standardized examination."

However, the bill passed the committee without Mussey's amendment, and will now be presented to the full Senate floor for a vote. If it passes there, it will then be sent to Gov. James A. Rhodes.

The bill faces a veto in Rhodes' hands because of a partisan struggle concerning Democratic employes transferred into PUCO's at the end of former Gov. John J. Gilligan's term of office. Many Republicans say the bill will only secure these employes' job...
Despite construction delays caused by a union strike and inclement weather, work on the new addition to the main library is making headway.

Because of the delays, work on the library addition has been set back about four to five weeks from its August 1977 completion date, Arden Tewksbury, project coordinator for the University, said. Work on the inside, which is three to four weeks behind, will be easier to make up since it is sheltered from the weather, he added.

A SEVEN-week strike by the Ironworkers Local No. 172 this past summer was largely responsible for the delays, he said, although inclement weather early in September was a factor.

It was hoped that the concrete floor and columns for the addition could be completed by the first of January 1976, he said. Now the earliest date for their completion is late January.

TEWKSBURY hopes lost time can be made up during December. How much progress is made depends on weather conditions, he said.

Lost time could be made up if work continues on schedule and the August 1977 completion date can be met or bettered, he said.

Construction is on the southeast corner of the library, where the original bookstacks once stood, said Larry Besant, assistant director of public services for the University Libraries.

Three floors will be built in the original bookstack area. The third floor will house rare books; the second floor, the map room, and the first floor, a combination of restrooms and lounge areas for students, he said.

THE MAIN library will be closed on Nov. 29 and 30 to allow the electricity to be shut off to install a switchbox, Besant said. This may take one to one and half days, or even longer, he added.

If the work takes more time than planned, he said, the job would be finished on a December weekend.

THE LOUNGE area, he continued, could be used 24 hours a day if student demands were sufficient. It could be locked off from the rest of the library to allow

the Lenin Library.

THE LENIN Library is the Soviet equivalent of the U.S. Library of Congress, the largest in the world. The Lenin Library is second in size.

The librarians will study computer applications in cataloging, library organization and administration.

The Soviet librarians are just one of many groups of foreign visitors to Ohio State universities each year, said Hugh Atkinson, director of University libraries.

The Russian visit represents an interest in library computerization because it helps to keep costs for "routine" jobs, such as cataloging and information retrieval, stable from the effects of inflation.

Russians visit OSU libraries

Yevgenyi Fenelonov, chief of the Central Information Computer Center; Alexandr Ryabov, deputy director of the Lenin Library and Oliga Babkina, chief cataloger of the Lenin Library.

Three prominent Soviet librarians are visiting the University's library facilities and those in the Columbus area to observe the use of computers in American libraries.

The three-day visit, arranged by the Bureau of Educational and Cultural Affairs of the United States Department of State, is part of the International Visitor Program.

DURING THE 16-day visit in the United States the Soviet librarians will visit Washington, Boston and New York. They will attend workshops on library automation, observe computer-based retrieval systems and participate in cultural affairs.

The librarians are Yevgenyi Fenelonov, chief of

THE LENIN Library.

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Bidder slams security system

By Robert Titus

The University's 3M Co. book security system in the main library has come under fire as a health hazard from a competing firm whose officials contend they were denied a contract on the system because of favoritism.

These accusations were made by E. M. Trikili, president of General Nucleonics, Inc., a Brunswick firm specializing in building security systems. Ohio State officials deny both charges and cite detailed evidence to support their case.

Trikili claimed that the electromagnetic radiation emitted from the 3M Co. system, Tattletape, could be a danger to human health. The General Nucleonics system is supposedly safe because it operates solely on magnetism.

In addition to the alleged radiation danger, Trikili maintained that his firm was the lowest bidder on the Lima campus library, yet did not receive the contract, which went to 3M for $3,220 more.

A LANTERN investigation of University Purchasing Department records confirmed that General Nucleonics returned the lowest of the four bids on the Lima Library.

In addition, three bid invitations were sent out for the main library system to 3M Co., Lee E. Neubling and Library Bureau. The 3M system was approved for the main library also, at a cost of $27,100. Neubling, a private inventor, did not have his system perfected and did not return a bid, said James Croyle, assistant manager of the purchasing department.

Library Bureau did not return a bid, he added.

Larry Besant, assistant director for the University libraries, said the General Nucleonics system was not approved for use in either library because it did not meet contract specifications. He also cited widespread use of the 3M system by state institutions as providing a base of trained repair technicians for the system.

The failure of the General Nucleonics system in the main corridor of the University libraries, said the General Nucleonics Co., E. M. Trikili, president of the company which meets contract specifications.

Furthermore, the University is not obligated to accept the lowest bid, but rather the bid of the company which meets contract specifications.

UNDERWRITER'S Laboratory, a nationwide testing organization of electrical equipment, certified the 3M Tattletape system as being safe under certification number BP 1891, granted on Jan. 22, 1973.

A letter from Eugene C. Heltemes, laboratory manager for 3M Detection Systems, assured Jay Ladd, head of departmental libraries, that the 3M system does not emit radiation of the type described in a pamphlet entitled, "Warning: Exposure to Electromagnetic Radiation May Be Harmful to Your Health." Copies of this pamphlet have been circulated in the campus area. Heltemes stated further that the 3M system is "perfectly safe" for people passing through its corridor.

ACCORDING to the state auditor's office, closed bids must be submitted for any purchase by a state institution of over $2,000.

Furthermore, the University is not obligated to accept the lowest bid, but rather the bid of the company which meets contract specifications.

Library suspends 6 faculty, staff

By Robert Titus

A combination of six University faculty and staff members had their library privileges revoked Thursday for failure to respond to book recall notices. This is the first time University Libraries have resorted to revoking privileges.

The suspended members each had at least five books on recall in their possession, and had failed to respond to repeated recall notices, said Larry X. Besant, assistant director of public services for the University Libraries.

Only faculty and staff were on the first list, but a list for students will be established in the future, he added. Besant declined to name the six suspended individuals.

This general policy was approved by the Library during last spring quarter and is part of the new library book fine system. The suspension of privileges for recalled books is not automatic, but is based on an evaluation of each individual case. Both the assistant director and the director of the University libraries must approve the suspension before it can go into effect.

Besant stressed that suspensions are only for the worst offenders of the library system. These people were chosen because the books they had were needed on closed reserve for classes and were needed by patrons.

The faculty and staff members will be required to return all books and pay 10-cent-per-day fines for recalled books before library privileges may be reinstated, Besant said.
**No library director yet**

The University Libraries are beginning Autumn Quarter without a library director.

The committee responsible for naming a new director "expects to have definite word (on a new director) for public release within two weeks," said John T. Bonner, vice president for the Office of Educational Services and head of the search committee.

BONNER SAID three names were submitted by the committee.

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**Library workers voice complaints**

By Lois Short

Library employes belonging to Local 101 of the Communications Workers of America (CWA) are in disagreement with the University Office of Employe Relations concerning the handling of library staff grievances.

Library members of the CWA are different from other union members in that they are not covered by the entire contract, said Kathleen P. Winters, library steward and secretary of Local 101.

"The University is totally ignoring our part of the agreement," James C. Ervin, president of Local 101, said. "The only reason we have not taken action is because we want to make a record of grievances and have on record the answers."

LIBRARY MEMBERS are treated more harshly because "the University is big on participatory management," Winters said.

"We have no powers or rights even though they tell us we do," she said. "They don't like unions and they are trying to hold people down in lower classifications so they won't have to pay them as much."

Winters said some employes have filed grievances requesting reclassification, higher positions with an increase in salary, and have not heard anything from the University in a month.

"Grievances in the past have been audited almost immediately upon request," Winters said.

Carl W. Sturm, director for employe relations, said he does not feel there are any problems in handling the complaints.

Since January 1976 grievances were filed by a written rather than verbal statement. The change was made, Sturm said, to insure an accurate recording of the complaint.

THE NUMBER of grievances filed has remained nearly the same over the last year and a half, Sturm said.

"We get hundreds of grievances every year," Madison H. Scott, vice president for the Office of Personnel Services, said. "It takes time to get everyone together and gather all the facts in order to understand the problem," he said.
Library remains silent on grievances

By Lois Short

The University has been ignoring grievances filed by library members of Local 101 of the Communications Workers of America (CWA), said Kathleen P. Winters, library steward and secretary of Local 101.

"The system we are trying to work under is not working," James C. Ervin, president of Local 101, said.

"I am in the process of making them (Employee Relations Office) understand this in a low-key way by pointing out their mistakes," he said.

ONE EMPLOYEE, LaDon C. Marsh, account clerk in the University's Main Library, was told by the department head that she was to be reclassified.

She filed a grievance after she received a letter from University Personnel Services turning down her reclassification request. Now a month later, she has not heard anything, Winters said.

Carl W. Sturm, director for the Office of Employee Relations, said there was no grievance filed by Marsh.

Rita Hirschman, instructor of University libraries, said Marsh received a letter denying her reclassification after she filed the grievance.

ANOTHER EMPLOYEE, Constance J. Fitzsimmons, was denied reclassification, Winters said, after she had been assured in a first level meeting by Hirschman, her supervisor, that she would be reclassified.

Supervisors have three working days after a grievance is filed to respond in writing to the employee. On the third day, Hirschman gave her response in a sealed envelope to James S. Ault, member of the Board of Executives for Local 101, because Fitzsimmons was not at work that day, Winters said.

Ault, who is Fitzsimmons' steward, decided to open the envelope late and found that the reclassification had been turned down, Winters said.

Fitzsimmons has not heard anything from the University since appealing to the second level a month ago, Winters said.

Hirschman said she verbally agreed that an audit of Fitzsimmons' job would be appropriate, but said it could not be done by her.

"I returned it to Ervin because I felt it was not appropriate matter for a grievance board," Sturm said.

A THIRD EMPLOYEE, Charlotte A. Veneman, secretary of University libraries, was reclassified, but worked for six months at a lower salary than she was entitled, and has been refused back pay by the University, Winters said.

According to Sturm, it is not University policy to grant back pay.

Neither the original grievance or a second level response were on file, Sturm said.

Differences in the interpretation of the labor agreement have caused problems concerning a grievance filed by Thomas Suddes, clerk of University libraries.

Suddes, who felt he should be working in a higher classification, filed a grievance which was resolved at the first level, Winters said. Accepting the resolution, he was reclassified, she added.

ERVIN LATER received a letter from Sturm, Winters said, saying his office was not satisfied with the first level decision and requesting a third level meeting.

"My letter didn't say any such thing," Sturm said.

A grievance has to be resolved at the appointed level of authority," Madison H. Scott, vice president for personnel services, said. "By law, the only one who can change a person's classification is the University vice president of personnel services."

The rules of the agreement between Ohio State and Local 101 state "the reclassification of employees is the sole responsibility of the University," he said.

ERVIN BELIEVES that first level supervisors represent the University and are therefore authorized to grant reclassification.

Winters filed a grievance Sept. 22 when she learned that an evaluation she had written in 1974 about an employee had been discarded.

Winters, who was then supervisor to Karen Lawson, clerk of University libraries, had written an evaluation of her, but was later told by the library's personnel office that it had been lost.

Lawson, who recently checked her file, found a note saying the evaluation had been discarded.

SINCE FILING the grievance with her supervisor, Winters said the original evaluation had been put back into the file. She turned in another grievance Sept. 24 asking for an explanation of the evaluation's whereabouts for two years.

Hirschman, who declined to speak on the case because the grievance was not yet resolved, said "We do not keep
Library employees file appeals, grievances

Reclassification causes concern, friction

Grievance procedures

The grievance process involves decisions at three different levels of authority.

The employee first submits his grievance in written form to his supervisor, which is level one. If the employee is satisfied with this decision, he signs it and the process is carried no further.

However, if the employee is not satisfied, he proceeds to the second level, which is held with an appropriate administrative head.

The employee may then either sign the decision or continue to level three.

The director of the University's Office of Employee Relations holds the third level meeting. The employee may sign this resolution or carry the grievance to impartial arbitration.

Binding arbitration decisions are final providing they conform to Ohio's civil service laws.

By Lois Short

Conflicts and misunderstanding have plagued library employees' negotiations with the library administration and the University.

Some library members belonging to Local 101 of the Communications Workers of America (CWA) claim they were put off when they filed grievances with the University.

IN JANUARY, all University civil service employees were reclassified. Since job descriptions no longer matched the employees' actual duties, nearly 40 of the 50 library workers in CWA appealed their positions for reclassification to Office of Personnel Services.

A University Classification Appeals Board was set up by personnel office to handle the rush of appeals. Because position descriptions did not match the jobs, most appeals required an audit of the job.

In an audit, the position classification office talks with the individual and the supervisor and negotiates a position description that is satisfactory to both persons, said Paul Cash, director of staff employees in the position classification office.

SOME MIX-UPS occurred. Although three cases have been settled, not necessarily to the employees' satisfaction, two cases have been drawn out for as long as 10 months.

The following are four grievance cases in which the individuals have not been satisfied with the way the library administration and the University handled their complaints.

Case 1

One employee, Constance J. Fitzsimmons, has done the same job under three different titles at the same pay range since March. Fitzsimmons said she has yet to have any official job specifications.

Based on a clerical specialist job that was phased out during the library acquisitions department reorganization in January, Fitzsimmons said she was given a new title but no wage increase.

Fitzsimmons appealed the reclassification to university personnel.

"I was in the office for maybe a minute when they told me they could not hear my appeal because the old job no longer existed," she said.

However, Fitzsimmons was reclassified in July from clerical specialist to Library Media Technical Assistant (LMTA) 1 without the office hearing her appeal.

This was only a lateral reclassification — a change in titles but no raise, she said.

"I just don't know why they wouldn't hear the appeal," Cash said.

Fitzsimmons filed a grievance which was heard at the first level by Rita Hirschman, head of library personnel. Fitzsimmons said Hirschman agreed that an audit of her position was necessary.

Hirschman gave her written response to James S. Ault, Fitzsimmons' supervisor, saying that she had "changed slightly" what she (Hirschman) had originally said.

"She (Hirschman) completely reversed herself," Ault said. She was not going to recommend Fitzsimmons for an audit, he said.

Hirschman said she had agreed that an audit would be appropriate, but said it could not be done by the library. Later she said she looked at the job herself and decided that Fitzsimmons was properly classified.

In September Fitzsimmons said she took her grievance to Betty Meyer, acting director of libraries, who recommended the audit.

"A week later I got a call from university personnel saying that it would be six to eight weeks before they could even set up an appointment for an audit," Fitzsimmons said.

Cash said the audit process was taking longer than the normal two or three weeks because of the number of audits that had backed up during the appeal process.

"We had roughly 50 audits that backed up during the appeals," he said. Approximately 20 are completed or still are being processed, he said.

Fitzsimmons claims she has been underpaid for eight months as a result of working without a title and job description that matched her actual duties.

Fitzsimmons said she has been acting as clerical supervisor and overseeing seven students for a total of 90 hours per quarter.

The position description of clerical specialist does not mention any supervisory work.

"Unless I get a new title and a raise," Fitzsimmons said, "I'm going to refuse to do some of the work I am doing."

Case 2

After a disagreement with her supervisor, Charlotte A. Veneman was reclassified, only to be put off for another month because of a mix-up.
in library personnel.

Veneman was reclassified from a secretary to typist in January. She said she then took on the duties of her supervisor when he left in June but wasn’t getting paid for the extra work because it was not reflected in her job description.

At this time she filed a grievance, and was recommended for an audit at the second level.

Veneman said she agreed with and signed the audit. But her supervisor, Marjorie A. Harf, wanted to change VISO or, and was recommended for an audit at the second level.

Marjorie A. Harf, wanted to change VISO or, work because it said she then took on the duties of secretary to typist in January.

Because job descriptions do not specify that you consult your supervisor when he left in June Veneman said. Veneman did not sign this copy of the audit, she said.

Harf said changes were made to “clarify specifics of the job.”

Veneman and her supervisor eventually agreed upon a final copy of the audit and Veneman was reclassified.

Four weeks later after she had not received notification from university personnel, she again went to her supervisor.

She found that Hirschman had received notification, but had not implemented the decision to reclassify her. Fitzsimmons said.

“I didn’t realize this was the only notification I was to get,” Hirschman said.

Though Hirschman said she generally gets a second letter or some other instruction, Cash said that it is not the normal procedure and didn’t know what she wanted.

**Case 3**

Although LaDon C. Marsh, an employee in library acquisitions, sent in his appeal early in the year, he received no response from the University until August, seven months later.

Marsh said that his boss, Ronald J. Nimmer, head of acquisitions, told him that he had received verbal notification that he (Marsh) had been reclassified.

When Marsh went to library personnel the next day for more information, they said they had received no word.

The following day Marsh got a letter denying his original appeal. He then filed a grievance with university personnel.

“I wanted an explanation for the misunderstanding between Nimmer and the information he received,” Marsh said. He was also dissatisfied, he said because he did not receive a response to his appeal until August.

Hirschman said she had received the information concerning Marsh’s forthcoming reclassification by phone but later learned a mistake had been made.

Marsh said he was finally reclassified from Account Clerk I to Account Clerk II in October after Meyer sent in his name along with a list of others being considered for reclassification.

Even though Marsh had worked since February with a title and pay range that he felt were not representative of his duties, his reclassification was only effective from August 30.

“It is not University policy to grant retroactive pay,” said Carl W. Sturm, director of Employee Relations in the office of University Personnel.

“Reclassification itself does not include back pay in our opinion,” he said.

**Case 4**

A conflict with library personnel caused Kathleen P. Winters, a library steward and secretary of Local 101 of CWA, to file a grievance in September with university personnel.

In December 1974, Winters wrote an evaluation of Karen Lawson, an employee who was under Winters’ supervision.

“A few months later Lawson looked at her personnel file and discovered the evaluation was not there,” Winters said.

Library personnel eventually told Lawson that the evaluation had been discarded, Winters said.

Winters said after she filed the grievance asking why the evaluation had been discarded, it was replaced in the file.

“It turned in another grievance asking where the evaluation had been for two years,” she said.

At the second level meeting Sturm said that there is no written policy concerning library personnel files, Winters said.

According to notes taken at the meeting by a union member who wished to remain unidentified, Sturm said, “A supervisor may put whatever he wants in a file.”

He also said, according to the notes, “Supervisors do add things to evaluations after they have been signed.”

Sturm refused to comment on anything he had said in the meeting.
When the first students reported to the Ohio Agricultural and Mechanical College, as it was first named, in September 1873, there was only one building on campus, the Main Hall, later known as University Hall. This building contained
the first library, which was located in a first floor room, at the left of the main entrance. The first library had walnut cases, called alcoves, around the room. A small table near the window served the purpose for all accessioning, indexing, and charging. Information for charging was on a placard on the door and on a gray-blue label pasted inside the cover of each book. This indicated that the library was open to withdraw books on Tuesdays and Fridays from 1:30 to 2:00 P.M. Students were allowed to charge out two books and all books had to be returned or renewed within 2 weeks. 

For the first 20 years, the library was managed by members of the faculty, who were only part-time librarians. Joseph Milliken, professor of languages, was appointed on April 10, 1874, as the first librarian. He served until 1876, when he resigned. Josiah Smith, a professor of ancient languages, was the second librarian. When Professor Smith became librarian, the library had fewer than 1,000 books. Professor Smith served as librarian until 1881. The library was presumably open for 3 hours each day for charging books; the library was used as a reading room the remainder of the time that University Hall was open. As successor to Professor Smith, the university appointed Samuel Derby as professor of Latin and librarian in 1881. Professor Derby left the presidency of Antioch College to accept the position. 

Early appropriations for the library were meager, starting in 1874 with an annual appropriation of $100 and averaging near $500 during the time that the library was on the first floor of University Hall. Not all of the library budget was always spent, probably because there was no central authority to control spending the funds after they had been assigned to various departments. By 1884 the collection had grown to 2,402 volumes, with 13 periodicals received by subscription and 15 coming as gifts; and the library was running out of space for students and books. The General Assembly in that year appropriated $5,000 to move to larger quarters and for additions to the library. In the summer of 1884, the library was transferred to a room at the east end of the third floor of University Hall. The cost of the move and of equipment was only $600, leaving $4,400 to be spent for books. The $5,000 which the legislature appropriated in 1884 was the beginning of more adequate library budgets, ranging from $1,000 to $3,000 during the remainder of the time that the library was in University Hall.

The extra money for books allowed the library to increase its holdings to 4,135 in November 1884. When the library made this first move, the librarian was given the responsibility of cataloging the entire collection. There is no evidence that there was any catalog of the collection previously. An accession record was also started at this time. Professor Derby and two students prepared a divided card catalog with authors and titles in one file, and subject entries in another. No classification was used with the original catalog and books were given a fixed location within broad subject groupings.

Increasing student enrollment, from 299 in 1884 to 800 in 1893, and a growth in the book collection to 13,000 volumes soon made the library's quarters again inadequate. Finally, in 1893, the library was moved from University Hall to
When the library moved to Orton Hall in 1893 it was open from 8:00 A.M. to 5:00 P.M., Monday through Friday; and 9:00 A.M. to 5:00 P.M. on Saturday. In 1895 the library hours were extended: 7:30 A.M. to 5:30 P.M. on weekdays, and 8:00 A.M. to 4:00 P.M. on Saturday. The lack of dependable lighting kept the library closed at night until transformers were obtained in 1896. Starting in December 1896, the library was open weeknights, with hours eventually extended to 10:30 P.M. in January 1909. The library had no Sunday hours while at Orton Hall.

Miss Jones was interested in bibliography, and in 1895 she resumed orientation lectures, which had been given for a time by Professor Derby. She at first had students come to her office for informal talks about bibliographical matters. Starting in 1906, agriculture students were given critical lectures in their field. Three years later, credit courses were given in Economic Bibliography by Mr. Charles Reeder of the Reference staff, followed in 1911 by orientation work in agriculture. In 1912 the work in Economic Bibliography was expanded to include all the social sciences. Although not all of these courses were continued, because of lack of time and personnel, some courses on bibliography were always given while Miss Jones was librarian.

A large part of the increase in holdings when the library was in Orton Hall was the result of the receipt of government documents, which were reported as gifts. Alexander Cope, secretary of the Board of Trustees, secured over 3,000 volumes of government documents from President McKinley in 1899. In 1902 the library finally became a depository for government documents, a position which was made more permanent when Congress, in 1907, designated all land-grant colleges depositories for federal documents.

The early history of the library saw the rapid development of department collections on the campus. Several decades passed before the administration realized that the cost of duplication and the lack of bibliographic access to the collections was undesirable and put them under the control of the Library Council. By then, however, the pattern had been set, and the lack of space in the general library led to the growth of a great number of department libraries. In part, these libraries were created because of the lack of a strong general collection. The first department libraries were established in the sciences, and others developed in practically every department of the university. They were housed in faculty offices, adjacent classrooms, and seminar libraries. The control and development of the department collections was difficult. The Library Council lacked control over books purchased by the departments from supplemental supply and equipment funds. Not until 1903 did the trustees vote to place all the department collections under the administrative control of the library.

One of the important early departmental libraries was the Law Library. A gift from Mrs. Henry C. Nobel—January 1892, of 1,000 books of her late husband, a prominent Columbus attorney—formed the nucleus of the Law Library. The Law Library was first housed in the north recitation room of University Hall, where it was supervised by students from 8:00 A.M. until 9:00 P.M. In 1893 the
of the political cabals and "affaires de coeur" that had been furthered at the library, and paid tribute to Miss Jones and other gracious members of the library staff, and to the scholarly calm of the old library (3).

An undergraduate on first entering the new library building related that after the crowded old library, the change was almost "too wonderful and pleasurable to be honestly realized." He recounted entering the white corridor "all alight with soft radiance," and it seemed as if he were in a dream as he mounted the broad front stairs. Finally, he came to the great Reference Hall, with its high windows, white walls, and "high curve of the vaulted arches—this was the climax of impressiveness" (4).

Miss Jones had had much to do with planning the new library. She had earlier shown that she was ahead of her time in advocating a shell-type library with movable partitions, to which additions could easily be made. She was not successful, however, in incorporating these ideas in the new library building. According to Miss Jones, the appropriation bill that passed the legislature stated that the money was for the construction of a complete library and that it was this use of "complete" inserted at the last moment that made the difference.

Originally, a $600,000 building had been planned but, instead, a $250,000 building was constructed. Among the main features of the new building were the storage of books in compact shelving outside of the reading rooms and a large Reference Hall on the second floor, 120 feet in length. Besides reference works, the Reference Hall had arranged around the room 10,000 volumes of standard works drawn from all fields of knowledge. Miss Jones felt that it would be better for the undergraduate to have this open shelf arrangement and that the undergraduate would be confused by access to a large collection. This arrangement would seem to the forerunner of the modern undergraduate library. Advanced students and research workers were admitted to the full collection in the stacks. At the south end of the Reference Hall was the Reserve Book counter, and the Bibliographical Room was back of it at the opening to the main stacks. North of the Reference Hall was what was called the Standard Literature Room. This room, with its dark paneling and fireplace, was expected by Miss Jones to be a place for general reading. It was kept open on Sundays for this purpose. On the first floor were a service room and stacks, a study room and lecture room, two seminar rooms and a checkroom. On the third floor of the library were eight rooms, a library, and a map room. The seminar rooms were in great demand by researchers as they provided a private desk to keep manuscripts and books. Miss Jones used the west part of the south wing for storage. Books were brought in at the basement door of the pavilion, and after being processed, they went to the new-book shelves before going to the stacks or Reference Hall.

Within 7 years after it was built, it was realized that the library had not provided adequate space for future growth. With room for only about 250,000 books, it was soon apparent that, as had been true at Orton Hall and University Hall, space would soon again become a problem. Writing in 1920, Miss Jones stated that up to that time, the library had been able to serve the undergraduate
A summer library course had been held at Ohio State in 1898, under the direction of Dr. George Wire, at that time a librarian at the Evanston Public Library. A summer library school had also been scheduled to be given in 1918 but was cancelled because of the war. Miss Jones wrote that since the only library school in the state was at Western Reserve, one was needed at The Ohio State University.

Mr. Manchester, after he became librarian, also pursued the idea of a library school and asked President Rightmeyer in 1929 about the possibility of establishing one at Ohio State. Although President Rightmeyer expressed interest in the proposal, nothing was done at that time (9).

Perhaps one of the finest tributes paid to Olive Jones after her retirement came from Nelson McCombs, a former Ohio State graduate and library assistant under Miss Jones. At the time that he wrote he was librarian at the Washington Square Library of New York University. In a letter to Miss Jones, McCombs credited much of his development to the fine, tolerant spirit that made itself felt throughout her staff. He recalled the time when lively discussions were carried on about the new library building, and added that if there was one thing he prided himself on, it was his ability to discard traditional methods and improve on them, if possible—always to be approachable, and to take suggestions of faculty and staff for improvement. This ability, he credited in large measure to “imbibing the same spirit which permeated your staff and for which you were responsible” (10).

Professor William Lucius Graves, longtime popular professor of English, wrote in the Ohio State University Monthly that when someone said University Library, you thought of Olive Jones, and your thought was sure to be appreciative as one looked back over Miss Jones’s “long years of strenuous service, of the enthusiastic spending of her strength, with the steady development in library equipment and efficiency.” And he added that “she has her place in Ohio State history secured to her without any doubt” (11).

1927–1948

On July 5, 1927, Miss Maude Jeffrey, reference librarian, was elected to act as interim chairman of what was called a Library Cabinet, until a new librarian was chosen. In 1928 Mr. Earl N. Manchester, who had been librarian at the University of Kansas for the past 6 years, was appointed librarian. When Mr. Manchester came to Ohio State, the crowded conditions in the library, already apparent before Miss Jones retired, had begun to reach the critical stage. Mr. Manchester had hopes for a library building addition in 1928, but conditions in the state and university were not favorable, and a new period of struggle for space began. Mr. Manchester reported that on June 30, 1929, the library had 335,950 volumes, and that 18,450 books were added during the year and 21,618 volumes were cataloged. The librarian noted that 1,022,437 persons entered the library and that 227,569 volumes were circulated. He also reported that the loan period was extended from 1 to 3 weeks (12).
During the Second World War, the library participated in several campaigns to collect books and periodicals to be sent to military camps and United Service Organizations. At a meeting of the Library Council in January 1942, Mr. Manchester reported on the establishment of a War Information Center at the university, one of six centers in the state of Ohio. The center was located in the Main Library, where the library maintained a collection of current materials on the war (16).

By 1926 the department libraries had grown to nine. These were, with the dates of their establishment: Botany and Zoology (1917), Brown Hall (Architecture and Civil Engineering, 1915), Chemistry (1925), Commerce (1925), Law (1909), Lord Hall (Ceramics, Metallurgy and Mineralogy, 1915), Orton (Geology, 1917), Medical (1925), and Education (1926). These were the main department libraries, but there were many other special libraries or office collections varying greatly in size. In 1930, the Alfred Dodge Cole Memorial Library of Physics was established. In that year, 13,827 volumes were added to the department libraries. Of these, Law, Education, and the new Physics Library were the largest. Thirty-one percent of the library collections were outside the Main Library in the 1930s, in many widely scattered locations.

Moving of books from the Main Library to the department libraries caused overcrowding in these libraries, which they were ill-equipped to handle. In 1938 the 13th department library, the Library of Social Administration, was established.

The depression years and the governor’s vetoes continued to delay the building of the badly needed library addition. In 1938 a faculty committee appointed by President Rightmeyer to study the needs of the university reported that the most urgent need was for an addition to the library. They reported that the library was built to care for a student body of 3,500, a faculty of 200, and a graduate student body of 150. Now, 25 years later, the same building still attempted to serve a student body of 16,000, a faculty of 900, and an enrollment of 3,200 graduate students.

Department libraries were increased from 9 to 15, and much material was transferred to the new departmental libraries, thus relieving some of the pressure on the stacks in the Main Library. A library stack annex was made temporarily available by the erection of a small addition to the Physical Education building for storage of some 75,000 seldom-used volumes. Additional space was found for infrequently used volumes in the basement rooms of Hamilton and University Halls. These makeshift arrangements made record keeping of books transferred from the Main Library to storage and to and from department libraries difficult and imposed a heavy burden on the library. Conditions continued to grow worse during each year before an addition was built. A faculty committee called the library “a mad house with books scattered all over the campus, where only one student in twenty can find a place to sit” (17).

President Rightmeyer, in 1938, called for an addition to the library. He said that the building had long been inadequate, and that Mr. Manchester had faced an impossible task for years in finding and maintaining an adequate and highly trained staff, operating in insufficient quarters, with an undersupply of books and
When Dr. Branscomb took over the directorship of the University Libraries, his first task was to organize services in the new library addition. The new addition had on the first floor two new reading rooms; on the second and third floors, four graduate reading rooms; and the tower provided room for 12 floors of steel stacks and individual study carrels. At first, only six floors of stacks were provided with shelving, giving a total book capacity of 540,000 volumes when the library was first opened. The total seating capacity was 1,800. Dr. Branscomb organized the present arrangement of the library. The Catalog Department was placed on the northwest side of the first floor, the Acquisitions Department on the opposite side, and the Circulation Department between these two departments. New services included an enlarged Map Room on the second floor and a Browsing Room on the ground floor. As a result of increased space, an enlarged Rare Book Collection and The Ohio State University Collection of records of the university were brought together in a room on the third floor (21).

Among the innovations of the library was the Browsing Room. Mrs. Margaret Browning was put in charge of organizing and developing this collection on its present basis, setting a standard of excellence not only for its book collection, but also instituting the program of Reader’s Advisory services, coffee hours with distinguished guests, and continuing art exhibits. These have continued to be features of the Browsing Room to the present.

During Dr. Branscomb’s first year, a total of 51,008 volumes were added to the library collections, and Ohio State—with 958,111 volumes—ranked 17th in the country in total number of volumes. On May 26, 1953, the University Libraries sponsored a public program marking the processing of the one-millionth volume. The expenditure for books during 1953/54 was $200,062, and the number of books circulated outside the library was 183,728. During 1953 the library became involved in two important cooperative ventures. The first was the Farmington Plan. The fields designated to Ohio State were ceramics, sexual ethics, race relations, welding technology, factory management, and athletic sports. Ohio State also assumed responsibility for Cyprus, Cyrenaica, and Tripolitania.

The second cooperative venture of importance was joining the Midwest Inter-Library Center, now called the Center for Research Libraries. Ohio State became the 16th member on January 2, 1953.

The Library Council underwent a change in 1954. In that year, the membership of the Library Council was enlarged to include four teaching members of the faculty appointed to 4-year terms and, ex officio, the academic vice-president, the dean of the Graduate School, and the director of libraries. The teaching faculty member replaced the director of libraries as chairman. In the fall of 1967, a member from the Council of Graduate students became a full voting member of the Library Council.

Instruction in the use of the library was expanded during 1954/55 with tours of the Main Library during the student’s orientation program, one or two lectures by a librarian, and survey courses by several colleges. In March 1955, in response to student requests, Sunday hours were extended: 2:00 to 10:00 P.M. beginning March 6. Reference service greatly increased during the year, totaling 25,592
was established in a room next to the Reference Room. An annual library lecture series was established during 1961/62, and also the position of curator of rare books and special collections was created.

Among significant gifts in 1962/63 was that of Mrs. James Thurber, who gave the first of several manuscripts which have steadily been enlarged to form an outstanding collection of one of Ohio State's most gifted alumni.

Dr. Branscomb, noting the lack of space in the library for students, especially at night, said that the situation would get worse as the enrollment went beyond 30,000 and stressed the need for a separate undergraduate library.

In the year 1963, Dr. Branscomb achieved an important advance for the University Libraries, one which he had long sought. This was the securing of faculty rank and title for the entire libraries professional staff. This was approved by the Board of Trustees in July 1963 and meant that the libraries' professional staff would operate under the same rules as applied to the rest of the faculty of the university. It is interesting to note that James H. Canfield, who was president of the university from 1895 to 1899, advocated not only higher salaries for the library staff, but also urged that they be given faculty status. He stated that the "Librarian of a University ought to rank in general culture, in special training and equipment, in definite purposes, and intensity of life—in all qualities and characteristics—as a full Professor at the head of a Department" (22). He further wrote that the head of a library division should rank as an assistant professor, and library assistants as instructors (23).

Nothing was done about this suggestion, however, and President Canfield resigned shortly thereafter to become librarian at Columbia University. It was not until many years later that, through the untiring efforts of Dr. Branscomb, the library was able to achieve this goal. Previously, some selected positions had already received faculty status, but the status did not extend to all professional staff. As Dr. Branscomb remarked, the granting of faculty rank helps secure top quality librarians and opens the door to full participation by the librarians in the research and service programs of the university. Among other new accomplishments in 1962 was the inception of an evening discussion program on problems and recent developments related to librarianship.

A major acquisition in the year 1964/65 was the library of Professor Hans Sperber of the German Department, consisting of 6,000 volumes of German and French literature, philosophy, and culture, including many early imprints.

In 1965 Ohio State was 16th in total book collections among colleges and universities, fifth in size among the "Big Ten"; but in expenditures for books it ranked 25th among United States libraries and eighth in the "Big Ten."

In the fall of 1966 some progress was made on the problem of space for undergraduates with the start of an Undergraduate Library within the Main Library. Two large reading rooms, one of which was constructed from captured ceiling space in the second floor reading room, were set aside for undergraduate study, reference, and reading, with a seating capacity of 700. The rooms had a shelf capacity of about 30,000 volumes, and their open shelves emphasized material on
Corporation to design and program an automated system. As the system evolved, and stands now, access is provided to the approximately 1,500,000 titles in the university collections by author, author/title, title, call number, and classification number. Such access is provided on-line with almost instantaneous response time. With an abbreviated search code made up of the first four characters of the author's last name and the first five characters of the first word of the title (or similar codes for the various accesses), one can, through any terminal of the over 50 throughout the library system, search all the libraries' collections. The system displays a record approximately 103 characters in length, which gives the author/title, LC card number, date of publication, and the detailed holdings of each of the libraries' copies of the item. Items so displayed may be charged out by the entrance of a patron identification number. Any terminal through the library system may charge any book in the system; however, to protect the integrity of the decentralized collections in the departmental and college libraries, books may only be discharged from terminals located in their "home" library.

Each year over 4,000,000 searches are made of the holdings. Circulation of both reserve and other manual charges, as well as the automated charges, is approximately 2,000,000 items per year. The system incorporates a host of other features including the automatic sending of overdue notices, billing recall notices, statistics, search requests for "snags," and the like. The system has been described in a number of publications both in the U.S. and abroad.

As charter members of the Ohio College Library Association (OCLC), Ohio State University Libraries have expanded their automated cataloging and other library routines concurrent with the expansion of the services of the OCLC. Machine-readable records produced for almost all of the cataloging now performed at the University Libraries is used to update the catalog access and circulation system. Plans call for the continuation of the card catalog in machine-readable form in the very near future.

In 1971 Dr. Lewis C. Branscomb retired as director of libraries to accept the James Thurber Professorship in the Graduate School. Mr. Hugh C. Atkinson, assistant director of libraries for public services, was named as his successor as director of libraries. In 1973 plans were firmed for the conversion of the second floor of the Ohio Historical Society to an Undergraduate Library. The remodeling project was funded and completed in the late summer of 1975, and the new Undergraduate Library opened for business in August of 1975. Notable features of this facility include a library for the blind, which provides many of the modern technological reading assistance devices now available for the blind and partially sighted. This facility supplements the Learning Resources Center on the West Campus of The Ohio State University, a structure opened in 1971 providing approximately 1,200 seats, facilities for library service to undergraduates in their first 2 years, and a large and growing collection of audiovisual materials, electronic carrels, and other multimedia presentations of instructional materials.

By 1975 the libraries' collections had grown to over 3,000,000 volumes and an annual budget of $5½ million. With some 10% of the budget devoted to auto-
New chief to promote automation

By Mary Lawrence

The new director of University libraries foresees increased automation as well as a commitment to the best possible service in the future for University libraries.

William J. Studer, 40, replaces Hugh C. Atkinson this week. Atkinson resigned in July 1976 to become the director of the University of Illinois libraries.

Betty J. Meyer, assistant library director of technical services, served as acting director when Atkinson left at the end of July.

"OHIO STATE is a leader in the field and automation in graded steps is on its way," Studer said.

The University's library system includes an automated circulation system, mechanized information center and the transfer of library serial holdings into the library computer system.

STUDER SAID one of Atkinson's goals was an automated card catalog containing more information, thus updating the present system. The project will be studied to see if it is feasible in terms of time and money, he said.

Studer, who began Tuesday, said, "The main role of the library in a university is to support the teaching, research and service missions of the university. It follows the goals of the university; it doesn't set them."

HE DESCRIBED his main responsibility as the management of the total library system, including the main library and its branches, to insure the best possible service to patrons.

Studer is originally from Whiting, Ind., and received a Ph.D. in library science from the University of Indiana in 1968. He was associate dean of university libraries there for the past three and one half years.

He said he became involved in library science as an undergraduate student majoring in English literature at the university. With his career undecided a professor introduced him to the person who was head of the graduate program in library science.

A CAREER in library science is "a way to stay in an academic environment which provides an essential service; you can't operate a university without a good library," he said.

Studer said he has no definite plans for the libraries until he becomes accustomed to the system. "My overall plan is to insure the best possible service to the library user. It is well within the bounds of our staff and our budget," he said.
The OSU Libraries' facilities, located both in and outside the Columbus area, are divided into three major categories: the Main Library, the various units of the Undergraduate Libraries, and the numerous department and division libraries or reading rooms.

This guide provides a basic introduction to the extensive resources and services of the Libraries. There are other brochures on the specific subject groupings. Further information and assistance is also available from each unit.

**MAIN LIBRARY**

The William Oxley Thompson Memorial Library

1858 Nell Ave. Hall, Columbus, Ohio 43210

Housing and general collections.

**ADMINISTRATION**

Rm. 106

Director

William J. Studer 422-4241

Asst. Directors:

Public Services

Larry X. Besant 422-6151

Technical Services

Betty Koyak 422-6151

Libraries

Virginia Tiefel 421-6151

Head, Department Libraries

July Ladd 422-4738

Research & Admin.

Gerry Guthrie 422-4738

Exec. Sec., Friends

Eleanor Kilgour of the Libraries

**AUXILIARY SERVICES**

Head

Joseph Guthrie 422-4730

Bindery Preparation

Rm. 227 422-6519

Business Office

Rm. 112 422-6520

Photoduplication

Rm. 123 422-6845

Receiving & Shipping

Rm. 049 422-1963

**PERSONNEL OFFICE**

Rm. 110

Head

Nicola Mackey 422-4738

**PUBLIC SERVICES**

Circulation Dept.

Rm. 132 422-6519

Current Periodicals

Rm. 1405 422-6266

Document Delivery

Rm. 200 422-6263

Inter-Library Loan

Rm. 136 422-6311

Map Library

Rm. 231 422-1242

Mechanized Info. Center

Rm. 135 422-6350

Reference Dept.

Rm. 228 422-6715

Research Consultant

Rm. 228 422-6439

Special Collections

Rm. 327 422-5938

Telephone Center

(812-9225)

Rm. 134 422-3900

**TECHNICAL SERVICES**

Acquisitions

Rm. 040N 422-6314

Catalog Information Desk

Rm. 306 422-8629

Cataloging

Rm. 030 422-2704

Central Serial Records

Rm. 040N 422-6314

International Studies

Rm. 032 422-8389

Processing Div.-QE

Rm. 040N 422-9572

**UNDERGRADUATE LIBRARY**

PRESLEY HALL LEARNING RESOURCES CENTER, 1070 Carnack Rd. (422-0183)

MULTIMEDIA LIBRARY FOR LOWER DIVISION UNDERGRADUATES (422-2075)

GENERAL COLLECTIONS AND SERVICES FOR UNDERGRADUATES

**REGIONAL CAMPUS LIBRARIES**

Lima: Cook Hall, 4300 Campus Dr., Lima, Ohio 45804 (422-0251)

Mansfield: Bromfield Hall, 1660 University Dr., Mansfield, Ohio 44906 (422-3108)

Marion: 1465 Mt. Vernon Ave., Marion, Ohio 43302 (422-9353)

Newark: University Dr., Newark, Ohio 43055 (422-4046)

Agricultural Technical Institute Library, ATI, Wooster, Ohio 44691 (422-7115)

**DEPARTMENT AND DIVISION LIBRARIES ON READING ROOMS**

**AGRICULTURE**

Agriculture

422-6151

Agric. Admin. Bldg., 1659 N. High St.

**ANATOMY**

422-2428

Madigan Hall, 1858 Neil Ave.

**ARCHITECTURE**

422-2786

Avery Library, 1858 Neil Ave.

**ARTS**

422-1920

Children's Dr., Page Hall, 1858 Neil Ave.

**ASTRONOMY**

422-1720

410 Observatory, Delaware, Ohio 43015

**BIOLOGY**

422-2009

300 Hall Library, 1858 Neil Ave.

**CHEMISTRY**

422-1118

310 McMicken Chemical Lab., 140 W. 18th Ave.

**CHILDERN'S HOSPITAL**

422-2075

700 Children's Dr., Columbus 43205

**COMPUTING**

422-6175

10 Page Hall, 1810 College Rd.

**EAST ASIAN**

422-2075

320 Main Library, 1858 Neil Ave.

**EASTERN EUROPEAN**

422-2073

576 W. 10th Ave.

**EDUCATION-Psychology**

422-6275

440 Hall Library, 1858 Neil Ave.

**ENGINEERING**

422-2025

112 Caldwell Lab., 2024 Neil Ave.

**ENGLISH, THEATRE & COMMUNICATION**

422-2786

200 Main Library, 1858 Neil Ave.

**FINE ARTS**

422-2009

166 Sullivant Hall, 1813 N. High St.

**FOREIGN LANGUAGES GRADUATE**

422-2994

166 Sullivant Hall, 1813 N. High St.

**FREEDOM OF INFORMATION**

422-3035

200 Main Library, 1858 Neil Ave.

**HEALTH**

422-3035

166 Sullivant Hall, 1813 N. High St.

**HISTORY & POLITICAL SCIENCE**

422-2393

200 Main Library, 1858 Neil Ave.

**LIBRARY FOR THE BLIND**

422-2786

270 Library, 1813 N. High St.

**LIBRARY OF CONGRESS**

422-7432

100 Journalian Bldg., 242 W. 18th Ave.

**MATERIALS SCIENCE**

422-3362

101 Main Library, 1858 Neil Ave.

**MUSIC & DANCE**

422-2139

186 Sullivant Hall, 1813 N. High St.

**OPTOMETRY (TOPAZ)**

422-1888

210 Hall Library, 1858 Neil Ave.

**PHARMACY**

422-8026

207 Pharmacy Bldg., 500 W. 12th Ave.

**PHYSICS**

422-2786

101 Smith Lab., 17 W. 18th Ave.

**SOCIAL WORK**

422-6227

310 Pharmacy Bldg., 238 W. 10th Ave.

**STONELABORATORY**

(419) 330-55

200 Main Library, 1858 Neil Ave.

**WOMEN'S STUDIES**

422-3035

200 Main Library, 1858 Neil Ave.

**RESOURCES AND INDEX**

Card Catalogs: The Main Library card catalog lists materials in all campus libraries.

Library Control System (LCS): An automated circulation system which allows you to check out, return, and renew most library materials by calling the LCS Telephone Center ("Dial-a-Book"). Self-service terminals in the Main Library or request assistance in a department library.

Photoeditorial Services: Each library has a color photoduplication service. Library Material: Equipment is located in the Undergraduate Library in Sullivant Hall.

**COOPERATED LIBRARY SERVICES**

Mechanized Information Center (422-340)

Data Bases: Science Citation Index, Social Science Citation Index, ERIC, etc.

Coverage: Current and Retrospective

Fees: Minimum of $2.00

Hours: Monday-Friday, 8 am - 5 pm

Health Sciences Library (422-8510)

Data Bases: MEDLINE, TOXLINE, CANCERLINE, etc.

Coverage: 1960 to present

Fees: Minimum of $2.00

Hours: Mon-Fri, 8 am - 5 pm; Sun, 2 pm-6 pm

Reference Department (422-6175)

Data Bases: New York Times Information Bank

Coverage: 1990 to present

Fees: Minimum of $2.00

Hours: Monday-Friday, 8 am - 5 pm

For undergraduates call Undergraduate Library or the Learning Resources Center. Lectures for graduate students are offered in the Main Library Reference Department. Tours of the Main Library are arranged through the Business Office. Division for Department Libraries and Mechanized Information Center also give presentations about their services.
OSU LIBRARIES INFORMATION

Telephone Numbers

Administrative Services Division 422-4738
Catalog Information Desk 422-8629
Central Serial Record (CSR) 422-6221
Current Periodicals, Newspapers 422-6286
Director's Office 422-4241
LIBRARY CONTROL SYSTEM (LCS): 422-3900
"Dial-a-Book"
Microforms 422-3801
Reference Department:
Main Library 422-6175
Pressey Hall LRC 422-0183
Undergraduate Library 422-2075

Hours

Main Library hours during the quarter:
Monday - Friday 8:00 am - 12 Midnight
Saturday 8:00 am - 10:00 pm
Sunday 1:00 pm - 12 Midnight

Other hours vary according to the library and the academic quarter. To determine hours, call the LCS Telephone Center (422-3900), the Catalog Information Desk (422-8629) or the specific unit.

Fines

Fines accrue for overdue material only when it is requested by another person. The rate is 25¢ per day, with higher rates for reserve and limited circulation materials. Fines are payable at the Libraries' Business Office, 112 Main Library (422-4730).

Prepared by
Committee for Library-Patron Communication
The Ohio State University Libraries
A Division of Educational Services
1858 Neil Ave. Mall
Columbus, Ohio 43210

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9/78
The Ohio State University Libraries is not a singular place — it is a pluralistic system of some 37 collection/service units on the Columbus campus, anchored by the William Oxley Thompson Main Library at the west end of the Oval.

From agriculture to zoology, from black studies to women's studies, from rare books to microforms, slides, tapes and video cassettes, from research facilities to undergraduate libraries, the university library system is one of the largest (15th in the United States at 3.2 million volumes) and technologically most modern in the world.

Want a book or periodical? Just pick up a telephone, dial 422-3900, tell the operator the author and/or title of what you need, and you will have a reply in seconds. Materials thus charged out can be mailed to students and faculty with on-campus addresses or held at the particular library for pickup at a later time.

The convenience of this telephone service is made possible by a computer-based system (with 75 terminals campus-wide) which has been serving Ohio State library users since 1970 and includes abbreviated forms of all titles in the libraries.

The computer system logs more than 6 million transactions per year and in the process automatically generates overdue notices, recalls charged-out items needed by others and alerts librarians to titles being used frequently. However, many students and faculty continue to use the traditional card catalog, which is still maintained as the full record of holdings, and which grows at the rate of one-half million cards per year.

The Department of History even has its own private terminal to facilitate access to retrospective resources, as well as to search some of the 100,000 new volumes added to the collections in a typical year.

The library's Mechanized Information Center (MIC) provides searches of numerous machine-readable data bases (covering a wide variety of subjects) to as many as 10,000 clients per year, ranging from freshmen to senior faculty. This year MIC, a truly advanced and innovative service, will furnish more than 3 million citations to relevant journal articles, reports and books.

This year patrons will charge out more than 2 million books, journals, microforms, maps, filmstrips and other audio-visual materials, in addition to making an undetermined amount of use of collections on site. Ohio State librarians answer about 180,000 reference questions each year in the course of teaching students, faculty and others how to work effectively and efficiently with an awesome tide of print and non-print materials.

With 90,000 active names in the user file, a typical day in the life of the library system includes 6,500 items charged out (150,000 volumes are in circulation at most given times) and an equal number returned for reshelving.

Every day approximately 12,000 students and faculty use the University Libraries. You are welcome to use them too. After the game, stop in and visit the newly expanded and remodeled Main Library. While you're there, pick up an application for membership in Friends of the Libraries, an organization dedicated to recognition, support and use of this literally invaluable resource. Friends' members are given a courtesy card with which to borrow materials; but the libraries' more than 3 million volume collection is open to anyone who has needs which cannot be legitimately met elsewhere and is available to any citizen who wants to use materials on site.
Library fine increase approved

By Katie Kinchen
1 may 1979

An increase in closed reserve fines and overdue recall book fines has been approved by the OSU Library Council.

Closed reserve fines will increase from 50 cents to $1 for the first overdue hour and 25 cents to 50 cents per hour thereafter, effective Summer Quarter. Overdue recall book fines will increase from 25 to 50 cents per day, effective Autumn Quarter.

Council also approved an increase in charges for lost books. The charge for lost books up to three years old will increase from $12 to $20. The fee for lost books 4 to 15 years old will increase from $15 to $25. The fee for lost books 15 years and older will increase from $15 to $35. The fee for lost serials per volume will increase from $20 to $35 and the fee for lost theses will remain at $50.

Patrons who have lost a book and then find and return it will be charged $5 for service because of the paper work involved, said library council chairman Hallan C. Noltimier.

"The increases are an incentive for patrons to return books, not for the library to make money," said William J. Studer, director of libraries.

Faculty members will be fined under the same guidelines as students and all money collected from fines will go to the lost book fund, said Larry Besant, the libraries' director of public services.

The council also approved a decrease in the faculty book loan period from 13 to 10 weeks, effective Summer Quarter.
Libraries adopt new fine, charge rules

"On Campus" 9-13-79

Changes in the lending policies at University Libraries designed to cut down the number of books kept overdue or lost take effect at the beginning of autumn quarter.

"The most serious offense someone can make is keeping a book someone else wants after you've had it a reasonable time and have been given a reasonable time to return it," said Larry X. Besant, assistant director of public services for the libraries.

Many of the changes involve increased fines and charges for overdue and lost books. These include:

- A fine of 50 cents per day for a book kept longer than 10 days after another person has placed a save (or recall) on that book in order to make it available for his or her own use. The fine previously was 25 cents. This policy takes effect Oct. 1.
- A fine of $1 for the first hour and 50 cents for each additional hour that closed reserve items are kept overdue, effective September 19.
- Lost book charges of $20 for a book up to three years old, $25 for a book 4-15 years old and $35 for a book 15 years old or more. Lost journals will result in a $35 charge.
- A handling charge of $8 for any lost item in addition to the basic lost item charge. Further, if an item was thought lost and the charges were paid, then the item was found and returned, the original charges will be refunded, less a $5 service charge.

Two other changes effective autumn quarter are important to faculty members. The faculty loan period will be 10 weeks rather than 13, but a book still may be renewed an unlimited number of times unless a save is placed on it. Secondly, the names of faculty or staff members with more than $50 in lost book charges and/or fines will be turned over to the University Treasurer's office for further action.

Anyone who accumulates that amount in fines and charges will have borrowing privileges withheld, as will any borrower who disregards several notices recalling materials for other users or who accumulates unreturned, unrenewed books or other materials.

The policy revisions were adopted earlier this year by the Library Council after extensive review by the library staff. The council let stand several current policies, including the three-week student loan period, the charging of fines only on overdue recalled books and the requirement that books must be returned to the library from which they were borrowed.

Library patrons are also asked to notify the libraries' circulation department of any mailing address changes or corrections so notices will not be lost or delayed in the mails.

Any questions about the new policies should be directed to Robert Thorson, head of the circulation department, at 422-6154.
Library snuffs smokers

By Anne Raby

Although the main library averages 8,000 patrons a day, only two smoking sections are provided in addition to restroom areas.

More than half of the 16 smokers interviewed mentioned a dissatisfaction with the smoking areas provided in the vending room and an area of about 20 by 40 feet in the Browsing Room of the library.

Currently the library staff permits smoking in the Browsing and vending rooms on the first floor at the southeast end of the building.

A major complaint by smoking patrons is the lack of a quiet study section for smokers.

Few ashtrays in the current smoking sections and distractions from other people as well as from the vending machines was another major complaint.

Students using reserve materials from another section in the building could not take these materials into the Browsing Room smoking section.

One graduate student said this causes her to waste about one of four hours study time going downstairs to smoke.

Several students said they would like to study in the Browsing Room smoking section but instead study in the stacks where it is much quieter. Some admitted they have smoked in the stacks while studying. Any person smoking in an undesignated area is subject to the penalty of a $50 fine and or a 30-day jail sentence.

When the new addition to the library opened in 1977, smoking was also permitted on the second floor in two rooms.

An evening supervisor working on circulation said the second floor smoking sections were abolished because of the amount of damage from cigarette burns in the carpet, furniture and walls.

By eliminating the upper floor smoking sections, Larry X. Besant, assistant director for public services at the library, said the staff is trying to keep problems related to smoking under control.

Evening supervisor William S. Quimby said he doubts the library will reestablish the second floor smoking sections unless it is authorized to do so by “a higher up,” meaning someone in administration.

He said he thought smoking and eating while studying are “ingrained habits” for many students and are hard to break.

Besant said he is concerned about a potential fire in the building because it would set off the sprinkler system that was installed in the new addition.

Although a sprinkler system is set off by heat, Besant said, the water from the sprinkler system would probably do more damage to the books than the fire.

Fire doors would contain fire within a section, but the sprinkler system would be activated in an entire area.

Big 10 loans faculty books

"On Campus" 3-6-80

Faculty members may apply for special identification cards to borrow books from libraries at Ohio State and other Big 10 universities participating in a cooperative exchange program.

W. Carl Jackson, dean of libraries at Indiana University, developed the pilot program to compensate for the inability of university libraries to acquire all the books and journals needed by their faculties.

"This just smooths the path and cuts down on any inconvenience overall," said William J. Studer, director of University Libraries at Ohio State.

Under this program, faculty members must adhere to the terms and policies of the particular library loaning materials. Each faculty member must select the needed materials in person and return them within the allotted loan period, or earlier if the books are recalled.

Other libraries participating in the program with Ohio State include the universities of Illinois, Iowa, Michigan, Minnesota and Wisconsin as well as Indiana, Michigan State, Northwestern and Purdue universities.

The one-year experiment began on March 1 and will be monitored and evaluated at each university. If successful, the program will be continued.

For more information, contact the Circulation Department at the main library or call 422-6164.
New copiers failing in campus libraries

By Lesley Constable

Delays in delivery and malfunctioning of some of the university's new copy machines are leaving some libraries without copy machine service during installation.

The switch in machines is being made because of the expiration of a five-year contract with Garden State Copy Service, which had supplied the library system with Olivetti copiers.

American Business Equipment Inc. is replacing the 57 Olivetti machines with only 49 Savin 770s because the new machines should not require as many repairs as the old ones, says Doug James, president of the company.

Seven copiers with reducing capabilities have not arrived for several libraries, although they were expected earlier this week.

Of the new copiers installed, many are not working. These must undergo a "fine-tuning" process after installation, James says.

Joe Guthrie, head of library auxiliary services, says he hopes the machines will "adapt" to their new environments before autumn quarter.

The change to Savin 770 copiers will result in a higher quality of both paper and reproduction at the same cost of five cents per copy, Guthrie said.

The new machines will operate with cut paper instead of roll paper, which should reduce service calls, James said.

Overhead costs should be lowered because the machines are housed in wooden cabinets that store supplies, minimizing opportunities for theft, he added.

The advantages of the new copier over the Olivetti model stem mostly from the difference in the paper used by the two, James said. The Savin 770s are "plain paper" copiers. Olivetti models use zinc-coated paper which has a strong smell and a shiny finish.

The Savin 770 copies do not have the tendency to cling to one another and pencil marks made on them can be erased.

The new machine is self-cleaning, resulting in "no specks" copy, James said.
Consolidation of libraries proposed to save money

Genevieve Lataillade

Budget pressures may force the consolidation of 17 of OSU's 25 departmental libraries into four centralized ones, a move that would mean longer walks for certain library users.

"With so little money it's important to decide what not to have without diminishing the quality of services we're providing," said Vice President for Educational Services, Kathryn Schoen.

The following changes are being considered:

- Consolidate the agriculture and veterinary medicine libraries into an Agriculture-Veterinary Library.
- Consolidate the health sciences, biological sciences, Topaz and pharmacy libraries into a Life-Science Library.
- Consolidate the chemistry, mathematics, physics, Perkins Observatory, geology, engineering and material engineering libraries into a Science-Technology Library.
- Consolidate the commerce, education-psychology, social work, home economics libraries plus collections in sociology, anthropology and physical education libraries into a Social-Science Library.

By consolidating, students and faculty members at OSU can get better services as well as greater use from the library's resources, according to members of the Library Council who set library policy.

"Because of variables such as facilities, budgets, staff, materials and quality of the libraries, decentralization is on a collision course with the budget," warned Larry Beasant, the library's assistant director for public services.

But the Library Council maintains the idea has merit, and it strongly urges people to explore it.

One of the biggest obstacles preventing consolidation is the "I won't change" attitude, according to Schoen.

She said, however, some libraries must consolidate because the budget will not support the present decentralization. The purpose is not to eliminate staff, but to use the current to its fullest expertise, she said. It also will help to save on buying duplicate publications, Schoen said.

"Libraries with similar kinds of materials can be shared beneficially," Schoen said.

Consolidation has been discussed at OSU since the 1950s. However, the current proposal was drafted about six months ago.

The proposal came after much discussion by librarians. After reviewing the circumstances they felt the idea was reasonable.

Now that the proposal is in its final form it will be presented to the Council of Deans and other university officials. If the proposal is accepted, it then goes to campus planning and the budget office.
Fred has to be at work in ten minutes, but he just remembered the overdue library books still sitting in the bottom of his closet. He needs the books to start a paper due tomorrow. Fred is panicking. He does not know OSU has a library telephone center.

Students unfamiliar with Ohio State's library telephone center can save themselves time and legwork by calling 422-3900, Leslie Nardone, the evening telephone center supervisor, said.

"The telephone system was designed to centralize circulation renewals and to assist patrons in locating books," she said.

Students with campus addresses can call the center and have books sent to them within three to five days. Books will only be sent to dormitories or offices located on campus.

An operator pages an item for a patron, the computer prints out a duplicate request in a department library and the employee pulls the book for the patron. The book is mailed through campus mail.

"This system is ideal for me and any other handicapped person," said Shirley Mlynek, a senior from Columbus. "I don’t want to be bothered running to the library if I can get the books I need sent to me."

OSU was the first school in the country to have the phone system. The service began Nov. 20, 1970, when the library became computerized.

"The library’s number one concern is to have books available for the students, and this system can trace the location of books and save students time," Nardone said.

There are four telephone consoles located in the main library. An operator answers the phone and the computer system keeps track of items charged out of the library.

The line is open the same hours as the main library, 8 a.m. to midnight Monday — Friday, 8 a.m. to 10 p.m. Saturday and 1 p.m. to midnight Sunday.

Early evening hours are usually the best time to call the library line.
OSU to obtain new copy machines May 1

By Elizabeth A. Eberlin
Special to the Lantern

OSU and Pitney Bowes will enter into a five-year lease-purchase agreement May 1 for 48 copy machines worth an estimated $450,000.

The new contract is a result of a disagreement between OSU and American Business Equipment which currently supplies the university with 12 copy machines.

Of the 48 Pitney Bowes machines, nine can reduce or enlarge a copy. It will cost 10 cents for a regular copy and possibly 15 cents to reduce or enlarge a copy, according to Augustus Vanburen, assistant vice president for business management.

Each machine will be capable of handling about 7,000 copies per month and will be equipped with a coin-operated mechanism and a copy “credit” card system.

OSU will purchase 5,000 copy “credit” cards per month, for nine months, at an estimated cost of $109,500. The cards can be used instead of change to make copies.

Students will be able to purchase the cards in $5 denominations. With a $5 copy card, a student can make 50 copies. A digital display on the machine will show exactly how many copies are left on the card.

The cards will be available five to seven weeks after OSU officials place an order.

OSU decided on the lease-purchase arrangement because the university has received less than satisfactory service from outside companies, Vanburen said.

OSU officials chose to purchase copy machines from Pitney Bowes because it had the best proposal financially and because it is “a very well-built machine,” he said.

The major problem with the current machines is that 75 percent of machine breakdown is due to paper jams, he added.

The Pitney Bowes copy machines have a fairly straight paper path, Vanburen said.

American Business Equipment will keep its machines in the libraries until March 19, according to Vanburen.

Beginning March 19, Pitney Bowes will install 10 machines per week. By the end of April, all 48 machines will be installed, he said.

“It (an in-house service) won’t be a perfect system, but we’re comfortable with the kind of machines going in,” he noted.

There will be 11 Pitney Bowes factory-trained service personnel on duty weekdays from 8 a.m. to 5 p.m. to repair major machine breakdowns, according to Magdi Bishara, the Pitney Bowes salesperson handling the OSU account.

On weekdays from 5 to 8 p.m. at least two service personnel will be on duty, at an overtime rate of $75 an hour, to handle major repairs, Bishara said.

On weekends, if OSU officials request, at least two service repair people will be on duty, at a rate of $90 an hour on Saturdays and $120 an hour on Sundays, he said.

Monthly payments of approximately $7,500 will be made by OSU to Pitney Bowes over the five-year period from the copy machine income.

If enough income is not generated to make a monthly payment, money would be withdrawn from a rotary account, he said.

This payment will include the cost of the machines, the coin mechanisms, the card systems and repair service from 8 a.m. to 8 p.m., Vanburen said.

“We hope to break even at least,” Vanburen added.

Any profit generated would go toward the libraries or into a replacement reserve. The reserve would provide funds to replace the machines now being purchased when they become outdated, he said.

Pitney Bowes is guaranteeing two to four hours response time for major repairs. After the five-year lease purchase agreement is concluded, OSU tentatively will continue to use Pitney Bowes service personnel to handle major machine repairs, Vanburen said.
Cuts halt funds for new library equipment

By Becky Yerak
Lantern staff writer 2-11-82

Everything from computer-based education to equipment quality to the convenience of faculty members will be affected by budget cuts in OSU libraries and learning resource centers.

William R. Bush, assistant vice president for learning resources, said his area lost funds that would have been used to acquire instructional equipment and materials. His area met its $61,000 retrenchment by wiping out the entire new equipment fund and eliminating uncommitted personnel funds — the equivalent of two employees.

His office has an excess of $5 million in instructional equipment, and approximately 75 percent of that is beyond its operational life, he said.

After the passage of the state budget in November, Bush said all equipment-based areas were notified of a $2 million, one-time allocation that would have gone toward equipment purchases.

His $950,000 request would have just covered the "terrible pieces," he said. The money would have been used to purchase instructional equipment and films and to renovate poor acoustics in 16 OSU auditoriums. Bush also said some films, audio and video tapes are "completely unusable" and need replaced.

Some films are used over 100 times per year, and a second copy of those would be useful. But the funds are unavailable, Bush said. One of these films, "What You Are Is Where You Were Then," is used about 200 times per year by health, sociology, education and psychology classes.

Some equipment is held together by "rubber band and paper clip" methods, Bush said. And some equipment is so obsolete that the vendors who sold the original pieces no longer manufacture the spare parts, he said.

Equipment breakdown also is increasing and money must be spent on maintenance and repairs.

Learning resources previously provided classroom services to faculty members who used equipment, but the bulk of these services will be eliminated, Bush said. Most faculty members are being asked to pick up the equipment and set it up themselves.

Bush said he is concerned that classes will come to a halt while instructors are setting up equipment and that instructors might break a piece of equipment because they are not familiar with it.

Services still will be provided if equipment is difficult to operate, and trucks still will deliver the equipment if there is no way the instructor can pick it up, Bush said. Although they have two delivery trucks, only one is being used.

Computer-based classes also are being affected by the budget crunch. In the past four years, OSU computer-based education has increased between 30 and 40 percent, Bush said. But because of the lack of funds, no computer programs will be developed or expanded.

There are four learning resources equipment and material libraries on campus, and the one in Page Hall might close this spring unless the money situation improves, Bush said.

He said he first will try to reduce hours, but if that does not work, the library will have to close. If it closes, the students who work there will not be transferred to another library, Bush said.

OSU libraries' major loss was the elimination of a one-time $1.1 million allocation which OSU President Edward H. Jennings had set aside for libraries in November, after the Ohio General Assembly passed a permanent budget.

William J. Studer, director of OSU libraries, said the money would have provided great potential for their $2.3 million permanent base budget. He said the $1.1 million allocation was the equivalent of 50,000 hardback books.

The loss was "a little easier to take" because little effort had been expended in deciding what the money would be used for, Studer said. "If we had to lose it, it was better to lose it sooner than later. It was a nice wish that didn't come true."

The libraries met their $128,000 retrenchment by eliminating uncommitted personal funds, the equivalent of 12 positions.

He said some positions will be left unfilled, so if another financial crisis arises, some budget cutting flexibility will exist.

"When you maintain vacancies you generate cash," Studer said.

Charging students for services would be a last resort, he said. "Ordinary library services have had a tradition of being free."

At this time, library hours have remained unaffected, Studer said.
Copy machine removal delayed; prices increased

By Elizabeth Eberlin
Special to the Lantern 2-23-82

American Business Equipment (ABE) raised its price of a copy from 5 to 10 cents and tentatively extended its Feb. 19 deadline for removal of its machines from OSU.

OSU, however, is reviewing proposals from other photocopy supply companies to replace ABE, said Marvin Vinar, director for business management.

OSU officials received a letter Jan. 20 from ABE which stated the company would cancel its contract with OSU unless modifications were made to the contract in favor of ABE by Feb. 19. OSU chose to accept the cancellation.

ABE has made no arrangements to remove its 52 copy machines from OSU, ABE manager Eric Herson said.

But on Feb. 19, ABE service personnel changed the coin mechanisms on its machines to accept a dime.

No final decisions as to how long ABE will keep its machines here, or as to who will supply photocopy service after ABE removes its machines, have been made.

ABE tentatively has planned to keep its machines here until the end of winter quarter if it receives fair treatment from OSU, Herson said.

ABE sells, leases and rents three different types of copy machines, Herson said. If OSU actively solicits a bid request which requires one of the machines ABE carries, then the company will submit another bid, he said.

On Jan. 25, OSU officials began looking for another company to supply the library system with photocopy service. No bid requests were sent out, but major providers of photocopy services were asked to submit proposals.

A salesperson from Pitney Bowes, 6400 Doubletree Ave., contacted OSU officials three weeks ago about supplying photocopy service.

Pitney Bowes is a strong contender for the job, although OSU has made no commitment to select them as its next photocopy supply company, Vinar said.

Don V. Nalley, sales manager for Pitney Bowes, said his company is still waiting for confirmation from the university.

"We are prepared to start serving the needs of the university and installing our equipment as soon as the people who are going to be making the decision give their approval," Nalley said.

"As far as I know we've come to closure on Pitney Bowes," said William J. Studer, director for university libraries.

The library staff has accepted all conditions set by the company and are satisfied enough to move ahead with Pitney Bowes, Studer said.

Meanwhile, OSU and ABE are still negotiating terms for a written interim agreement. The agreement would provide photocopy service by ABE for up to 60 days, and by that time another service will be provided, Vinar said.

Also, OSU will no longer receive a percentage of ABE's profits, according to OSU officials and Herson.

The agreement, if accepted by ABE, would close any gap between the time ABE removes all of its machines and the time another supplier could install its equipment.

Herson said, "We will help the university phase-in new equipment, but we are not going to do it at the expense of the company or its employees."
Price increase no remedy for ill OSU library copiers

By Elizabeth Eberlin and Craig Jolley
Lantern staff writers 2-25-82

Although American Business Equipment (ABE) has raised its copy price from 5 to 10 cents and OSU is no longer receiving any percentage of ABE profits, its copy machines are still frustrating patrons.

Of the 47 copiers in the library system, as many as 32 are in need of some repair, according to records on the Library Control System (LCS).

ABE supplies 52 copy machines to OSU.

According to Joseph L. Guthrie, administrative associate for university libraries, ABE machine maintenance has improved since the vending rate increase. But, “whatever effort they might have given, it wasn’t enough,” he added.

In addition, a memo was sent Friday from Augustus J. Vanburen, assistant vice president for Business Management, to ABE allowing the company to remain on campus and raise its price to 10 cents.

Friday, Feb. 19, was the deadline for the removal of ABE’s machines.

But Douglas James, owner and president of ABE, said Wednesday he has not received any memo and that no formal agreement has been made between OSU and his company.

ABE Manager Eric Herson told university officials last week that the copiers would remain for an indefinite period and that the price would increase. He also said ABE would “monitor” the situation for a few days to see how things worked out.

“The copiers could go at any time,” James said, adding that he is close to the point of making a decision whether to remove the copiers.

Herson said last week that ABE would “help the university phase in new equipment” provided there is no expense to the company or its employees.

James said many of the copiers that are listed as needing repair are operational.

He said that there is a total lack of cooperation by the OSU library staff because they fail to remove “broken” copiers from the computer list once repairs have been made.

Library personnel, however, claim that as soon as ABE personnel fix the machines, they break down again.

“The biggest problem is that they break down almost constantly,” said Craig Young, evening supervisor for the Main Library circulation department.

“I kept the repairman here for two hours one night because every time he left a machine, it broke down again.”

Young said there isn’t any real problem with repair work on the copiers except that they break down frequently.

Library officials still are trying to extend service hours of the Main Library’s copy center to match the library’s regular hours. But according to Guthrie, “The real answer is to get ABE to get their machines working.”

At 1:10 p.m. Monday, Feb. 22, 22 of the 47 library machines were listed as needing repair. On Tuesday, Feb. 23 at 1:40 p.m., 24 machines were on the repair list. On Wednesday, the picture was no better. At 12:30 p.m., Feb. 24, 32 machines were listed as needing repair.

There are plans to install one International Business Machines Corp. (IBM) copier by the circulation desk in the Main Library to supplement ABE’s machines, said William J. Studer, director for university libraries.

“It is a rule, not an exception, to have at least half the (ABE) machines down at one time,” Studer said.

Making a photocopy might not be a source of irritation for students if OSU officials decide on Pitney Bowes as their next photocopy supply company.

A major feature on the Pitney Bowes copy machines that OSU officials are considering is a charge card debit system, according to Studer.

A patron would be able to purchase credit cards, in denominations of five dollars, and use the cards instead of change to make copies.

“It’s safer and it’s just logistically simpler,” Studer said, because it reduces theft and vandalism of the machines. The need to repair the machines also is reduced.

The card would be coded for the purchased amount, and inserted through a slot in the machine.

The dollar amount for the copies made would be automatically debited from the card. When the last dime is used, the card would no longer work.
COLUMBUS, Ohio -- The Ohio State University Class of 1982 will form a library endowment as their "gift for a lifetime" to the university.

The fund, with a goal of $25,000, will be used to help replace the $1.35 million loss in library funds due to recent budget cuts. This loss represents approximately 55,000 volumes, according to William Studer, director of the libraries.

Diane Kostyshyn, president of the Senior Class Committee, said the class wanted to leave a gift to the university that would be practical during difficult financial times.

A contest to design bookplates for the books purchased with senior class funds has been planned to involve the whole class. Seniors will also be informed of the gift during senior information days, May 19 and 20, through handouts at graduation practice and a fall direct mailing.

University President Edward H. Jennings called the gift "practical and much needed," and offered the students his full support.

Funds will be solicited from class members through pledge leaders using a pyramid system of personal telephone calls and direct mailings, Kostyshyn said.

The projected goal can be reached if at least 10 percent of

-more-
OSU buys library system

By Mary Jane Dunn
Lantern staff writer

OSU will be the first university to have library terminals capable of processing information in multiple languages when the installation of 138 new computers begins in June.

The system's equipment reserve account will cover the $400,000 purchase price, said Carroll Notestine, University Systems director. Because OSU does not require departments to return unused funds at the end of each fiscal year, money accumulated in the University System's reserve account will be used to purchase the terminals, he said.

"Cost is not the point — function is," Notestine said.

The terminals will be paid for and installed within two years, Notestine said. The lengthy installation will minimize interruption in the libraries.

Terminals will be placed in the main library, department libraries, regional campus libraries and Children's Hospital. Terminals are being placed in Children's Hospital because OSU pediatric students study there, he said.

Most computers have the capacity to store about 128 characters, but the Telex terminals will be able to store 193, said Susan Miller, coordinator of library automation. The extra characters are diacritical marks — accent marks, foreign symbols and letters.

Previously, terminals would leave out these marks or substitute English characters because the computers did not have the correct symbols.

"Inefficient terminals reduce the learning capacity of the language," Miller said.

The libraries now have four types of computers. It is difficult to assist students if the staff is not familiar with all of the types, Miller said. With the new system there will be only one type of terminal to deal with, she said.

Also, the new terminals will eliminate the need for the card catalog. "The catalog will remain in the main library, but because the terminals will be capable of storing and retrieving cross references, the catalog will not be updated," Miller said.

The old terminals will be used somewhere else at OSU, returned to IBM or purchased by University Systems to be sold later, Notestine said.

University Systems is directing the project. The new terminals will be purchased from Telex Computer Products Inc. The old terminals were rented from International Business Machines Corp. (IBM)
Libraries get grant for early fiction

By Alex Rodriguez

Lantern staff writer

One of the nation's most complete collections of American fiction from the first quarter of this century will soon be on the shelves at OSU libraries, thanks to a grant from the U.S. Department of Education.

A $101,017 grant from the Strengthening Research Library Resources Program will be available early in 1983, Bill Cowe, assistant to the director for OSU Libraries, said.

The grant will be used to locate and purchase first edition American fiction novels published from 1901-1925, Cowe said.

OSU Libraries have approximately half of the estimated 12,000 novels published during this period, but they are not centrally located.

The books will be added to the Charvat Collection, named after William Charvat, former professor of English, who purchased much of the existing collection.

The books will be kept in the Thurber Reading Room in the Main Library on a non-circulating basis. Cowe said extra copies will still be available for circulation.

Beginning spring quarter 1983, librarians will start purchasing the books. They will attempt to locate them by contacting bookstores in New York, Chicago, London and other cities, as well as by advertising in special interest magazines.

"Finding these books is a librarian's delight," Cowe said.

OSU is one of the more than 40 recipients of the nationwide grant. More than 50 institutions had applied for the grant, Cowe said.

Thirty-six thousand dollars of the grant will go to purchasing the books. The rest will pay for student assistants, a bibliographer and administrative and research costs, such as postage, phone calls and advertising for books.

These books are useful in understanding American life, Cowe said. "Yesterday's junk novel is tomorrow's invaluable resource."

Fiction works tell scholars about reading and writing styles during a specific time period and reflect society's views on women, blacks and events of the day, Cowe said.

The new books will be cataloged using the Online Computer Library Center to make this information available to scholars across the country.
OSU installs credit card copy system

By Earl Glauser
Lantern staff writer 8-6-82

The American way has finally come to OSU's library copiers — students will be able to feed the machines a credit card to get a copy.

A VendaCard system is being installed that will enable students to put a credit card in the copiers instead of the usual dime.

OSU plans to equip about 50 copiers with the new system, which will be installed in campus libraries by fall quarter. It is the largest installation so far for the VendaCard system.

Once the new system is installed, a card can be purchased in advance from the university which will allow a student a certain number of copies.

Debbie Gill, reprographics coordinator for OSU's print shop, said the university is in the process of evaluating the expenses and possible price breaks for students who use the card.

Gill said students may purchase the card for an entire school year or by quarters.

The copiers will still accept coins, but credit card users may only have to pay seven or eight cents a copy instead of a dime, according to Tom Neville, installer of the VendaCard system.

Lynn Nelson, a doctoral candidate from Cleveland, said she would probably not use the system for only a couple of copies.

"If I had a large amount of work to copy, I would go elsewhere anyway, so I probably won't use the system," she said.

Cindy Ruiz, a senior from Stow, Ohio, said the system is probably handy, but would not want to travel to Lincoln Tower and try to deal with the trouble of obtaining a card.

The machines are being installed by the XCP Corporation from Driden, New York.

The company also plans to install VendaCard systems at Syracuse, Georgetown and Brigham Young Universities.
OSU Libraries Location Guide

University Libraries
1858 Neil Avenue Mall
Columbus, Ohio 43210

Prepared by:
Committee for Library-Patron Communication
9/82
| 1. Main Library                  | 1858 Neil Avenue Mall    | 422-3900 |
| Black Studies Library          | 210 Main Library         | 422-8403 |
| Browsing Room                  | 101-105 Main Library     | 422-9161 |
| Catalog Information Desk       | 300S Main Library        | 422-2594 |
| Classics, German, Linguistics, and Romance Language Library | 140S & 140N Main Library | 422-3801 |
| Current Periodicals            | 200 Main Library         | 422-1232 |
| Documents                      | 312 Main Library         | 422-3502 |
| East Asian Reading Room        | 320S Main Library        | 422-2073 |
| East European and Slavic Reading Room | 240 Main Library  | 422-2786 |
| English, Theatre and Communications Library | 200S Main Library | 422-2393 |
| History, Political Science and Philosophy Graduate Library | 136 Main Library | 422-6211 |
| Interlibrary Loan              | 310 Main Library         | 422-3362 |
| Jewish Studies Reading Room    | 312 Main Library         | 422-8959 |
| Latin American Reading Room    | 103A Main Library        | 422-7432 |
| Library for Disability Services| 200 Main Library         | 422-2393 |
| Map Room                       | 126 Main Library         | 422-3480 |
| Mechanized Information Center  | 140S Main Library        | 422-5972 |
| Microforms                     | 310 Main Library         | 422-3362 |
| Middle East/Islamic Reading Room | 135 Main Library  | 422-6175 |
| Reference                      | 327 Main Library         | 422-3937 |
| Special Collections (Rare Books)| Telephone Center       | 240 Main Library | 422-3035 |
| Telephone Center               | 136 Main Library         | 422-6211 |
| Women's Studies Library        | 45 Agricultural Administration | 422-6125 |
|                                | 204 Converse Hall        | 422-2409 |
| 2. Agriculture Library         | 200 Botany & Zoology Bldg. | 422-1744 |
| 3. Archives                    | 310 McPherson Chemical Laboratory | 422-1118 |
| 4. Biological Sciences Laboratory | Rm. 216B, 700 Children's Drive | 461-2375 |
| 5. Chemistry Library           | 110 Page Hall            | 422-2136 |
| Children's Hospital Library (not on map) | 60 Arps Hall | 422-6275 |
| 6. Commerce Library            | 112 Caldwell Laboratory  | 422-2852 |
| 7. Education/Psychology Library | 166 Sullivant Hall       | 422-6184 |
| 8. Engineering Library         | 100 Orton Hall           | 422-2428 |
| 9. Fine Arts Library           | 376 W. 10th Avenue       | 422-9810 |
| 10. Geology Library            | 325 Campbell Hall        | 422-4220 |
| 11. Health Sciences Library    | 100 Journalism           | 422-8747 |
| 12. Home Economics Library     | 147 Journalism           | 422-8747 |
| 13. Journalism Library         | 197 Watts Hall           | 422-9614 |
| 14. Library for Communications and Graphic Arts | 101 Mathematics Bldg.  | 422-2009 |
| 15. Materials Engineering Library | 186 Sullivant Hall       | 422-2319 |
| 16. Mathematics Library        | 207 Pharmacy Bldg.       | 422-8026 |
| 17. Music/Dance Library        | 1011 Smith Laboratory    | 422-7894 |
| 18. Pharmacy Library           | 400 Stillman Hall         | 422-6627 |
| 19. Physics Library            | Optometry Bldg., 338 W. 10th Ave. | 422-1888 |
| 20. Social Work Library        | 205 Sullivant Hall       | 422-2075 |
| 21. Topaz Library (Optometry)  | 229 Sisson Hall          | 422-6107 |
| 22. Undergraduate Library      | Pressey Hall, 1070 Carmack Rd. | 422-0183 |
LIBRARY HANDBOOK

The Ohio State University Libraries
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This handbook is intended to provide a single source of general library information that meets the needs of faculty and graduate students. Because of the size and complexity of the Ohio State University Libraries system, even experienced scholars may have some difficulty in locating potentially useful resources.

The Libraries consist of the Main Library, within which are 16 libraries and reading rooms; 19 department libraries on the Columbus campus and three beyond its limits; and other service units, such as the University Archives. The library system contains 3.7 million volumes, making it the 17th largest university library in North America.

Basic information about the location and special features of each of the libraries on the campus appears in this handbook. Key points about library policies (regarding loans, carrel assignments, photocopy services) that would be of interest to users also are included.

Beyond this, however, the handbook responds to the advanced student's need for more in-depth material. This publication describes the uses and research applications of various reference resources and the relationships that exist among certain important bibliographic tools, including the traditional card catalogs and the Library Control System (LCS), Ohio State University's computerized catalog. Those library units that provide general services to scholars in all disciplines are emphasized. They include the Main Library Reference Department, Interlibrary Loan and the Mechanized Information Center.

This handbook is designed to be your introduction to the OSU Libraries. You are encouraged to ask members of the library staff for further information and assistance.
The Main Library (William Oxley Thompson Memorial Library) contains the central stack area as well as a number of special libraries and reading rooms. These house subject collections of books and journals, as well as bibliographies, indexes, abstracts, dictionaries, encyclopedias, and other tools for the study of their disciplines.

General services, which include the Reference Department and Documents Division, also are located in the Main Library.

Central Stack

The Central Stack Core houses the greater part of the collections for most of the disciplines in the humanities and social sciences. These collections comprise 1.4 million volumes, about 38 percent of the Libraries' total holdings of 3.7 million volumes.

The social science collections support study in fields such as anthropology, history (with particular strength in medieval and reformation history), Latin American studies, and political science (with extensive holdings of U.S. and British public documents). Such titles as American Antiquity, Oceania, The English Historical Review, and Revue Historique are representative of the many complete sets of periodicals in these disciplines that can be found here.

The humanities collections support study in such fields as literature, linguistics, philology, philosophy, religion, and theater. Important multi-volume sets and serials include Transactions of the Philological Society, American Philosophical Quarterly, the Greek and Latin series of Migne's Patrologiae Cursus Completus, Orbis Litterarum, and Theater der Zeit.

Black Studies Library

The Black Studies Library (Room 210) collects books, microforms, periodicals, pamphlets, and clippings on the black experience in Africa, the Americas, and other areas of the world. Highlights of its 18,000-volume collection include microfilm editions of the Schomburg Collection and the Atlanta University Black Culture Collection, as well as selected dissertations.

Browsing Room

The Browsing Room (Room 101), near the front entrance to the Main Library, has a collection of popular books of all kinds. Current issues of general interest periodicals are available at the desk. Located next to the vending machine area, the Browsing Room is the only location in the Main Library where food and beverages are allowed and smoking is permitted. Speakers and programs frequently are scheduled here. (See also Library Disability Services, page 7.)

Classics, German, Linguistics, and Romance Languages Library

The Classics, German, Linguistics, and Romance Languages Library (Room 300) maintains a reference
collection of 18,000 volumes and 500 current periodicals and serials for the study of language and literature in these areas. The collection is non-circulating, though special charges may be arranged with the approval of the staff.

**Documents Division**

The Documents Division in Room 200 is a clearinghouse for government publications which are received on deposit from the United States, the state of Ohio, and the European Communities (the Common Market). The OSU Libraries have an integrated arrangement whereby most documents are sent to that part of the library system appropriate to the subject of the individual item. These are listed in LCS and (for items processed before 1982) the card catalog.

Materials shelved in the Documents Division are arranged by Superintendent of Documents number. The Documents Division also maintains specialized bibliographies and indexes.

**East Asian Reading Room**

Reference works and periodicals for Chinese, Japanese, and Korean studies can be found in the East Asian Reading Room (Room 320). These materials, which include 36 current newspapers, are collected in English and East Asian languages. The Reading Room maintains supplemental card catalogs of the library system's Chinese, Japanese, and Korean materials. Most books in East Asian languages are located on the ninth floor of the Main Library.

**East European and Slavic Studies Reading Room**

A non-circulating reference collection of 12,000 volumes and 292 of the most important periodicals and newspapers relating to the area is housed in the East European and Slavic Studies Reading Room (Room 300). Heaviest emphasis is on Russian, Polish, and Serbo-Croatian, with strong representation in other Slavic and Finno-Ugric languages. (See also Hilandar Room.)

**English, Theatre, and Communication Library**

The English, Theatre, and Communication Library in Room 240 collects materials in these three areas. Emphasis in communication is on speech and hearing. This library's 413 journal titles and 17,200 books include definitive sets of major authors from Chaucer to Henry James and an uncataloged collection of more than 400 "little magazines" that publish avant garde poetry and prose. Although the ETC collection is non-circulating, the staff can approve short-term loans for graduate students and faculty.

**Hilandar Room**

The Hilandar Room (Room 308) contains a collection, mainly in microform, of 600,000 pages of Slavic and non-Slavic sources from the Hilandar Monastery, Mount Athos, Greece, and from other repositories. The material, most of which concerns the Eastern Orthodox Church, is in various versions of Church Slavonic, e.g., Russian, Serbian, and Bulgarian.

Although the oldest manuscript dates from A.D. 1009, most are from the 13th through the 19th centuries. A reference collection supplements the microform materials.

**History, Political Science, and Philosophy Library**

The History, Political Science, and Philosophy Library (Room 200) concentrates its coverage on material dealing with Western Europe and North America. This library contains a 19,500-volume collection of reference works, journals (both current and bound volumes), and bibliographies. Although the collection is non-circulating, staff can approve loans for a limited period of time for graduate students and faculty.

**Jewish Studies Reading Room**

Reference materials and current periodicals dealing with such subjects as Biblical and Talmudic studies, Jewish history, and Judaic languages and literature are housed in the Jewish Studies Reading Room (Room 320). Most books and bound journals on these subjects are in the main stacks near the Reading Room. Supplemental card catalogs in the Reading Room list all Hebrew language titles in the OSU Libraries.

**Latin American Reading Room**

The Latin American Reading Room (Room 300) contains an extensive reference collection on Central and South American politics, folklore, history and development, Caribbean affairs, and Hispanic-Americans. Periodicals and newspapers from and about the area are here also. Books may be checked out for overnight use only.

**Library Disability Services**

Located next to the Browsing Room, Library Disability Services (Room 103A) serves as a liaison between the disabled patron and the OSU Libraries. Tape recorders and reading machines such as the Apollo Laser, the Optacon, and the Kurzweil Reading Machine are available for use. The collection includes audio tapes of some current magazines and popular books. Services include free photocopying of library materials for physically-impaired and learning-disabled students and assistance with reference questions.

**Map Library**

The Map Library in Room 211 is a depository for U.S. Geological Survey and Canadian topographic maps, Defense Mapping Agency hydrographic charts, and National Ocean Survey coastal charts. It also has many thematic maps and atlases, including a good selection of Ohio historical maps. Although the map collection is non-circulating, arrangements for short-term loans are available.
can be made. Reference assistance is provided by the staff of the History, Political Science, and Philosophy Library.

Middle East/Islamic Reading Room
Reference materials and current newspapers and journals in English, Arabic, Persian, Turkish, and European languages are in the Middle East/Islamic Reading Room (Room 320). The geographic coverage of the collection includes the Arab countries of the Middle East, North Africa, Turkey, Iran, Afghanistan, and the areas formerly held by the Islamic and Ottoman empires. The majority of the collection deals with language, literature, and history from the rise of Islam to the present day. More than 40,000 books in these subject areas are available throughout the library system.

Reference Department
The Reference Department (Room 135) houses a major collection of 50,000 volumes with emphasis on the social sciences and humanities. The collection is available during all hours that the Main Library is open, though it is not staffed in the very late evening. Resources include general reference books (e.g., dictionaries, encyclopedias, yearbooks, handbooks) as well as bibliographic tools such as indexes, abstracting services, and bibliographies. The reference staff will help patrons locate materials and information that may elude them in LCS and the card catalog.

There are specialized tools available that:
• Guide the user through legislative history;
• Provide current awareness on news of the world;
• Record regulations of the U.S. government and documents issued by the President of the United States;
• Cite bibliographic information on material published in many countries;
• Provide abstracts of dissertations and theses;
• Indicate which libraries hold serials and books not at Ohio State;
• Contain biographical sketches;
• Compile addresses of publishers and associations;
• Tell how to locate manuscripts, archives of historical records, microfilms of foreign newspapers, or short stories in anthologies.

There are also tools for answering questions of a general nature—telephone books, airline guides, resume writing manuals, and books of quotations.

The services of the Reference Department include access to an Online Computer Library Center (OCLC) terminal, which displays information on books and serials in more than 2,400 libraries throughout the United States. (See page 24 for more information about OCLC.)

Special Collections
The Division of Special Collections (Room 327) houses the Libraries' rare book and manuscript collections. Among its strengths, which are primarily literary and historical, are the William Charvat Collection of American fiction; the Talfourd Linn and related collections of the work of Cervantes; science fiction, including extensive runs of British and American magazines and a full set of Star Trek scripts; American popular sheet music; Reformation era history; and the writings of such authors as Nathaniel Hawthorne, T. S. Eliot, James Joyce, Ernest Hemingway, W. H. Auden, and Anais Nin.

The comprehensive James Thurber Collection includes some 20,000 pages of manuscript and 370 original drawings. Other important manuscript holdings include works by Nelson Algren, Samuel Beckett, Hart Crane, Jerome Lawrence and Robert E. Lee, T. J. Holmes, W. W. Charters, F. L. Utley, and Ralph D. Mershon.

Special Collections also contains the OSU Collection of published works issued by or concerning The Ohio State University. (See also University Archives, page 16.) Special Collections is open from 9 a.m. to 5 p.m., Monday through Friday.

Women's Studies Library
The Women's Studies Library (Room 240), established in 1977, contains an interdisciplinary collection of materials, including feminist-oriented periodicals, newsletters, and pamphlets. Emphasis is on the humanities. Several large collections of women's materials on microfilm, including the Gerritsen Collection of Women's History, 1543-1974, and the National Women's Party Papers, 1913-1974, are stored in Special Materials, on the first floor of the Main Library.
DEPARTMENT LIBRARIES

There are 21 department libraries in the Ohio State University Libraries system that are located outside the Main Library. These vary in subject matter from accounting to zoology, from paleontology to nuclear physics, and in location from the Oval to Lake Erie.

The department libraries contain specialized collections and offer services and resources, such as bibliographies, indexes, abstracts, dictionaries, and encyclopedias specifically related to those collections. The hours of the reference staffing of the libraries vary, so users should arrange ahead of time for special assistance.

Agriculture Library

The Agriculture Library (45 Agricultural Administration Building) contains a collection of 62,000 volumes on agricultural economics, animal science, food science and nutrition, forestry, horticulture, natural resources, and rural sociology. This library is located in the agricultural complex west of the Olentangy River. Its Agricultural Credit and Technology Studies (ACTS) file is a unique collection of articles, papers, and pamphlets. The Commonwealth Agricultural Bureau (CAB) abstracting series is also an important resource.

Biological Sciences Library

The Biological Sciences Library (200 Botany and Zoology Building) houses a collection of 82,000 volumes and serves the Departments of Biochemistry, Botany, Entomology, Genetics, Microbiology, and Zoology. Its adjunct, the Franz T. Stone Library, located at Put-in-Bay on Gibraltar Island in Lake Erie, is open summers only and contains material relevant to the limnology, botany, zoology, ecology, and geology of the Great Lakes.

Chemistry Library

The Chemistry Library (310 McPherson Chemical Laboratory) has a 47,500-volume collection in the fields of chemistry, chemical engineering, and biochemical engineering. A microform reading room contains a variety of reading and printing equipment. Microform holdings include back files of a number of journals as well as current Dissertation Abstracts (Science and Engineering Series).

Children's Hospital Library

A branch of the Health Sciences Library, the Children's Hospital Library (218 Children's Hospital) is located at 700 Children's Drive, on the east side of Columbus. Materials on pediatric medicine and surgery, nursing, and hospital administration are available. The library has on-line access to all the data bases of the National Library of Medicine.

Commerce Library

Specialized indexes and statistical resources as well as corporate information such as annual reports
are available in the Commerce Library (110 Page Hall). This library's 138,000 volumes include materials on accounting, advertising, administrative science, economics, labor and human relations, marketing, banking, finance, business law, real estate, geography, industrial psychology, and consumer affairs. The Griffith Insurance Library and the Labor Information Center are housed here also.

**Education/Psychology Library**
The Education/Psychology Library (166 Sullivant Hall) houses 65,000 volumes on all aspects of art, including art education, the history of art, and industrial design. Current subscriptions to more than 200 journals are maintained, and the reference area features an excellent collection of library catalogs of major art collections in the United States. Reproductions of plates from noncirculating works can be made at a photographic copy stand.

**Fine Arts Library**
The Fine Arts Library (166 Sullivant Hall) houses 65,000 volumes on all aspects of art, including art education, the history of art, and industrial design. Current subscriptions to more than 200 journals are maintained, and the reference area features an excellent collection of library catalogs of major art collections in the United States. Reproductions of plates from noncirculating works can be made at a photographic copy stand.

**Geology Library**
The Geology Library (180 Orton Hall) has 54,000 volumes covering subjects such as geology, mineralogy, paleontology, lunar geology, and environmental pollution. This library houses a collection of some 60,000 maps, including the U.S. Geological Survey's 7-1/2' and 15' topographic, geologic, soil, water, and lettered series. A depository for Ohio Geological Survey publications, the library also contains those publications sent to the Ohio Survey by other state and foreign geological surveys and by geological organizations.

**Health Sciences Library**
The Health Sciences Library (376 West 10th Avenue) contains 136,000 volumes to serve students, faculty, and professional staff of the Colleges of Medicine and Dentistry and the Schools of Nursing and Allied Medical Professions. Subjects in the collection include allied medicine, genetics, medical sciences, medical technology, sports medicine, and nursing. The library has on-line access to more than 40 computerized literature data bases, primarily in health-related fields. Its monthly Service Bulletin includes articles and bibliographies on topics of current interest.

**Home Economics Library**
The Home Economics Library (325 Campbell Hall) contains 17,500 volumes and collects in a wide range of subjects, including family relations, human nutrition, textiles and clothing, home economics education, child development, home management, and housing. It has a large collection of video cassettes in the field of human relations and family development and in textiles and clothing. A number of dissertations from other universities are available on microfilm.

**Materials Engineering Library**
The Materials Engineering Library (197 Watts Hall) contains 15,500 volumes in the fields of metallurgical and ceramic engineering. Its collection is geared to graduate and faculty research.

**Mathematics Library**
The Mathematics Library (010 Mathematics Building) serves students and faculty in the Departments of Mathematics, Statistics, and Geodetic Sciences with a 36,000-volume collection. It has virtually complete holdings of almost all important early American and European mathematical journals as well as a large number of collected works by mathematicians from the past and present.

**Music/Dance Library**
The Music/Dance Library (186 Sullivant Hall) houses 74,000 volumes and 30,500 records and tapes, including dance and music education materials as well as those on the more traditional aspects of music. It has an important collection of American sheet music and songs of the 19th and 20th centuries, and a large microfilm collection of European source materials. The library has modern disc-to-cassette recording facilities in addition to listening carrels.
Optometry Library (Topaz Library in Vision)
The Topaz Library in Vision (Optometry Building) serves the students and faculty of the College of Optometry. It collects material on such topics as optics, color, lighting, perception, and learning disabilities. The library maintains a large collection of tests, class notes, and reports in these fields.

Perkins Library
The Perkins Library (Perkins Observatory, Delaware, Ohio) contains 10,000 volumes, primarily observatory publications and works on theoretical astronomy. This library also houses a plate library of more than 14,000 stellar spectrograms and a complete up-to-date set of astronomical charts and maps including the Palomar charts and the European Sky Observatory Atlas of the Southern Sky. Access to this library is by arrangement, which can be made by calling 1-363-1257.

Pharmacy Library
The Pharmacy Library (207 Parks Hall) has 26,700 volumes primarily oriented toward graduate and faculty research in pharmaceutics, medicinal chemistry, pharmacy, and pharmacology. The staff has produced some self-instructional slide-tape programs on the use of the library and its materials. These are available at the circulation desk for viewing on the library's equipment.

Physics Library
The Physics Library (1011 Smith Laboratory) contains a 43,000-volume collection arranged and equipped to provide the maximum utility for physics and astronomy. It has a Graduate Study Room where a selected group of research journals and a Wang calculator are located. A second Wang calculator is provided near the current periodicals section. The Charles H. Shaw Memorial Collection of History of Science is a feature of the library.

Social Work Library
The Social Work Library (400 Stillman Hall) has 36,000 volumes of materials on the home, family, social welfare, social work, and marriage. A large number of reports, papers, pamphlets, and other uncataloged publications are in the library's vertical file.

Veterinary Medicine Library
The Veterinary Medicine Library (229 Sisson Hall) houses 34,400 volumes in the fields of veterinary medicine, medicine, pharmacology, public health, anatomy, physiology, pathology, microbiology, and parasitology. Such special sources as Index Veterinarius and Current Contents are of use to the graduate student.

Two libraries have been established especially for undergraduate students, but they often are useful to other members of the University community.

Undergraduate Library
The Undergraduate Library (205 Sullivant Hall) is conveniently located at 15th Avenue and North High Street. This library has a good general collection of books and periodicals (with emphasis on popular magazines) including 90 percent of the titles indexed in the Readers' Guide to Periodical Literature. There is ample study space, including a number of rooms for group study.

Learning Resources Center
The Pressey Hall Learning Resources Center (Pressey Hall on the West Campus) is a multi-media library. Its collection includes slides, tapes, records, filmstrips, and videotapes as well as books and periodicals. Viewing and listening facilities are available.
ARCHIVES AND OTHER CAMPUS LIBRARIES

Archives

The University Archives and Photo Archives (169 Converse Hall) serve as the repository for materials that document the history of The Ohio State University. Included are official records of all types for all areas of the University, the papers and related records of selected faculty members, memorabilia (such as scrapbooks), and photographs in the thousands. Reference assistance is available during weekday business hours. (See also Special Collections—the OSU Collection.)

Library for Communication and Graphic Arts

The Library for Communication and Graphic Arts (147 Journalism Building) houses special collections of interest to researchers in many disciplines. Original comic strips, cartoons, and magazine illustrations, correspondence and research files, movie posters and stills, radio scripts and tapes, phonodiscs, television films, photographs, and memorabilia are available for use in the library. Because hours vary, patrons are encouraged to call 422-0538 for information.

Law Library

The Law Library collection includes law court decisions and statutes of the United States and of the British Commonwealth. The library also contains materials on international and comparative law and some works on the laws of individual foreign nations. This library is not an official part of the Ohio State University Libraries system, but is administered and staffed under the direction of the College of Law. Materials considered of general interest are recorded on the Library Control System.

OSU LIBRARY CATALOGS

The Ohio State University Libraries catalog exists in two forms—the traditional card catalog and the Library Control System (LCS), an online computerized catalog. For most books and other materials added to the Libraries after 1981, LCS is the only source of catalog information, because no new cards have been produced. (Note the exceptions cited later.) Therefore, patrons must know how to use both catalogs and must understand the limitations of each in order to exploit the Libraries' resources completely.

Library Control System

The Library Control System (LCS) provides access to the cataloged collections of the OSU Libraries and also to those of the State Library of Ohio. LCS has several advantages over the card catalog: it provides information on the availability for use of each copy of any given book, a record of new materials from the time that they are ordered for the Libraries, and a record of the holdings of the State Library. Its limitation is in the ways older materials may be searched; searches for those items cataloged before 1974 are restricted to author, title, and call number, and exclude subject, co-author, editor, series, and other approaches. Instruction brochures on the use of LCS are located at all public terminals.

Card Catalog

The Card Catalog in the Main Library provides full access to material added in all parts of the Libraries through 1981. This "union catalog" contains all cards in a single alphabetical sequence. Each department library and reading room has a card catalog which lists only materials in that unit (again, only through 1981). Some of these are "divided catalogs," i.e., author and title cards are in one alphabet, and subjects in another.

International Studies reading rooms continue to add cards to the non-roman alphabet catalogs, providing information on recently acquired material in the Arabic, Chinese, Hebrew, and Korean languages.

Telephone Center

Services of the Telephone Center (422-3900) are available during most of the Libraries' open hours. Operators can search LCS to determine if an item is in the collections of the OSU Libraries or the State Library and, if it is available for use. They can also charge books, renew books and journals, and have books delivered to any patron with a campus address.

Catalog Information Desk

Located in the card catalog area of the Main Library, the Catalog Information Desk is staffed limited hours weekdays while classes are in session. Librarians at this desk will assist patrons in using the card catalog or LCS. Questions also may be addressed by phone (422-8629).
Borrowing Materials Held by the OSU Libraries

Books. A specific item in the OSU Libraries may be located through LCS or (for material processed before 1982) the card catalog. The two pieces of information necessary to locate an item on the shelves are the call number (e.g., PS1303 A1 1978) and the location code (e.g., MA1). LCS also will indicate whether the book is available for loan. Each library has a "stack guide" which may be consulted to determine where books with a given call number are shelved. In the Main Library, this guide is located near the elevators, across from the main circulation desk. Oversized books (those more than 30 centimeters in height or width) are separated from books with similar call numbers and shelved in special areas. These are identified in LCS by the word "SIZE," and in the card catalog by an asterisk beside the first line of the call number (e.g., Z7164*). The stack guide will indicate where oversized books are shelved.

The staff at the circulation desk will assist in searching for a book which cannot be located. It may be in the process of being reshelved or in use elsewhere. A book which is checked out to another patron may be recalled, but the other patron is allowed at least 10 days to return it.

Journals and Magazines. Serials (magazines, scholarly journals, other ongoing publications) are shelved by call number in most libraries and may be located in the same manner as books. The LCS record includes a listing of all bound volumes of a serial and also a note on the location of current issues, which is often different from that of the back files. LCS also enables direct searching of a specific volume or year of a serial. (See the LCS instruction brochure for details.)

Two printed guides to serials in the OSU Libraries are available. The first, the LCS Serials List (also known as SAPP), provides an alphabetical list with call numbers of all titles listed in LCS. Copies of this list can be found in the Main Library at the Reference and Circulation Desks and in all department libraries. The second, Periodicals Indexed in Readers' Guide Since 1950, provides information on Ohio State's holdings of serials cited in this general index to magazines. It is available in all libraries that have the Readers' Guide to Periodical Literature.

Audiovisual Materials. All of the Libraries' audiovisual (AV) materials, with the exception of some videotapes, are listed on LCS and (for those processed before 1982) in the card catalog. A note near the call number designates the AV format.

The Pressey Hall Learning Resources Center is the main repository for AV materials. Tapes, slides, slide-tapes, videotapes, and filmstrips are shelved with books by call number on that library's lower level. AV materials at the Pressey
Hall Learning Resources Center circulate for varying lengths of time. A few department libraries, including Pharmacy, Health Sciences, and Home Economics, also have small collections. The Music/Dance Library has a large collection of records and tapes.

Note: Films are not collected by the Libraries. The main source on campus for educational films is the Film Library in the Office of Media Distribution and Technical Services in Lord Hall (422-2345). Faculty members and teaching assistants may borrow films.

Government Documents. Government documents can be located in two ways. All state, foreign, and intergovernmental documents and most U.S. government documents are cataloged and sent to the part of the library system appropriate to their subject. These can be searched on LCS or (for those processed before 1982) in the card catalog.

U.S. government documents that are not listed in LCS are shelved by Superintendent of Documents number in the Documents Division, the Health Sciences Library, or Special Materials (microform materials). The best way to locate these uncataloged items is through the Monthly Catalog of United States Government Publications, which is available in the Documents Division, Main Library Reference Department, and many other library locations. Assistance in locating a specific document or documents on a given topic may be obtained from the Documents Division between 8 a.m. and 5 p.m., Monday through Friday, and from the Reference Department at other hours.

Maps. Access to maps in the OSU Libraries is primarily through lists and indexes maintained at the two principal map locations, the Map Collection (211 Main Library) and the Geology Library. Printed indexes to certain map series, e.g., the U.S. Geological Survey's topographic map series, provide another means of access.

Atlases and books about maps and map-making, however, are cataloged and may be found through LCS and the card catalogs. Thus, there are two approaches to finding a map of a particular place—the lists and indexes kept at the map collections or the card catalog and LCS under the subject heading (name of place)—MAPS.

The Reference Department in the Main Library also holds a collection of atlases, as well as a copy of the Rand McNally Road Atlas and some road maps, kept in a pamphlet file.

Individual maps of subject interest are sometimes acquired by department libraries. These maps are cataloged and are listed in LCS and the card catalogs.

Microforms. Most microforms, which include microfilm, microfiche, microcards, and microprint, are kept in Special Materials, located directly across from the Newspaper and Current Periodicals Desk on the first floor of the Main Library. This diverse collection includes early American and English imprints, the most complete collection of U.S. college and university catalogs on campus, the Human Relations Area Files (HRAF) collection of ethnographic materials, many current and historically significant newspapers, Ohio State University theses from 1975 to the present, and selected U.S. government and United Nations documents.

While many microform materials are listed in the card catalog and on LCS, others are listed only in a title index located in Special Materials, whose staff should be consulted for assistance. A printed guide to the holdings of Special Materials is in preparation.

Newspapers. Six Ohio State University libraries have newspaper collections. The two undergraduate libraries subscribe to many local Ohio newspapers. However, back copies are not retained. The Journalism Library has current issues of journalistically important American newspapers. The Main Library (Current Periodicals Desk) has a variety of American and foreign newspapers, and in many cases back issues are available in microform. The International Studies reading rooms and the Black Studies Library collect newspapers of interest to their areas of concentration.

Newspapers are not listed on LCS or in the card catalog. The best source of information regarding a particular issue is the staff of the individual library. The Current Periodicals Desk in the Main Library has lists of newspapers received at the Public Library of Columbus and Franklin County and the Ohio Historical Society, as well as at various locations on campus. Each location has its own policy regarding how long newspapers are kept and whether back issues are received on microform.

Some newspapers publish their own indexes. These are available at the Main Library Reference Department as well as at other locations (check LCS). Newsbank, an important index to a number of American newspapers, is kept in the Microform Area in the Main Library. This service produces microfiche copies of selected articles from about 130 newspapers across the United States and organizes them by date and by broad subject areas. Printed indexes may be used to locate individual articles.

Patents and Trademarks. United States patents from the 1870s to present are available through Special Materials on the first floor of the Main Library. Microfilm copies are available from very early years to the present, while some earlier patents are held in their original paper form. Special Materials has various patent and trademark indexes including the Index to Patents and the Patent Gazette, which is an abstract of patents. Reference assistance is available at Special Materials.
between 8 a.m. and 5 p.m., Monday through Friday.

**Theses and Dissertations.** Two copies of all Ohio State University theses and dissertations are available in the library system. Circulating copies are kept in appropriate department libraries or in the Main Library for fields for which there is no department library. Archival copies (which do not circulate) of theses and dissertations completed before 1975 can be obtained through the circulation desk for use in the Main Library; those completed from 1975 to date are in microform and are available in Special Materials.

A card catalog of theses and dissertations arranged by the department for which they were written is kept in Special Materials. All theses and dissertations also are represented in LCS and (for those processed before 1982) in the card catalog.

Theses and dissertations from other universities are occasionally acquired and cataloged by the library system. In some cases, they also can be obtained through interlibrary loan. Most dissertations, however, must be purchased from University Microfilms International. Information on ordering is available in *Dissertation Abstracts*.

Theses and dissertations are indexed in *Masters Abstracts* (Z5055 U5 M43) and *Dissertation Abstracts International* (AS30 M62), available in the Main Library Reference Department and some other campus libraries. Specialized indexes such as *Masters Theses in Anthropology* (Z5111 M26) are available in many disciplines. For a small fee, *Dissertation Abstracts* can be searched by computer in the Mechanized Information Center (see page 25).

**Circulation Rules**

Upon presentation of a University identification or “fee paid” card, students may check books out for three weeks; faculty, staff, and graduate assistants for 10 weeks. Individual department libraries may have their own circulation policies, e.g., some limit circulation of books to three weeks for all borrowers. Circulation policies for periodicals vary widely. Those in Main Library stacks may be checked out for one day.

Although no fines for overdue materials are charged unless another patron has requested an item, materials must be returned or renewed promptly. Long overdue material will be declared lost and replacement costs charged to the borrower. If a second patron requests an item already in circulation, the first borrower will be notified of a revised due date by means of a pink post card. Failure to return the item by the revised date will result in a fine being charged. A current address must be kept on file with the Libraries to ensure timely receipt of such notices.

If needed material has been checked out by another patron, it can be recalled by placing a “save” on the item. A “save” can be initiated at any circulation desk or by calling the Telephone Center at 422-3900. A recall notice, with a revised due date, is then sent to the patron who has the item.

Handouts that explain the circulation rules in greater detail are available in the lobby and near the Circulation Desk in the Main Library and in department libraries.

**Borrowing Materials Not Held by the OSU Libraries**

**Interlibrary Loans.** The Interlibrary Loan Division of the Circulation Department can often obtain from other libraries materials needed by Ohio State University graduate students and faculty but not owned by the Ohio State University Libraries. Books and monographs usually can be borrowed, while journal articles and other brief references are commonly supplied in photocopy.

The OSU Libraries impose no charge for this service; however, charges imposed by lending institutions must be borne by the patron. Most supplying libraries do charge for photocopy; some, for loans also. Request forms are available at the Interlibrary Loan Desk (near the Main Library Circulation Desk), and the staff can advise on what information is needed on these forms, the length of time required to receive materials, the length of loan period, and any restrictions on use.

**Center for Research Libraries.** The Center for Research Libraries (CRL) is a nonprofit organization located in Chicago and financed by its member institutions, including the OSU Libraries. It was established for the purpose of holding infrequently used publications that may be borrowed for research use by scholars at those institutions. The center has large collections of newspapers and periodicals, foreign dissertations, federal, state, and foreign government publications, and other categories of material.

The microfiche edition of the card catalog of the Center for Research Libraries and a handbook that gives a general overview of its holdings are available in the Reference Department and in Interlibrary Loan. Requests for materials from the Center for Research Libraries should be made at the Interlibrary Loan Desk. A Brief Introduction for Researchers at Member Libraries may also be obtained.

**National Union Catalog.** The National Union Catalog (NUC) is an author list of books, periodicals, and other publications that have been cataloged by the Library of Congress and other cooperating libraries in North America. This regularly updated multi-volume set can be used to obtain complete bibliographic information for publications and to locate titles not held by the OSU Libraries. It is shelved in the Reference Department.
Online Computer Library Center. The Online Computer Library Center (OCLC) maintains a computerized bibliographic data base that lists the holdings or partial holdings of more than 2,400 libraries. Like NUC, it provides complete bibliographic information about publications as well as information on which libraries own copies. OCLC terminals for use by library patrons are located near the Circulation Desk and at the Reference Desk.

Some Other Libraries in Columbus

State Library of Ohio. The State Library of Ohio, 65 South Front Street, serves all residents of the state and especially personnel of Ohio's state government. Its holdings are listed on LCS and may be borrowed on the same basis as titles in the OSU Libraries. Requests, which should be made at the Circulation Desk, Main Library, are filled by daily messenger service. Materials can be delivered directly to patrons with a campus address. Otherwise they are held at the Main Library Circulation Desk and should be picked up there.

Ohio Historical Society. The Ohio Historical Society, 1982 Velma Avenue (near 17th Avenue at I-71), maintains an Archives-Library Division that houses a large collection of primary historical resources. These include the archival records of the government of Ohio and many other collections pertaining to the history of Ohio and the Old Northwest. The collections are noncirculating but, with some exceptions, are generally available for research purposes.

Public Library. The Public Library of Columbus and Franklin County is an excellent source for popular fiction and nonfiction. It has large collections in the areas of business and management history, history, industry, music, and social and behavioral science. The main library is at 96 South Grant Avenue, and there are 22 branches in the Columbus area.

Human Resources

Reference Staff. Librarians in the Main Library Reference Department and at other locations assist library users in all phases of the research process. This can include verifying bibliographic information, locating specific documents, helping with using reference sources, and planning research projects. Since most department libraries do not have full-time reference services, users should check with the library for hours of service. Assistance is available at the Main Library Reference Desk on weekends as well as during regular office hours.

Bibliographers. The bibliographers in the International Studies reading rooms in the Main Library offer reference assistance with dissertations, theses, course papers, and projects.

Research Consultant. A research consultant is available to give individual in-depth reference and bibliographical assistance to graduate students in all fields of study, especially when students are embarked on their theses or dissertations. Graduate students also may use this service for other projects such as papers and seminar presentations. The usual procedure is for the student to make an appointment for a preliminary meeting in which the topic is discussed and needs are identified. A conference is held several days later in which the consultant provides research guidance by identifying appropriate bibliographical sources. To take advantage of this service, stop by the Reference Department in the Main Library.

Computerized Resources — Search Services

Mechanized Information Center (MIC). The Mechanized Information Center (126 Main Library) offers a number of computer-based search services in a wide variety of subject areas. These services, which use data bases (computerized indexes) supplied by organizations outside the University, can provide the researcher with references to books, journal articles, and other documents available at OSU Libraries or through interlibrary loan.

Two types of retrospective searches are available. The batch retrospective service covers indexes of the past three to four years and requires a minimum of one week for processing. Because of the low cost, students often use this service at the beginning of the research process to supply them with a quick initial survey of the literature on their topic. The on-line retrospective service covers approximately 10 years of information and requires three to five weekdays for processing. Fees vary depending on the data base used, the amount of computer connect time, and the number of items in the bibliography produced. An on-line search can be helpful after the student has done some research on his/her topic and has a clear idea of what types of references are needed.

Current awareness service uses the batch search to provide researchers with up-to-date information on the newest publications in their areas of interest. Offered on a subscription basis, these searches are conducted on a bimonthly schedule.

Searches may be requested in person at 126 Main Library, by phone (422-3480), or by mail. An interview with an MIC information specialist is helpful, but not essential.

Health Sciences Library Searches. The Health Sciences Library's computerized search service specializes in the medical literature (via the National Library of Medicine data bases, which include Medline) and the biomedical literature. Retrospective searches and a current awareness service are available. Requests can be taken by phone (422-9810) or in person at the reference desk.
Instruction in library use is available to undergraduate and graduate students through the OSU Libraries User Education Program. All freshmen are introduced to the facilities and services of the library and to the search strategy concept through presentations in their survey classes. Additionally, course-related instruction at the undergraduate and graduate levels is available by arrangement.

To help students find information they need to complete course assignments, librarians, in consultation with classroom faculty, prepare bibliographies specific to the need and then meet with the class to discuss appropriate search strategies and to answer questions.

Faculty and teaching assistants who would like more information on course-related library instruction should call the Director of Library User Education at 422-6151.

Search Strategy: An Approach to Research in the Library

A search strategy is a step-by-step process of finding information using library resources and—through a continuous process of evaluation—selecting the most useful material for the research task. The search begins with sources of general information on a topic and moves to the more specific in a systematic manner, considering all relevant types of material and all areas of the library system, for example, government documents and the Mechanized Information Center.

The outline given here illustrates only the basic elements of a general library search strategy. Search strategies specific to the needs of a given course are prepared by arrangement with the Libraries.

Step 1: After defining the research topic, consult an encyclopedia for an overview and for relevant bibliographic references.

Best-known examples of general encyclopedias include the Encyclopaedia Britannica (1977; 20 volumes plus 10-volume index called the Micropaedia) and the Encyclopedia Americana (1975; 30 volumes; volume 30 is the index.) Examples of specialized encyclopedias include:

• The Encyclopedia of Philosophy, 1967, 8 volumes;
• The Encyclopedia of Education, 1971, 10 volumes;
• International Encyclopedia of the Social Sciences, 1968, 18 volumes;

Consult appropriate dictionaries for definitions of obscure or unknown words or terms. The accepted general unabridged dictionaries of the English language are Webster's Third New International Dictionary of the English Language, Unabridged, and Webster's New International Dictionary of the English Language, Second Edition.

The Oxford English Dictionary (12 volumes), commonly called OED, is the most authoritative, scholarly, and complete English dictionary.

Specialized dictionaries defining scientific or technical terms are...
Step 2: Locate Guides to the Literature, Bibliographies, Annual Reviews, and Yearbooks.

Guides to the literature are often useful sources to consult when planning research. They identify reference works within a discipline or disciplines. A subject search on LCS or the card catalogs (for items published before 1974) will locate guides in specific subject areas that are owned by the OSU Libraries. They are listed under the subject with a subheading "bibliography" (example: Social Science—Bibliography). As research proceeds, guides also may be valuable in uncovering hard-to-locate materials.

Bibliographies may range in size and scope from a few citations at the end of a journal article to multi-volume sets. Researchers may locate separately published bibliographies by checking LCS (again, for those published since 1973) and the card catalog (for those published before 1974) under the appropriate subject heading(s) with the subheading "bibliography." For example, the bibliography, Health and Society in Africa, may be located under the subject headings:

- Social medicine—Africa—Bibliography
- Public health—Africa—Bibliography
- Medical anthropology—Africa—Bibliography

Some bibliographies are published as series and are regularly—irregularly—updated. There are also bibliographies of bibliographies, of which the best known is A World Bibliography of Bibliographies, edited by Theodore Besterman. Bibliographic Index, published three times a year, is an index to bibliographies in all fields. It indexes bibliographies that are part of published books and articles, as well as separately published bibliographies.

Volumes containing review articles, articles which trace the progress of research in a field, are published annually in a number of disciplines. Journals and yearbooks published by professional organizations also present surveys of current research in a discipline. Typically, they include many references to sources.

Review articles which appear in scholarly journals may be identified in indexes and abstracts. Citation indexes designate review articles by the use of an "®" symbol. (See Indexes and Abstracts.)

Step 3: Follow one of the steps outlined here, or whatever combination of them is appropriate, based on the research topic and on what has already been learned, to locate materials identified thus far.

- Author/title search of LCS
- Subject search of the card catalog and LCS.

1. Use the Library of Congress Subject Headings (LCSH) to determine the standard subject terminology for the research topic. (The "see" and "see also" citations provide valuable cross-references.)

2. Use the subject headings found in LCSH to find material by subject; consult the card catalog for material published before 1974 or LCS for material published since 1974.

3. Use LCS to determine the availability and location of books:
   - Search of Journal Literature

Because of their currency, journal articles frequently provide the "cutting edge" of a subject or discipline.

1. Using relevant terms for the research topic, look in periodical and newspaper indexes for citations to pertinent articles.

Indexes and abstracts provide access by subject (and often by author and title) mainly to scholarly journals, although they may also index books, parts of books, microfilm, research in progress, and dissertations. Abstracts differ from indexes in that they provide a brief summary—or abstract—of the items they index. This makes it easier to evaluate a source's usefulness before actually obtaining it. Examples of indexes and abstracts:

   - Education Index, 1929 to present
   - Social Sciences Index and Humanities Index, 1907 to present
   - The New York Times Index, 1851 to present
   - Psychological Abstracts, 1927 to present

Citation indexes are compiled by computer; they index articles by the sources cited in their bibliographies. Tracing the development of an idea or theory by "who has cited whose work" thus becomes possible. The principal citation indexes are:

- Science Citation Index
- Social Sciences Citation Index
- Arts and Humanities Citation Index

Note: Computer searches of many indexes and abstracts, including Science Citation Index and Social Sciences Citation Index, are available at the Mechanized Information Center. (See page 25.)

2. Use LCS to determine the availability and location of specific journals as well as indexes and abstracts.

Step 4: Consult other sources as needed:

- Biographical Indexes and Dictionaries

Examples:

- Biography Index, 1947 to present

International in scope, including both living and deceased persons in all fields. Guide to sources of biographical materials in books and periodicals, letters, diaries, genealogies, obituaries, etc.

- Dictionary of American Biography, 10 volumes, 8 supplements, and index, 1928-1981. Notable Americans, only if deceased, in all fields. Each article is written by an authority in the field and includes a bibliography.
The Dictionary of National Biography, 22 volumes, plus 7 supplements (coverage through 1970).
Noteworthy inhabitants of the British Isles and the colonies from the earliest historical period to the present time, only if deceased. Each article is written by an authority and includes a bibliography.

• U.S. Government Documents
In the OSU Libraries, many government documents are listed in LCS and the card catalog by author (usually the issuing agency), title, and subject. Uncataloged government documents are located in the Documents Division, Room 200, Main Library. The basic index to government documents is the Monthly Catalog of United States Government Publications, V. 1, 1895-, shelved in the Documents Division.

• Statistical Sources
Examples:
- Statistical Abstract of the United States, 1879 to present
- Statistical Yearbook: Annuaire Statistique, 1949 to present, published by the United Nations
- Book Review Indexes

There are several specific indexes for book reviews, including Book Review Index and Index to Book Reviews in the Humanities. Book reviews also may be cited in such periodical indexes as Art Index, Business Periodicals Index, and The Philosopher’s Index.

• Vertical File
This file contains reports, pamphlets, newsletters, and so forth and is available in most libraries.

Material in vertical files typically is not represented in a library’s catalog nor shelved in the conventional mode. Vertical files are the only source of certain types of material—for example, annual reports of corporations are kept in the Commerce Library’s vertical file.

Style Manuals
The choice of a style manual is frequently dictated by the discipline in which the research topic falls. Most professors and many publishers specify a preferred style manual.

Standard style manuals include:
- Council of Biology Editors, CBE Style Manual
- Modern Language Association of America, MLA Handbook for Writers of Research Papers, Theses, and Dissertations
- Publication Manual of The American Psychological Association
- Turabian, Kate. A Manual for Writers of Term Papers, Theses and Dissertations
- University of Chicago Press, The Chicago Manual of Style

Carrels and Lockers
Study carrels in the Main Library stacks are assigned by the Circulation Department as they become available. A key deposit of $5 will be returned when a carrel is vacated. Lockers on the second and third floors of the Main Library are free when available; apply at the Circulation Desk. The Undergraduate Library has lockers available for a 25-cent deposit.

Facilities for the Disabled
There is a ramp entrance to the Main Library on the north side of the building. The elevators are across from the circulation desk. All libraries have entrances for disabled patrons; call ahead for details. (See also Library Disability Services, page 7.)

Change
There are three change machines in the Main Library—one is in the vending area, one on the first floor by the elevators, and one at the south side of the second floor. (Change for amounts over $1 and under $20 is available in the Library Business Office, Room 112 Main Library, 8 a.m. to 5 p.m., Monday through Friday.)

Copy Machines
Coin-operated copy machines are available in the department libraries and on the first three floors of the Main Library. Cost is 10 cents a copy.

(Discunt prices are available if a copy card is purchased.)
LIBRARIES AND LOCATIONS

Archives, University
204 Converse Hall
2121 Tuttle Park Place
422-2409

Astronomy Library
(c/o Physics Library)
Perkins Observatory
Delaware, Ohio
1-363-1257 or 422-7894

Biological Sciences Library
200 Botany and Zoology Building
1735 Neil Avenue
422-1744

Black Studies Library
210 Main Library
422-8403

Browsing Room
101 Main Library
422-9161

Chemistry Library
310 McPherson Chemical Laboratory
140 West 18th Avenue
422-1118

Children’s Hospital Library
218 Children’s Hospital
700 Children’s Drive
461-2375

Classics, German, Linguistics & Romance Languages Library
300S Main Library
422-2594

Communication and Graphic Arts Library
147 Journalism Building
242 West 18th Avenue
422-0538

East Asian Studies Library
320 Main Library
422-3502

East European & Slavic Studies Library
300 Main Library
422-2073

Education/Psychology Library
600 Arps Hall
1945 North High Street
422-6275

Engineering Library
112 Caldwell Laboratory
2024 Neil Avenue
422-2852

English, Theatre, and Communication Library
240 Main Library
422-2786

Fine Arts Library
166 Sullivant Hall
1813 North High Street
422-6184

Geology Library
180 Orton Hall
155 South Oval Mall
422-2428

Health Sciences Library
376 West 10th Avenue
422-9810

Libraries and Locations/33
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<td>200 Main Library</td>
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<td>Philosophy, and Map Libraries</td>
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<td>Jewish Studies Library</td>
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Libraries add print machines

By Deborah Spillane
Lantern staff writer 1-27-83

Ohio State libraries are adding printers to its new Telex terminals to make research easier, according to Susan Logan, Automated Library Systems coordinator.

Information gathered in the terminal can now be written on paper by a printing machine. "It (the printer) makes it easier on the user by eliminating all the writing," Logan said.

Four printers are already in use in the main library and are located in the patron terminal section. 20 more are ready for installation, according to Logan.

The printers cost $950 each and the devices that attach the printers to the terminals cost $300 each. According to Carroll Notestine, University Systems director, the libraries have ordered 51 printers.

Additional printers should be on campus by the end of June and installed in all libraries except optometry, materials engineering and children's hospital, said Logan.

"Larger departmental libraries will obtain two printers and the main library will probably have seven," she added.

"Because the Telex terminal is the main source of information, printers will make it easier to copy down large amounts of information," Notestine said.

The printers were funded by OSU departments who submitted special requests for the printers and partially by the operating budget, Logan said.
Ohio State buys 18th-century print plates from England

By Nadine Doan Snyder
Lantern staff writer

A community art, historical and botanical resource valued at $93,000 has been purchased by Ohio State.

Fifty-four of the 90 "Banks' Florialegium" prints, already received by OSU, are on display in the skylight area of the Main Library.

The purchase of the collection is a joint venture between OSU, the Columbus Foundation, and private donors.

The complete printing of the collection will take approximately eight years to complete.

The collection represents not only a resource for OSU, but also for Columbus, Ohio, Pennsylvania, West Virginia and other surrounding areas," she said.

The publisher, Joseph Studholme, had a theory on how the prints would be distributed before he printed the collection.

"Every since I heard about it, I felt that a resource like this was needed in our area. The collection represents..."
Library skills enhance educational endeavors

By Cheryl Pantele

Goodwin F. Berquist Jr., professor of communications, began incorporating library usage into class assignments when faced with "superficial, hard to read and hastily prepared" essays that were out of sync with grades earned on exams.

Berquist, who teaches "Rhetoric of Western Thought," discussed the challenges of improving students' library skills at Ohio State's "Faculty and Library: Partners in Learning" colloquium held at University Libraries April 21-22.

Librarians and faculty members from universities throughout Ohio and surrounding states gathered recently to hear Berquist and others share their strategies for successfully integrating library instruction into course work.

Many of Berquist's students overcome aversions to writing, procrastination and indecisiveness about content material and organization, through a two-part assignment that includes a critical bibliography and a term paper.

Through strict deadlines and assistance from librarians, students learn to establish a focus for their term papers, carefully document bibliographic sources and evaluate the content and quality of those sources halfway through the quarter.

Completion of the bibliographic exercise allows the students to concentrate on organization and writing style, instead of frantically amassing information the night before their papers are due.

Colloquium participants noted that a primary objective of higher education is giving students the appropriate tools to teach themselves beyond the classroom.

William J. Studer, director of libraries at Ohio State, likened inadequate library skills to sex education. "Left unguided through self-instruction, the outcome most frequently fails short."

It is a lesson that has not been lost on Ohio State librarians and many faculty members. In 1978, Ohio State introduced a general library orientation course now required of all incoming freshmen and the biology sciences library, reviewed their collaborative efforts to prompt changes in curriculum to reflect the importance of bibliographic instruction.

Schwerzel described a routine scenario of finding herself giving library usage lectures to individual students wandering through the library attempting to piece together a term paper.

After many such lectures, Schwerzel has contacted the students' instructor to suggest involvement of the library in the course work. Her suggestions have not always met with enthusiasm. "There is a lot of inertia from faculty. Many feel their methods are adequate. Others are concerned about peer pressure from other faculty members and some say they can't spare the time," she said.

Faculty members must play an integral part in the exchange between the library and students, Schwerzel said. They must be willing to assess assignments and determine what they are looking for in terms of student abilities. "You must be willing to go over the syllabus and thing about restructuring your course," Johnson addressed the more political nature of change. "There has to be a change of mind-set with some of the faculty members you will be involved with," she explained.

If the concept meets with approval from deans and department chairpersons, the unit should create a committee to shape the direction of the curriculum with the participation of librarians. 

He cautioned against establishing a separate bibliographic instruction course. "You must integrate it within the existing courses. This is the secret to good instruction. It must be relevant to what the student is doing at each step. We do too much pigeonholing already," Johnson added.

Evan Farber, head librarian at Earlham College, concluded the lecture portion of the colloquium with a discussion of alternatives to term papers that also improve a student's ability to access and evaluate information.

"While the term paper can be worthwhile, other kinds of assignments may be more productive and valid," Farber said.

"Students often view term papers as something to be expected and endured."

Those alternatives that have been tried at Earlham include: learning to access and analyze governmental documents by charting the course of a piece of legislation through both chambers of Congress to its final review before the Supreme Court; updating a review of articles on psychological phenomena by using citation indexes and abstracts; and annotating and selecting six articles that address a critical problem identified in Shakespeare plays."
OSU, state libraries halt borrowing pact

By Melissa Widner  5-20-83

Dispatch Staff Reporter

After June 30, holders of State Library of Ohio cards will no longer be able to check out books from the Ohio State University. The privilege will be stopped because the state library cannot collect fines for OSU books and materials that state library patrons have lost or return late, said Peggy Campbell-Burkhamer, state library spokesman.

"Anyone who doesn't fit those categories, we sit down and make a case-by-case judgment to see if their need entitles them to a card," Studer said. There are about 3,000 such cards now issued, he said.

Studer said 28 percent of the university budget comes from legislative funds. The rest comes from other income raised by the university.

He said the purpose of the OSU library "is to support the teaching and research programs of the Ohio State University. Beyond that, we endeavor to be an information resource for the greater good of the state of Ohio."

Anne LaPidus of the Friends of the Libraries of the Ohio State University said the charge for a card is $25 a year. The card allows people to use the library and the mechanized information center. She said the money goes toward library projects.
The general public will no longer be able to check out books from OSU libraries, but students can continue to borrow material from public libraries.

Beginning June 30, the lost privilege will apply to all persons except state employees or members of public, private, academic and corporate libraries who hold state library cards, said Bill Quimby, a spokesperson for the State Library of Ohio.

OSU faculty, staff and students are also exempt from the change, Quimby said.

The problem is the state library has no power to collect from the general public. "It takes up a great deal of time and money in trying to collect fines for OSU books and materials that patrons have lost or returned late," he said.

"We can track down state employees or library members who are delinquent borrowers because they all have state identification cards," he said.

Quimby said despite the change in the agreement, the public can still borrow books through OSU with a courtesy card.

The courtesy card, which will cost $25, is designed to protect the university against delinquent borrowers, said Bob Thorson, head of the circulation department at the Main Library.

"This way, if books are not returned by irresponsible borrowers, the money will come out of their pockets and not the pockets of the students," Thorson said.
Library carrels being searched

By Lou Whitmire
Lantern staff writer 3-30-84

Study carrels assigned to graduate students are being searched by OSU library employees, according to a library employee.

The employee, who asked to remain anonymous, said he saw library employees search several carrels and remove books and a lamp.

The regulations on closed carrels given students and faculty when they apply for a cubicle do not mention that library employees search the carrels.

Alan R. Thorson, director of circulation, said he does not feel the library has a problem with graduate students leaving unchecked books in the carrels.

"We check them every once in a while and we take care of it," he said.

Thorson said the students are first given a warning if unchecked books are found in their carrels.

"If they do it again, we take the privilege (the carrel) away from them," he said.

Amy Eley, daytime supervisor of the circulation department, said several reminders of the carrel rules are posted in the carrels.

However, neither list of regulations states that periodical searches will be held.

Donald Bateman, professor of humanities education, said the searches were never made clear to him, but he became aware of them when library employees asked him not to leave his tape recorder in his carrel drawer.

A Columbus attorney, who also asked to remain anonymous, said there appears to be an "ethical problem" at the library.

In a rental agreement, people are entitled to possession, he said.

But the carrel assignments do not involve "rental agreements," according to the lawyer. The library is only letting them use the space, which is similar to letting a student use a table to study, he said.

The lawyer also said he understands why the graduate students question the searches. For a $5 deposit, the library gives a student the key to the cubicle, making him think it will be private, he said.

Only faculty and graduate students are eligible for carrel assignments, which are renewed once a year during spring quarter, according to the closed carrel regulation sheet.

The sheet also states the deposit will be returned at the end of the rental period upon presentation of the key.

Wayne Alt, a graduate student in East Asian languages, said he has noticed that several library books have been removed from his carrel, but he said he has no objections to it.

Another graduate student, who asked to remain anonymous, said no one told her that her carrel would be searched.

She said she did not realize anyone would be looking through her private things.

James R. Martin, assistant Columbus prosecutor, said an infraction like eating is breaking only the library's rules, but if cocaine were found during the search, it might present some problems for the library.

OSU Police Supervisor Donald L. Speakman said that if there were an incident involving a criminal offense, the police would have to investigate the matter.
Library to warn of carrel searches

By Lou Whitmire
Lantern staff writer 4-4-84

Library patrons who use study carrels will now be informed beforehand that their carrels will be searched, according to William Studer, director of University Libraries.

Library employees reportedly have been searching graduate students’ study carrels looking for unchecked books. However, the carrel holders were not informed when the searches were being made.

“We will continue the searches on an infrequent basis; however, people will be informed,” Studer said.

Studer said he has instructed Alan R. Thorson, director of circulation, to compose a letter outlining carrel use requirements. The letter will state that the carrels will be inspected from time to time.

“We have found a toaster, a coffee pot and — would you believe — a wok in study carrels,” Studer said.

“We have had complaints about the odors,” he added.

“People do cook food and consume it in the carrels.”

Craig Young, night supervisor of the circulation desk at the Main Library, said such items are taken from the carrels but given back to the owners later.

Checking carrels is not something new, Studer said.

“Our intent is to make our library resources available.”

Thorson said, “To my knowledge, all university libraries have this carrel-checking procedure. In fact, we’re lucky . . . to get through the carrels once or twice a quarter.”

The library has between 220 and 240 carrels and the library does not have the staff to conduct the searches, he said.

“I have been head of circulation for 14 years and they were checking them before I came,” Thorson said.

Robert L. Kerr, stack supervisor, said the library searches the carrels to locate books people “squirrel” away.

The library has hundreds or thousands of books on a “snag list,” he said. The list contains books the library cannot locate.

“When somebody needs a book and the library cannot find it, we cannot put a ‘save’ on the book if it wasn’t checked out,” Kerr said.

“If someone has it in their carrel, how can someone (else) read it?” he asked.

Kerr said a graduate student once thanked him for finding several books that were not on the shelf.

“I found the 30 books in a fellow graduate student’s carrel. Both apparently were working on a similar thesis topic,” he said.
Library is for everyone; not just grad students

A revolution is taking place on campus. It's a quiet movement affecting every undergraduate student. The perpetrators: the Library Council.

They want to make the main library a graduate research library and discourage undergrads from using its facilities. Of course, in their report the council said they do not want to discourage undergrads from using the main library. But in most of the report they try to disprove this statement.

Little concern about students by library officials is not uncommon at OSU. First, they removed the vending machines from the browsing room. Then they announced removing student lockers, a popular library service. Recently it was learned that library employees were sneaking through students' carrels without their knowledge.

The library must cater to all the students. Undergrads must let it be known that they will not let their library be taken away from them.
Library impounds
OSU dissertation

By Bonny Shonkwiler 4-8-84
Dispatch Staff Reporter

Ohio State University library officials have impounded copies of the doctoral dissertation that led to Friday's revocation of a Ph.D. granted in 1977.

Ronald G. Springhorn's dissertation was investigated after a student researcher last year found problems while checking Springhorn's citations. Trustees voted Friday to revoke the degree on the basis of campus rules governing academic misconduct.


THE PRINTED copy was removed from the shelf in October and charged to library administrator William Studer, said Robert Lynch, a weekend supervisor at the library.

Librarians Saturday confiscated microfilm of the work, after unsuccessfully trying to retrieve a copy made from the microfilm by a Dispatch reporter.

The dissertation was done for the Department of Communication. James L. Golden, chairman of the department, said he knew about the degree revocation, but did not know specifics of the case.

An answering machine fielded all telephone calls Saturday at Springhorn's residence in Texarkana, Texas, where he is an associate professor of communication at East Texas State University.

SPRINGHORN'S FACULTY adviser was Victor D. Wall Jr., an associate professor of communication. Wall could not be reached for comment.

Another instructor who read the dissertation, John J. Makay, an associate professor of communication, said Springhorn's work received no special attention when it was submitted.

Makay said he saw no indication of a problem in the work. "There's so much information out there," he said.

Makay said he has not seen Springhorn since he left the OSU campus in 1977.

THE DISSERTATION surveyed 84 students at New Mexico State University on attitudes about a possible tuition increase and factors that might change their minds. It cited 46 books and publications as references.

Springhorn was an assistant professor in the New Mexico State speech department in 1976 and 1977. He was a teaching associate in the communication department at OSU in the 1975-76 school year.

Lynch said the microfilm remained available Saturday morning only by mistake.

He said removal of the materials was not unprecedented, and he was not sure when Studer would return them.
Library officials care

As chairperson of the Library’s OSU Poll Subcommittee (Committee for Library User Education and Communication), I must protest the following statement in your editorial of April 6: “Little concern about students by library officials is not uncommon at OSU.” There is, and has been, a great concern among library officials especially that the OSU Libraries continue to meet the needs of students and faculty.

Specific evidence of this concern is the library portion of the portion of the OSU Poll. In more than six years of polling, the Libraries have repeatedly asked undergraduates as well as faculty and graduate students their opinion about services and resources in the Libraries. These polls take place during the fall, winter, and spring quarters. Those students not polled in the random sample have opportunities to comment anonymously in the suggestion boxes if they so desire.

Not every student will agree with all the policies and procedures. Unanimity in a community of this size is not to be expected. But it is wrong to say that library officials “have little concern about students.”

Raimund E. Goerler
University Archivist
Columbus
Ties that bind

At first glance the procedure resembles a grade school art class.

Newspapers are spread over a table top where three student workers are busy cutting, pasting and molding colorful strips on to the damaged bindings of books.

Basic elements are used; glue, paper, scissors and other assorted instruments. The craft, however, is unfamiliar to most.

Bookmending is steadily becoming obsolete as more libraries are choosing to send damaged books to commercial binderies.

While the OSU Main and branch libraries send some damaged books to binderies, the libraries also employ students to mend the books by hand.

Some of the books require new backstraps, others may need loose pages inserted or a front cover taped on. Once this is done, call numbers are then printed onto the new strips.

The menders, who repair about 145 books a week, work in closed rooms or at a table in the patron area, depending on which library they are in.

Having the menders at the libraries allows books that are on reserve to be repaired and then returned immediately to the shelves.

The number of days spent at each location ranges from two to five, depending on the number of books to be mended.

The menders are hired under OSU student employment and sometimes mend during summer quarter. They start at minimum wage and get a 10-cent raise each year.

Betsy von Koschembahr, a senior from Cleveland, is the veteran of the three-member staff. She has been mending books for two years.

Von Koschembahr, who works five hours a week for the Main Library, said she likes to leaf through the art books in the Fine Arts Library at Sullivant Hall.

Tom Seelbach, a senior from Columbus, has been mending for a year. Seelbach, who works a 15-hour week, said he does all the lettering because he enjoys it and likes to experiment with different styles of printing.

Wes Wells, a junior from Des Moines, Iowa, is the fastest of the menders, averaging six books an hour.

Wells, who has mended for three quarters, said many people do not realize the amount of work that goes into each book. The book has to be custom cut, fit and measured which takes a lot of time, he said.

"Patrons who walk by and see us working often wonder what we are doing," he said.
An $11.6 million proposal to consolidate four or five science libraries into a centralized library has aroused controversy among the science and engineering departments.

The proposal would combine the chemistry library in McPherson Chemical Laboratory, the mathematics library in the Mathematics Building, the physics library in Smith Laboratory, the engineering library in Caldwell Laboratory and possibly the materials engineering library in Watts Hall.

The combination could produce a science technology library in the Brown Hall annex area within five years, David C. Marsh, assistant vice president for facilities planning, said.

According to the plan, the consolidated library will be open 24 hours a day, both weekdays and weekends. Most of these departmental libraries are open an average of 16 hours a day, everyday.

To study the feasibility of the consolidation, an eight-member committee consisting of representatives from involved departments and library administrators was set up in August.

Faculty of each department are still discussing the proposal and will report to the committee at the end of the year.

"The chemistry library is part of our teaching environment. Professors go there frequently during a day. So if someone needs to see you, it's much easier to find you there than taking a walk to another location and back," Frankel said.

Although it has not been decided if the Materials Engineering Library will be added to the consolidation proposal, metallurgical engineering faculty who use the library are worrying about the issue.

"We do use other libraries, but we find that our own library serves a very useful purpose for our faculty and students. So it's not something that we would like to lose," said George R. St. Pierre, chairman of the Department of Metallurgical Engineering.

Faculty in the ceramic engineering department favor the consolidation proposal.

"Most of us in this department use the chemistry, the physics library and the engineering library almost as much as we use the one right next door," said Dennis W. Readey, chairman of Department of Ceramic Engineering.

He said a consolidated library would save time for people going from one place to another to get different books.

The Mathematics Library has the most severe space problem among science libraries, said Alan C. Woods, chairman of Department of Mathematics.

He said there is no study area in the library and the department needs faculty offices badly. "In our case, I think there is no alternative (other than the proposed consolidation) to solve our space problem," Woods said.

Committee member Michael R. Foster, professor of aeronautical and astronautical engineering, said he is afraid that things will become more bureaucratic and inefficient if there is a big centralized library.

In the 1960s, library service became less efficient after six departmental libraries were consolidated into the engineering library, Foster said.

Robert S. Brodkey, professor of chemical engineering, said combining the libraries may save money in hiring librarians and would avoid purchasing extra copies of the same books that all engineering students might use.

However, he said the committee should consider whether money invested in a consolidated library could be better used for purchasing journals the departmental libraries cannot afford now.
OSU Libraries to close early, fearing post-game festivities

By Teresa Stutler
Lantern staff writer 11-16-84

This year's OSU-Michigan game has prompted some campus libraries to close early for the first time ever because of a football game.

"We're just concerned for the safety of the staff in case of any student disturbance," said Jay Ladd, assistant director of undergraduate department libraries.

"We haven't felt the need to close in the last two years, but this year the staff has expressed reluctance to work," Ladd said.

Departmental libraries will close early Saturday, and the Ohio Union will have altered hours and policies as well.

The Main Library, however, will be open regular Saturday hours, from 8 a.m. until midnight, said Maureen Brown, library assistant.

Some libraries that are usually open until midnight on Saturdays will close at 4 p.m., Brown said. They include the Commerce, Education, Engineering, Fine Arts, Music and Physics libraries.

The Undergraduate Library in Sullivant Hall will also have altered hours because of the game. It will close at 6 p.m. instead of midnight.

Gary Hang, library assistant at the Undergraduate library, said the early closing was probably due to the library's location.

"We're located so close to High Street, it would be difficult for the staff to find places to park," he said.

The Ohio Union, however, will be open later than usual, until 2:30 a.m. instead of midnight, said David Mucci, associate director of the Ohio Unions. But Mucci said people will be asked to produce OSU I.D.s to enter after 8 p.m.

"The I.D. policy will be followed for two reasons," Mucci said. "For one thing, the building's services will be overtaxed because we have what people will be wanting, that being primarily food and bathrooms.

"We want to have control of the services we provide and make sure only OSU students, faculty and staff have access to the building."

The other reason for the I.D. policy is for crowd control, Mucci said.

"If we see something that looks like it might turn nasty, we can better control it this way," he said.

Drake Union will be open regular football Saturday hours, said manager Robbin Kirkland. Drake will be open from 7 a.m. until 1 p.m.
Larger $50 million facility is proposed

The information explosion is rocking the Main Library.

The 70,000 items that arrive each year take up 7,000 square feet of storage space—an area equal to one and a half basketball courts.

As a result, Main Library is running out of space for studying and for materials.

The Library Council thinks the best solution is to build a new library.

OSU must begin to plan for "a new centrally located library building, primarily devoted to graduate study and research," Goodwin F. Berquist, chairman of the Library Council, told President Edward H. Jennings and the University Senate recently.

In his speech, Berquist estimated such a project will cost $50 million and take 10 years to complete.

"A Band-Aid approach or remodeled space on the Main Campus will not do," he said. "A first class university requires a first class library."

Berquist said the Main Library, a 1910 structure that has been remodeled twice, most recently in 1977, is simply running out of space to store the 70,000 items added to its collection each year.

Space for students to study is also lacking.

"Currently there are 133 private carrels in the Main Library," Berquist told the Senate. "The library staff estimates we need 200 additional carrels of good quality. But where can they be put in the Main Library?"

"The Main Library has become more and more a mecca for undergraduates and professors," he added. "With the decision to move all our underclassmen from West Campus back to Main Campus, this crowded condition can only get worse."

Space must also be set aside to handle the serious problem of preserving library materials that are beginning to decay, Berquist said.

William J. Studer, director of University Libraries, said the council's 10-year timetable is not unrealistic. When he was at Indiana University, the process of building a new library began in 1969 with a commitment for funding and didn't end until late 1989 when the library was finally occupied.

Getting on the university's priority list for capital funding takes time, he added.

"Whether it's $30, $40 or $50 million, we're talking big money. (A structure of this size) could consume more than a couple of years of capital funding for the university."

Studer said a majority of the 50 largest research libraries in the country, including Ohio State's peers among the Big Ten schools, have built a major new library facility in the last 20 years.

In October 1984, the University of Illinois completed an eight-story addition to its main library at a cost of $6.85 million. The addition houses two million books on 55 miles of compact shelving, according to the university's information office.

Studer said OSU Libraries currently rank 17th by number of volumes among those universities belonging to the Association of Research Libraries.

A new book warehouse has high priority on the next biennial budget, but the additional space will not solve the storage problem, Studer said.

The decision to move undergraduate classes to Main Campus did not precipitate the Council's decision to publically propose a new library, he said.

"The need is there, with or without the problem of absorbing students from West Campus, though that certainly intensifies the issue," he said.

About 600 seats will be added to the Undergraduate Library in Sullivan Hall when it is remodeled in 1987, but 1,600 seats will be lost when the library on West Campus closes, Studer said.

Since autumn quarter, the libraries have been gathering data on the effectiveness of extending departmental libraries' hours to provide additional seating.

However, the impact of the loss of West Campus library seats is very difficult to predict, he added.

A site has not been discussed, Studer said, and is likely to be a problem since the location needs to be central.

Studer, who serves as the secretary for the Library Council, said the council has been discussing the need for a new library for the last three years.

Berquist said the administration has not taken a position on the matter.

"We thought it was time to get on the record and get serious about this," Berquist said.

The Library Council will probably ask next for a specific reaction from President Jennings, Studer said.

Provost Diether H. Haenicke called the Library Council's proposal a "stimulating initiative." He said the Council's estimates of 10 years and $50 million seemed "on target" to him.

The proposal now awaits President Jennings' signal for further action, probably a feasibility study which could take six months to a year to complete, Haenicke said.
Projects to expand book storage area

Expansion of the Undergraduate Library in Sullivant Hall, building a new book storage warehouse and a science and technology library could help solve the space shortage of OSU's libraries.

All three projects are being planned by OSU Libraries and campus planning staffs, said Jay Ladd, assistant director of departmental and undergraduate libraries.

However, all three projects depend on funding approval by the Ohio legislature next year.

To help accommodate freshmen who will be coming back to main campus to take classes, the Undergraduate Library in Sullivant Hall will be expanded.

The Museum of Zoology housed on the lower floor of Sullivant Hall will be moved to Smith Hall and Bevis Hall on West Campus by the summer of 1986, said Jack Probasco, facilities planner for the office of campus planning.

The Undergraduate Library and the department of dance, will use the vacated space.

Ladd said estimates indicate the renovated space will provide at least 435 additional seats, bringing the total number of seats in the Undergraduate Library to 1200.

The $1.6 million renovation will take 12 to 18 months to complete, Probasco said.

Part of the remodeling will have to be coordinated with the construction of the visual arts center, where the Sherman Gallery now located in Sullivant Hall will be housed.

Students will be able to use the second floor of the Undergraduate Library during the renovation, he said.

The 800-seat Sciences and Technology Library may be ready by 1989, Ladd said. It would house 300,000 volumes from six departmental libraries: chemistry, engineering, materials engineering, math, physics and also the Perkins astronomy collection.

A library of this size would be comparable to the Health Sciences Library, which holds 150,000 volumes and seats 943, Ladd said.

Probasco said one possible site is the Brown Hall Annex and parking lot. The new library may also include lecture halls and space for the departments of statistics, mathematics and architecture.

Ladd estimated that 20 percent of the science/technology collection would go to the book warehouse.

The new library may contain a compact book storage system similar to the one in the book warehouse, he added.

Modern compact book shelving can store nearly three times many books in a given amount of floor space, Ladd explained.

In an open stack library, 75,000 volumes take up an average of 7500 square feet. Compact book shelving reduces that area to 2700 square feet.

Compact shelving saves space by having only one aisle. The stacks sit on rollers and are moved apart electrically or mechanically to open an aisle wherever it is needed.

In addition to space-saving advantages, precise climatic controls will keep temperatures and humidity constant to prolong a book's life.

Probasco estimated the warehouse's cost at several million dollars and said a potential site is next to the OSU printing facility on Kenny Road.

Eventually, two million volumes — roughly half the OSU Library's collection — will be stored in the warehouse, Ladd said.
Will library collections of the future be carried in hip pockets?

Words increasingly appear as electronic blips of light on a computer screen rather than as drops of ink on the pages of a book.

What is the future of bulky books and the libraries that store them? If the proposed new library is completed a decade from now, will books already be an information dinosaur?

The OSU library officials agreed that books, and the storage problems of information on paper, are not about to disappear.

Although the computer is having, as dramatic an effect on information as Gutenberg's printing press, books are still going to be a part of future libraries, said Wes Boomgaarden, preservation officer for the OSU libraries.

Codex books — bound books that replaced scrolls — have been successful for centuries because they are so convenient, he said.

People may use data bases to access factual information — such as finding the capital of Colombia — but they will still turn to books for other reading, he said.

Who wants to read a novel from a TV screen? he asked.

OSU, with its Library Computer System, is already in the forefront of modern library automation, he said. The New York Public Library's card catalogue was replaced by on-line service like LCS only last year, he added.

One technological innovation that Boomgaarden thinks is "not all that far off" is the capability for students to access LCS from a personal computer.

There may be some journals that will be electronically published, or on-line, but there won't be that much difference for books in the next 20 years, Jay Ladd, assistant director for departmental libraries, agreed.

Ladd noted the irony of the electronic age generating enormous amounts of printed material on the subject of computers. He gave as an example the scores of computer magazines.

Modern electronic information storage will not solve the space and storage problem at OSU, said William Studer, director of the OSU Libraries.

In terms of library storage needs, electronic publishing won't make more than a 10 percent reduction by the turn of the century, he said.

"Storage of full text on-line is by no means a settled issue," he added.

Provost Diether H. Haenicke isn't sure about the book's role in future libraries.

"Are there other solutions to the space problem?" he asked. "We're in a technological revolution. We don't know if materials will be accessible in the same formats as we've become used to in the last 100 years.

"I think data bases will influence the way we get information more than we think.

"What will the library of the future look like? I don't know and I don't think many people do. Will it be a building (or will we be getting our information electronically)?"

The book may endure, but the permanent storage of much 20th century information will pose other problems, Boomgaarden said.

Many of the ways in which information is stored today are not permanent, he explained. In preservation terminology, they are "fugitive formats."

A good example of that is the videotape, he said, which has a storage life of only 20 or 30 years under good conditions. Some videotapes from the early '60s are already being recopied because their information is fading.

Other fugitive formats are art prints, albums and color film and prints.

However, the audio disc promises to be a good storage material, he said. Another storage device is the optical disk scanner. It is lasar read and can hold up to 54,000 pages of information on a single disk.
University is making plans to store additional volumes

University plans to build a book warehouse on the fringe of campus within the next five years, he said.

Materials in lesser demand would be stored in the warehouse, making more areas in the Main Library and many other campus libraries available for students to use to study, he said.

Building the warehouse would restore study space only temporarily. According to Studer, his long-range plans include the hope of building a new $25-30 million library as a replacement for the Main Library, which then might become an undergraduate library, he said.

Ohio State's libraries are ranked 17th in the nation by the Association of Research Libraries for both the number of volumes housed and the number lent to other libraries, Studer said.
Library staff processes stacks of titles

Somewhere on the bookshelves of a tiny publishing house in Italy lies a rare book on Virgil's poetry.

Meanwhile, at Ohio State, someone punches a few numbers into a computer, buying the Virgil book, and it's enroute to Columbus.

But that's only the beginning.

Quietly hidden away on the ground floor of the Main Library, a group of 143 troubleshooters, craftsmen and precision tuners order, catalogue and label books.

Together, these faculty, staff and students in the Technical Services Department and the Preservation Department make dozens of decisions daily in moving a single book from a seller to a University library shelf.

William J. Studer, director of libraries, monitors the performance of the libraries and recommends ways to operate more efficiently. Among other duties, he approves allocation of the annual library materials fund ($2.7 million last year) among the various disciplines covered at Ohio State.

Books can be acquired in two ways; either on a library's approval plan or by individual selection, Studer said.

If a classics professor wanted the University to buy the Virgil book, he or she would first go to the Classics, German, Linguistics and Romance Languages Library in Room 300, Main Library.

There, the professor would ask a librarian assigned to monitor book requests whether it is feasible for Ohio State to buy the book.

If the purchase is approved, an order slip is immediately sent to a bibliographic searcher in Technical Services.

Bibliographic searchers first check the automated Library Control System (LCS) and make sure Ohio State doesn't already own the book. Then searchers look in the Online Computer Library Center (OCLC), an international bibliographic catalog headquartered in Columbus, to find a book's proper title and author's name.

Other staff price the volume, choose a distributor, and order it directly, according to Mike Valinis, supervisor of the five-member Bibliographic Search division.

"Some (books) are out of print, some (requests) we can't figure out, some are not in print yet," Valinis said.

Although some books are purchased after a request from a professor or student, Studer said most books are bought on approval plans.

Librarians help faculty in a college or department make an approval plan, which describes the books the departments would like the University to purchase, Studer said.

For example, the Department of History might want to buy all new scholarly books about the Korean War, the Vietnam War and the Watergate scandal.

A separate code would be used for each subject when ordering. The sellers then would match the University's subject codes with their own lists, and send books from the categories the history department requested. Studer explained.

After the books are sent, history department faculty would review the volumes and reject those that don't meet the department's needs.

After a book has been ordered, either by individual selection or on approval plan, it must be received, checked-in and catalogued upon arrival.

So while Valinis and others decipher orders, Catherine Jack, a 24-year employee for the libraries and head of the Receiving Division, must play the waiting game.

Twice a day, a truck delivers books to the library's Receiving Division. A staff member checks-in the book on an automated system to update the LCS, and then slides a location streamer — a slip saying which library on campus will house the volume — between two pages.

This prepares the book for receiving a call number from the Automated Processing Department, Jack said.

Automated Processing is another unit of Technical Services which is needed to build and maintain the LCS catalog, according to William Crowe, assistant director of libraries.

If another library across the country already has purchased the volume, OCLC will have a permanent catalog record the Automated Processing staff can use for the LCS, Crowe said.

But if there is no record, or it is inadequate for Ohio State's system, the book must be catalogued and given an original call number, he said.

Certain faculty librarians in the Catalog Department are specially trained to give books appropriate call numbers. They model the numbers on the Library of Congress Classification, books outlining call numbers that can be assigned to volumes according to subject, Crowe said.

For example, any book about King James II catalogued by libraries using the Library of Congress system, will have a similar string of call numbers assigned to it.

About a week after the book is assigned a call number, patrons will find the volume fully catalogued on the LCS, Crowe said.

Once a book has its own call number, it must be labeled.

Mary Lowden is the libraries' label typist. Lowden said she has typed the labels for about 1.4 million books, or about one-third of Ohio State's collection.

Before 1962, the year Lowden received a specially adapted typewriter for the labels, she used to dip a pen point in ink, inscribe the book's call number, and seal the label to each volume.

Lowden now types about 1,500 labels a week on the special typewriter.

To complete the labeling process, student workers cut and trim each label and press it onto the book's spine. The book is then sent to the mail room to be sorted and finally delivered to the campus libraries.
OSU's kingdom of stuff planning exhibits

By George Myers Jr.
Dispatch Book Critic 3-98

Let's hope there never will be a spring cleaning of the special collections housed at Ohio State University's main library.

Imagine the conveyor belts, the trucks; 4 million gallons of disinfectant and spray cleaner, and a barn-sized bristle brush parked on the Oval, 1858 Neil Ave.

OPENING MARCH 11 in the main library's skylight area is a comprehensive exhibit of the works of this country's senior sea wolf, Jack London himself.

Jack drowned, you might say, in an ocean of boozy suds, but the aroma of the Old Salt lingers mightily in the shelves and boxes of OSU's unique collections. The London exhibit will last until April 26.

There are other exhibits, many, to come.

OSU houses tons of stuff — the curious, quotidian and queer — in the domain of the Division of Special Collections. If you have a few centuries on your hands, and permission, consider browsing.

SHELVED HERE are collections that surprise and delight: Samuel Beckett manuscripts, Hart Crane letters, boxes of unseen matter from Jessica Mitford, Nelson Algren's library and mammoth collages, and, of course, Thurberiana.

Here, the low brow shuffles in shoebox fashion with high art. Japanese art magazines share quarters with what can only be called personal effects: orphaned items crumpled under the weight of gossip and expectation. Great men and women propose, but libraries house or dispose.

On visiting this museum of collectibles, all but two issues of Weird Tales (1923-1924), with their remarkably tentacled monsters and bosomy cover girls, sit an arm's length from a giant-sized copy of Bank's Florilegium. Both are recent acquisitions. It was Joseph Banks and his motley crew of artists and botanists who accompanied Capt. James Cook on his first voyage around the world, collecting and drawing everything they saw.

Who cares what this or that costs? And don't ask. "It's irrelevant," answers Tibbetts, a large man with owl-like eyebrows. "To researchers who want it, the title is worth the same — $100,000 or $100 — if you have it." Tibbetts curates OSU's Division of Special Collections. Smith is assistant curator.

With the help of dealers, window shopping, guile and giving OSU alumni, OSU increases its collective booty.

Of alumni who donate to the collection, says Smith, "There are never enough."

"FOR SOME reason," adds Tibbetts, eyes twinkling, "OSU does not produce large numbers of alumni who become book collectors."

There was an OSU-linked exception: William Charvat, an English professor at OSU who died in the early '60s. It was Charvat's sizable book collection, donated to OSU, that began the university's 20th century American fiction collection.

Now tabulated and cared for by bibliographer Smith, that impressive collection is one of the largest in the world, second only, in fact, to the Library of Congress in Washington, D.C.

A NUMBER of special exhibits — in addition to that on Jack London — are planned for the library's display area under the skylight in the year ahead. Make a note:

* From April 29-May 10, winners from the book collecting contest of the Friends of the OSU Library.
* From May 20-Aug 2, comic books, curated by Lucy Caswell of the Library for Communication and Graphics Arts.
* From Aug. 12-Sept. 20, the Mark Twain sesquicentennial exhibit, drawn from OSU's collection.
* Sept. 23-Nov. 8, exhibit on the preservation of books and library materials. Prepared by the library conservation staff.
* Nov. 18-Dec. 27, exhibit on the history of the OSU libraries' collections, including the observation of the library's 4 millionth acquisition.

* Dec. 30-Feb. 14, 1986, materials from Arion Press, one of the premier independent presses in the United States today.
* Feb. 24-April 11, Shakespeare exhibit, coordinated with the Center for Medieval and Renaissance Studies' annual conference.

Sotheby's in New York City plans to auction the first collected edition of William Shakespeare's dramatic works, popularly known as the First Folio, on April 24. The Folio is one of the most important works of English literature and one of four folios to be auctioned from the estate of the late Paul Francis Webster. The first folio was published in 1623, seven years after the playwright's death. The 100 items in the Webster library to be auctioned are valued in excess of $1 million.

The Ninth Annual University of Pittsburgh Writers' Conference on March 29-31 will feature Pennsylvania writers this year. Panels, workshops and readings will feature Peter Beagle, David Bradley, Annie Dillard, Jack Gilbert, Toby Olson, David McCullough, Colleen McElroy, Gerald Stern, Sonia Sanchez, and John Wideman.

Also scheduled is a screening of Casablanca and a special appearance by its writer, Julius Epstein. For information call Lee Gutkind, 412-624-0926.
OSU faculty council serves notice: More library space is long overdue

By JEFF GRABMEIER 2/12/85
C-J Staff Writer

An Ohio State University faculty council says library space at OSU is "grossly inadequate" and advocates construction of a $50 million facility about twice the size of the main library.

"We really have been living on borrowed time," said Goodwin Berquist, a journalism professor who heads the University Senate Library Council. "I hope to bring (a new library) to the top of the university's priority list."

In a recent report to the University Senate, the Library Council said the main library needs about 7,000 square feet of new space, each year to hold the 70,000 new books and materials purchased annually.

"In a modest library building erected in 1910, added to in 1951 and remodeled in 1971, we are simply running out of space," the report states.

The other 24 department libraries and two undergraduate libraries face similar space crunches, officials say.

Discussion of a new library facility has just begun, Berquist said. The council will present its proposal for a new facility this spring to Provost Diether Haenicke and President Edward Jennings.

"It's not one of those things that will happen quickly. But it's high time we got moving," Berquist said. He said it could take 10 years to complete a structure.

The new facility would not replace the current main library that sits at the west end of the Oval, but would be a second major facility, officials say.

William Studer, director of libraries, said a new library should have about 400,000 square feet of space and seat 3,500 students. The main library now is about half that size and seats about 1,500.

Although officials have not yet considered sites for the facility, Studer said the library will have to be located on the central campus to be convenient for students. Officials have not identified sources for funding the proposed structure.

The Library Council suggested a new facility be primarily devoted to graduate study and research.

"In recent years, the main library has become more and more a mecca for undergraduates and less and less a quiet haven for serious researchers," the council's report said. "With the decision to move all our underclassmen from West Campus to Main Campus, this crowded condition can only get worse."

Studer said officials are forced to severely cut seating at the main library to make room for new books.

Since 1977, the main library has lost about 500 seats to new book shelves, Studer said. As part of the movement of students off the West Campus, a learning resources center will close there, causing the loss of another 1,000 library seating spaces.

A book storage warehouse planned for construction at OSU in two to three years is expected to relieve some of the pressure. It will allow officials to store about 1.5 million of the library system's least circulated books. But library officials said the warehouse is only a temporary solution.

In addition to the lack of space, officials said the main library is inadequate because of its age and inflexible structure.

Berquist said OSU has "tended to make do," while other universities in the Big Ten and elsewhere have significantly improved and expanded their facilities.

"Ohio State is not in the same league with Indiana and Illinois," he said.

But Studer added OSU's library collection is consistently ranked as one of the best in the nation.

"What's missing is our facilities. As a physical facility, the library does not put a good foot forward (for OSU)," he said.
Proposed research library leaves council optimistic

By Brian T. Armentrout  
Lantern staff writer  5-16-85

The acting chairman of the OSU Library Council announced Wednesday that a meeting with President Edward H. Jennings on May 9 produced encouraging signs in regard to a quest for a new library.

The announcement was made during a Library Council meeting at the Main Library.

A council delegation, consisting of William J. Studer, director of OSU Libraries, Goodwin Berquist, Jr., professor of communication and journalism and Jack M. Balcer, professor of history, talked to Jennings on May 9 regarding the proposed project.

Although Jennings did not commit himself to the building of a library, he did not reject the idea, said Balcer, the acting council chairman.

The problems presented to Jennings included declining space for books, inadequate space for staff needs and studying, and an inappropriate atmosphere for serious research.

The solution for these problems "is a new library building designed specifically for research and graduate study," the proposal said.

The proposed library is in its "conception stage," said William J. Crowe, assistant director for technical services for OSU Libraries.

The planning for the building has to be approved and a budget drawn up and passed before construction of the library could begin.

If everything runs smoothly for the council, the library could be finished by 1995, said Crowe, who sat in for Studer at the council meeting.

Although plans for the library have not begun, it could be 500,000 square feet and cost from $50 million to $60 million, he said.

"That is about twice the size of (the Main Library)," Crowe said.

The library's book stacks would be open to students except for very fragile books, which would be in special closed stacks, he said.

OSU Libraries are also planning to reorganize the Main Library pending budget approval by the Ohio Legislature this summer.

The budget calls for $250,000 to microfilm the card catalog and reorganize the collections in the Main Library, said Jill B. Fatzer, assistant director of the Main Library public services.

If the budget passes, only about $150,000 will be used to microfilm the card catalog and buy equipment needed to read the microfilm, Fatzer said.

Some of the major changes planned for the library are moving the circulation desk into the front lobby to provide room for reference collections and make library assistance more accessible.

An information service desk will be installed where the circulation desk is currently.

The information service desk will be a centralized desk consisting of the reference desk, the special materials desk and the mechanized information desk, which includes materials such as microfilms.

Also in the proposal are plans for hiring more staff members to be posted at information desks for longer hours.

There will also be rearrangement of stacks and study desks on the second and third floors in order to provide more study space.

If the budget is passed, reorganization of the library will begin this year, Crowe said.
Library fines accumulating: thousands with bills over $50

By Carmel Martin
Lantern staff writer

Several thousand students, faculty, and staff with lost book charges or fines owe OSU libraries amounts ranging from $50 to $500 dollars.

In order to accumulate these large accounts, people lose several books or have large library overdue fines, Tom McNally, head of circulation at OSU libraries, said.

One faculty member amassed $7,000 worth of lost book charges and fines, McNally added.

According to OSU Libraries “Circulation Rules and Regulations,” a borrower is sanctioned, (loses borrowing privileges), for an unpaid library account of $50 or more.

“Sanctioned students usually have average accounts of $150,” said Amy Eley, assistant head of circulation. “The average account for an OSU faculty or staff member is $180.”

About 4,000, or two percent of the borrowing population, have accounts of $50 or more, McNally said. Borrowers are students, faculty, staff and courtesy card holders, including alumni and local people.

Current or former students with large accounts are reported to the Registrar’s Office where a hold is placed on their records and transcripts.

The libraries consider $50 a lenient limit for unpaid accounts, McNally said. Other schools place holds on records and transcripts at lower limits.

At the University of Illinois holds are placed on registration and records for any library charge, Ruth McBride, central circulation librarian, said.

McNally said OSU accounts are usually far over the $50 mark, sometimes into the hundreds of dollars, which makes it difficult for college students to pay the accounts in a lump sum.

The libraries try to set up monthly payment plans for patrons with large accounts, he said.

“We have a number of individuals who pay us $10 a month,” McNally said. “With very few exceptions, everyone has been right on schedule with the payments.”

If a lost book is out of print, the library sometimes tries to find it at an out-of-print book dealer. If this is not possible, the lost book money is returned to the subject bibliographer fund, McNally said. The book can then be replaced with a similar book on the same subject.

“We try to figure out the easiest and cheapest way to replace the lost books,” McNally said.

At Michigan State University lost book money is returned to the university general fund, instead of the library, said Kriss Ostrom, head of circulation.

Ostrom said one student at Michigan State is working off a $450 fine because her friend forgot to return the student’s books while she was in Europe for the summer.

At Ohio State, faculty and staff with unpaid accounts of one year or more may be reported to OSU’s accounts receivable office, which serves as a collection agency for delinquent accounts, Eley said.

If lost books are returned, larger lost book charges are usually reduced to a $5 handling fee per book, McNally said.

“Our goal is to get the material back into the library system,” Eley said.
Database seminar increases skill of graduate students and faculty

By H. Gunther
Lantern staff writer

Ohio State faculty and graduate students will be fine tuning their skills in database searching at a colloquium sponsored by the OSU libraries today at the Ohio Union.

A database is a collection of computer information on a subject. There are hundreds of databases nationwide, and Ohio State currently has 300 of them.

The purposes of the colloquium, Information Online, are to raise awareness that databases exist, to explain what a database can do, and to show OSU faculty how to use national databases for research purposes that could improve their teaching.

The OSU libraries have a bibliographic database, similar to a periodical index, containing a bibliographic collection of articles and books.

The libraries also have statistical, directory information and news databases.

David Lincove, coordinator for the colloquium, said, there are several advantages to using a computer database. The obvious advantage is speed. Because information on a topic can be found in one place, a database user does not have to look all over. Another advantage is that a database user can get the most current information available, often before it is in printed form.

User Education librarian, Mary Beth Bunge, said, another advantage is the ability to combine search terms (names of topics) so a database user does not have to look in several different places to find a complicated topic.

Information Online begins at 8:30 a.m.

At 9:15, the keynote speaker, Robert Gillespie, will give his address entitled “Evolution of Information Tools: The Library, Computing, and Databases.”

Gillespie is the founder of Gillespie, Folkner and Associates, Inc., a consulting firm which specializes in strategic issues of computing and higher education.

At 10:30 a panel discussion will be held on do-it-yourself searches. During the discussion, panel members will talk about their experiences with databases.

Both the keynote address and the panel discussion may be rather technical, but there will be a 1 p.m. tutorial for beginners.

Library Administrator David Tall said there will be 15 or more database exhibits that will be open to the public from 9 a.m. to 5 p.m.
103 librarians ready to help

Reference desk goes untapped

By Lisa Kempfer
Lantern staff writer

Librarians answer people's questions, but to get them answered, people need to ask.

The libraries have 103 librarians, yet many students do not know who they are or what they do. "I never knew they existed until I worked at the Education Library," said Doug Wassell, a senior from Beavercreek.

Marty Jamison, a reference librarian in the Education Library, said, "I'm sure most students don't know why we're here." Part of this problem is caused by a confusion between the duties of the circulation desk and the reference desk, he said.

The circulation desk takes care of the mechanics of taking materials in and out of the library and gives directions where to find specific resources. It is staffed by students and staff who are not trained for research. The reference librarians are trained to give information to people.

"I don't think they'd be able to help, because I don't see how they can know everything about every subject," said Linda Kuhl, a senior from North Olmsted.

Tamsen Dalrymple, head of the information services department, said librarians must know how to handle demanding and less assertive patrons at the same time. Also to improve service at the libraries, she suggested creating a reference librarians' group to help develop common practices among the many libraries so patrons will know what to expect when they use the libraries.

The library has recently purchased a video tape to promote librarian education on how to listen and understand patrons.

Andrea Gaal, another reference librarian, said, "Our training is in how to find information, not necessarily to be subject experts." All OSU librarians are required to have a master's degree in library science.

There is a lot of detective work involved in looking up a complete reference, Jamison said.

When people do ask for help, Jamison said, they often don't give complete information. They must think they need to be secretive, or they are asking a dumb question, or they don't realize more information is needed, he said.

Steve Rogers, a reference librarian, said some people think they should have learned how to use the library by now and are afraid to admit they don't know how. He said there is more to the library than the LCS.

Dalrymple said it is difficult to locate or research something when students try to describe what they do not know. This is when the reference interview is necessary, Jamison said. "We ask them questions, more questions than they ask us."

The most frequent questions students ask are about current issues, Libya and controversial issues like abortion, Rogers said. Dalrymple said the most dangerous type of question is one such as "Where are the medical books?"

The librarian does not know what the person is specifically looking for — are they pregnant, do they want to know the effects of ultraviolet light in relation to skin cancer, or what?

Rogers said it is important to know who to go to in the library to find information other than what is on LCS.

However, Jamison said he has found the average OSU student pretty good when it comes to using basic library skills, compared with students at other universities.
Board set to dispute book fines

By Fred Ferris
Lantern staff writer

A library fine appeals board may be set up by winter quarter said Jill Fatzer, assistant director for the Main Library Public Services.

Currently there is no way to dispute library charges other than going to the ombudsman or the library director.

"Other universities have a review board and I think something like that would work out really well here," said Fatzer.

She said students often accumulate large library fines for books they have already returned.

"A lot of times, people will just go ahead and pay the fine anyway because they feel they have no recourse," she said.

An appeals board consisting of student representatives from Undergraduate Student Government, the Council of Graduate Students and the Inter-Professional Council will hear cases which can't be handled at the library.

Fatzer said the board will consist of seven voting members: three undergraduates, two graduate students and two professional students appointed by their respective student government bodies. Each will serve a two-year term.

"As far as mechanically, how they'll work, that will be up to them to decide what procedures they want to institute," she said. "I'm sure they'll be meeting on a regular basis."

Fatzer said the new system probably won't be in place until winter quarter because they are starting from nothing and have no precedent at the university to learn from.

"They'll have to do everything from designing the forms that people will have to fill out to instituting a complaint all the way up to deciding what kinds of information needs to be produced... it's almost like setting up a business from scratch," she said.

"This is the only fine at the university that presently can't be appealed through some organized avenue," Fatzer said.

"Anything that gives people a way of exercising their rights can only be for the good of the university," she said.

Thomas McNally, head of the circulation department of Main Library said the library receives many complaints about fines during the course of the year and the new board should help ease people's minds.

"We have been very sensitive to complaints," said McNally. "Having a knowledgeable but independent group to help clear up disputes will mean greater satisfaction from library users."
The Ohio State University Libraries system consists of the William Oxley Thompson Memorial (Main) Library, which itself contains 16 libraries and reading rooms, and twenty-three satellite libraries. Altogether the University Libraries hold over four million printed volumes and two and one-half million microforms, making it the sixteenth largest library in the United States.

Which library you use will depend on the subject you're interested in, the special services you may require, or which library holds your reserve reading assignment. Each library location has something special to offer. Read on to discover just what the University Libraries can offer you!
Main Library and Department Libraries

The Main Library provides materials and services related to the humanities and social and political sciences. The collection consists of major reference materials, government documents, and some special collections.

The department libraries support the course work and research of upper-division undergraduate students, graduate students, and faculty in various fields of study. There are collections in agriculture, art, life and physical sciences, economics, education, engineering, home economics, journalism, linguistics, medicine, music, psychology, pharmacy, social work, and more.

Some department libraries contain unique collections, such as annual reports of corporations (Business), 10,000 photographs and paintings (Fine Arts), maps (History/Political Sciences and Geology), music scores (Music/Dance). Pamphlets in the areas of agricultural economics (Agriculture), child abuse and social welfare (Social Work), and mass communications (Journalism) are also available.

Even the facilities of the department libraries are noteworthy. Orton Hall, where the Geology Library is located, was constructed with many types of stone found in Ohio. Murals on the walls of the Social Work Library, depicting the progression of social welfare history, were commissioned by the Works Progress Administration in 1939. The Health Sciences Library Randretriever is a unique automated book-retrieval system.

Each department library provides access to the Library Control System (LCS), indexes, abstracts, and bibliographies pertinent to their subject areas. Librarians familiar with the subject areas and expert in associated research techniques are available for consultation.

If you need help, just ask!

Especially for Undergrads

Concerned about using a large, complex library? The undergraduate libraries are designed especially to help you adjust to the library system and use its resources to the fullest.

Undergraduate Library

Many students find the Undergraduate Library in Sullivant Hall an ideal place to locate information. The collection of books and magazines is selected especially to meet the needs of lower-division undergraduates. This library maintains a large reserve collection that includes required readings for specific courses, as well as past midterm and final exams. Study rooms are available for group study and can be reserved at the circulation desk. When you are working on papers and other assignments, ask the reference librarians for help. Research counseling service, available by appointment at the Undergraduate Library, can help you in planning a comprehensive search strategy for finding the best information available on your topic.

West Campus Learning Resources Center (LRC)

This multimedia facility includes a Career Center that can help you explore possible careers. The LRC also has a collection of newspapers from various Ohio towns. All materials in the LRC will be moved to the Undergraduate Library in Sullivant Hall in December 1986.
Library Location Guide

1. Main Library
   - 1858 Neil Avenue Mall
   - Room 218B
   - 292-3900

2. Agriculture Library
   - 045 Agricultural Administration Building
   - 292-6125

3. Archives
   - 224 Main Library
   - 1858 Neil Avenue Mall
   - Columbus, OH 43210-1286
   - 614-292-6151

4. Biological Sciences Library
   - 169 Converse Hall
   - 292-2409

5. Business Library
   - 200 Botany-Zoology Building
   - 292-1744

6. Chemistry Library
   - 110 Page Hall
   - 292-2136

7. Communication and Graphic Arts Library
   - 700 Children's Drive
   - 147 Journalism Building
   - 292-0538

8. Education/ Psychology Library
   - 060 Arps Hall
   - 292-6275

9. Engineering/ Architecture Library
   - 112 Caldwell Laboratory
   - 292-2852

10. Fine Arts Library
    - 166 Sullivant Hall
    - 292-6184

11. History, Political Science, and Philosophy Reading Room
    - 186 Sullivant Hall
    - 292-2319

12. Information Services Department
    - 207 Lloyd M. Parks Hall
    - 292-8026

13. Interlibrary Loan
    - 1011 Smith Laboratory
    - 292-7894

14. Jewish Studies
    - 400 Stillman Hall
    - 292-6107

15. Jewish Studies
    - 1410 Lincoln Tower
    - 292-6107

16. Map Room
    - 292-2393

17. Materials Engineering Library
    - 186 Sullivant Hall
    - 292-2319

18. Materials Engineering Library
    - 197 Watts Hall
    - 292-9614

19. Mathematics Library
    - 1011 Smith Laboratory
    - 292-7894

20. Microforms
    - 1014 Overman Hall
    - 292-6211

21. Music/Dance Library
    - 186 Sullivant Hall
    - 292-2319

22. Music/Dance Library
    - 197 Watts Hall
    - 292-9614

23. Music/Dance Library
    - 207 Lloyd M. Parks Hall
    - 292-8026

24. Office of Library User Education
    - The Ohio State University
    - Columbus, OH 43210-1286
    - 614-292-6151

25. Office of Library User Education
    - The Ohio State University
    - Columbus, OH 43210-1286
    - 614-292-6151

*In December 1986 this collection will be moved to the Undergraduate Library in 205 Sullivant Hall.

This publication was prepared by the Orientation Subcommittee of the Library User Education Committee.

For additional copies, please contact:
Office of Library User Education
The Ohio State University
Columbus, OH 43210-1286
614-292-6151.
Information Services

The Information Services Department in the Main Library is a gateway to a variety of services.

Reference
In the Main Library, the reference collection contains materials with primary strengths in the social sciences and humanities. Reference librarians can help you use these resources, find information from government documents, unravel elusive bibliographic citations, and determine which of many indexes will enable you to find appropriate articles and books on your topic. Telephone reference is also available at 292-6175.

Automated Reference Service
Librarians can search databases to provide you with a review of literature on your subject (some databases go back twenty years) or very current information (some databases are updated every few days). Fees are charged for computerized searches, and vary widely. Details on fees are provided when you request a search.

Special Collections
The University Libraries maintain several collections of extraordinary research depth—containing unusual or unique materials such as manuscripts and original drawings. Items in these special collections may not be checked out, but

PLEASE DO NOT EAT, feed, devour, gulp, dine, gourmandize, nibble, gnaw, drink,

Automated Reference Service is available in the Main Library and at several department libraries. Check with the Information Services Department at the Main Library (292-3480) or librarians in department libraries for more information.

Government Documents
The federal, state, and European government documents in the Main Library can help you trace legislative histories, follow trends of the Consumer Price Index, or decipher census material. The department also has U.S. census data and a collection of U.S. patents.

Current Periodicals and Microforms
The current periodicals and microforms reading room of the Main Library includes approximately 1,500 periodical titles (University Libraries subscribe to more than 30,000 periodicals) and the libraries' major microform collection (over 2.5 million units). College catalogs are on microform and also housed here.

Remember, the resources and personnel of the Information Services Department are here for you. Don't hesitate to ask for help.

LCS: The Computerized Catalog

One of the special features of the University Libraries is the Library Control System (LCS), the computerized catalog and circulation system that links all the libraries on the Columbus campus. LCS also incorporates the catalog of the State Library of Ohio.

The card catalogs in the University Libraries are not current; no cards have been added since 1982. For subject access to materials added before 1972, however, the card catalogs should be consulted. It usually is preferable to check LCS first, then use the card catalogs or other sources.

Every library location has LCS terminals that are easy to use. Instruction brochures are available, and staff members are ready to help. LCS works on

home or office microcomputer. Stop by any library circulation desk to obtain a Dial-Access application.

You can use LCS to quickly find the location and availability of:
• books
• magazines, journals and other serials
• theses and dissertations
• microform items
• State Library of Ohio books and documents

You can search LCS by:
• title
• author
• author and title
• call number

Please do not eat, feed, devour, gulp, dine, gourmandize, nibble, gnaw, drink,
Special Collections

The University Libraries maintain several collections of extraordinary research depth-containing unusual or unique materials such as manuscripts and original drawings. Items in these special collections may not be checked out, but are available for study on site by anyone with a need to use them.

The Special Collections Division contains manuscripts, letters, and drawings relating to prominent American and British authors, with emphasis on nineteenth- and twentieth-century American literature. The University Libraries' collection of rare books is also housed here.

Medieval Slavic manuscripts on microform are found in the Hilandar Research Library.

The Library for Communication and Graphic Arts houses original materials of the arts of the news media, which includes comic strips, editorial cartoons, magazine illustrations, film posters and stills, historic photographs, manuscript materials of individual artists, archives of associations of cartoonists, and a large collection of books on cartoon art.

The University Archives preserve and make available many historical records of the University, including over 600,000 photographs of University life.

The Lawrence and Lee Theatre Research Institute Library includes an extensive collection of historical materials related to the theatre: posters, play bills, photos, and papers of theatre notables.

Consider these special collections as you examine your information needs.

PLEASE DO NOT EAT, feed, devour, gulp, dine, gourmandize, nibble, gnaw, drink, imbibe, quaff, sip, sup, tipple, smoke, chew, or spit IN THE LIBRARY!

Catalog

One of the special features of the University Libraries is the Library Control System (LCS), the computerized catalog and circulation system that links all the libraries on the Columbus campus.

The card catalogs in the University Libraries are not current; no cards have been added since 1982. For subject access to materials added before 1972, however, the card catalogs should be consulted. It is usually preferable to check LCS first, then use the card catalogs or other sources.

Every library location has LCS terminals that are easy to use. Instruction brochures are available, and staff members are ready to help. LCS workshops are offered each quarter.

You can also search LCS from your home or office microcomputer. Stop by any library circulation desk to obtain a Dial-Access application.

You can search LCS by:
- title
- author
- author and title
- call number
- subject (includes titles acquired since 1972 at Ohio State and all State Library of Ohio books)

Circulation Privileges

Borrowing privileges at the University Libraries are extended to holders of validated Ohio State ID cards, courtesy cards, and State Library of Ohio cards.

Circulation policies are relatively liberal and place maximum responsibility on you, the user. Policies vary depending upon library location, type of user, and kind of item requested. Generally, Ohio State students and special card holders may borrow materials for three weeks, and Ohio State faculty and staff for ten weeks.

You are responsible for all materials checked out in your name and are expected to return or renew borrowed items by the due date. Your responsibility does not end until material has been returned to and discharged by the library from which the material was borrowed. Receipts are furnished upon request.

When items become overdue, a notice will be mailed. Unlimited renewals are possible unless another library user requests an item by placing a "save" on the item at any circulation desk. Users are notified of "recalls" by mail, and fines are assessed when a request to return the item is not honored.

Please remember to notify the University Libraries of any mailing address changes.

Telephone Center

If you can't come to the library, try calling 292-3900. A friendly operator will tell you whether the library system has the book or journal you want, where it is located, and whether or not it is available for circulation. You can have it held for pick-up, or an item can be mailed to your campus address. You can also renew books by calling the Telephone Center.

If using the center sounds easy—it is!
For Your Information

Library for Disability Services
Located in the Main Library, the Library for Disability Services has special audio and visual equipment to aid in the use of library materials. Special photocopying and reference services are available. This library has a selective collection of recordings and braille and large print books. Access is provided to materials from other collections as well. Call 292-7432 for assistance.

College Catalogs
College catalogs from U.S. and foreign colleges and universities are located in the Information Services Department at the Main Library.

Reserve Books
Required course readings are frequently placed in the Undergraduate Library, Main Library, or appropriate department library. These materials are available for library use for a few hours or overnight upon presentation of a current Ohio State I.D.

Computer Based Education (CBE)
The Office of Learning Resources has placed CBE terminals in the Undergraduate Library and the Main Library. These terminals are available for use during the hours that the libraries are open.

Copy Machines
Coin- or card-operated copy machines are located in the department libraries and on campus.

Instruction and Research

Computer Center (IRCC)
Microcomputer Lab
The microcomputers housed in the Main Library, the Undergraduate Library, and several department libraries are available for use by students, faculty, and staff. Several software packages are also available on reserve. The IRCC must be consulted for instruction and help with the microcomputers.

Library Instruction Materials
All libraries provide printed guides and handouts to familiarize you with the resources and services of University Libraries.

Listening Center
The Office of Learning Resources' Listening Center operates Remote Access Stations in the Main Library and the Undergraduate Library. These stations have facilities for accessing and listening to any of the tapes offered by the Listening Center.

Help with Your Research

Search Strategy
Searching for information for research papers and other projects need not be difficult. If you follow a plan in your search for information—a search strategy—you will be able to find what you need with greater efficiency.

The general search strategy shown below is intended for use with any subject assignment. You can vary it depending on your specific needs, but remember to consider all of these basic steps. Try it—you'll like the results!

Library User Education
Instruction in library use is available to all students through the University Libraries User Education Program. All freshmen are introduced to the library through presentations in their survey classes. Additionally, course-related instruction at the undergraduate and graduate levels is available by arrangement.
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Required course readings are frequently placed in the Undergraduate Library, Main Library, or appropriate department library. These materials are available for library use for a few hours or overnight upon presentation of a current Ohio State I.D.

Computer Based Education (CBE)
The Office of Learning Resources has placed CBE terminals in the Undergraduate Library and the Main Library. These terminals are available for use during the hours that the libraries are open.

Copy Machines
Coin- or card-operated copy machines are located in the department libraries and on the first three floors of the Main Library. The cost is 10¢ per page in coin or 54¢ per page with a copy card. Copy cards (COP-EZ) are sold in the Main Library Business Office, room 107, and at all University Copy Centers. Over-the-counter copy service is available for a fee in the Main Library Interlibrary Loan Office.

Exams and Midterms
Past exams and midterms for some courses are on file in the Closed Reserve Section of the Main Library, the Undergraduate Library, and some department libraries.

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SELECT A TOPIC

ENCYCLOPEDIAS
(General or Special for an overview)

DICTIONARIES
(for unknown or obscure terms/words)

BOOKS
by subject

JOURNAL ARTICLES
by author or title

LCSN
Card Catalog

Periodical and Newspaper Indexes

OTHER SOURCES

Biographical Indexes
Book Reviews
Essay and General Literature
U.S. Gov Documents
Statistical Sources

Only LCS provides information about both location and availability of books and journals, not individual journal articles.

A Search Strategy for Library Use.

If you love it—don't leave it!
GENERAL POLICIES

The general library lending policies in effect at The Ohio State University have been adopted and are subject to review by the Library Council, a committee of the University Senate. These policies are relatively liberal and place maximum responsibility on the individual user. Consideration for reasonable sharing of library resources is the main objective.

Users are responsible for all materials checked out in their names and are expected to return or renew borrowed items by the date due.

A borrower's responsibility does not end until material has been returned to and discharged by the library from which the material was borrowed.

Receipts are furnished upon request.

Users are expected to respond to all library notices and are responsible for notifying the Libraries of mailing address changes or corrections.
LOAN PERIODS

Books - 3 weeks for Students, 10 weeks for Faculty/Staff
Books with more than one save (see below) - 2 weeks
Serials and Journals - 1 week (with exceptions)
Closed Reserve Materials - 2 hours and overnight

ID cards may be held as security for closed reserve materials.

There are variations to the standard loan periods. Some libraries have a single book loan period, e.g., three weeks for both faculty/staff and students. In many libraries, current issues or bound volumes of journals may circulate only within the library or only for limited periods. Users should check the due date of each item borrowed.

Materials are loaned on presentation of a valid University ID Card, an OSU Libraries Courtesy Card, or a state employee library card issued by the State Library of Ohio.

Renewals may be performed by phone (422-3900), in person, or by mail. The number of times an item may be renewed is unlimited, unless it has been requested by another user.

SAVING AND RECALLING BOOKS

A user may request a book which is already checked out, called "placing a save."

When a save is placed, the item's due date is changed on LCS (the Library’s computer system), and a RECALL notice is sent to the borrower who has the item, indicating the change.

If the borrower has not yet had the item for three weeks, the new due date will be three weeks from the date the book was charged.

If the borrower has had the item for longer than three weeks, the new date will be ten days from the date the save was placed.

If the borrower has a journal volume, the new due date will be one week.

LOST BOOK CHARGES

Long overdue materials are declared LOST, and the cost of replacement is charged to the user.

Books which users report having returned will be searched promptly. If the books are not found, the user will be charged the cost of replacement.

Replacement charges are based upon the age and type of material. A uniform processing fee is also charged.

Currently, the minimum charge for a lost book is $53 ($38 for a book published within the last three years; $15 for processing).

When applicable, both fines and replacement costs will be charged. Borrowers will be charged $5 for each item in the lost status that is found and returned.

LIBRARY NOTICES

Overdue Notices - sent monthly
Billing Notices - sent quarterly
Recall Notices - sent at the time a save is placed.
Book Pick-up Notices - sent at the time a recalled item is discharged.

OVERDUE BOOK FINES

A fine of 75 cents per day is charged for each recalled item not returned by the date due. Fines of $1.50 for the first hour and 75 cents per subsequent hour are charged for overdue closed reserve items. The overdue fine rate for special library equipment (for example, portable microform readers) is $6 per day.

Questions about library fines or billing notices should be directed to the library from which the material was borrowed, or the Telephone Center (422-3900).

Fines for overdue reserve items must be paid at the library from which they were borrowed. All other fines and book charges must be paid at the Main Library Business Office (Room 107) (Monday-Friday, 8:00 a.m.-5:00 p.m.).
LOSS OF BORROWING PRIVILEGES

Loss of borrowing privileges (sanctions) results from an unpaid library account of $50 or more.

The names of sanctioned current and former students are reported to the Registrar's Office, where a "hold" is placed on their records (including transcripts).

The holds are not released until the accounts are paid.

The Libraries Sanction Coordinator (422-6154) in Main Library should be contacted for information about these accounts.

HELPFUL HINTS

- Request a search for items missing from the shelves.
- Keep the Libraries informed of any address change.
- Renew or return materials on time. Try to return recalled materials ahead of time.
- Ask for receipts for items returned in person. Return of materials by mail or through book bins is only for the convenience of the user and does not constitute an officially approved return mechanism.
- Give close attention to all library notices and report any discrepancies promptly to the library from which the material was borrowed.

A.E. 8/86
0062h

Circulation Department
132 Main Library 1858 Neil Avenue Mall Columbus, OH 43210
614-422-6154
AUTOMATED REFERENCE SERVICE

PURPOSE:
Automated Reference Service provides access to information in computerized databases. The speed, flexibility and power of the service make ARS a valuable tool for research projects or general information needs. ARS may save you time and offer you information sources unavailable in the libraries or in printed formats.

WHEN TO USE:
- When your topic is narrow and you have trouble finding relevant information;
- When printed information sources are inadequate or too time-consuming to use for your purpose;
- When you need a comprehensive search covering many years;
- When you want automatic updates on your topic every month (Current Awareness).

Many printed indexes, bibliographies and directories are available in the libraries. Sometimes, you will be better served by using a printed source rather than by requesting a computer search.

Be sure to ask a Reference Librarian about the best information sources for your topic.
SUBJECT COVERAGE:

The databases available from Automated Reference Service cover a broad range of subjects in the sciences, social sciences and humanities.

There are sources in agriculture, biology, chemistry, physics, engineering, health and pharmaceuticals, aerospace, food science, materials science and textile science.

Other databases cover public affairs, education, psychology, sociology, social work, environment and energy.

Information sources in the humanities cover literary criticism, art, bibliography, philosophy, religion and music.

The databases are usually updated at least once a month and many newspapers, periodicals and news wires are updated daily.

You may request periodic updates on a topic through the Current Awareness service. The service is available from databases covering sciences, social sciences, humanities, education and dissertations.

SEARCH RESULTS:

Most available databases produce references to journal articles, proceedings, government documents, newspapers, books and other publications. Some databases offer social and economic statistics, business directories, drug and chemical information, grant sources and patents.

Sample reference:

Title: VCRs Silently Take over the Classroom.
Author: Reider, William L.
Journal: TechTrends, v30 n8 p14-18 Nov-Dec 1985
Target Audience: Practitioners
Abstract: Discusses the rapid growth of videocassette recorder (VCR) use in schools; compares ways in which VCRs, audiovisual materials, and microcomputers are used in classrooms....
Descriptors: Audiovisual Aids; Educational Trends; Microcomputers;
Teacher Role.....

WHO MAY USE:

Automated Reference Service is intended for students, faculty and staff of The Ohio State University. Persons not directly affiliated with the University may use the service (staff availability permitting), but will be charged higher fees.

HOW TO USE AUTOMATED REFERENCE SERVICE:

1. Contact a librarian at one of the libraries offering ARS and request a computer search. An in-person interview with a librarian is usually preferable, but search requests via telephone are sometimes accepted.

The hours for database searches vary with the library location; however, a librarian is available to help you at the Main Library Information Services Department Monday through Friday, 8:00 a.m. - 5:00 p.m.

2. You must complete a request form. At the interview the librarian will help you determine whether a computer search is advisable, will develop a search strategy with you and will explain likely results and charges.

3. Your search results may be printed at the time of the search or will be mailed to the initiating library within 3 to 5 days, depending on your needs and the costs involved. You will be contacted when your search results arrive.

COST:

Charges are assessed for the computer time used and printing the information located. Charges vary and usually range between $5.00 and $30.00.

Users not affiliated with OSU as a student, faculty or staff member will be charged $30.00 in addition to the regular charges.

Current Awareness searches vary according to the database used. Local Current Awareness databases cost $30.00 per year and are available only to OSU affiliated patrons.

Payment may be made with cash, check or 100-W when the search results are picked up.
NEW TECHNOLOGIES:

Several library locations have acquired databases on CD-ROM (compact-disk, read-only-memory). These databases may be accessed at no charge. Among the databases available are Disclosure (Business Library); Medline on Compact Disk (Health Sciences Library); and Educational Resources Information Center [ERIC] (Information Services, Main Library). CD-ROM services are increasing rapidly. Ask your librarian for details.

LOCATIONS:

For additional information concerning Computerized Reference Services, please contact a librarian at any of the libraries listed below:

Main Library, Information Services Dept. 292-3480
Biological Sciences Library, 200 B&Z Bldg. 292-1744
Business Library, 110 Page Hall 292-2136
Education/Psychology Library, 060 Arps Hall 292-6275
Health Sciences Library, 376 W. 10th Ave. 292-9810
Pharmacy Library, 207 Lloyd M. Parks Hall 292-8026
Physics Library, 1011 Smith Laboratory 292-7894
Social Work Library, 400 Stillman Hall 292-6627
Veterinary Medicine Library, 229 Sisson Hall 292-6107

Be sure to ask a Reference Librarian about the best information sources for your topic.
Need a reference?

WHEN UNIVERSITY LIBRARIES honored its long-time employees recently, seven faculty and staff members celebrated 25 years or more of service. Shown from left to right are Virginia Yagello, professor of University Libraries; Carol Krumm, assistant professor of University Libraries; Catherine Jack, office manager 2; and Shirley Rhea, library associate 1. Other 25-year or more employees were Mary Key, head of the agriculture library; Jay Ladd, assistant director of University Libraries, and Irene Vertikoff, library media technical assistant 2.
Shhh... At the library

A bookworm's review of selected libraries, ranging from the small and relatively unknown to the varied parts of the massive OSU system.

By Emily Foster

To a bookworm, a library is a chapel, a club, a mental health center, a workshop, a recreation center, a womb and an around-the-world voyage. A bookworm carries library cards like other people carry credit cards. A bookworm likes libraries with character. Out of 76 libraries in the Columbus area, which contain more than seven million books, there must be a library to fill a bookworm's every mood and every bookish need. They're not all sepulchrally quiet cathedrals of reading with wholesome intellectual diets, nor are they ruled over by sadistic spinsters who know only one word: "Sh-h-h!" Not at all. As the corner of Broad and High is to the interior of Trinity Episcopal Church, so is the lobby of the main library on Grant Avenue to the solemn stillness of the Ohioana Library.

Libraries offer far more than books these days. You may expand your horizons with records, audio tapes, video tapes and films courtesy of the public library. You may use language labs or take your kids to puppet shows or even check out toys. Nevertheless, this is a bookworm's tour of Columbus libraries, so the stars will be books. Not all libraries, unfortunately, will make an appearance here, not even all those with "character," such as the indispensable law libraries for Franklin County and the Supreme Court of Ohio, or the excellent facility at Battelle with its 85,000

The State Library of Ohio contains, among other things, a genealogy collection that attracts a steady clientele. It also, as a federal regional depository, receives some 60,000 documents a year.
Public Library of Columbus and Franklin County: The Main Library

On a typical Saturday at the Main Library on Grant Street, cars jockey for position in the parking lot or idle quietly waiting for someone to vacate one of the limited spaces there. The crowd inside jockeys around the magazine racks or idles in the long checkout lines. The hard marble surfaces echo with the clatter of feet up and down the main staircase. A middle-aged woman bends over a gurgling 1-year-old and coos, "Look at the big boy," making him dribble with delight and bang his fat legs on the canvas stroller seat. Mothers with strings of children following them like ducklings push slowly through the main doors carrying teetering piles of Dr. Seuss and Maurice Sendak. The tinkle of distant piano keys drifts down the stair as someone tries out a sonata or prelude from the Piano Solos file.

A typical day at the public library is so busy that it confounds all the dire predictions about a post-literate society. More than 4 million books, films, records and other borrowables circulated through the system, counting the main library and the 19 branches around the city, in 1985. A surprising amount of that circulation comes from the 80-year-old Renaissance revival main building downtown.

Its collection of books appeals to the widest public taste. People who need quick answers to practical questions or the latest light reading, who are thinking of going into business, starting a diet or building a cedar deck all crowd into the library for their temporary salvation from the daily trials of life. Serious scholars couldn't bear the din or stand the crude catalog reading system or even find the special materials they would need to solve special intellectual problems. The public library is the literary marketplace of the joyfully unwashed reading masses. The foreign language collection is paltry, and the latest works on semiotics probably won't find their way to these shelves, but where else, after all, could you pick up *Eat Right to Keep Fit*, *Podor's Caribbean and the Bahamas*, *Murder on the Orient Express*, *I'll Take Manhattan*, and six or eight different books on how to fix small appliances—all in the same building? Well, nowhere else, that's where.

It must be said once and for all that the microfilmed catalog of holdings that replaced the card catalog some years ago is simply awful. It takes minutes for the microfilm catalog reader to get from A to M—so long, in fact, that you run off to another reader to see if it isn't possibly on J, only to find that it's out of order, out of focus or half off the screen. But the deplorable mechanical system is more than made up for in some cases by the helpfulness and expertise of the librarians, like the renowned Sam Roson, whose familiarity with the Columbus and Ohio history materials is almost uncanny. And the reference librarians who day in and day out find the answers to such questions as, "Do grasshoppers have ears?" and, "Who invented the potato chip?" and, "Is Irving Berlin still alive?"

The Main Library shows none of the obvious disabilities of old age, and it still exercises a seductive power over its visitors. "Come up and see me some time," it says in a thousand different ways through its self-advertising brochures and leaflets. And more than three million people each year do.

Ohio State University: The Main Library

The OSU main library towers 13 stories over the west end of the Oval behind the somber statue of William Oxley Thompson. Inside, past the fountain and the hallway that until recently contained the old card catalog, you push through the security gate into a three-story skylighted atrium where invariably an exhibit of Serbian manuscripts or Steve Canyon cartoons will be housed temporarily in the glass cases and on the walls. Almost as invariably, underneath the cases will lie a sleeping student or two trying to catch a snooze out of the way of foot traffic.

No library seems to have a more soporific effect on its patrons. Whether they are recovering from all-nighters or just succumbing to the debilitating effects of rapid teen growth, students will be down and out all around you in carrels and at study desks, under lanterns and on top of book bags. Pay no attention. This practice is as acceptable as discreet necking in the stacks.

Since the demise of the card catalog, all books are listed in the computerized Library Catalog System (LCS). A bank of terminals sits next to the circulation desk. The LCS will help you find any of the four million volumes owned by OSU libraries, including the two million or so housed in the 12 floors of stacks over your head. Student librarians at the circulation desk can help you operate the LCS, but don't expect from them an intimate acquaintance with the collection.

The first floor houses a motley
collection of periodicals that obviously couldn’t find an appropriate home elsewhere, like *The Rotarian* and *Mariners Weather Log*; the microfilm center; and also the American and foreign newspapers, which always attract homesick Pakistani or Chilean students keeping up with the hometown news. But the bulk of the books are upstairs in the dimly lit stacks, where browsing can be downright creepy. There’s nothing quite like the experience of going through old bound copies of *The Electrical Review* on the fifth floor at about 10 pm on a dark and stormy night when someone steps quietly into the next aisle and you make eye contact across the dusty tomes. Many aisles dead-end into carrels, where generations of students have poured out their love, frustrations or spleen in the form of graffiti, much of it unprintable. “Finals Week is a Sneak Preview of HELL,” and, “I love you Muriel,” express the range of their sentiments. One plaintive poet takes time from his homework to lament:

“Here I sit doing my chemistry.

I swear this class will be the death of me.

Try as I might I can’t understand,

Maybe because my prof is fresh from Japan.”

For most purposes, you can think of the OSU library system as a vast and varied public library with evening, Saturday and Sunday hours. It can be frustrating to use because the collection is housed all over campus. You won’t find art or music materials, for instance, in the main building. Despite security, books get “snagged.” Others get checked out so frequently that they’re virtually never on the shelves. But in some areas—take foreign literature, for example—it’s simply the best library in town.

Borrowing privileges extend to many people outside the immediate university community, such as spouses, OSU Alumni Association members and Franklin County teachers. If all else fails, join the Friends of the Library for $35 a year, or order the books you want through the public library via inter-library loan.

A book adventurer may want particularly to explore two secluded crannies of the main library, which, like Hernando’s Hideaway, are opened only to those who ring for admittance.

**Special Collections and the James Thurber Reading Room.**

This curious space, not much bigger than its own name, is overseen by its curator, Robert Tibbetts, and a macabre fellowship of plaster busts that gaze blindly down from the tops of bookcases. OSU alumnus Fred Ruffner, head of the current university fund drive, inexplicably donated the busts from his company, Gale Research. Carl Sandburg, Amelia Earhart and James Joyce number among the 80 silent monitors huddled overhead in the room that houses rare books and manuscripts, incunabula and collections of personal papers of several authors. 

Looking down on the Thurber end of the room are portraits of Thurber’s mother, Mary Agnes, by Columbus painter Emerson Burkhardt, and a drawing of Thurber lounging with a cigarette. Some of Thurber’s own drawings hang on the wall, and many of his letters and papers are housed here (“a major collection,” Tibbetts calls it), along with 350 letters from Simone de Beauvoir to her lover, Chicago novelist Nelson Algren, and papers of...
leftist muckraker Jessica Mitford and Ohio poet Hart Crane, among others. Interested scholars sometimes can be seen bent over these scraps of paper trying to milk them for clues to the author's character and intentions.

As the rare book room, this section keeps many truly ancient books in climate control. Sometimes a rare book offers a rare bonus to scholars. Tibbett says that one of their books from the 1480s had its binding strengthened with a sheet of music manuscript of the period noting a two-part tune. A music historian currently is earning some research points trying to identify it.

The Hilandar Room

Seeking admission to the Hilandar Room may cause a minor sensation, it is such a quiet backwater of scholarship. And unless your Byzantine Greek or church Slavonian are in working order, you probably won't be able to read a single page in the room, much less understand its historical significance. The Hilandar Room was assembled from the microfilmed manuscripts of the Hilandar Monastery library on Mt. Athos, Greece, a repository for 1,000 years of Slavic culture. Dr. Mateja Matejic, who now runs the room with his son, Predrag, organized the project that resulted in mass microfilming and cataloging of Slavic and Greek manuscripts that were in various stages of decomposition from centuries of damp and insects. Since the initial project, collections in other monasteries have been filmed and added to the Hilandar Room.

More than 90 percent of the total Slavic literature produced from the ninth century to the present has been destroyed by time or natural or manmade disasters, Predrag Matejic reports. The microfilms, then, not only make the information more widely available, but also in a sense preserve the ancient documents from their inevitable decay. You might ask to see a 10-minute slide show that explains the project with scenes of the all-male community still working and meditating on rugged Mt. Athos.

Much of the collection is naturally liturgical; some of it is beautifully illustrated. Color prints of the originals almost do justice to the skill of the medieval artists. More than 2,000 manuscripts from 16 different countries in 14 different languages are represented here.

Geology Library—Orton Hall, OSU

Duck under the gargoyles grimacing around the doorway of Orton Hall, cross the marble floor past the ornamental columns made of native Ohio stone, and turn left before you get to the stone skulls that guard the door into the geology museum, where Megalonyx Jefferoni (the Giant Ground Sloth) looms menacingly inside. The geology library will seem like a safe haven after the eccentric architectural obstacle course that leads to it.

Untouched by modernization, it's a favorite study place for students who appreciate its warmth and charm whether or not they can distinguish igneous from sedimentary or know a fossil from a fungus. The fun of using the geology library, for those who are uninterested in the Geology of Poland in 10 volumes and other esoteric material, is the total immersion in the friendly past. The patina of its old oak library tables, shelves, card catalogs and map cases adds 19th-century dignity to the 20th-century learning process.

The most interesting characteristics for the lay person may be the geological survey maps from all over the country lying flat in skinny drawers in the map cases. The scale is so large that every logging road appears, every creek, every country church and cemetery, every forgotten hamlet.

The upper quarter of baldheaded Edward Orton himself, the third Ohio state geologist, presides in white marble from a pedestal at the far end of the reading room. Around the walls other state geologists and former department chairmen are captured forever in oils, their portraits interspersed with paintings of geological phenomena, including an exciting "Eruption of Mt. Vesuvius". Surprisingly, a Yellowstone geyser by the landscape artist Albert Bierstadt is carefully labeled as to the cause and effects of geyser activity without a word about the famous painter. Oh, those philistine geologists!

The Health Sciences Library

Entering the Health Sciences Library will empty the sawdust of Orton Hall from your shoes and the smell of furniture wax from your nostrils in a hurry. The third-floor circulation area looks like a scene from the futuristic movie, Brazil. From a world of formica, chrome and nylon wall-to-wall carpeting, you can look through two stories of glass into the bowels of the mechanical monster that fetches and delivers your books. About 35,000 health science periodicals more than 10 years...
University Context

The traditional land-grant mission of teaching, research and service remains the University's driving force, but its commitment to excellence has continued to move curricular and research programs into new and often experimental areas. There is general recognition that it is the Library's primary role to provide access to information for these programs.

Research is increasingly specialized, with substantial occupancy of the Research Park and an infusion of private, state and federal support to establish more cooperative centers that address interdisciplinary concerns, often in concert with other institutions. These centers relate closely to the University's primary goal of facilitating the ways that scholars and students work together. Emphasis on selective program excellence, innovative approaches to instruction, and selective admissions standards have produced a better-prepared and more demanding student body, and aggressive efforts at recruiting and retention of first-rate scholars have fostered an even more highly productive and creative faculty, many of whom are enthusiastic users of new information technologies.

The University's traditional operating structure has been reinforced, with continued centralized policy-making and significant discretionary budget and program authority based in the colleges and other units. A flexible management information system is in place, linking all parts of the University.
Library services continue to be provided to all members of the University community on an equitable basis. In particular, the issue of the cost of automated library services has been resolved by the University's allocation of funds to minimize economic barriers to information. Many services are also available on negotiated bases to others outside the University community. Sophisticated and responsive service is emphasized as determined by various methods, including systematic surveys of University faculty, students, and staff. The Library offers a wide variety of instructional programs in information-seeking and information management, and maintains its responsibility to teach, and to assist others in teaching, the use of information resources. These programs employ a variety of methods, including individual and group instruction in person and use of audiovisual and computer technologies.

A variety of methods are available for users to transmit inquiries to the Library for timely responses delivered either in the library or at the scholar's or student's office, dormitory room, or home. The Library has assumed a campus leadership role in anticipating and managing changes in the world of scholarly communication, with particular responsibility for providing links between users and information they require. The development of the staff, services, collections, and facilities required by changes in technology and methods of communication of information has been made possible by substantial increases in support for personnel, capital investment, and operating expenses.
The University has provided the physical plant, equipment and electronic systems of adequate quality and scale necessary for the Library to acquire, process, store, access and disseminate information efficiently and to accommodate a large and diverse community of users. New and renovated facilities emphasize consolidation of associated collections, efficient provision of services, and an atmosphere conducive to study and research.

The Library has automated all of its technical operations and many user service functions. Enhanced access to all University information resources is provided by an integrated, automated library information system, all records in the card catalog having been converted to machine-readable form. The system also serves as a gateway to databases and information networks world-wide.

Throughout, planned changes have been made to enhance the abilities of the Library to participate actively in identifying and responding to the scholarly needs of individuals in the University community.
IF YOU EVER GET A BOOK LIKE THIS...

YOU'LL KNOW WHY!

Please keep Food and Drink in the Browsing Room.
WANTED

SIDNEY STACKSNACKER

OR ANY PERSON TRYING TO SNEAK SNACKS OUT OF THE BROWSING ROOM.
Proposed library would be ‘centerpiece’

By Tracie Fream
Lantern staff writer

Ohio State’s library system may get $100 million from the state if the OSU Library Council’s proposal is approved.

The proposal was introduced at a Wednesday meeting in the Main Library.

Last October, President Edward H. Jennings called for such a proposal from the Library Council in an address to the University Senate. He stated that the Main Library, the facility which should be the library system’s centerpiece, is “inadequate to meet the increasing needs of our academic community.”

The OSU Library Council is an advisory board consisting of library staff members, faculty and student appointees.

In the proposal, the council would either gather many of OSU’s smaller libraries into a larger Main Library, or build a new one altogether.

The Provost’s Office and Campus Planning produced the proposal. It is divided into two sections: Phase I, already approved by the university, and Phase II, which consists of two possible plans: Plan A and Plan B.

Phase I involves the construction of the new library in the Brown Hall parking lot, consolidating the Engineering, Physics, Chemistry, Materials and Mathematics libraries. It also calls for a facility in the Wexner Center for the Visual Arts to house the Fine Arts, Communications and Graphic Arts libraries.

David Marsh estimated completion for Phase I to be five to six years from now if funding comes through.

Phase II, which involves the Main Library, is the part of the proposal now being submitted to students and faculty for review. Joan Leitzel, associate provost and liaison to the Library Council, emphasized that student and faculty feedback is both necessary and useful.

In both Plan A and B, the Main Library would be expanded and many smaller collections moved into it. However, Plan A calls for an entirely new and larger building to be built behind the Main Library while Plan B would expand and renovate the Main Library.

The new library proposed in Plan A would house the Humanities, Social Sciences, Music and Journalism libraries, Library Administration, and Library Central Services.

The Business, Home Economics, Education, Social Work and the Undergraduate libraries would move to the current main building.

Plan B is less drastic and less expensive ($90 million compared to $100 million) than Plan A. The Humanities, Undergraduate, Home Economics, Social Sciences libraries, and Library Administration would move into the expanded and renovated Main Library.

The Journalism Library would remain in the Journalism Building, the Business Library would move to Sullivan Hall and the Education, Social Work and Music libraries would get a new facility on the Lord-Hall site under Plan B.

One of the criticisms of consolidation is that the smaller libraries would be moved out of the sphere of their primary users; for example, business students would have to cross the Oval to get to their reference materials.

Advantages of consolidation would include improved efficiency and services, less confusion and increased non-library space in prime central campus locations.

Many buildings which now house libraries were not designed to do so and are not exactly ideal facilities; an entirely new Main Library would allow the luxury of designing superior collection space, Leitzel said.

The state will provide the $100 million over many years if the Library Council’s proposal, in either form, is approved. The planners estimate it will take at least 10 years for Phase II improvements of to be made.

The Library Council’s proposal will be presented to the University Senate Steering Committee Feb. 3. Leitzel hopes to hold open hearings on the matter starting the second week in February.
Book ordering process

By Tom Andrews
Lantern staff writer

Getting books for the OSU libraries requires a complicated ordering process before anything actually appears on the shelf.

Last year the libraries ordered more than 21,000 titles, including books, magazines, and multiple volume series, OSU received more than 28,000 subscription continuations as well as 26,000 titles on approval plans.

For Ohio State to order a book, whether it be a rare or newly published book, the Acquisition Department must first determine that it is not currently on the shelves.

"We purchase materials in support of teaching and research," said Marsha Hamilton, head of the Monographic Acquisition Division.

In the Circulation Department, professors and librarian specialists order books by filling out standardized order request forms which are sent to the Acquisition Department. These forms number 50-250 on any given day.

The Circulation Department orders books when it determines that titles are lost or not returned.

"We go through a process of two searches to determine if a book is lost, and then order it immediately, so we can get it on the shelves as soon as possible," said Tom McNally, head of circulation.

The libraries send overdue notices to the person who checked out the book, and continue to for 16 weeks unless it is returned.

After 16 weeks, the libraries then send a "lost" notice to the person to let them know they will be charged a fee to replace the book, lose all library privileges and have a hold put on their school records until the book is paid for or returned.

The "lost" notice usually brings in missing books, McNally said.

Professors who think a book would help their teaching or research order books after consulting with librarians who usually know whether the requested book is in the library.

The acquisition staff then searches the LCS system and a library database several times to ensure that the libraries do not have the title under another form.

"Fifty percent of the requests we receive are under the wrong form and so we must determine the proper one," Hamilton said.

When this is completed, the staff must verify the availability, cost and vendor of the book. This process can involve searching through publisher and dealer catalogs or other publications and search services that specialize in looking for out-of-print books.

"No material is free because every title search requires personnel time," Hamilton said.

The Innovacq system, a third computer, prints order forms with the needed information and reads them for mailing.

The LCS system is updated weekly to let all users know which books are on order.

Approval plans, accounting for the 26,000 titles the libraries receive annually, involve supplying book dealers with profiles which explain in detail what titles the library would like to receive.

Books are then sent by the dealers and put on shelves to be inspected by OSU's librarians and professors. If Ohio State wants to keep a book, they send notification to the dealer and payment is made. If not, the book is returned.

When a book is accepted and received by the libraries, it must next go through another long process before it makes its way onto the shelves.

The library database is again used to find out whether the book has already been given its record of author, call number and subject headings.

If the book does not have a suitable record, the Catalog Department gives it one and enters it into the database.

Once this process is completed, the title will be properly entered into the LCS system and can be sent to the bookshelves.

The OSU Libraries, excluding the Health Science and Law Libraries, have a total combined annual base budget of $2.9 million.

Aside from ordering books, the libraries receive many materials through donors.
Library looks for resettlement plan of volumes

By David Tull

Library planners want ideas.

Physical reorganization of the library will be decided this year. Public forums are scheduled next month to discuss the reorganization plans.

“We are going to the University community to get answers,” says Joan Leitzel, associate provost, who is liaison to the Library Council.

“The question is not whether we need new library facilities but how we will address this need. We want to discuss which plan we might follow and how these needs (for library space) fit into the other priorities for capital spending.”

One plan, developed by the Library Council, centers around construction of a new main library building and significant consolidation of satellite libraries.

A second proposal calls for less centralized library space and less consolidation. The second plans includes construction of a smaller library, perhaps where Lord Hall stands near the east edge of the Columbus campus. That library would house the education, social work and music libraries.

The timetable will be based on this assessment of priorities, Leitzel says. “We hope by the end of the quarter to have a sense of the feelings on campus. By this spring we must prepare a list of capital projects to request from the Regents for the next biennium.”

Estimates suggest a price tag of $100 million for the first plan and about 10 percent less for the second. The costs include renovation of space formerly used for libraries. Funds would be requested from the state for the projects, according to David Marsh, assistant vice president for facilities planning.

The first project should be completed by 1990, Marsh says. “Our planning horizon is for everything to be completed by the year 2005.”

In October 1985, President Jennings called for a study of library facilities. Plans must be made to “meet the needs of the University’s dynamic future,” he told the University Senate.

The offices of Academic Affairs and Campus Planning discussed the two plans with the Library Council and with the Council of Deans on Jan. 14 and 15. The presentations were developed by those offices.

The plans will be presented to the University Senate Steering Committee Feb. 6. Open hearings will be held at 4 p.m. Feb. 9 in 14 University Hall, and from 12:30-2 p.m. Feb. 12 in the Faculty Club lounge. Leitzel urges members of the campus community to attend these meetings and discuss how library physical facility needs should be addressed.

Library Council is sending its report to faculty.

One key issue revolves around how efficient it is to operate two dozen separate libraries.

University Libraries has about four million volumes located in nearly half a million square feet. That’s about 11 acres, or about the space occupied by Ohio Stadium.

About 140,000 volumes will be added each year during the next decade. By the year 2005, University Libraries expects to have nearly seven million volumes. By that year, the library facilities will need to grow to about 850,000 usable square feet of space.

Two plans currently are under consideration, Leitzel says. Both “Plan A” and “Plan B” call for some consolidation.

Plan A features a main library building at a new yet-to-be-determined centralized location. It would house libraries for faculty.

Continued on page 4.
humanities, some social sciences, music and journalism and offices for the library administration and central services.

The agricultural and veterinary medicine libraries would be consolidated in a new facility near the colleges of Agriculture and Veterinary Medicine. Business, education, home economics, social work and the undergraduate libraries would be moved to the present Thompson Library (Main Library).

Plan B provides for consolidation of home economics, undergraduate, humanities and social sciences libraries, and library administrative function in a renovated Thompson Library and additional new space.

In Plan B, the business library would move from Page Hall to Sullivant Hall. Education, social work and music libraries would be consolidated in a new facility about where Lord Hall is sited.

Lord Hall is on a list of buildings to be replaced eventually, Marsh points out.

Plan A would create greater consolidation and reduce the number of libraries, improving efficiency and encouraging multi-disciplinary use, the report says. It also would free a considerable amount of space now used for smaller libraries. The space, perhaps as much as 240,000 square feet, could be used for offices, classrooms and laboratories.

Plan B would provide some consolidation but keep most existing libraries close to the primary users, the report says. It would free some space but not as much as Plan A.

Construction and funding for Plan B could be done more easily in stages, says Marsh.

Plan A shows a new library building located on space west of the present Thompson Library, but no site has been selected, Leitzel says. Plan B shows an addition attached to Thompson, but this is only one possibility. "It could be a separate building or it could be an addition," she says.

Consolidation would permit more efficient use of library personnel in the face of increased need for services, said William Studer, director of University libraries, commenting at the Library Council.
LIBRARY PATRONS ARE GREETED with a reorganized library circulation area.

However, the decentralized library system makes research difficult for some graduate students, said Henry Leland, professor of psychology. He cited the case of one graduate student who had to go to four different libraries for a single research project. Consolidation might avoid that, he said.

"I, too, would like to run down the hall or across the street to a library, but we're already quite a distance away."

Both agreed on the need for excellent library facilities. "The library is clearly something that transcends departments and transcends colleges," Reibel said.

If libraries were consolidated, many departments would obtain duplicate books and journals, he predicted.

These include:
- Consolidation of the engineering and architecture, physics, chemistry, materials engineering and mathematics libraries in a new structure in what is now the parking lot at Brown Hall;
- Construction of a facility in the Wexner Center for the Visual Arts to house fine arts, communications and graphic arts libraries;
- Consolidation of the biological sciences and pharmacy libraries in a structure linking Parks Hall and the Biological Sciences Building;
- A combined library book warehouse and University archives building for compact storage of books that are seldom used. The building could maintain conditions ideal for preservation without concern for the comfort of patrons. The University now rents warehouse space off campus for this purpose.
OSU celebrating in conjunction with archives buy

**CONJUNCTIONS**

By George Myers Jr.
Dispatch Book Critic

The *Conjunction* magazine archives purchased by Ohio State University's University Libraries look to be a treasure-trove of information, gossip and literature-in-the-making.

Purchased early in April, the boxed archives will have their first day in the sun locally when OSU reveals the contents in an informal ceremony still to be announced. The archives arrived at OSU yesterday.

Gay N. Dannelly, head of acquisitions at University Libraries, has said the archives' potential for academic use and attracting related collections to OSU is marvelous.

**THE MATERIALS** — all related to the first five issues of *Conjunctions* — have excited the Columbus literary community. OSU is negotiating to buy the second half of the archives. "I'm assuming we are going to buy it," Dannelly said.

Meanwhile, University Libraries also have purchased fiction writer Raymond Carver's archives, including 5,000 pages of annotated manuscripts and letters. Carver, a short-story writer, has been particularly popular in the 1980s. His stories of domestic realism are emulated by many writers or used in courses taught by writing instructors around the country.

Gay N. Dannelly of University Libraries, said the archives' potential for academic use and attracting related collections to OSU is marvelous.

The archives include:
- The original tape recording of a 1981 interview between editor Bradford Morrow and Kenneth Rexroth, published in *Conjunctions* No. 1. According to George Robert Minkoff, the Massachusetts-based rare books dealer who cataloged the material, the published interview was heavily edited due to libelous information regarding Tennessee Williams and others.
- A tape-recorded interview with Nathaniel Tarn and a tape of Tarn reading his poems, made for Morrow.
- A recording of Morrow interviewing Gass, most of it published in *Conjunctions*.
- A tape of the 1982 James Laughlin Awards Ceremony featuring Morrow, John Hawkes, Frederick Busch and others.
- Seven boxes of miscellaneous correspondence, posters, early reviews of the magazine, bumper stickers, rejected covers and letters from well-known writers who were not published in *Conjunctions*.

The archives also include corrected galleys and proofs related to the journal, letters between editor and typesetter, layout designs and miscellaneous production materials for issues one through five. Neither Minkoff nor OSU would say how much the archives cost.

William S. Burroughs The Cat Inside, Edmond Jabes Interview, Cecile Abish Chinese Crossing, Dennis Slick The Marionette Theatre, John Taggart Not Quite Parallel Lines, Hayden Carruth 11 Memoranda on the Culture of Jazz, Barbara Textlock Measuring, Peter Cole Leviticus & 4 Poems, Coleman Dowell 3 Prose Pieces, Nathaniel Tarn 3 Poems, Ron Silliman from Oa, Paul West The Place in the Flower Where Fallen Reeds, and much more

*Conjunctions* No. 9: Not in OSU's archives yet
Library information easier to access, but costly

By David Tull

Technology in libraries will open up new and better paths to access of information.

But careful planning is needed or technology will create new problems and hurt libraries economically. Libraries may have to charge users to offset the cost of accessing information.

These were among the ideas offered by the panel in an April 28 colloquium, "Role of Technology in Libraries of the Future," sponsored by the Office of Academic Affairs.

"We stand at a time in history that is probably the most exciting since Alexander built his great libraries in Egypt...And, with modern technology, we might be able to re-create Alexander's libraries."

But there are problems in new technology. Cost is a factor in computers. "In libraries, the cost of access has always been built in," but computer access has additional costs that may have to be passed on to users, he said.

"Information is not free, whether it is in magazines or newspapers or in the library. The question for universities is 'Who pays for it?'"

Bearman agreed. "We may have to find alternative ways to recover the cost of access to information," she said.

New technology allows "image storage" and permits the user to focus on an enlarged portion of the stored image. Full engineering drawings, for example, can now be stored, transmitted electronically and enlarged for detail study.

A four-inch compact disc with "read-only memory" can hold more than 600 million characters, Griffith said. "That's the equivalent of 200,000 typed pages or 1,600 floppy disks."

Griffith cautioned that access is a key consideration when so much material can be stored. "We must be careful that technology does not get in the way of providing information. Work needs to be done to compress information and make it easy to retrieve."

Technology raises many complicated issues such as ownership and patents, privacy, and even political questions. "We need to look very carefully at the broader context, not just in our own university or own library," she said.

Griffith explored technological progress. "Information is more than just numbers. We deal with full books of information and many different types of information," he said.

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Fine print

The Main Library hosts a display of the Logan Elm Press, which has printed *Lanterns*. Shown here are some tools of the trade and contracts for printing. The exhibit can be found in the skylight area.
Correction

On Monday, May 15, the Lantern incorrectly reported in a cutline that the Logan Elm Press printed past Lanterns. In fact, the Logan Elm Press has never printed them, being a small fine printing lab.
New board will hear library-fine appeals

By Nancy Hubbard
Lantern staff writer

Students billed for overdue or missing library books at any OSU library may now appeal their fines before a newly-organized board of students.

The Library Fines Appeal Board was organized in spring 1986 by the Library Council, a committee of the University Senate, and will hear its first appeal at 3 p.m. Thursday.

The main goal of the board is “to hear appeals of students disputing library fines and decide if the fees should be canceled, reduced or remain the same,” said Jill B. Fatzer, assistant director of University Libraries.

“Before this board was formed, there really wasn’t any mechanism for students to file appeals through,” Fatzer said.

Previously, most questions students had about library fines were directed to the library loaning the overdue or missing material.

The five-member board is comprised of two undergraduate students, two graduate students and one student from a professional school, Fatzer said.

Fatzer said all members were appointed to the board by their respective student governments, the Undergraduate Student Government and the Council of Graduate Students.

She said the board will eventually be expanded to seven members, adding another undergraduate and professional school student.

Thomas C. Tootle, a freshman from Dublin and a member of the board, said students and faculty members will benefit from the new system because several people will be involved in the reviewing process. “In the past, decisions (regarding library fines) were made by one person,” Tootle said.

The reviewer was usually the director of the specific library that loaned the book, said Thomas F. McNally, assistant professor of University Libraries.

Tootle believes establishing a committee of students, rather than library employees, to hear appeals will be advantageous to students.

“Sometimes people employed by the library may be biased,” he said. “It will make it a lot more fair.”

Currently the board is scheduled to meet on a monthly basis, but Fatzer said these meetings “will be driven by demand,” based on the number of appeals the board receives.

Any student with a dispute over a library fine should fill out and submit an appeal form at any OSU library and wait for the board’s decision, Fatzer said.

Fatzer said the board’s decision is final.

Last year the OSU libraries collected $65,000 in fines. This money goes into a general operating fund, said Tamara L. Martin, a University Libraries associate. It is used to replace lost books and purchase new materials, she said.

See related story page 2
Library fines replace lost, stolen material

By Nancy Hubbard
Lantern staff writer

OSU libraries collected $65,000 in fines for overdue materials last year, said Tamara L. Martin, a University Libraries associate.

This money goes into a general operating fund and is then used to replace missing books and purchase new materials, she said.

For what it costs to replace a missing library book, a student could reserve a space in a residence hall for next year or pay for a quarter's worth of student health insurance.

According to the OSU libraries' "Circulation Rules and Regulations," the minimum charge for a lost book is no less than $50.

Martin said some fines are as high as $81. "It all depends on the age and type of material," she said.

Jill B. Fatzer, assistant director of University Libraries, said the fines are set according to a Bowker Corporation price-index which lists general replacement fees.

"That's what books cost," Fatzer said. "We use the figure (Bowker) provides."

Fatzer said if the student can produce a copy of the missing item in good condition, the library will accept it in lieu of charging the student a replacement fee.

However, a general processing fee of $5 to $15 would still be charged, she said.

If a missing book is found after a replacement fee has been paid, Fatzer said the library will try to reimburse the student.

He estimated that the OSU libraries spend $4 million on books and magazines annually.

According to library policy, Ohio State does not attach late fees to overdue materials unless another student has requested the material.

If someone does request a book that has not been returned, the person with the book is charged 75 cents each day after the due date, until the book is returned.

Closed reserve items kept out longer than the two-hour loan period cost the reader $1.50 for the first hour and 75 cents for each additional hour the material is not returned.

The fine for overdue library equipment is $6 per day.

"If a person owes more than $50 in fines, it will result in sanctioning," Fatzer said. Sanctioning occurs when the Registrar's Office places a hold on the student's grades and transcripts, and all library privileges are lost, she said.

"Most of the time the material is not lost at all," Fatzer said. "The student has just forgotten they borrowed it." In this case, the student will just have to pay the processing fee.
Plain English will tell patrons of overdue books

By David Tall

There's a new line of communication between University Libraries and borrowers with overdue or lost books. It's a new procedure in which monthly notices are sent to borrowers who have books or other materials overdue.

This procedure aims at improving communication with the University community, says Thomas McNally, head of the Circulation Department. "We've enhanced the Library Control System to communicate with people in plain English, rather than in abbreviations and symbols, so that they understand what their status is and just how they need to respond."

The new process does not change library rules or fines, but does reduce the "grace period" for long overdue material to eight weeks. After that, the materials are candidates for "lost" status. McNally stresses that the same fees, fines and rules apply to all borrowers, whether faculty, staff or student. No category of borrowers receives preferential treatment in the fixing of penalties.

The system of notices provides several advantages. "It is comprehensive in its coverage of library transactions, it is in letter form so it is easy to read and interpret, and it includes the library location phone numbers to contact for additional information," McNally says.

A computer-generated statement is sent to any library user who has an overdue or lost book. The notice may contain a statement of fines due, a list of long overdue materials that are about to be declared "lost," or a list of items the patron believes have been returned but are still listed by the Libraries as overdue.

In the past, fines were announced on a tan card which showed the call numbers and the amount of fine. The book's title was not shown.

"The cards often incensed the people who received them," McNally says. "Patrons sometimes were not sure what action was needed."

The new system still uses a card as the first notice, McNally says. The cards are sent for items less than one month overdue. The borrower is asked to renew or return the materials so that they will not be assigned lost status. The card clearly shows titles as well as call numbers. The card explains what action is needed and gives the telephone number to call for renewing.

But the card is only the first effort to recover the item. The borrower will receive a letter warning that overdue books must be renewed or returned to avoid lost book charges. Borrowers who owe more than $50 will be notified that their library privileges may be suspended.

The letters provide information on what action is needed and what consequences are possible. The notices are computer generated, and each begins with important information: "This letter is a summary of the status of materials you borrowed from the OSU libraries. You should respond to this report in order to clear up your obligations, or your status as a borrower in good standing could change." It lists the Main Library telephone number (392-3900) and other library locations to which the borrower may respond.

The first letters went out in July. Materials eight weeks overdue now are candidates for lost status, compared with 16 weeks under the old system, McNally says.

Although the new system is automated, library staff maintain manual control. "We don't want to bill anyone for something they've returned," McNally says.

"We hope this system will improve communications and also increase our return of lost books," he adds. "The system more quickly lists books as lost and, when we notify people and tell them the cost, they often manage to find and return the books."

This new system was devised by University Systems over a period of 18 months especially for the libraries. Ruth Decker, senior computer specialist, supervised the programming.

McNally thinks the new procedure will result in more returned books, and fewer fines and charges to library users. "The old cards didn't provide enough information. If people will simply read the new letters, fewer books will go into the 'lost' status."
Thousands of books ‘lost,’
but most do turn up found

By David Tull

Throughout University Libraries, there are from 10,000 to 20,000 items on the overdue list at any given time, according to Thomas McNally, head of the Circulation Department. About 4,000 books "go lost" each year. From 100 to 120 stay lost.

The libraries do not fine borrowers for overdue materials unless items are requested by another patron and then not returned in a timely fashion. When a "save" is placed on materials, the person with the requested materials is sent a pink card showing a new due date. If the materials then are not returned, a fine is charged.

In the first month that a book becomes overdue, the borrower receives a tan card urging that the materials be returned or renewed so that they do not become candidates for "lost" status. After that notification, he or she has approximately three weeks to renew or return the materials.

At the end of eight weeks from the due date, the borrower receives notice that the materials are in the "lost" status. This period of time compares with 16 weeks under the previous system, McNally points out.

When a book or other item is declared lost, the borrower is charged for replacement. The replacement fee usually is from about $50 to $80 and does not relate to the list price of that item. Instead, it is based on the average cost for books of its age and type, and the cost of processing and restocking it. "In a collection of 4 million books, it's very difficult to put an exact dollar figure on each item," McNally notes.

There is a $5 processing charge when a "lost" book is returned.

Library privileges are suspended for any person who owes $50 or more — the minimum cost of a lost book. In the new procedure, borrowers are warned before library privileges are suspended.

"Once we bill people for lost items, they often make a great effort to find them and return them. Recently, we had an Ohio farmer who had taken out a book on soybeans six years ago. When we billed him $81 for the book, he found it."

If a borrower reports that the materials have already been returned but does not have "discharge slips" to verify it, Libraries staff will search for the materials in all collections. The lost status continues, however, unless the items are found.

If the books or other items are not found the individual is billed for replacement.
Libraries face changes
Merger creates more room for students

By LISA BUCHANAN
Lantern staff writer

The OSU college libraries consolidation project, which will combine several university libraries, may cost students more time in finding resources.

The purpose of the consolidation project is to provide more room for both students and books. It will also make better use of library employees by placing them in one location, said William Studer, director of the libraries. Additionally, money will be saved by not duplicating as many materials, said the Library Council study.

A new $18 million Science and Engineering library is now being designed and should be completed in late summer or early fall of 1988, said Studer. Construction should begin in about a year, he said.

The new five-story library will house the current Chemistry, Engineering/Architecture, Materials Engineering, Mathematics and Physics libraries, Studer said. In addition, the total cost also includes an addition to the math building for faculty offices as well as more classrooms and auditoriums.

Although the exact location for the building has not yet been decided, Studer said the Brown Hall Annex will probably be demolished and the new library will be constructed at that location.

The proposed building will hold up to 425,000 books, said Jay Ladd, assistant director to the libraries.

The Library Council's Report stated that the new library will double the space now available in the smaller college libraries.

The report also said the library will be open 24 hours a day, seven days a week, making it available to students longer than the previous libraries.

The Undergraduate Library in Sullivant Hall will be renovated and expanded to give more seating room at the end of winter quarter, Studer said. The changes will be completed by December of 1988 and cost around $1.5 million.

Since the closing of Pressey Hall library on West Campus last year, more room is needed on Main Campus, Studer said.

Therefore, new space had to be made available for the students who used the West Campus facility during the day. However, even with the additional seating at Sullivant, there are still over 1,100 fewer seats for students, the report said.

The Fine Arts/Communication and Graphic Arts libraries will be housed in the new Wexner Center for the Visual Arts. Completion date is set at June 30, 1989, said Tom Heretta of the University Architect Office.

Also in the works is a bridge from Parks Hall connecting the colleges of Pharmacy and the Biological Sciences together, Studer said. The funding could come through in the next year, in which case, the connector would be completed within three years, Studer said.

Chairperson of the Library Council, Henry Leland, said he would not be sure of the Parks Hall project completion date until the library council meets next Wednesday.

Leland did say, however, that the library council was trying to get a new Main Library proposal "in a little faster."

Studer said the proposal would go to the Ohio Board of Regents in July of 1990.
New library policy drops overdue fees temporarily

By LISA BUCHANAN
Lantern staff writer

Students and staff could save a total of $20,000 in lost book processing charges if they return the books to the Main library before October 30, said Tom McNally, head of the circulation department.

McNally said that under the new lost-book policy started summer quarter, each month, those who have overdue books for five weeks or less are sent a card telling them to either renew the book or return it to the library. McNally describes this as "the quick and dirty approach" to tell people their books are overdue.

Once a book is overdue between five and eight weeks, a letter is sent, McNally said. The letter tells the person that their book is now considered lost, lists where the book was checked out from, the original due date, the title and author of the book, as well as the cost for the book and processing charges if it is not returned.

This letter, only recently available with a new computer system, is much easier to understand, McNally said. If a person still does not contact the library, they lose their library privileges and a stop is put on their class registration materials in the Registrar's office until the fine is paid.

McNally said many people just disregard the notices until they can't get scheduled and can't take books out.

However, if the person returns the book, there is only a five dollar processing charge that the library is now willing to drop temporarily.

McNally said the library does not want to "penalize people for our changes" so those patrons who received a lost book bill after Aug. 3, will not have to pay the five dollar processing charge.

With the previous policy, a book could be overdue for 16 weeks before any action is taken against the students, McNally said.

Tammy Martin, sanction coordinator for the libraries, said the 2,000 students and faculty have an average of two books checked out, at about $70.00 per book.

McNally said the notices are being received by the people, so that's not the problem. He did think, however, that because of the break between quarters many people just forgot about returning the books.
New library hours cut studying time

By JACK GONZALEZ
Lantern staff writer

Some students using resources at six campus libraries are finding it harder to complete assignments because of shorter library hours brought about by the university's cost containment program.

Students who work full-time and have night classes have little time to study, said Bryan Bruder, a senior marketing and finance major who uses the Business Library in Page Hall.

The six libraries with reduced hours are the Fine Arts Library, Music Library, Physics Library, Business Library, Education/Psychology Library and Engineering Library, said Jay Ladd, assistant director of department and undergraduate libraries.

Each library is cutting its hours differently.

Bruder said he tried to go through the channels to get the libraries to change their schedules.

"I talked to Jennings' office; I talked to the provost's office; I talked to Associate Dean Racster (of the College of Business)," Bruder said, "I was told talk to everyone and their brother."

Bruder will present a petition with almost 800 signatures of students concerned with the shortened library hours to USG Wednesday night, he said.

"People are eager to sign," Bruder said, "There are a lot of disgruntled people. They just didn't know where to direct their energies."

The petition asks for the reinstatement of the former library hours, Bruder said.

The Business Library alone has been cut back 22 hours a week.

The library cutbacks are part of the university's cost containment program, Ladd said.

"Those were the libraries that we were given special funding in 1985. They did not have these extended hours until we got the special funding, and so that's why we cut them back," Ladd said.

The shortened library hours will save the university approximately $50,000 annually, Ladd said.

Reduced hours at the Engineering Library have decreased the number of hours that the library is open by 20 hours a week, said Mary Jo Arnold, head of the Engineering Library.

Arnold said her library has received some complaints about the time changes. She said the shorter hours forces books to remain unshelved longer now, making the library less efficient.

Jim Negro, a junior from Youngstown, who uses both the Physics and Engineering Libraries, said shorter hours will be an inconvenience, especially on Sunday when he does most of his studying.

Jackie Bores, a senior from Strongsville, who also uses the Business Library, said shorter library hours means adjusting her schedule to fit the library's, she said.

"I do most of my studying on the weekend ... and shorter hours on the weekends means less studying," Bores said.

Brian Daher, circulation supervisor of the Education and Psychology Library, said most of his complaints come when the library closes for the night.

"We couldn't justify keeping the library open on the weekends because the number of library employees outnumbered the number of patrons," Daher said.
Soviets invade library
Satellite offers view of life in U.S.S.R.

BY TRACY BRECKENRIDGE
Lantern staff writer

Thanks to a satellite hook-up, individuals can now watch live
soviet broadcasts at OSU's Main
Library.

"The broadcast is an authentic
look at how the Soviets propagan-
dize their public," said Jiri Hoch-
man, a professor in the School of
Journalism.

David Brickner, the chief engi-
neer who designed the satellite
hook-up, said Ohio State is one of
only three or four universities in
the United States capable of
receiving live soviet broadcasts.

The soviet satellite broadcast,
which originates in Moscow, is
located in the browsing section
of the Main Library. It can be seen
every evening from 5-11 p.m.

Brickner said it took engineers
at the Center for Teaching Excel-
ence six to eight months to
design and install the system,
which has broadcast at the Main
Library since Sept. 23.

Leon I. Twarog, professor
emeritus of Slavic and Eastern
European Languages, last year
submitted a request for the satel-
ite broadcasts, Hochman said.
Twarog was then director of the
Slavic Center.

Hochman said there was a real
need for the broadcasts from
many departments including
Marketing, Political Science, Jour-
nalism, and Slavic Languages.

"Its value (the broadcast) is so
direct," Hochman said.

Moscow's Channel One, a
government-owned channel, is
broadcast to a series of four
satellites located above the North
Pole, said David Selby, Director of
the Center for Teaching Excel-
ence.

"It brings the Soviet
Union alive...It gives
impact to things that
are difficult to
describe. Not every-
thing is dismal and
gray," said Philip Stewart,
professor in the
Department of Political Science,
daughter of the broadcasts
in his classes to broaden
perspectives and give a more
realistic view of the Soviet Union.

"It brings the Soviet Union
alive," Stewart said. "It gives
impact to things that are difficult
to describe. Not everything is
dismal and gray."

Stewart said a committee de-
veloped to determine usage of the
broadcasts recently submitted a
proposal to a major foundation
requesting funding for a television
entitled "Moscow Month in Re-
view." The program, based on
the American newscast, "Wash-
ington Week in Review," will use
considerable Soviet television foot-
age to illustrate the Soviets'
governmental perspective.

Selby said the future uses for
the satellites may include a live
two-way satellite teleconference
between the United States and the
Soviet Union.
Library petition delayed

By JACK GONZALEZ
Lantern staff writer

A petition with over 1,200 signatures was recently presented to USG in an attempt to find a solution to the shortened library hours caused by the university's cost containment program.

The petition was presented to USG at last week's meeting. A resolution asking for the restoration of Spring 1987 library hours was tabled for two weeks at the USG Assembly meeting Wednesday night.

The resolution is expected to be passed by USG, said Rachelle Wells, the sponsor of the resolution.

The passing of the resolution doesn't necessarily mean that the libraries will restore the cut hours, she said. But the administration will become aware of the discontent.

The Business Library in Page Hall has come under the most severe criticism for shortening its library hours. Nearly 1,000 signatures from the petition came from students who use the library, said Bryan Bruder, a senior majoring in finance and marketing and the originator of the petition.

H. Justin Davidson, dean of the College of Business, said, "I have been disappointed and concerned by the reduced hours in the Business Library," he said. "We certainly need the added hours to provide the good education that our students deserve.

"I think the university libraries may soon act to ameliorate our problem," he said. "I expect that money will be found to expand hours of service at our Business Library."

The controversy is over cut-backs in hours of six campus libraries made to save the university $50,000. The six libraries are the Fine Arts Music, Physics, Business, Education/Psychology and Engineering Libraries.

Jay Ladd, assistant director of undergraduate and department libraries, said he didn't know if USG's passing of the resolution would restore the cut library hours.

"I don't have any control on reinstating the hours. The money must be reinstated through the university administration," Ladd said.

"If money comes forth, I will certainly be pleased to reinstate the hours," Ladd said.
By EILEEN MALONE
Lantern staff writer

Former library hours could return as early as winter quarter, President Edward H. Jennings told the Board of Trustees Friday.

Jennings said this in response to statements made at the Trustees' meeting by USG and Council of Graduate Students representatives opposing this quarter's shortened library hours, cut because of the university's cost containment program.

"If this heightens the awareness of the student body who utilize the library at those hours, even if they weren't using it before, then obviously we should (rethink) that decision," Jennings said.

"Cost containment is an effort to do what we do better," Jennings said. "ult's not to cut anything out or to diminish quality."

"If we find that (the closing of the libraries) is a diminishment of quality, it will not count as a part of cost containment activity," he said.

Jennings said hours were shortened at libraries where there were continuously more staff than students during certain hours. Low student use does not warrant libraries staying open during these hours, he said.

Provost Myles Brand, vice president of academic affairs, said the board will re-examine the library hour cutbacks.

"If we can improve the situation by re-opening the libraries, we will do so and find some other means of cost containment," Brand said.

Jamie Cano, representative of the Council of Graduate Students, and Jim Schaefer, vice president of USG, stressed to the board the negative effect they feel shortened library hours has had on students.

"Libraries play a vital role in the total development of a graduate student's educational career," Cano said. "With teaching and research responsibilities, off-campus employment, attending classes and being a parent, a graduate student must use the library during late evening hours."

Schaefer said the cut-backs have led to overcrowding in the Main Library and the Ohio Union.

"The importance (of cost containment) should not be so great as to risk the quality of education here," Schaefer said. "The reduction in library hours is a risk, one that this school and its students should not be forced to take."

Schaefer asked the board to reinstate Spring Quarter library hours as quickly as possible.

"I'm very interested to see how fast the response will be," Schaefer said. "I didn't expect such a favorable response today. It's very encouraging that they were so receptive."

"It's nice to see you can conduct business in a professional manner and actually get something done, instead of having to make wild statements and stage protests," he said.

Jennings said the cutbacks have encouraged students to make more use of the libraries.

"It's good to see students can get upset about something every once in a while," Schaefer said. "Maybe this is an encouraging sign that students are going to be more involved and more upset about the things they need for their education."

Brand said suggestions to cut back hours were made to the six libraries by the Faculty Library Council, which was organized by the Cost-Containment Committee.

The controversy is over shortened hours in these libraries because of the cost-containment plan. Ohio State is supposed to save $50,000 by closing the libraries at 10 p.m. instead of midnight.

Libraries affected are Fine Arts, Music, Physics, Business, Education/Psychology and Engineering.

"We could do an awful lot worse than have students deeply concerned with library hours," Jennings said.
Welcome to the Ohio State University Libraries (OSUL). This tip sheet will introduce you to some important library services and procedures.

PHOTOCOPYING AND PRINTING

Photocopy machines are available in most libraries. Many public machines are both coin-operated and card-operated. Copy cards for personal use may be purchased from the Business Office (107 Main Library). The cards are convenient and provide copies at a reduced price. Some units maintain cop-ez cards for unit business. Check for procedures in your area.

Offset printing, photocopying and related services are available in the Copy Center, 027A Main Library. A Print Request Form must be sent to the Copy Center with appropriate instructions. Request signs by sending the Sign Order Request form to the Copy Center. Printing of brochures and other public handouts requires approval of the appropriate administrator.

MAIL

The Mail Room for the Libraries is located in 049, Main Library. Mail is divided into Library Mail, Campus Mail and U.S. Mail. U.S. Mail may be metered or stamped. Check in your department for specific mailing procedures and times.

Stamps for personal use may be purchased at the Business Office.

SUPPLIES

A central Supply Room is located in 021 Main Library. Supplies are issued to departments upon receipt of a completed Supply Request form. The Supply Room is "open" for walk in requests as posted each quarter. Equipment and special supplies are ordered through the Business Office. Check in your department for specific procedures.

BECOMING A LIBRARY BORROWER

To gain borrowing privileges, go to the Main Library Circulation Desk with your University I.D. and ask to be added to the approved patron list. The Circulation Department will be happy to answer your questions concerning circulation policies (2-6154).

R & R: THE STAFF LOUNGE

An attractive and comfortable lounge for all OSUL personnel is located in Room 008 Main Library. Tables, sofas, and chairs are provided in both smoking and non-smoking areas. There are vending machines as well as a kitchen equipped with major appliances.
LIBRARY PUBLICATIONS

**News Notes**, the weekly internal library newsletter, contains meeting minutes, personnel information, and other important announcements. Announcements for inclusion should be sent to "News Notes" c/o the Business Office, 107 Main Library on the Friday before the Tuesday of publication.

**Tracings** is the quarterly library newsletter which is directed to all OSU faculty and administrators. Contributions to the regular Calendar of Events should be sent to **Tracings**, c/o Office of User Education, 326 Main Library.

**CLUE (Comments on Library User Education)** is an irregularly published newsletter devoted to news and features concerning user education topics at OSUL. Its audience is primarily OSUL faculty and staff. Address contributions and questions to the Editors, **CLUE**, c/o Office of User Education, 326 Main Library.

Publications such as LCS brochures, orientation newspapers, and other general handouts for library users may be ordered from the Office of Library User Education, 326 Main Library (292-6151). The Office also provides assistance in development, design, and production of brochures.

LIBRARY SERVICE OPPORTUNITIES

LCS Workshops are given each quarter to provide basic instruction in how to use the OSU Libraries online catalog. You are welcome to attend and all staff and faculty are encouraged to participate in the workshop program. Watch **News Notes** for details.

**UVC 100** is a freshman-level introductory course to the University, one session of which is a library lecture. Library faculty serve as instructors for this segment of the course. Watch **News Notes** for opportunities to participate in the UVC program.

Many committees and task forces serve the libraries. Vacancies and application procedures are published in **News Notes**.

GENERAL INFORMATION PHONE NUMBERS AND ADDRESSES

<table>
<thead>
<tr>
<th>Service</th>
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<td>Mail Room</td>
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<td>110 Main Library</td>
<td>292-4738</td>
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<tr>
<td>Telephone Center (to request &amp; renew books)</td>
<td>110 Main Library</td>
<td>292-3900</td>
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Prepared by:
Orientation Subcommittee of the
User Education Committee
Rev. 10/87:0099h
Petition successful,

By JACK GONZALEZ
Lantern staff writer

The six campus libraries that had their hours cut because of the university's Cost Containment Program will have partial restoration of their hours.

"We will put the hours into effect as quickly as we can," said William Struder, director of libraries.

The libraries will restore their hours as soon as they can find people to work the extended hours, Struder said.

Bryan Bruder, a senior majoring in marketing and finance, who collected over 1,200 signatures on a petition asking for the restoration of former library hours, was shocked after hearing that the libraries' hours would be extended.

"I didn't think the wheel could turn that fast, it is too big a wheel," Bruder said.

"I'm pleased to see that the administration is heeding the voices of the students," he said.

The new hours were decided upon by a meeting with the heads of the libraries involved and are based on their recommendations, Struder said.

They are the people who are closest to the situation and have had the most involvement with the situation with patrons and administrators in their areas, he said.

Extended hours will give students who work more opportunities to use the libraries, said Charles Popovich, head librarian of the Business Library.

Funding for the restored hours will come from the library administration, adding to its wage budget deficit spending, Struder said.

A large amount of the libraries' wages are funded through salary vacancy credits, Struder said. This is when a permanent staff position is open because of turnover.

There is always a period of time when the position is vacant and the salary that would have been paid is returned to the libraries' budget as cash, Struder said.

In the administration's judgment, this is the best way to handle the problem and still meet its cost containment goal, Struder said.

"We just couldn't afford to jump to full restoration at one time and I think in some respects that probably isn't necessary, but we'll see," Struder said.

The six libraries that will have their hours extended are the Fine Arts Library, Music Library, Physics Library, Business Library, Education Library and Engineering Library.
Library plan reaches 85,000 over decade

For the past decade, an estimated 85,000 undergraduate students at Ohio State have shared at least one common academic experience.

It's called the Library Instruction Program, or LIP, and it celebrates its 10th anniversary this quarter.

"This is the largest program of its kind in the country," says Virginia Tiefel, who has been director of library user education since its beginning. "Our goal is to reach all entering students. Typically, the number of participants fluctuates between 7,000 and 8,000 each year."

Developed in autumn 1977, the program was given a small-scale "pilot test" early in 1978. In autumn quarter of 1978, it was offered to all freshman and transfer students, then a group of more than 8,100.

LIP is an integral part of University College's UVC 100, a survey course taken by all freshmen. Pursuing assignments, students are led through a typical "search strategy" to find, evaluate and use information available in the University Libraries.

The program's objectives have been very clear from the beginning, Tiefel says. "We want to introduce students to some basic information skills in using any library, but especially the libraries at Ohio State. We also want to make them feel comfortable in coming to the library for help." This program lays the foundation for teaching more advanced library skills in upper level undergraduate courses, she says.

Because so much information has become available in recent decades, the LIP program is even more important to today's students, Tiefel says.

"The ability to find essential information, evaluate it and use it is critical, not only for students working on a degree, but for after graduation, as they plan and develop careers. Skills in information-seeking are the foundation of so many professions," she explains.

Ohio State's LIP program is constantly undergoing evaluation and change. One part of the program in the early 1980s was a videotape, "Battle of the Library Superstars," which won an award from the Corporation for Public Broadcasting. As the library system changed, however, the tape became outdated and is no longer used.

A key ingredient, she says, is supplied by volunteers from the library faculty. Approximately 30 librarians teach in the program every year. "That's a third of the library faculty," Tiefel says.

Have other colleges and universities copied Ohio State's program through the years? "The answer is unequivocally 'yes'," Tiefel says. She emphasizes the vital support of University College as a key to LIP's success.
Board recommends library computer hookup

System would offer statewide access

By NICOLE R. HAMPTON, Lantern staff writer

The Ohio Board of Regents made a $3 million recommendation Dec. 18 to develop the first stage of an electronic network that would give faculty and students access to all academic library collections across the state.

The purpose is to link the libraries of the 13 state universities and the two stand-alone medical school libraries into an electronic catalog system for instant access to all academic library collections across the state, said William J. Studer, director of OSU libraries.

William C. Crowe, assistant director of technical services, said a person could borrow materials from any academic library in the state through the Online Computer Library Center.

Such a computer is already in use at OSU for finding materials from other libraries across Ohio, but it only tells if the library owns the material. The new system would also tell the status of the material, whether it's available, checked out, lost, or at the bindery, Crowe said.

"When one looked locally for material and was not satisfied, one could go across the state and ideally get a direct loan through the computer. The material could then be sent to the person through some type of delivery system in two to three days," Studer said.

The new system might use facsimile to send materials to the person. Facsimile allows copies of material to be delivered anywhere quickly. But the system is not practical for copying large materials such as books, Studer said. This system could cost up to $1 per page because the phone line is expensive, and books still under copyright laws cannot be copied, he said.

The system would include only academic collections in the beginning, but should be accessible within seven years to libraries that are prepared to join the system, according to an Ohio Board of Regents report.

Crowe said the report also recommends using medium and high-density storage methods for books with low circulation. This would be less costly than building more traditional library space, and would create more room for high-circulation books and study space.

Medium-density storage is already used in the lower level of the law library, Crowe said.

Little-used materials are put on compact, movable shelves. The shelves can be moved in order to have access to one row of books at a time. Because these books are seldomly used, the system saves space without compromising service, Crowe said.

With high-density storage, books are not accessible for browsing. They are put into a kind of compact storage, such as being stacked two deep, and must be requested. A courier service would deliver the books to a user on request, Crowe said.

A collaboration between the faculty and libraries would be necessary to determine which books are low circulation.
New photocopiern clear up images of originals in libraries

By David Tull

Those four-year-old copying machines throughout the University Libraries have been replaced — by new and improved models.

As a result, faculty, staff and students who use the machines hundreds of times daily are getting better, cleaner copies, says Deborah Gill, manager of Reprographics, which manages the machines on campus.

"The manufacturers are constantly making changes and improving these copiers," she explains. "We have installed the new machines to keep up with those changes in technology." Both the old and new machines are made by Pitney-Bowes.

There are 49 "Cop-ez" machines, with at least one in every library.

The copiers will make "same-size," enlarged or reduced copies. They are coin operated at 10 cents a copy, or card operated at 5 cents a copy.

Cop-ez cards available from Reprographics are just like credit cards, with a magnetized strip to activate the copiers.

One of the requirements of operating copy machines is to make sure they work properly, are filled with paper and toner and are not jammed.

A squad of student workers continuously tour the campus checking and maintaining the copy machines, Gill says. Because of constant maintenance and the fact that the coin boxes are regularly emptied, there is a minimum of vandalism.

"This has been a real successful program for the University and for the faculty, staff and students," Gill adds.
The Gateway Project:
Window to the World of Information

The Ohio State University Libraries recently received notification from the U.S. Office of Education's Fund for the Improvement of Postsecondary Education (FIPSE) that it has been awarded a grant, effective November 1, 1987, "to develop a prototype instructional program to provide general information-seeking assistance to library users searching its online public access catalog." What is envisioned, in a general way, is a microcomputer program which will function as a 'front-end' to the mainframe computer and act as a bridge to other computer-based systems, thereby helping to meet the basic need for students to learn how to find, select, and evaluate information effectively and efficiently. Because a major design element requires that the program act as an online bridge to other systems, the program has quickly earned the sobriquet "Gateway."

Administration of Grant

The grant, amounting to $170,725 over a three-year period, will be administered under the direction of Virginia Tiefel as Principal Investigator. Susan Logan will be the Project Manager and John Salter the Chief Programmer/Analyst.

Consider a future device for individual use, which is a sort of mechanized private file and library.

—Vannevar Bush, 1945

The design group which will develop the instructional material includes Kathleen Davey and Sal Abate (Center for Teaching Excellence) and Mary-Beth Bunge, Marilee Birchfield, John Salter, Susan Logan, and Virginia Tiefel (University Libraries). The technical group includes Susan Logan and John Salter, Sal Abate, and Conchita Beaton and Chris Pezzurri (University Systems).

The Problem

The grant proposal was based on the premise that today's complex society demands an educated citizenry capable of utilizing information sources in order to solve problems. In an ideal educational setting, activities which teach the acquisition of information skills would be an integral part of the course and academic curriculum. In reality this is not usually the case. Students are assumed to have acquired these "library" skills independently and are often simply referred to the Libraries where they may, or may not, receive a general orientation to library services, including a quick introduction to the library catalog. Even at Ohio State, where the User Education program emphasizes several different approaches, the librarian-student ratio is such that individualized instruction is virtually impossible.

Studies indicate that (1) the more specific the instruction is to a particular topic, the more effective the instructional outcome will be; and (2) the most propitious time to provide this instruction is at the time of immediate need.

Why Ohio State?

The University Libraries is in a unique position to develop such a prototype program. A recognized pioneer in the field of library automation, Ohio State has had extensive

(continued on next page)
experience in developing and enhancing an automated circulation system (since 1968) and in transforming that system into a fully automated operational online public access catalog. The Libraries has also had experience in providing other automated services, including access to the major international bibliographic databases.

As a premier research institution, The Ohio State University has among its faculty and staff many experts in various areas of computer technology. In addition to University Systems, the computer center which provides support for LCS, there is the Center for Teaching Excellence, whose professional staff are skilled in instructional design, development, and evaluation and who have contributed to the production of such nationally known computer-based instructional programs as PHOENIX.

While actively advancing the application of computer technology to library functions, the library administration was also involved in creating a user education program (see Tracings, vol. 1, no. 3). The principal goal and, therefore, focus of user education has been to ensure the integration of library and information-seeking instruction into the university curriculum. Since its inception in 1978, the user education program has provided over 20,000 students each year with some form of course-related library instruction.

How Will Gateway Work?

Since the project is in the preliminary design phase, any description of how it might actually operate would be purely hypothetical. Nevertheless, the following scenario can serve as a qualified example:

A user logs on to a public access terminal using the microcomputer program. He either wants to locate a specific resource or desires assistance in identifying resources appropriate to his topic. The screen displays a menu of options and the user makes his selection, perhaps by simply touching the appropriate area of the screen. Each response in turn gently guides him through the various layers of the menu until he is satisfied. Among the options he may select are the complete text of general encyclopedia articles, access to journal indexes, and retrieval of citations from appropriate bibliographic databases.

The instructional capability of the program will be based on the search strategy approach which is currently employed in the other user education approaches (a copy of the search strategy appears in each edition of the Student Handbook; see pp. 23-24 of the 1987/88 issue.)

This search strategy approach has proven successful because it does not assume a particular level of information-seeking expertise on the part of the user. Gateway will operate in the same way in that it will not assume any special degree of computer literacy on the part of the user. There will be no need to memorize commands or procedures in order to operate the system successfully.

Thus, it would appear that the marriage of these two interests — computer technology and library user education — will take place soon, boding well for the Libraries' future.
Commission battling to preserve aging books

By Kelley Griffith
Lantern Staff Writer

In an effort to preserve books that are being lost to decaying paper, a national strategy to persuade large institutions to put brittle books on microfilm was presented on campus Thursday.

"We have to find a way for all the research libraries to participate in the preservation of these brittle books," said Patricia Battin, president of the Commission on Preservation and Access. "This must be on a national scope." About 60 people attended the lecture in the Main Library.

To combat the brittle book problem, Battin proposed that for 20 years, 7,500 volumes of brittle books a year would be put on microfilm by institutions across the country. By the end of the 20 years, 3 million volumes would be on microfilm, she said.

On the local level, 20 research institutions with comprehensive collections would commit to put 150,000 volumes a year on microfilm for the next 20 years, which would produce 3,750,000 volumes, Battin said.

Wes Boomgaarden, preservation officer for OSU libraries, said book preservation is a large concern.

"Here at OSU, about one-fifth of the book collection has decayed and is inaccessible to the extent that they can't be used," Boomgaarden said. He said that at Yale University, the percentage of inaccessible books is as high as 35 percent.

Battin said the cost to undertake the nationwide project would be high. She said it costs at least $50 to film a book and $5 a book to de-acidify it. In addition, a 24-hour distribution center would need to be kept open to process the books.

Battin said she asked the U.S. Congress for funding for the program. "It's exciting because what we've been talking about for 20 years may well happen," Battin said. Battin said books are deteriorating for several reasons, including the use of acidic paper, printing methods, the housing of books in stacks with no temperature or humidity control, and the increase of people in higher education, which causes heavier use of the books.

A brittle book program would try to persuade publishers to use paper with no acid, to de-acidify existing books, and to fund a massive microfilm project, Battin said. "The decisions we make about these brittle books must reflect 20 years into the future," Battin said.

Battin said the number of brittle books with only two or three existing copies is 78 million, or 25 percent of all books.

Boomgaarden said the problem of the books is an expensive one, and he feels Battin can provide good influence on a way to solve this problem.

The Committee of Preservation and Access is a committee that works to foster, develop and support preservation on all levels, Battin said.
Library Services for Support Staff

The Ohio State University Libraries' User Education Committee has successfully developed a range of subcommittees that are active throughout the year to help improve the library skills of the University's students, staff, and faculty. One such body, the Subcommittee on Library Services for Support Staff (SLSUS), chaired by Main Library's Tony Maniaci, conducted two new workshops this past spring—both of which were well received.

"Tapping Your Potential: A Library Workshop for Secretarial Staff" was developed after fifty secretaries on campus expressed interest by responding to a library mailing. The subcommittee called on librarians, Penny Pearson (Head, Undergraduate Library), Larry Perk (Microforms), Victoria Welborn (Head, Biological Sciences), and Carol Mularski (Health Sciences) to discuss and demonstrate various aspects of library search strategy and technique, including manipulation of LCS (Library Control System, the Libraries' online catalog), use of microfilm and microfiche, and the potential for access to databases on CD-ROM.

The subcommittee, in cooperation with the University's Office of Personnel Services, presented a pilot program, "Libraries are for Staff, Too!" Personnel Services provided advertising and photocopying support for the workshop and handled registration of participants. One drawback of the joint venture, however, was the necessity of holding the session at Archer House, home to the University's Personnel Services, where no LCS terminals are available for hands-on experience. Participants generally praised the workshop and indicated they intended to apply the skills they had acquired although many lamented the fact that they were not afforded the opportunity of trying LCS during the actual session. As a result, a second pilot...
workshop is planned that will take place in a library.

Goals for 1988-89 include: (1) completion of the second pilot workshop; (2) if successful, formalizing regular cooperative workshops with the University's Office of Personnel Services each quarter, excluding summer; and (3) instituting an independent summer workshop for a support staff group to be identified by the subcommittee.

Serving with Chairman Maniaci on the subcommittee are Marilee Birchfield (librarian, User Education), Lois Hinrichs (staff supervisor, Undergraduate Library), Saragail Lynch (librarian, Information Services), Jan Mayo (bibliographic assistant, Classics), and Nancy Thomas (librarian, Cataloging).
Library User Education Program

University Libraries' Office of Library User Education, located at 326 Main Library, develops and coordinates the Libraries' instructional programs and materials for users, working with library faculty and staff at all levels.

Established in 1978, the office's primary goal is to help all library users become effective information seekers, able to find and evaluate information efficiently. Toward this achievement, activities, ranging from a general library orientation to classroom presentations on the intricacies of bibliography and complex research, are developed in the step by step process of user education.

Among the many programs and workshops offered by the Office of Library User Education are introductory sessions, held each quarter, on the use of LCS, the computerized catalog of University Libraries.

The Library Instruction Program, developed by User Education and required by University College for all freshmen, is coordinated by the librarians at the Undergraduate Library. Undergraduate students are given assignments designed to introduce them to University Libraries, a search strategy concept, and LCS.

Quarterly graduate research workshops are also available through User Education to graduate students, during which an overview of library sources and services is presented with a concentration on various academic disciplines.

Faculty Colloquia, held annually, focuses on library instruction issues of interest to the University faculty at large.

The Libraries' User Education program works with other areas of the University as well. The office is strongly committed to the International Student Orientation Program during which an orientation to the Libraries is given before the beginning of each quarter in cooperation with the Office of International Students and Scholars.

Term Paper Workshops, where instruction is given on the research process and mechanics of writing a term paper, are offered in conjunction with the Office of Continuing Education.

User Education offers course-related instruction, wherein library and classroom faculty work cooperatively to develop material that will enable students to utilize library resources efficiently for course assignments. A presentation by a librarian on such topics as relevant indices, online databases, bibliographies, and documents is usually included. The search strategy, a concept of effective research planning, is the underlying principle of most course-related instruction. The Office of Library User Education coordinates the distribution of a wealth of library instructional aids. These include general orientation materials (e.g., University Libraries Newspaper, LCS brochures) and materials pertaining to specific collections and sources available in many department libraries. User Education librarians can also assist in the preparation of search strategies and bibliographies for any course.

Special Instruction Programs can also be designed for specific groups on request. For instance, "tailor-made" sessions have been presented to the faculty of the Dental School, visiting scholars from the Bahamas, interested dormitory residents, and graduate students in chemistry, among others.
About 1 out of 3 micro-film printers broken

By Kristen Hayes
Lantern staff writer

About one out of three micro-film printers throughout campus are broken. Library officials said they are trying to replace them with newer models because the machines cannot be fixed.

All but three are Kodak microfilm printers bought in the early '70s, and the company no longer makes the parts needed to fix the machines, said Laura Shepard, head of the Department of Information Services at the University Libraries.

Shepard said Kodak is coming out with new printers and Kodak officials want the library to purchase them, but library officials want to buy printers made by Minolta.

She said her employees and students like Minoltas better because they are easier to use and are better quality than the Kodak printers. She said Ohio State will have to use what it has for as long as it can and gradually replace them.

"We'll use the Kodak printers as just readers as long as we can, but readers are not a problem, printers are. Most students want to be able to print," she said.

Shepard said the Minoltas are $6,000 each and the higher quality style is $8,900.

"With a $40,000 equipment budget, you can see where we run into problems," she said.

Shepard said the budget is for the whole library system and includes costs for the micro-film printers, the Library Control System, typewriters and any other equipment needed in all the libraries.

"We just can't afford to replace all the printers," she said.

Shepard said around midterms and finals, the libraries are more hectic and she expects lines at the machines. But she said she encourages anyone having problems to contact her personally.

Tony Hranek, a freshman from Thornville, said he has noticed the machines being out of order in the past, and last Spring Quarter had to wait in long lines to use the printers.

"I don't know if the students are abusing the machines but I've noticed a lot of them down in the past," she said.
Supervisors get ‘ugly’ to promote United Way

By Toni Robino

Ugly is in.
In fact, three employees at University Libraries volunteered for selection as the "ugliest" supervisor. The libraries sponsored the contest to increase participation and raise funds for the United Way Campaign.

The three supervisors competing for the dubious honor are Nancy O'Hanlon, instructor; Bob Thorson, assistant professor; and Mike Valinis, library associate I.

The winner will be decided by the number of votes each candidate receives.

"We printed ballots that gave candidates an opportunity to express some of their opinions concerning the necessary traits for a truly ugly supervisor — not in the way of looks, but in the way of demeanor. We asked all of the libraries faculty and staff to submit their pledge cards along with their ballots," says Toni Morrison, personnel technician I at University Libraries and area co-coordinator for the United Way campaign.

According to the ballot, "the winner of the election will receive an irrelevant award at an irreverent ceremony."

Some of the really ugly and absurd tongue-in-cheek statements made by the contenders include:

"Don't expect to be treated like an individual if you work for me," according to O'Hanlon. "I'm only interested in productivity and the statistical measurement thereof."

Thorson says he believes in the philosophy of supervision derived from a rough translation of the "enlightened prince of politics, Machiavelli" where the "ends justify the means." In an effort to appear ridiculously ugly, he adds that "to be secure in total power, the supervisor need not be virtuous, but only appear so."

Valinis manages to go beyond ridiculously ugly with his stated belief in the "efficacy of whips and chains, because the acquisition of a fawning/cringing reflex is an essential part of staff development." He also states that every employee should be "required to be continually on at least two committees or one task force at all times."

Morrison got the idea for an Ugly Supervisor contest from a United Way coordinator session. "I thought it would be a lighthearted and fun way to promote the important aspect of raising funds for the needs of the Franklin County community that are supported with United Way dollars," she explains.

Morrison has been working with Regina Brown, assistant professor at University Libraries and area co-coordinator for the campaign, to reach the libraries' $10,725 campaign goal.

"We're already doing very well with our campaign, and we still have quite a few pledge cards that haven't been turned in yet," Brown says.

For more information concerning the United Way campaign, or one of the 69 agencies that the United Way supports, call 292-2929.

Photo by Lloyd Lennermann

'UGLY' SUPERVISOR candidates Michael Valinis, left, and Nancy O'Hanlon.
From the Director's Desk—  
Library Facilities Update

I believe it would be instructive and useful to review the significant number of new and replacement library facilities that are in various stages of construction, planning, and conceptual development.

Adjacent to the emerging Wexner Center for the Visual Arts is a juxtaposed underground space which will house the Fine Arts Library (ca. 15,000 sq. ft.) and Library for Communication and Graphic Arts (ca. 7,500 sq. ft.). Presently situated in Sullivant Hall and the Journalism Building, respectively, the new facility for these libraries will be completed in the same time frame as the Wexner Center (late summer '89), and is also designed by Peter Eisenman, who has become identified with the new architectural style dubbed "deconstructionist."

A 60,000 sq. ft. Science & Engineering Library, consolidating the present Mathematics, Physics, Engineering (including Architecture), Chemistry, and Materials Engineering Libraries, will be constructed at the southwest corner of 18th and Sherman, roughly in the area of the Brown Hall parking lot. This building, planned as a conventional, hi-tech library providing state-of-the-art information technologies, will almost double the total space currently occupied by the five independent libraries. It is likely three years from completion.

A program requirement statement has been completed for a combined Biological Science - Pharmacy Library to be located in a Parks Hall connector building. Occupying ca. 23,000 sq. ft., this consolidated library will double the separate spaces now available to these libraries, with completion several years away.

Seating and book storage consume the great majority of any library's space, but over the years seating has often been eroded in favor of erecting more shelving. The inexorable pressure of adding 100,000 volumes/year to Ohio State's collections has long since outstripped storage capacity.

However, a long-term solution is at hand in the form of a Book Depository where materials in lesser demand can be housed very densely in a warehouse-like building which also provides ideal preservation conditions and from which materials will be retrieved rapidly on request. To be located on Kenny Road (in the vicinity of the University's Laundry and Printing Facility), this 8,500 sq. ft. module will accommodate 1.5 - 1.75 million volumes.

New quarters will also be provided for University Archives (at present located in Converse Hall) in a 6,500 sq. ft. building attached to the Depository, and will share the same storage area. Program requirements have been written, and, given the relative simplicity of this project, it is possible that the facility will be operational in 24-30 months.

The Undergraduate Library in Sullivant Hall has completed plans for a 17,000 sq. ft.
expansion, made possible by the pending decampment of the Office of Continuing Education and Zoology Museum from Sullivant to West Campus and the exodus of the University Gallery in Sullivant to the Wexner Center. A considerable increase in much needed seating capacity for students and other users of this busy library will be the main benefit of this project. Renovation will start in 1990 and should require less than a year.

A joint committee of the College of Agriculture and College of Veterinary Medicine has recently proposed a consolidation and expansion of the Agriculture Library and the Veterinary Library. This recommendation will soon be forwarded by the deans to University Administration. This proposal represents a welcome college-originated initiative related to libraries, and we look forward to participating fully in further project definition.

Save for the Veterinary Medicine/Agriculture Library, all of the above represent approved, funded projects which will see completion and, in the aggregate, a building program of very substantial improvement in the quality and quantity of library space for Ohio State.

Much remains on the horizon, and, encouragingly so, I would say. As noted, a consolidated Veterinary Medicine/Agriculture Library has already been defined to a degree. The planning document approved and distributed by Library Council in 1987 ("The Ohio State University Columbus Campus Library Facilities: A Conceptual Basis and Plan for the Future") contains additional proposals—chief among them, a new main library which would provide the quality and quantity of space commensurate with achieving excellence in library service.

Specifics and site have not yet been formally addressed. It is possible, however, that some portion of funding for this anchor facility will be included in Ohio State's capital budget request to be submitted in 1989. Realistically—even optimistically—speaking, a project of this scope and cost ($50 million-plus) will require considerable time and ingenuity to bring to fruition. The need for such a facility has strong consensus support throughout the University.

The aforementioned Library Council document favors a consolidation principle in revamping Ohio State's highly decentralized library system. A discussion with the Council of Deans was held, and two open hearings on the issue were conducted in February 1987, for which Campus Planning prepared a brief document which presented alternatives "A" (greater consolidation) and "B" (less consolidation). Many deliberations occurred resulting in a significant number of reactions and position statements addressed to the provost. After due consideration of all that was said and written, Provost Myles Brand issued a four-page letter (dated September 23, 1987) to the University community in which he concluded that "the default position is consolidation," indicating that "colleges and departments that do not wish to move in this direction must be prepared to offer clear academic reasons why they feel consolidation would be inappropriate." The School of Journalism and College of Business have submitted arguments supporting retention of 'stand-alone' libraries, as has the College of the Arts on behalf of the Music Library.

William J. Studer
New library cards replace use of student IDs for closed reserves

By Vera McCruter
Lantern staff writer

Beginning Tuesday, students and faculty will receive plastic library cards when they check out closed reserve materials instead of giving up their student identification cards.

Scott Seaman, acting head of circulation at the Main Library, said the idea for the new card stems from the development of the new student IDs with magnetic strips. Seaman said the students need the cards for a variety of university services and it is difficult for them to give the cards up for extended periods of time.

"Not being able to hold those IDs, we had to come up with something else to use as security for closed reserve transactions," he said.

"The logic behind this is that the IDs have magnetic stripes which hold a lot of valuable information on them and it can be dangerous to hold those IDs," Seaman said.

The new card will protect the library user and act as a security measure for the library.

Seaman said this is the second time the library has come up with an idea for replacing the student identification card with a library card.

"There used to be a blue paper card that students would fill out and it was reusable," he said. "If you lost it, there was no penalty, but that didn't work well because the library had no real security."

Jill Fatzer, assistant director for the Main Library public service, said the problem with the blue paper card was that people had no credibility.

"Now when people check out closed reserve material they have the security of the card," Fatzer said. "Closed reserve materials are in very high volume for most of the libraries on campus," Seaman said. "In the Main Library we put thousands of items on closed reserve and have tens of thousands of transactions, so this will affect a lot of students and faculty."

Fatzer said the cost of the cards, estimated at $1,500, means that the production of these cards costs more than the blue paper cards.

Library patrons will have to pay a replacement fee of $5 if the card is lost, Seaman said.

Despite the mixed views on using the new library cards for closed reserve materials, Seaman said the new cards must be given a chance.

Konnie Toth, a senior from Columbus majoring in psychology, said the new card will be beneficial.

"It will be more of a convenience for me as a student because I don't have to give up my school ID," Toth said.

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See CARDS: page 2
Library throws the book at tardy borrowers

By Jeff Grabmeier

In a file cabinet somewhere in the main library, there's a list of students who are going to have trouble registering for classes in the future.

They may be excellent scholars with otherwise spotless records, but they have one blemish—they owe more than $60 in library fines.

It's not something that the average student who keeps a library book an extra week has to worry about, said Tammy Martin, the library's sanction officer. The library's "sanction list" is for the most dedicated scofflaws, generally those who have lost one or more books and not paid for them.

"We're fairly lax when you compare us with some of the public libraries," Martin said. "As long as you follow a few guidelines, we're an easy system."

But students who are on the sanction list can't register for classes or pay fees. Those who graduate while under sanction will not be able to get grade transcripts, she said. About 4,500 students, faculty, staff, and other library users are on the sanction list at any one time.

It's not difficult to see why Martin has to get tough occasionally. She has to keep track of more than 4.25 million volumes in the 16th largest University library system in North America. But students can avoid having the book thrown at them by following a few rules, according to Scott Seaman, acting head of the University Libraries circulation department.

Students can renew the three-week loans on most books an unlimited number of times—until another borrower requests the book. When this happens, Seaman said, the original borrower receives a notice to return the book within 10 days.

If it's not returned by the due date, the borrower is fined 76 cents a day.

A second notice is sent about three weeks later. And a third notice after the book is eight weeks overdue.

At this point, the book is considered lost and the student is placed on the sanction list and charged for replacement of the book, which ranges from $61 to $99.

Most of the time, just seeing the replacement cost is enough to convince students to find and return their "lost" books.

"Most people are very surprised when they see how expensive the replacement is," Seaman said. But many books in the libraries are out of print, so "it's not just a matter of going to a bookstore and buying another copy of it."

About 22,000 books are listed as lost by the library each year. Seaman said. But the great majority of these are later returned by the borrowers, he said.

But what if a student claims he or she has returned a book that the library lists as lost? Seaman said officials will check the undergraduate library, main library, and the 21 departmental libraries to make sure the book was not filed in the wrong place.

If the book is still not found, the student is charged with the lost book.

If the student still is not satisfied, he or she can go to the Library Fines Appeal Board, which consists of seven students. Decisions of the board are final.

Seaman said students can take steps to make sure they never get to this point. He recommends that students:

-Return books in person to the library from which they were borrowed. Although students can return books by mail, or in book deposit boxes, the library is not responsible for books returned in this fashion.
-Ask for discharge receipts for returned books. These receipts will be considered proof that the student returned the books.

-Keep the library informed of address changes so that overdue notices will be received promptly.

By J eff Grabmeier

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-Ask for discharge receipts for returned books. These receipts will be considered proof that the student returned the books.

-Keep the library informed of address changes so that overdue notices will be received promptly.
Libraries offer variety of workshops

University Libraries is hosting a series of workshops spring quarter for faculty, staff and students. Some of the workshops require advance registration, but all are offered free of charge.

Workshops will be offered that teach people how to use the libraries' computerized catalog called LCS (Library Control System).

Graduate Research Workshops will provide an overview of major library research tools, how to locate journal articles and search for information, and how to request materials not available in Ohio State's libraries.

University Libraries also is offering workshops on term paper research tips, searching for information by using an online computer, using a major database and formulating search strategies.

For more information, or a complete list of workshops, call the Office of Library User Education at 292-6151.
Libraries Are For Staff, Too

cosponsored by Personnel Services and the University Libraries' Subcommittee on Library Services to University Staff

Thursday, June 15, 1989

8:30 - 10:30 am
122 Main Library

• Orientation to the Library System
• Searching Strategies
• Hands-on Practice with LCS, the Libraries' computerized catalog

To register, please call the Staff Training Office (Personnel Services), at 292-3581.
OSU library among those hit by thefts of patent records

Scripps Howard and local reports

WASHINGTON — Someone is stealing microfilm of U.S. patents from the nation’s universities, and librarians are trying to figure out why.

So far, at least 886 reels of patent microfilm have vanished from 12 university libraries, the FBI says.

At The Ohio State University, 83 reels of microfilm have disappeared.

William Studer, director of libraries at OSU, said the thefts are a mystery to him. “These are not irreplaceable treasures,” he said, adding that anyone can buy a copy of a reel for about $15 to $20.

The FBI is investigating the thefts throughout the country, and the U.S. Patent and Trademark Office issued a nationwide warning July 6 to the 65 U.S. libraries with patent microfilm collections, saying the thefts have reached “alarming proportions.”

One of the largest thefts occurred at the University of New Mexico library, where 237 reels were discovered missing June 29 after an irritable patron complained he couldn’t find what he wanted.

“Libraries lose so much stuff and we seldom find out who did it,” said Robert Migneault, the New Mexico’s dean of library services. “But we don’t usually have the FBI on it, either. I like to think the FBI will solve it.”

Besides New Mexico and Ohio State, thefts have occurred at the universities of Massachusetts, Maryland, Michigan, Texas, Utah and Idaho. Reels also disappeared from Rice, Georgia Institute of Technology, Texas A&M and Virginia Commonwealth.

Police at Ohio State were told of the thefts after the Association of Research Libraries notified its members about two weeks ago, Studer said.

As a regional depository library, OSU received the complete set of patent microfilm without charge.

“Anyone can simply come down and use them. He has to have a pretty significant need to justify” the expense involved in stealing the microfilm and risking a felony conviction, Studer said. “It doesn’t make any sense to me.”

Further, he said, “Most patents are not consulted even once after they’re registered.”

Microfilm reels at the OSU library are kept in open drawers, and library patrons do not need to register before using them.

The FBI’s Boston office, which is coordinating the nationwide investigation, did not return telephone calls. Patent office officials also declined to comment, saying they didn’t want to jeopardize the FBI probe.

For the most part the stolen reels contain microfilm of U.S. patents issued between 1968 and 1988, and generally the reels do not overlap.

Research Publications, the only U.S. company that sells the reels, markets the 3,126 reels covering that period for $101,000.

Librarians are baffled by what appears to be a criminal effort, perhaps a conspiracy, to assemble a 20-year collection of microfilm information that already is widely available for public use and is for sale.

Some librarians wonder whether an enterprising patent attorney is amassing a private collection, or whether the thief is an entrepreneur who wants to set up his own patent-search business and doesn’t want to pay for the set.

Librarians also ponder the possibility of involvement by foreign interests.
EXHIBIT TO SHOW PRESERVATION OF DETERIORATING LIBRARY MATERIALS

COLUMBUS -- Deterioration of books and other materials -- whether caused deliberately, carelessly or naturally -- is a major problem for libraries today. At The Ohio State University, more than $500,000 is spent each year to preserve library materials.

A free, public exhibit in the Main Library's Philip Sills Exhibition Hall from Aug. 21 to Oct. 6 will document the efforts underway to protect and preserve the Ohio State libraries' extensive book, paper and photographic collections.

Titled "'Slow Fires' in the Library Collections: Causes, Cures, Costs," the exhibit's theme is adapted from a recent public television broadcast. There will be about 100 examples from Ohio State's collections, including books and other paper materials, stage design drawings, microfilm, photos, lantern slides, and 35mm film.

Wesley Boomgaarden, preservation officer for the Ohio State libraries and organizer of the exhibit, said the library system faces the loss of significant portions of its collections because of the combined effects of imperfect storage conditions,
defacement and mutilation by users, and the inherently poor physical quality of materials, especially paper.

"The display has three purposes," he said. "It will inform viewers about the causes of damage to important library research collections throughout the world, using Ohio State's situation to illustrate. It will outline the available 'cures' to restore damaged portions of these collections. And it will make the community aware of the high monetary costs of preservation."

Viewers will be able to see how books look before and after restoration, how deteriorating materials can be photocopied onto more durable paper, how microfilming can make fragile materials more accessible, and other examples of preservation and restoration.

In addition, Boomgaarden said, the exhibit will attempt to educate library users on the effects of handling. "There will be examples of the bad things that happen to books and the costs of replacing or repairing them," he said, citing razored pages, water damage and insect damage caused by food crumbs.

The exhibition is open during regular library hours.

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Contact: Wes Boomgaarden, (614) 292-6151. (RG/185)
Libraries offer CD research

By Melissa Vickers
Lantern campus reporter

Databases on compact disks are making research at OSU libraries easier, said Dave Lincove, coordinator of online searches for OSU libraries.

Compact disk databases are now available at many branches of OSU libraries, including the business, main and undergraduate branches. The CD Read Only Memory, or ROM, disks are similar to music CDs. The difference is the information on where to find materials on the user's chosen subject replaces the music.

The CD ROMs contain bibliographic information in addition to partial and full texts on the subject being researched.

CD ROMs complement existing periodical indexes, and in some cases, could replace them entirely.

OSU libraries continue to subscribe to both published periodicals and CD ROMs whenever possible because of the high volume of students who use research materials.

"We don't have enough CD ROM terminals to be able to cancel published periodical collections," said Peter Lepoor, automation coordinator for OSU libraries.

"Some students prefer using books over using a computer," he said.

Subjects are recorded on CD ROMs by both government agencies and private companies.

"Government funded collections such as CENSUS, a program containing zip code area listings, can be accessed for free," Lincove said.

Medline, a database containing information for health sciences, has a $950 yearly subscription fee. Medline is cheaper than most database subscriptions because the information is organized free of charge by the U.S. National Library of Medicine.

"The CD ROMs cover several years on the same disk, usually in six-year installments. This is a big advantage over the book searches because books published yearly don't contain as much information as the CD ROMs," Gaal said.

"The system is not without problems, Lincove said. Since the disk collections are still produced by many different companies, there is no standard way to ask a question.

"They all have their own language," Lincove said. "The user often has to learn different ways to request information in some cases."

The databases are also heavily used, so at times it is hard to get access. Students should sign up for half-hour periods a day in advance.

The best times to come in are early in the morning or late afternoon, Lincove said.

"The equipment for one terminal can run from $3,500 to $5,000," Lincove said. "That's a big cut out of the budget."

Despite problems, the system is very successful, Lincove said.
Gray library cards check out

By Michelle Buemi
Lantern campus reporter

Ohio State libraries are again accepting student identification cards for checking out closed reserved materials after two quarters of using the gray plastic library card system.

"We received a lot of patron resistance," said Scott Seaman, acting head of circulation at the Main Library.

He said students objected to the cards because they had to fill out a form to get one, they had to keep an extra card in addition to their ID and they were charged $5 to replace lost cards.

"We received so many complaints we decided to drop the cards after two quarters," Seaman said.

He said they had devised the limited loan card so students did not have to give up their IDs, which are needed for many university services.

"We were happy we didn’t have the responsibility of holding ID cards," Seaman said.

However, he said it has been several years since they have lost an ID, and they have had no complaints about going back to the ID system.

Jennifer Quilty, a senior from Columbus who works in the Music Library, said it has been confusing because over time they have gone from taking yellow paper cards, to blue paper cards, to the gray plastic cards and finally to student IDs.

She said the whole procedure has been ridiculous. "When we took the gray cards, we said it would be permanent, that we wouldn’t change the color anymore," Quilty said.

"This is much easier (taking the IDs), we don’t have to explain a policy that doesn’t make sense," she said.

Quilty said she is not worried about the responsibility of holding the ID cards.

"When we put them in the drawer they’re not going to walk away," she said.

Rod Miner, a senior from Toledo who is a weekend supervisor at the Undergraduate Library, said the gray cards were a hassle.

"The majority of complaints came from the people who work here," he said.

Miner said one of the reasons they retired the cards was the expense and the work involved in issuing a card to every incoming freshman in the fall.

Mark Moziejko, a library associate at the Main Library, said there is more security with the IDs than with the gray cards because the cards do not have a photograph on them.
UNDERGRADUATE & DEPARTMENT
LIBRARIES

Location: Twenty-one

Hours: Vary according to each library
1989/90

Primary Patrons: Undergraduates, graduates, and faculty in the
1988/89
Colleges of Agriculture, the Arts, Biological
Sciences, Business, Mathematics and Physical
Sciences, Education, Engineering, Home Economics,
Pharmacy, Dentistry, Medicine, Optometry, Social
Work, Veterinary Medicine, in the School of Jour­
nalism, Nursing, Departments of Economics, Geo­
graphy, Psychology. FTE: Upper Division 12,665,
Graduate and Professional 8,194, Lower Division
20,276, Faculty 3,056.

Collection: 1,534,237 cataloged volumes
July 1, 1989 14,193 serial titles

Materials Budget: 586,463 book expenditures
1988/89 2,094,339 serials
$2,680,802 total

Circulation: 1,143,057 1988/89
1,164,464 1987/88

Total LCS
Terminal Usage: 10,814,389 1988/89
10,844,430 1987/88

Number
Terminals: One hundred and fifteen (81 Public)

Size: 219,373 square feet
4,410 seats

Staff: 37.25 professionals
1988/89 65.25 library assistants
40.36 (FTE) library assigned students
40.36 (FTE) work study students

Personnel Budget: $2,717,579 (Does not include work study)
1988/89

NOTE: Individual library statistics are in each library's individual folder.

01991 11/89
John Salter, senior programmer analyst and project leader, believes that SONNET could play a key role in University Libraries' Gateway Research Project. The three-year project is in its second year.

The endeavor, a project of the libraries' user education office aimed at the undergraduate population, is being designed to make multiple information sources accessible at single-stop terminals called workstations.

The libraries want to put at students' fingertips information about: the libraries' operations; instructional materials for using the libraries; direct access to the LCS system; and informational databases stored on CD-ROMs. CD-ROMs are the same compact laser discs that come in the more familiar form for music and videos, except the libraries' discs hold informational databases and are used with a computer.

Originally, Salter had planned to transmit data over a system of local area networks and gateways connected to computers where information is stored. This is the model for the present LCS system. When he saw the recent advances toward making LCS available over SONNET, the lightbulb turned on.

Salter now is investigating a SONNET conversion and says, “SONNET is the key to making multiple information sources available from a single workstation and at a reasonable cost. I think SONNET is going to be great for our project and for the libraries.”

Before SONNET became a possibility for the whole project, Salter was looking into its potential for one component involving CD-ROMs. IRCC got involved by supplying the libraries' project with free connections to SONNET and the technical assistance and consultation of its networking team as development continued.

Usually a CD-ROM machine is attached to a single microcomputer, but Salter and his team are writing software to connect multiple workstations to a computer, called a server, dedicated to CD-ROM usage. When this multiple-hookup (or local area network) is put into operations, many students at separate locales will be able to access the information stored on CD-ROMs simultaneously.

The Gateway project team and Instruction and Research Computer Center networking specialists are developing and testing a method to connect the Libraries' CD-ROM servers to SONNET. Once accomplished, any user with access to SONNET, or even anyone on the national Internet, can seek out the abundance of information on CD-ROMs held by University Libraries.

The most remarkable feature of a CD-ROM is its storage capacity. A single disc can hold as much as 800 megabytes of information (800 million characters), or the equivalent of an entire set of encyclopedias. Some CD-ROMs do contain the contents of encyclopedias, but they also store government statistics, census information, periodical indexes with abstracts — facts and figures on many subjects.

The first two CD-ROMs acquired for the Gateway Research Project are the Academic American Encyclopedia, containing general information; and the Microsoft Bookshelf, which contains many references including dictionary, thesaurus, The Chicago Manual of Style, spelling checker and others.

The data on a CD-ROM can be searched, read, downloaded and printed with a user-friendly program on a computer. Libraries are finding CD-ROMs a suitable alternative to the more traditional print and offline resources and online searching.

While still in the research stage, and and perhaps still months away from being realized, the CD-ROM component of the Gateway research project will be a vast resource for students, researchers and scientists.
Library features work of female cartoonists

By Todd A. Quincy
Lantern arts reporter

The editorial cartoons of Columbus native Edwina Dumm are included in an exhibit celebrating the careers of female editorial cartoonists now on display in the Main Library.

Titled "Women Practitioners of the Ungentlemanly Art," the exhibit takes a look at the works of seven women who entered this male dominated profession.

The works on display encompass five presidencies and several decades of political issues. The display will run through Nov. 30.

In 1916 Edwina Dumm became the editorial cartoonist for the Columbus Monitor. Dumm then moved to New York where she achieved success with comic strips such as "Sinbad," "Alec the Great" and "Cap Stubbs and Tippie."

James Larrick, editorial cartoonist for the Columbus Dispatch, said, "Edwina Dumm was probably the first female editorial cartoonist. She was a pioneer of her time."

Lucy S. Caswell, an associate professor at the School of Journalism and at University Libraries is the curator of the exhibit. She said she is particularly interested in people learning about Dumm.

The title of the exhibit is a play on words from the book, "The Ungentlemanly Art," by Stephen Hess and Milton Kaplan. Caswell said it is one of the best books about the history of editorial cartooning.

"The reason there are so few women in this profession stems from the fact there are not many role models for them to look at. Little girls don't grow up wanting to be editorial cartoonists," said Caswell. "We want to encourage young women to consider this as a profession."

Nick D. Anderson, editorial cartoonist for the Lantern, said he'd like to see more women enter the profession because some of today's key issues might be better viewed from a woman's angle.

"Like the abortion issue, men can't have the same empathy as women. I feel it would be best to have both opinions expressed," Anderson said. "Women need to be encouraged by the female cartoonists of today. The exhibit is a good way to encourage that."
Libraries join system that raises volume

By Bob Boyce

Patrons of University Libraries will have access to several times the resources of its four-and-a-quarter million volumes when a proposed new system is in operation.

William J. Studer, director of University Libraries, says the Ohio Board of Regents has requested initial state funding for the Ohio Library and Information System (OLIS).

The new system would provide access to books and periodicals in the libraries of 15 state-assisted universities in addition to the University of Dayton and Case-Western Reserve within three years. As well, other databases, (numeric, bibliographic and full-text) will be available through the system.

Studer says OLIS would be the most extensive statewide library and information system in the country and would handle traditional library catalog, circulation and related management functions. OLIS would make a total of about 18 million volumes available to its users.

"The plan is to create a two-part library system," says Studer, a member of the OLIS Steering Committee along with Susan Logan, associate professor of University Libraries.

"One part would interconnect users with immediate access to all libraries through identical local systems at all institutions; the other part would combine all the databases in one file."

Given that state funding is forth-

Continued from page 1.

coming, the steering committee aims to hire an executive director next spring. It will begin installation of local systems and the central system in 1991 or 1992. Once operating, all institutions and the state will provide fiscal support.

"Where there are now some eight different systems among the 17 libraries, OLIS would operate as a single system accessible to users through the same procedures," Studer says.

"By pressing the appropriate keys, users could determine the location and availability of a document at another institution, and if they desired, have it telefaxed or delivered free of charge."

University Libraries ranks fifth in the Big Ten and 16th in the nation in size of collections among research libraries serving universities.

The state's capital budget allocated $2.5 million for development of OLIS in 1988-89 and 1989-90. The 1989-91 OLIS operating budget is $432,300.

Continued on page 3.
Visiting director examines OSU library

By Sandra Scott
Lantern staff writer

Staff workers at the OSU Main Library demonstrated the Library Circulation System to the visiting director of university libraries for the University of Zambia last Thursday.

Hudwell Mwacalimba, director of university libraries for the University of Zambia, is in the United States to examine types of integrated university library systems as a part of his postdoctorate research in library science.

Although the Republic of Zambia has economic problems that prohibit it from allocating financial resources to initiate an automated library system, Mwacalimba said every university should want to improve the quality of their library resources. However, he said he is optimistic that the university will eventually have the funds necessary to automate their library system.

Mwacalimba outlined several goals he and his colleagues at the university have established.

The goals include developing an integrated communication system that will allow the library located on the main campus to interface with the two regional campuses where the Veterinary and Medical Libraries are located.

The university would also like to have access to research materials at Copperbelt University, another university located in Zambia.

Mwacalimba said he would also like to have the capabilities to access external databases from universities like Ohio State for bibliographical information, provided by a compact disc and read only memory, to enhance their research and academic instruction.

The University of Zambia is currently using a manual system to perform operational tasks like categorizing, acquisitioning and circulating books. Based on their 1988 annual report, the University of Zambia has a 380,000 volume library.

“Our current manual operation is a time consuming process that does not enable us to operate at our optimum level of efficiency,” Mwacalimba said.

He said he selected Ohio State to find out the challenges and opportunities the university faced when developing LCS, which is an in-house library intergration system, as opposed to using an outside vendor.

Prior to 1970, OSU libraries, like the University of Zambia, operated on a manual library system.

Susan Logan, director of LCS Automation, said the LCS was designed as a circulation system to have the user know what all of the university libraries own in one location, to check the availability of the books immediately and for the purpose of inventory control.

The first terminal used for the LCS was located in the Black Studies Library.

Eleanor Daniel, head librarian of the Black Studies Library, explains the command functions of the LCS to Hudwell Mwaca Limba, Director of University Libraries at the University of Zambia.

Eleanor Daniel, head librarian of the Black Studies Library, explains the command functions of the LCS to Hudwell Mwaca Limba, Director of University Libraries at the University of Zambia.

For example, in 1978, remote access was added enabling users who have a modem, the proper software and a micro-computer to call into the LCS system and retrieve information. Recently, the OSU library system has added a new system called OSU Library Gateway, an experimental system intended for undergraduate use. It is designed to have a more user-friendly screen than the LCS, Logan said.
Libraries workshop is for staff

"University Libraries are for Staff, Too" is a program for staff members who want a better understanding of library services.

The Office of Personnel Services and Staff Training and the User Education Committee of University Libraries have revised the program, which has been offered for staff who do library research as part of their jobs. The workshop now meets the needs of classified civil service and administrative and professional employees who use the library for any reason.

"Whatever the need, this program will acquaint the new or infrequent library user with the library facilities and increase his or her confidence in using them," says Nancy Messerly, program assistant for staff development and training.

The two-hour program begins with a tour of the Main Library and a general orientation. This is followed by a step by step introduction to the LCS (Library Control System) and a hands-on practice at library terminals. A question and answer session concludes the program.

The program is conducted by the User Education Subcommittee on Library Service to Staff and is offered at no charge once each quarter.

The next workshop is scheduled for 8:30-10:30 a.m. March 20 in 122 Main Library. Advance registration is required.

For more information, call Staff Training and Development at 292-3581.
From the Director's Desk:
The Ohio Library and Information System Spells OLIS

A quantum improvement in access to library and information resources will accompany implementation of the Ohio Library and Information System in the 1991/92 time frame. Through the use of leading-edge computer technologies, fifteen of Ohio's state-assisted university libraries,* libraries of the University of Dayton and Case Western Reserve University, and the State Library of Ohio will appear to users as a single resource comprising some 19 million volumes; and OLIS will also provide access to the rapidly increasing array of information sources available in electronic formats. The communications backbone to carry OLIS transactions will be provided by OARnet (the Ohio Academic Resources Network), which already links Ohio universities to carry supercomputer traffic.

OLIS will operate with local and central components. Locally, it will perform as a campus system to support online catalogs and related services, while the central module will provide global access to merged catalog records representing holdings of all system libraries, as well as direct access to a significant core of electronic databases, including bibliographic, index/abstract services, full text, etc. The central system will also offer a gateway channel to the daunting number of electronic information sources available nationally and internationally.

Faculty and students at all participating OLIS institutions are expected first to consult the local system for information sources, but can seamlessly migrate to the central system as need dictates. Users will be able not only to ascertain easily what materials exist, and where located, but will also immediately know whether an item is available to borrow and be able to initiate a direct loan transaction.

OLIS will incorporate an electronic messaging subsystem, as well as physical and electronic delivery systems. Books and other bulky materials will be delivered to a user's library within two to three days; journal articles and short documents can be sent via telefacsimile within a few hours. Sources in digital format can be readily downloaded to a personal computer.

Designed for use by either the novice or the experienced computer and library user and offering
menu/tutorial and command-driven access, OLIS will provide sophisticated workstation software to assist all levels of users in navigating the information universe.

As a major asset to Ohio's education and research communities, OLIS will truly offer a state-of-the-art shared information retrieval system which dramatically enhances access to the vast store of resources held by Ohio's principal academic libraries. It will also provide collective access to a spectrum of electronic databases which, for the most part, would be too expensive to mount locally.

Financing for OLIS is currently under consideration by the Ohio General Assembly as part of the higher education capital funding package recommended by the Board of Regents. I encourage you to learn more about OLIS from the eleven-page overview titled OLIS - Connecting People, Libraries, and Information for Ohio's Future. Send for this report by completing and returning the enclosed form, and be better prepared for the open meetings on OLIS to be conducted on campus during spring quarter.

William J. Studer

*Akron, Bowling Green, Central State, Cincinnati, Cleveland State, Kent State, Miami, Northeastern Ohio Universities College of Medicine, Ohio State, Ohio University, Shawnee State, Toledo, Medical College of Ohio, Wright State, Youngstown State.

New system joins college libraries

OSU students will have access to 8 million new titles

By Jeff Shafer
Lantern staff writer

OSU students and faculty will have access to 16 other Ohio universities’ books and journals through a new computer system that will link the schools’ libraries together, said William J. Studer, director for University Libraries.

The new system, Studer said, will include 14 other state-assisted universities and two private universities: University of Dayton and Case Western Reserve University.

The system, called Ohio Library and Information System, will be in operation by late 1991 or early 1992 and has already received $9.2 million from the state to begin development, Studer said.

The money will be distributed to the universities by the Ohio Board of Regents, he said.

It will be used for the initial development and installation of the system at the universities involved. After the system is in place, each university will be financially responsible for maintaining it, Studer said.

"With the OLIS system, Ohio State users will have access to eight million titles, with three million of them here at OSU," said Susan Logan, automation coordinator for University Libraries and an OLIS steering committee member with Studer.

Logan said Ohio State could use the existing LCS terminals with the new system. However, she said, the university probably will upgrade the terminals.

Studer estimates that, when the system is implemented, it will take approximately three days to receive a book from another university, while journal articles will be faxed the same day at no cost to the user.

The University of Illinois installed a system similar to OLIS 10 years ago with 12 universities and now has 29 schools involved in the program, Studer said.

Last year, the University of Illinois borrowed over 160,000 volumes and lent out about 100,000, he said.

He also said that, when OLIS is operational, OSU users will borrow more than Ohio State will lend because of the larger number of users at Ohio State than at the other universities involved.

Even with Ohio State having the largest number of titles in the system, the other universities combined still have five million titles Ohio State does not have, Logan said.

"I feel it would give greater opportunity to obtain research material not found here at Ohio State," said Joy Kelley, a catalog maintenance assistant for the libraries.

Studer said the plan is to have two goals: one is a local system similar to LCS, and the other is a central system to link the local databases together.
MEMORANDUM

SUBJECT: The Ohio Library and Information System

DATE: April 17, 1990

FROM: University Libraries
Library Council

TO: All Faculty

There will be a presentation and open discussion concerning the Ohio Library and Information System (OLIS) on May 2nd in the Grand Lounge of the Faculty Club from 3:00-5:00 p.m. Coffee and soft drinks will be served.

OLIS will initially link the libraries of 15 state-assisted and 2 private universities in Ohio through a common automated system, which, among other features, will include access to a consolidated central database of the collective holdings of these libraries (ca. 6-8 million titles). OLIS was briefly described in the winter issue of the Libraries' newsletter, Tracings, which you received a few weeks ago.

Please join us in order to become better informed about this vital development in access to information resources, to express concerns, to pose questions, etc.

WJS:mco
'The Author's Right To Privacy vs. The Scholar's Right to Know'

A panel discussion featuring

Frederick Busch
Fairchild Professor of Literature, Colgate University
and also author of the recently-published novels
War Babies and Harry and Catherine

Panel members:
George Myers, Jr., book critic for The Columbus Dispatch
Sheldon W. Halpern, Associate Professor of Law, The Ohio State University

Moderator:
Thomas L. Minnick, Assistant Dean, University College, The Ohio State University

Thursday, May 24, 1990
4:00 - 5:00 p.m.
352 Denney Hall
164 West 17th Avenue

The lecture is free and open to the public.

Sponsored by University Libraries with generous support from the Graduate School, the Department of English, and the Friends of the Library.
The Popularity of Interlibrary Loan Grows

Over 17,000 times this year, faculty, staff, and graduate students at The Ohio State University will borrow books and articles from libraries throughout the world without leaving campus. The University Libraries' Interlibrary Loan Office (ILL) assists researchers by obtaining library materials unavailable at Ohio State. Interlibrary Loan locates these materials in other libraries, and borrows the items or has photocopies of the materials sent to Ohio State for the University's users.

ILL extends service to University faculty, staff, graduate students, and visiting faculty with courtesy cards. Undergraduate students may also access this service if enrolled in an honors program or with the signature of their advisor.

Although University patrons are not charged for the use of the interlibrary loan service, many institutions impose a charge for copying articles or lending items. It is not uncommon, for example, for the library to be billed $8.00-10.00 for the loan of a book or for the copying of a few pages.

Ohio State does have agreements with certain academic libraries, most notably Big Ten institutions, for free lending and copying. These agreements provide for the unlimited loan and copying of materials between the institutions without charges. Whenever possible, the interlibrary loan staff borrows from these libraries in order to obtain items as quickly as possible and to keep costs down. If an item cannot be borrowed from one of these institutions, requests are directed wherever necessary.

Terminals connected to OCLC (Online Computer Library Center) are the heart of the interlibrary loan process. Using OCLC's Interlibrary Loan Subsystem can determine if a publication exists and which of 3,700 libraries participating in the subsystem owns the material. A University Libraries' staff member can immediately send an electronic mail request to the holding library. Once an interlibrary loan request is initiated, the computer tracks its progress. It reports and identifies the sender, as well as indicating when the material will be sent.

The use of electronic sources to verify bibliographic information and to determine which libraries hold titles has significantly decreased the time needed before materials are delivered to patrons. As a consequence, interlibrary loan service is more popular than ever. And recently, CD-ROM technology has placed more demands on interlibrary loan service.

During the past five years, the University Libraries' interlibrary loan borrowing activity...has grown well over 400%.

During the past five years, University Libraries' interlibrary loan borrowing activity has grown at a dramatic rate. In 1984/85, interlibrary loan processed 3,203 requests for University patrons. During 1988/89, 15,300 requests were processed. Estimates indicate that 17,400 requests will be processed during 1989/90. During the five
ILLOAN Borrowing Requests Received
1984/85-1989/90

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Requests</th>
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<tr>
<td>84/85</td>
<td>3,203</td>
</tr>
<tr>
<td>85/86</td>
<td>6,135</td>
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<tr>
<td>86/87</td>
<td>9,107</td>
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<tr>
<td>87/88</td>
<td>11,683</td>
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<tr>
<td>88/89</td>
<td>15,300</td>
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<tr>
<td>89/90 (estimate)</td>
<td>17,400</td>
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</table>

During the past two years, interlibrary loan borrowing has grown well over 400%. The graph above depicts the volume of borrowing requests submitted over the past five years. During the past two years, interlibrary loan has implemented several measures to deal with the rapidly rising volume of borrowing requests. Two new OCLC terminals have been installed to improve the office's ability to send and receive interlibrary loan requests. A telecommunications terminal has been added to provide search capability of other online bibliographic databases—particularly the Research Libraries Network (RLIN). These serve as an enhancement to OCLC in locating libraries that own a particular title. Additionally, the Interlibrary Loan Office is planning to hire additional staff to process the increasing number of requests.

Ed. Note: The Interlibrary Loan office is located in 103 Main Library and is open from 8:00 a.m. - 5:00 p.m. weekdays. The telephone number is 292-6211.

Interlibrary Loan requests by medical and law faculty are processed by the Health Sciences Library and Law Library, respectively.


Tracings is the official newsletter of The Ohio State University Libraries. Its theme is "bringing together the University Libraries and the academic community," and its aim is to be informative and instructive. Comments and suggestions should be directed to Scott Seaman, editor, 103 Main Library, 1858 Neil Avenue Mall, Columbus, Ohio 43210.

Tracings is scheduled to be published three times during the year—January, May, and October.
Editorial staff: Scott Seaman, Gerald Greenberg, Patricia Greene.
Photos: Biomedical Communications.
<table>
<thead>
<tr>
<th>Row</th>
<th>Library Name</th>
<th>Location</th>
<th>Phone Numbers</th>
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<td>1</td>
<td>Main Library</td>
<td>1858 Neil Avenue Mall</td>
<td>292-3900</td>
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<td></td>
<td>Automated Reference Service</td>
<td>Room 132</td>
<td>292-6175</td>
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<td>Black Studies Library</td>
<td>Room 210</td>
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<td>Circulation Department</td>
<td>Room 123</td>
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<td>Charvat Collection</td>
<td>Room 324</td>
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<td></td>
<td>Classics, German, Linguistics &amp; Romance Languages</td>
<td>Room 306S</td>
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<td>Disability Services, Library for</td>
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<td>Documents</td>
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<td>292-6175</td>
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<td></td>
<td>East Asian Studies</td>
<td>Room 320N</td>
<td>292-3502</td>
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<td>East European and Slavic Studies</td>
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<td>History, Political Science, and Philosophy</td>
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<td>Information Services Department</td>
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<td>Room 320SE</td>
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<td>Latin American Studies</td>
<td>Room 301NW</td>
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<td>Map Room</td>
<td>Room 211</td>
<td>292-2393</td>
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<td></td>
<td>Microforms &amp; Periodicals</td>
<td>Room 140</td>
<td>292-2393</td>
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<td>Middle East Studies</td>
<td>Room 302SW</td>
<td>292-6286</td>
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<td>Rare Books &amp; Manuscripts</td>
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<td>Women's Studies Library</td>
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<td>Archives</td>
<td>169 Converse Hall</td>
<td>292-2409</td>
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<td>Biological Sciences Library</td>
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<td>Business Library</td>
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<td>292-2136</td>
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<td>Chemistry Library</td>
<td>310 McPherson Chemical Laboratory</td>
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<td>Research Library</td>
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<td>Room 218B, 700 Children's Drive</td>
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<td>Geology Library</td>
<td>180 Orton Hall</td>
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<td>Health Sciences Library</td>
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<td>292-9810</td>
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<td>Human Ecology Library</td>
<td>325 Campbell Hall</td>
<td>292-4220</td>
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<td>Journalism Library</td>
<td>100 Journalism Building</td>
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<td>Materials Engineering Library</td>
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<td>Mathematics Library</td>
<td>010 Mathematics Building</td>
<td>292-2009</td>
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<td>Music/Dance Library</td>
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<td>Physics Library</td>
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ROW NUMBERS CORRESPOND TO CIRCLED NUMBERS ON OTHER SIDE
Books rebound from years of neglect

By Patty Skidmore
Lantern staff writer

Have you ever wondered why some books at the library are shelved in cardboard boxes? Or have you noticed that others have sturdy generic bindings rather than their original covers?

These boxed or rebound books are the responsibility of the Collection Maintenance department, located in the recesses of the Main Library basement. The department carefully monitors the condition of the library system's more than 4.5 million volumes.

Collection Maintenance is in charge of preparing new books and for rebinding, repairing and otherwise protecting "hurt" books, that are damaged or deteriorated.

Ohio State had no formal program of book conservation until it hired Preservation Officer Wesley Boomgaard five years ago.

Boomgaard said the office has made great strides, but it still has to deal with hundreds of hurt books each week.

Harry Campbell, head of Collection Maintenance and Bindery Preparation, said the office also has had to play catch-up, since the collection suffered a hundred years worth of benign neglect.

As much as 25 percent of the collection has deteriorated beyond use, Campbell said. That figure is standard for libraries in the United States and is higher abroad, he said.

Collection Maintenance has three main concerns, Boomgaard said. First, it must deal with the quality of a book's materials. Many books, particularly those published in the late 19th and early 20th centuries, were printed on acidic paper which deteriorates rapidly.

Many institutions, including the Library of Congress and commercial firms, are developing mass processes to treat books printed on acidic paper, Campbell said. Collection Maintenance has used a chemical deacidification process to treat single documents, and the department now has the capability to use a water-based process as well.

The department's second main responsibility, the books' physical environment, requires the staff to monitor the temperature, relative humidity, and light in the various libraries.

The office's third concern deals with the nature and degree of usage of the books. The library's collection is very heavily used, Campbell said, because Ohio State's enormous student population translates into fewer books per person than at many other universities.

Heavy usage creates many damaged books. Circulation desk employees send hurt books to Collection Maintenance for evaluation by Sally Muster, Library Conservation Specialist, who determines which of several courses of action is appropriate.

Books that need to be rebound are usually sent to a bindery in Cleveland. The office's binding budget is healthy enough to take care of most of these books, Boomgaard said. The department sends 40,000 to 45,000 books out for rebinding each year.

In many cases, however, a book's paper is too brittle to withstand re-binding. In that case, the department send a microfilmed copy or a photocopied facsimile, Boomgaard said. The library can sometimes purchase new copies, but only about 5 percent of the collection is available as replacements, he said.

Sometimes collection managers decide they cannot replace a book and must rely on an Interlibrary Loan for access, Boomgaard said.

OSU libraries struggling with increased costs

By Joel Hunt
Lantern staff writer

With the rising cost of periodicals and declining value of the U.S. dollar in foreign countries, OSU library administrators are keeping busy balancing their purchasing budget.

Gay N. Dannelly, collection development officer for University Libraries, said although the library received a 4.4 percent increase in its budget allocation to purchase books and periodicals this year, it still does not cover the increase in the price of materials the library buys.

The libraries receive money from Ohio State, state funding, endowments and research grants, she said.

Dannelly said that, in the past five years, every library in the country has faced two problems. One is the lack of money, and the other is the escalating price of periodicals purchased.

With the information provided at this time, library officials estimate a 15 to 20 percent increase in subscription prices.

"In order to continue buying the same number of periodicals, we must use all the money from the budget increase plus the money reserved for books," Dannelly said. She added that this is being done in all libraries at Ohio State, including the health science and law libraries, which are separate from other university libraries.

Dannelly said she thinks the university is doing all it can to respond to the problem. She said because the value of the U.S. dollar is decreasing in some countries, Ohio State needs to spend more money for those same periodicals.

The 1990 Ohio State Library Materials Budget Summary listed an estimated 36.8 percent increase in the cost of periodicals from the Netherlands since last year.

"When you have a large contracted investment and you're hit with a 36.8 percent increase, there is nothing you can do except deal with it or cancel the subscription," Dannelly said.

In response to drastic inflation, Ohio State's libraries have had major cancellations of serials three times in the past 10 years.

William J. Studer, director of University Libraries, said the library administration involves, as closely as possible, the teachers and faculty when reviewing periodical subscriptions to be canceled.

Studer said the list of subscriptions has been reviewed closely so many times, it is to a point where there are no "excess" subscriptions. Ohio State teaches and researches virtually everything, and as an academic institution, the university cannot afford to lose any of the journals or periodicals it carries, he said.

Dannelly said periodicals take priority to standard hardback books in some cases. "But prices for hardbacks are increasing as well," she said.

Studer said the library is making an effort to save money by using a computer-based ordering system. He said this system gives the university significant discounts from its vendors because of its efficiency.

When Ohio State signs a book-buying contract with a vendor, the university gives the vendor a wish list of information wanted by faculty. Once the list is completed, it is put into a computer, and every new journal, periodical or book is cross-referenced and ordered if it matches the wish list.

Studer said this system increases efficiency by eliminating "middle-man" salesmen and thus reduces the price of materials purchased.

Ohio State has been developing an indexing project for the past two years that could resolve the book-buying issue, Studer said.

With this project, officials would examine the inflation of publications from the previous year, Studer said. Those results would then be used as the basis for a projected budget increase to cover losses for the previous year, he said.

Those results would also be used to project the next year's inflation and give a basis for yet another budget increase from the university, Studer said.

This program is not perfect because they are projecting increases through old information, Studer said. "But, it is better than anything else we've tried," he said.
Card catalog combined into central computer

By Joel Hunt
Lantern staff writer

In response to a growing demand of book loan requests, Ohio State and other universities are combining their library catalog systems into a central computer.

This system is called LIBS, and although it is still in the testing stage, users are pleased with its performance, said Scott H. Seaman, head of interlibrary loan.

LIBS, like OSU's Library Catalog System (LCS), is an electronic catalog that replaces a standard card catalog. LIBS differs from the LCS in that LIBS accesses other university libraries while the LCS accesses only those books in OSU and a few Ohio libraries, Seaman said.

Traditionally, when a student could not find a book in the LCS, he was limited to researching the catalogs of a few Ohio libraries. With LIBS, a student can access the computer catalogs of several large college libraries, including Penn State and the University of Chicago, to borrow books from them.

Seaman said the LIBS system was not designed to make the book loan process faster, but it was designed to allow students and faculty to get a larger selection of materials.

Ohio State designed the LIBS system for the specific use of the Big 10 libraries. However, Seaman said, LIBS has the potential to connect with every library in the United States.

No new equipment will need to be purchased to operate LIBS, he said. Although new software was created to combine each university's catalogs into one system, LIBS will be used through Ohio State's existing LCS computers.

Seaman said students at Ohio State, as well as students from other Big 10 schools, can access their library's catalog from a personal computer at their home. However, he added, they would be limited to only their school's catalog.

"With the LIBS system, those same students could theoretically research the University of Chicago library from their dorm room at Ohio State," he said.

An Interlibrary Loan Office review said over the past six years, Ohio State has borrowed an estimated 83,840 books or periodicals from other libraries and lent 234,239.

William J. Studer, director of University Libraries, said that, over time, the LIBS system will hopefully put Ohio State into equilibrium.

With the exception of OSU Mansfield, Ohio State's regional campuses will not have access to the new LIBS system, Seaman said.

He said OSU Mansfield is Ohio State's only regional campus that is equipped with the LCS. Seaman said all the other campuses use a standard card catalog.

Seaman predicts this system will be relatively inexpensive to use. He said the telecommunications system that will be used already exists.
To: All Library Faculty  
From: Norma Bruce, Chair, Committee on Faculty Benefits, Privileges and Responsibilities  

Subject: Special Research Assignments  

All faculty are to participate actively in teaching, research and service. As chair of CFBPR I want to remind you about one of the benefits available to all the library faculty to support their research and service, the Special Research Assignment (SRA). In 1989-1990, the CFBPR studied the use of the SRA by our faculty compared to other units and made recommendations about the wording in our documents and procedures for application. The new description of the SRA is included in your Governance Document, "Guidelines for Assigned and Unassigned Time and for Special Research Assignments," rev. March 1990. The document incorporating the revisions was distributed in a general mailing dated November 6, 1990. Contact the Personnel Office if you do not have the latest revision.

If you have determined that you need time away from primary work responsibilities to advance your research, first request the "Special Research Assignment" form from the Personnel Office (2-6151). Describe your project briefly and forward the form to the chair of the Advisory Committee on Research (Nancy O’Hanlon, Undergraduate Library, 205 Sullivant Hall is the 1990-91 chair). ACR will request comments on your proposal from your immediate supervisor and/or assistant director. ACR will forward a recommendation to Dr. Studer for his decision. The director will return the form to ACR who will notify the applicant of the decision.

According to the 1990-1991 Director’s Annual Report, there were six faculty who took advantage of this opportunity—one for two months, three for three weeks, one for four weeks, and one for twelve weeks. SRAs were used to prepare papers for a professional conference, to meet a publisher’s deadline for a book, to prepare lectures and teaching materials for a course, to participate in a faculty exchange, to finish an article, and for work on a bibliography and responsibilities as chair of a professional organization. There is a variety of needs met with the SRA that cannot be achieved through unassigned time, which may be accumulated up to ten days per quarter.

Libraries battle budget cuts

By Lulu Darnan
Lakewood staff writer

Despite speculation of university budget cuts, OSU library administrators are taking steps to counter the problems of diminishing purchasing power of materials, lack of library staffing, and antiquated facilities.

"Funding adequacy is a concern. There's no doubt about it," said William J. Studer, director of OSU libraries. "The university recognizes this is a critical situation."

The Association of Research Libraries reports a decrease in the libraries' share of OSU's educational and general expenditure fund, the amount the university spends overall on libraries relative to all educational and general expenditures.

OSU Libraries was reported to have a 2.32 percent of the university's educational and expenditure budget in 1984/85 compared to 3 percent share in 1984/85. Ten percent of 1 percent represents almost $900,000, Studer said.

OSU President E. Gordon Gee, co-author of the book, "Information Literacy: Revolution in the Library," acknowledges the library's budget problems but realizes the importance of a good library system.

"Libraries are to the universities like engines are to cars," Gee said. "I think that the strength of the university is curtailing the state's support to the library and that will not suffice," he said.

Although Gee has said he will not touch the library budget, spiraling costs of serials and monographs threaten the libraries' purchasing power.

"Purchasing power of the library budget has declined," said Howard Gauthier, associate provost and dean of academic affairs. "We need to preserve the integrity of the libraries."

A February article in Publishers Weekly reported that the U.S. dollar prices of non-U.S. serial subscriptions tentatively are up by 25.6 percent for the new year while U.S. subscriptions increased by 12 percent.

Steepening pace with rising serial costs decreases the libraries' ability to buy books, said Gay Danberry, collection development officer who organizes and oversees the budget in the purchase of materials.

"It's clearly affecting the faculty," Danberry said. "We can't set up new subscriptions until one is cancelled. Every faculty member and every student will be affected."

In recent months, library and university administration have agreed to a 12.6 percent increase for the acquisitions budget based on an index-derived percentage reflecting the costs of domestic and foreign serials and books, according to the libraries' annual report.

The administration's intention to honor the increase is there, Studer said. However, the increase is subject to availability of funds.

Aside from the spiraling costs of acquisitions, the libraries face the problem in lack of staff.

Studer reported having 100 fewer full-time members than have to work with," he said.

Construction for a new Science and Engineering Library is scheduled to begin this summer in the lot adjacent to Brown Hall, said Jay Ladd, assistant director for Undergraduate and Department Library Services.

The new library will provide better service utilizing various department collections and staff, Ladd said. By bringing disciplines together, users won't need to go to separate libraries, he said.

The new library will also reduce duplication of materials and needed space problems, Ladd said. Two are the problems of lack of space, construction for a new high density storage facility housing low-use items will begin Autumn 1991.

The facility will house 1.5 to 3 million volumes, said Donna DeGeorge, deputy director of the university libraries.

"The problem is we are loaded to capacity right now," said DeGeorge. "We had to find a better solution."
Libraries report points to successes and needs

By Gemma McLuckie

University Libraries has had "considerable" success in providing new services, but must face future issues such as the best way to acquire materials, notes a report to the University Senate.

Kenneth E. Naylor, chair of the Library Council, will present the report at the Senate meeting Dec. 7 at 9 a.m. in 103 Kottman Hall.

Service to users has been improved through computerized programs, such as Gateway-to-Information, Ask-a-Librarian and new LCS inquiry and renewal systems.

The Gateway program gives instructions on how to find, evaluate and select materials; access on-line catalogs and CD-ROM databases; and apply information-seeking and critical thinking skills. It "has proven its value in helping undergraduates and graduate students to become more adept at using the library," the council says.

Through the Ask-a-Librarian service, users can send computer messages to the reference desk 24 hours a day. They get answers within two working days.

There will be an increase in facilities, the council reports. Projects include the new Science and Engineering Library, a Pharmacy and Biological Sciences Library, the Book Depository, the expanded Law Library, and renovated Undergraduate and Music and Dance libraries.

The Interlibrary Loan office can process a request within five working days, the report notes. That time will be reduced when the Committee on Institutional Cooperation (CIC) implements a project to fax journal articles over its telecommunications network. CIC includes the Big Ten universities and the University of Chicago.

However, there are issues that need to be addressed, the council points out.

Acquisition of books and journals, and the processing needed to add them to the collection, is "a major area of concern."

The University increased the acquisitions budget 12.6 percent and exempted that money from calculations made when reducing other budgets. However, cuts in funding for personnel "make it harder to process the materials purchased with the additional acquisition funds."

Budget difficulties, the council adds, have caused inadequate funding for: student worker salaries (which have been boosted by increases in minimum wages), the early retirement buyout for libraries faculty and staff, and budgets for supplies and services. "The Library Council regrets that the library budget has not been increased to cover the increased costs."

In the future, University Libraries faces the need to de-acidify more than 2 million volumes in order to preserve books printed since the mid-19th century.

Also, in the interest of budget management, the libraries should consider limiting acquisitions and forming cooperative arrangements to share other materials, the report says. "This is a plan which would have (CIC) member libraries each focus on comprehensive acquisitions in given areas so that more areas can be covered overall, but at the same time some given collection areas can be less comprehensively covered library by library," the council explains.

Another "major challenge" is the "transition from print on paper...to electronic or other formats."
Student requests more library hours

By Erin Habersack
Lantern staff writer

When Cynthia Whipple wakes up in the morning, she has a long day of classes ahead of her. After classes are over at 4 p.m., she barely has enough time to eat dinner before she has to go to the library of allied medicine and study for 4-5 hours before it closes at 9:30.

Whipple, a physical therapy major and president of the physical therapy senior class, started circulating a petition about the new library hours because she wants to inform the OSU Board of Trustees about importance of the libraries to the students.

“We want them to take a look at it (the petitions) and see if they can cut something else,” Whipple said.

However, OSU Library Director William Studer, does not think the library situation will improve in upcoming years.

“It is unrealistic to think this is over (the situation),” Studer said. “Next year could be worse than this year.”

Studer said he does not see much potential for improvement of the budgetary climate in the upcoming year.
Locations: Twenty-one

Hours: Vary according to each library

Primary Patrons: Undergraduates, graduates, and faculty in the Colleges of Agriculture, the Arts, Biological Sciences, Business, Mathematics and Physical Sciences, Education, Engineering, Home Economics, Pharmacy, Dentistry, Medicine, Optometry, Social Work, Veterinary Medicine, in the School of Journalism, Nursing, Departments of Economics, Geography, Psychology. FTE: Upper Division 12,727, Graduate and Professional 8,194, Lower Division 19,982, Faculty 2,192.

Collection: 1,602,376 cataloged volumes
July 1, 1991 13,420 serial titles

Materials Budget: $ 623,909 book expenditures
1990/91 2,267,876 serials
$2,891,785

Circulation: 1,150,454 1990/91
1,113,297 1989/90

Total LCS 10,326,554 1990/91
Terminal Usage: 10,654,011 1989/90

Number LCS Terminals: 117 (80 Public)

Size: 223,454 square feet
4,343 seats

Staff: 35.00 professionals
1990/91 64.75 library assistants
40.09 (FTE) library assigned students
14.26 work study students

Personnel Budget: $2,892,744 (Does not include work study)
Gateway tames the information jungle

By Melinda Sadar

It's a research paper time, and a trip to the Main Library looms large on the academic horizon. It's an intimidating prospect, especially to an undergraduate: microfilm, microfiche, CD-ROMs, periodicals, not to mention books — where to begin? At Ohio State, a new program is blazing a well-marked path through the information jungle. Called the Gateway to Information, the computer-based program helps students define their information needs and then find, evaluate and select materials to meet those needs without the aid of additional instructional materials. Take the case of Dan Carnahan, a senior from Steubenville.

As an honor student in the College of Business majoring in computer information systems, Carnahan was used to spending time in the library. But an economics assignment sent Carnahan into somewhat of a panic. "The topic was so broad — the Supreme Court over the past 30 years — and it was due in two weeks! Fortunately Fred Roecker of the Gateway staff had just spoken to our major society, so at 10 p.m. the same evening I went over to the Main Library and sat down at one of the Gateway terminals — terminals I must have passed by a hundred times without paying attention."

Carnahan selected "Encyclopedias" on the Gateway screen, and typed in "Supreme Court." The screen showed several entries with the word "Supreme." "I have to admit I played around for a little bit and read up on the Supremes. But then I got down to work and called up 'Supreme Court of the United States.' He was then able to read a 21-page entry including a bibliography on the court and pick out subjects within that article to do further searches on. The Gateway allowed him to save material through its "Notebook" function and print out hard copies for future use.

'I'm a big fan of the system now.'

— Dan Carnahan

"I was thrilled! In half an hour, I had 75 percent of the information I needed to write the paper. It would have taken me days to go from stack to stack in the Law Library to accomplish what I did that evening. I'm a big fan of the system now," he says.

The Gateway's concept is the brainchild of Virginia Tiefel, director of University Libraries Office of User Education. The libraries began to offer bibliographic instruction to incoming freshmen in 1978 as part of the University College curricula, Tiefel explains.

"As librarians we were excited at the prospect of educating 10,000 new students each year, but the sheer volume of students on campus presented several problems." Library staff members were hard-pressed to meet the needs of new users while maintaining existing library programs for the entire student body. "Students need multiple experiences in using library resources to become proficient users of information," Tiefel points out. "The instruction program was not reaching all students and, furthermore, not providing the number of instruction sessions needed.

"The demands for more user education were growing, and it was clear that a new solution was needed to introduce new students to information retrieval. Some students would come into the Main Library, get scared by the quantity and variety of information available and vow never to come back," Tiefel says.

She envisioned a program where a student seated at a terminal could organize a search for the most useful information for his or her needs, regardless of format. The student could then locate the materials with the aid of library floorplans and campus maps. (Ohio State has 23 libraries throughout the 3,200-acre Columbus campus.)

An initial grant was obtained from the Fund for the Improvement of Post-secondary Education (FIPSE), a U.S. Department of Education agency, and in 1987 the project was underway.

"As the system evolved, the Gateway team focused on a search strategy format. The team consisted of Tiefel; Susan Logan, coordinator of library automation and project manager, who with John Salter, senior programmer, developed Gateway technology; and Fred Roecker, user education librarian. They developed a search strategy that is a step-by-step process to help students select and narrow a research topic, moving from general information to specific data.

By 1989, a prototype was available for testing. A year later, two workstations were placed in the Main Library under the supervision of Roecker. Adjustments and readjustments were made in response to user comments so that Gateway would be as easy as possible to use.

Today there are five unattended Gateway terminals in the Main Library and four in the Undergraduate Library. Users are still asked to make comments, and fine tuning is a continuous process.

By the end of 1992, the team hopes that 50 Gateway workstations will be available throughout the campus. In addition, a marketing plan has been drawn up in anticipation of adapting the program to other academic libraries, including those in primary and secondary schools, throughout the state.
Minority Faculty/Staff Profile for University Libraries

We prepared the following snapshot data for our budget hearings on May 20 and wish to share this information with the entire library. Because our hearing focused exclusively on the general library system, these data do not include the health sciences or law libraries.

William J. Studer
Director of Libraries

Regular Faculty - 80 filled positions

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<td>5</td>
<td>6.3%</td>
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<tr>
<td>Asian/Pacific Islander</td>
<td>5</td>
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<tr>
<td>Hispanic</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>American Indian/Alaskan Native</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>TOTAL</td>
<td>10</td>
<td>12.6%</td>
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Specials Faculty - 4 filled positions including two Minority Librarian Interns

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<tr>
<td>American Indian/Alaskan Native</td>
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<tr>
<td>TOTAL</td>
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A & P - 16 filled positions including Director and three Assistant Directors who hold "no salary" faculty appointments

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<tr>
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<tr>
<td>American Indian/Alaskan Native</td>
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<td>0.0%</td>
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<tr>
<td>TOTAL</td>
<td>2</td>
<td>12.5%</td>
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Classified Civil Service - 151 filled positions

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<td>American Indian/Alaskan Native</td>
<td>2</td>
<td>1.3%</td>
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<tr>
<td>TOTAL</td>
<td>28</td>
<td>18.5%</td>
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GRAND TOTAL 42 17.0%

Comparative Data

Below are data comparing the representation of minorities in the Libraries faculty with data on minority representation in 107 member libraries of The Association of Research Libraries (ARL)¹ and in a sample of 708 academic and 701 public libraries surveyed by the American Library Association (ALA Survey)².

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<td>5 (6.3%)</td>
<td>248 (3.0%)</td>
<td>965 (7.25%)</td>
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<td>Asian/Pacific Islander</td>
<td>5 (6.3%)</td>
<td>416 (5.0%)</td>
<td>404 (3.03%)</td>
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<tr>
<td>Hispanic</td>
<td>0 (0.0%)</td>
<td>129 (1.6%)</td>
<td>269 (2.02%)</td>
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<tr>
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<td>0 (0.0%)</td>
<td>11 (0.1%)</td>
<td>29 (0.22%)</td>
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Kahrl Collection of rare works of drama unveiled at OSU today

Ohio State University Libraries will celebrate the dedication today of a rare collection of 16th- through 18th-century English drama books.

Among the 400 titles in the Stanley J. Kahrl Collection, donated by his family, are collected works and single plays by most of the important 18th-century dramatists (Congreve, Dryden, Fielding, Beaumont and Fletcher).

The collection's piece de resistance: 19 17th-century plays by or ascribed to Shakespeare, including Othello and early printings of A Midsummer Night's Dream.

Kahrl, an OSU English professor and the first director of the Center for Medieval and Renaissance Studies, died in 1989.

The dedication is at 4 p.m. today at OSU's Main Library (Room 122), 188 Neil Avenue Mall, after a brief annual meeting of the Friends of the Libraries.

After the dedication, John Gabel, an OSU English professor, will discuss Kahrl's career and contributions, while Robert Tibbits, former head of OSU's Rare Books and Manuscripts Department, will discuss the collection's importance to the OSU libraries. Admission is free.
Libraries get Koo books, microfiche
By David Tull

Ohio State scholars now have direct access to the personal archives of V.K. Wellington Koo, considered China's leading diplomat for much of the 20th century.

Koo's family has contributed to University Libraries microfiches containing some 12,000 pages of transcribed interviews. The material represents Koo's "oral history material — his memoirs," says Samuel Chu, professor of history and department vice chairperson. In addition, the University has received the first three volumes of a 13-volume set of the materials translated into Chinese, and will soon receive the other 10.

The original materials are owned by Columbia University to whom Koo presented his collection of papers in 1963. Columbia president Grayson Kirk at that time described the collection as "an accurate and detailed account of a career filled with significant assignments, executed in a truly effective and distinguished manner."

Ohio State is now the first university in the Midwest to have these materials — "the only repository between the East Coast and the West Coast," says Chu.

The collection's path to Ohio State was a unique one that began six months ago with a conversation between Chu and his mother, Grace Chu. Chu commented to his mother on how valuable the papers were to scholars. Mrs. Chu, it turned out, was a good friend of Koo's widow. She contacted Mrs. Koo.

After some discussions, Koo's daughter, Patricia Koo Tsien of New York, on behalf of the Koo family purchased from Columbia a set of the Koo histories for Ohio State.

"Koo was China's greatest diplomat of all time," says Chu. He represented China at the 1919 Paris Peace Conference, which drew up the Treaty of Versailles. He played a role in China's decision not to sign the treaty because it signed away to Japan some of China's rights.

Koo was a delegate to the conference that produced the International Labor Organization. He was involved in formation of both the League of Nations and the United Nations, and represented China as ambassador to France, Great Britain and the United States, among others.

At the time of his retirement at 88, he was one of the judges of the World Court in the Hague.

He died in 1986 at the age of 99 — or 100, by Chinese calculations. Chu points out that in China, children are considered one year old at birth.

In addition to their value to historians, the papers are expected to be of interest to scholars in political science, international relations and a variety of social sciences, Chu says. "At the very minimum, we should be able to get several doctoral dissertations out of these materials."

Daphne Hsueh, Chinese studies librarian, will be curator of the Koo collection. The microfiches will be in the microform collection in the Main Library.

The Koo family has donated copies of V. K. Wellington Koo's memoirs to Ohio State.
ODE TO THE
REFERENCE LIBRARIAN

By Beth Lindsmith

When I was an undergraduate at Ohio State, I was afraid of the library. Maybe it gave me the willies because it was so well organized and actually appeared to enjoy the company of people who store frozen food in alphabetical order and keep pristine furniture. If you get out of line, you mess up their whole system.

I suspect, however, that librarians made me nervous because I could never seem to lose track of them, despite how organized they were. The ability to navigate through the stacks must be controlled somewhere in my atrophied left brain, and I don’t think the same spot that helps us do long division and unfold maps correctly, which also gives me trouble. Consequently, I shamefully admit that I earned my B.A. in English using both cowardice and creativity to avoid libraries of all forms.

Some kind of cosmic consequence must have been at work years later in a graduate library at another university. After I was admitted into the English program, the department chair gave me the bad news: all master’s students had to take a research and bibliographic class—a sort of library boot camp, a literary scavenger hunt, an annual seminar of looking things up.

Though I had a wonderful professor—a gifted and pleasantly squirellishly poet—the work was grueling. For the class, the 10 students had to seek out arcane facts (different arcane facts, of course, so that we couldn’t, uh, work as a team) and report the findings. The fear of humiliation was a powerful motivator, and I struggled valiantly. I’d usually get sidetracked at least once—I’d be dutifully looking for a fact about the medieval poem “Fiers Poemen,” and I’d stumble on a book that looked much more interesting—“Earnings through the Ages” or something. But the biggest problem was that things just weren’t there where I reasonet they should be: the numbering system seemed spotty and the labyrinthine aisles wound about unpredictably.

It was a semester that I discovered the reference librarian, patron saint of the library impaired.

The librarians—Marjorie Murfin, Steve Rogers, and John Stalker—looked at each other and shrugged good-naturedly.

“I can’t really think of anything,” said Murfin.

“Oh, come on,” I prodded. “There has to be something.”

“We get used to it,” said Stalker. “We couldn’t be in this business if we didn’t like people asking us questions,” said Rogers. “You couldn’t take it if you felt like that.”

In fact, all three agreed that their jobs are enormously satisfying, that helping frazzled (and usually grateful) patrons is a rewarding way to earn a living. Members of the fact pack have lots of opportunities for fulfillment—free reference desk staff at the main library, field trips to bookstores and other major book groups, interviews with famous authors, and even the occasional role in a major motion picture. In fact, the three librarians have become consorts to several celebrities, a fact of which they are very proud.

“Every time someone famous asks us a question, we feel like we’re the only ones in the room,” said Murfin. “We’re the ones who really understand what they’re talking about.”

Stalker, however, may have taken that attitude to an extreme. He outlined his academic background thusly: “I have a bachelor’s degree in English, but I was a math major until my junior year and ended up getting a double major. Then I started my doctoral program in English. When did I study library science? Oh, it was in the way of avoiding my dissertation. So after he earned graduate degrees in English and library science, he became a librarian, right?”

“Not exactly,” said Rogers. “We’re forever in school.”

Beth Lindsmith is managing editor of Quest. Her humorous essays have appeared in Parenting and Parenting magazines.

“Never trust their approximations,” said Murfin. “I once heard a librarian trying for some time to find information on a German city called Hamburg, only to realize the pa­

tron meant Hanover. She also recalled trying for some time to find information on a German city called Hamburg, only to realize the pa­

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Budget Reduction Target Announced

I am very pleased to announce that University Libraries' budget will be reduced only 1.04% ($104,024), which surely signals a judgment by Central Administration that the library system is integral to the academic core. This is very good news indeed; not only does it mean that layoffs are unnecessary, but we can also look forward to filling many of our open positions, with a minimum number of reassignments involved. However, we are not out of the budgetary woods. The wages, operating (supplies/services), and specials budgets still pose major deficit problems. We must move ahead with the removal of LCS terminals, although we will reconsider during July whether the number to be removed can be lessened. In terms of filling open positions, we want to look carefully at the collective resource these positions represent and determine how best to use this resource for overall library benefit. As yet, we do not have word on the issue of salary adjustments to offset anticipated increased insurance premium deductions.

More information will be forthcoming as we are able to be more specific and detailed.

William J. Studer
Director of Libraries
Shows depict evolution of ethnic stereotyping, politics in cartoon art

In Oliver Harrington's satirical works, everyone is fair game.

By Lesley Constable
For The Dispatch

"Illusions: Ethnicity in American Cartoon Art" at the Ohio State University Main Library and "Political Satire by Oliver Harrington" at The King Arts Complex's Elijah Pierce Gallery are appropriate exhibitions for the presidential campaign and the Columbus quincentennial.

The OSU exhibition provides a breadth of range, showing original drawings and other materials by cartoon artists from the early 1800s on. Harrington's exhibition provides depth.

Sixty-two of Harrington's works, produced over many decades, give a more concentrated look at one artist's development, both artistic and political. Both exhibitions provide a historical examination of pervasive racial and ethnic stereotypes in cartoon art.

Conclusions about whether racial stereotyping in cartoons is desirable or useful to meaning are left to the viewer.

Lucy Caswell, curator of OSU's Cartoon, Graphic and Photographic Arts Research Library, has put together a laudable and intriguing exhibition that eloquently reveals the power of ethnic stereotyping.

Caswell says in her catalog statement that, although stereotyping may provide an easily accessible visual shorthand, "the challenge of the cartoonist is to portray physical traits and cultural practices accurately."

Guest essayist John J. Appel, adjunct curator of folk arts at Michigan State University, has similar ideas. "The rube is sometimes appealing, and satire and humor may be used to enslave as well as to liberate," he states.

Cartoons

"Dear Mom. I got me a warm place under one of the swankiest hotels in New York..."

Cartoon by Oliver Harrington

In the OSU exhibit, viewers will find many choice items, grouped thematically in glass-topped cases, to illuminate ideas revolving around some of these issues.

Case 13 shows work by Steve Kelly, John Trever, Dwane Powell, Pat Oliphant, Wiley (David Wiley Miller) and Steve Benson that examines racial issues as they relate to the 1988 presidential campaign.
Libraries funds force hard choices

By Gemma McLuckie

A 60-minute wait to use a computer terminal in Main Library left Manelik Fombi fuming.

"I find it ironic and paradoxical that Ohio State wants to be a world-class research university, and yet at the grassroots, graduate students have to wait to do basic literature searches," he says.

Fombi, a master's candidate in Black studies, wanted to find secondary sources for his thesis on political mobilization of African-American voters in Tennessee.

He found himself in line because University Libraries has removed 55 Library Control System (LCS) terminals from Main Library and its 24 branches. Having fewer terminals has saved approximately $99,000, the Library Council reported to the University Senate Dec. 5.

"Removing the terminals was a choice among bad choices of what to do" to meet a permanent reduction of $420,166 in funds, says Joseph Lynch, professor and chair of history, and chair of the Library Council.

Lynch says Libraries personnel are encouraging faculty and students to access LCS by remote log-ins through SONNET or modems. "That compensates a little" for the reduction of terminals at libraries, he says.

The Libraries budgets were cut less than the Universitywide average because the acquisitions fund was protected, the council reported. However, the Libraries have returned $778,939 to central administration since July 1991.

In addition to removing terminals, the Libraries eliminated 18 faculty and staff positions and froze 18 vacancies; cut the hours libraries were open; and closed the Telephone Center.

Libraries administrators and personnel have begun addressing 30 recommendations in a plan of action, and launched discussions of priorities, procedures and efficiency.

The council reported the University allocated $677,358 in 1991-92 and $592,103 for 1992-93 to the acquisition budget, which "allows the purchase power ... to remain steady." Each year, Ohio State buys almost 100,000 books, 130,000 microforms and 32,000 serial titles.

"When we do come out of this (budget) slump, the collection will be up to date," Lynch says.

Cutting down buying would be false economy, he says, because "you generally can't go back and pick up what you've missed."

Also, Ohio State is participating in the National Agricultural Digitized Document Transmission Project to send documents to other libraries via Internet. The Libraries are testing transmission and evaluating methods of delivery of agricultural documents to researchers' workstations via SONNET.

LCS has added an option for key word searches, thanks to funding from the Office of the Vice President for Research. The OASIS system on Magnus also gives access to electronic services such as "Ask-A-Librarian" and to journals. University users can search the OCLC database, with 24 million entries, at 50 cents per transaction. Interlibrary Loan staff have improved procedures and cut the time needed to process requests, including using fax machines to send materials. The interlibrary loan program remains free to users.

In addition, the Science and Engineering Library should be open in early 1993; construction has begun on the Pharmacy and Biological Sciences Library; and planning has begun for a new Business Library as part of the future College of Business complex at Tuttle and Lane avenues.
MEMORANDUM

SUBJECT: Employment of Students

DATE: April 23, 1993

FROM: William J. Studer, Director of Libraries

TO: Faculty, Staff and Student Employees of the University Libraries

By way of reminder, Summer Quarter 1992 saw the implementation of PERS deductions for unenrolled student employees of Ohio State as a result of IRS rulings at other universities. The student's contribution to PERS is 8.5% of wages while the University's (as the employer) is 13.31% and has been paid centrally. Effective July 1, 1993, however, the University will begin to bill benefits costs directly to individual units, including the employer's contribution to PERS for unenrolled student workers. Using Summer Quarter 1992 as an example, the employment of unenrolled students would have cost the Libraries $10,000 in payments to PERS. For the following three academic quarters, the cost would have been approximately $17,600 additional, for a total of $27,600 for fiscal year 1992-93. This is an additional burden on the budget we simply cannot afford. Consequently, the Executive Committee has come to the very difficult decision that we will not employ unenrolled students, effective with the beginning of Summer Quarter on June 21, 1993. The Work/Study program is unaffected as students must be enrolled to be eligible for Work/Study.

We are painfully aware of the dual hardship this represents both to library units and to our loyal and valued student workers, but the economic realities leave us no alternative. Our hope is that having this information well before the start of Summer Quarter will give time for library units to plan and for our student employees to consider their options, one of which is to continue enrollment during Summer Quarter (one credit hour is the minimum required) and thus be eligible for continuing their library employment and avoid the 8.5% PERS deduction.

Questions should be directed to the appropriate Assistant Director, the Personnel Office or me.

C: Apr93\StudEmp.wjs

C. Bruce Johnson
Susan Kroll
DID YOU KNOW ???

The Ohio State University Libraries is a large and complex system dedicated to the service and research needs of the faculty, students, and the surrounding communities. Below are listed some recent statistics that demonstrate the many ways in which the Libraries serve its users.

DID YOU KNOW ... that the Libraries consist of 21 location libraries, the W.O. Thompson Memorial Library, the Law Library, University Archives, and 4 regional campus libraries?

DID YOU KNOW ... that some locations are open 356 days a year?

DID YOU KNOW ... that the Libraries have 113 faculty, 190 civil service staff, and about 500 student assistants?

DID YOU KNOW ... that the longevity award for service to the Libraries goes to Mary Key, Head of Agriculture Library, for 37 years of outstanding dedication and service?

DID YOU KNOW ... that the total annual expenditures for the Libraries is approximately $17,300,000?

DID YOU KNOW ... that the Libraries have 4,603,310 volumes in its' collections? And counting...

DID YOU KNOW ... that on the average for one month, the Acquisitions Department processes 1,742 librarians' requests for new books and handles 1,690 incoming books for approval by the Libraries?

DID YOU KNOW ... that the Libraries receive on a monthly average 19,350 periodicals and 2,011 books?

DID YOU KNOW ... that the Libraries catalog or add to LCS approximately 146 periodical titles and 4,237 book titles every month?

DID YOU KNOW ... that as of December 1992, there were 191 LCS terminals in use at the Libraries and approximately 23,980,000 transactions are logged per year?

DID YOU KNOW ... that in one year the library system circulated approximately 1,810,000 volumes?

DID YOU KNOW ... that 685,541 books were returned and discharged, and that these materials then needed to be reshelved?

DID YOU KNOW ... that the Libraries loaned 29,245 items and borrowed 27,692 items to/from all over the world last year?

DID YOU KNOW ... that in one year 4,400 books were “snagged” on LCS because they could not be located immediately?

DID YOU KNOW ... that on average, the lowest price for a book in 1991-92 was $23.00 and the highest was $78.00?

DID YOU KNOW ... that on average the lowest price for a serial subscription was $64.00 and the highest was $759.00?

DID YOU KNOW ... that in one week during Fall Quarter 1992, librarians and staff answered 15,673 reference questions?

DID YOU KNOW ... that 2,560,000 people use the Libraries every year?
MEMORANDUM

SUBJECT: Student Employment for Summer Quarter

DATE: May 20, 1993

FROM: William J. Studer, Director of Libraries

TO: Faculty, Staff and Student Employees of the University Libraries

We have just received new information from Human Resources regarding PERS deductions for unenrolled students during Summer Quarter. A student who is enrolled for either the first or the second short terms is considered enrolled for the entire quarter and PERS deductions will not be made. For the Libraries, this means that our new policy of hiring only students who are enrolled will allow us to hire for the entire summer quarter any student who is enrolled for first term, second term or the whole quarter. I hope that this is welcome news that will allow many units to operate more effectively this summer.

The Library Personnel Office will require a fee paid sticker as part of the hiring process, and Human Resources/Payroll will inform us of any student on the payroll who is recorded as not enrolled. Any student recorded as unenrolled will be required to present a fee paid sticker to the Library Personnel Office in order to remain employed in the University Libraries.

Please understand that the situation described above applies only to Summer Quarter and only this year. Ongoing audits by the IRS could require the University to change the way it handles PERS deductions during Summer Quarter in the future.

Questions should be directed to the appropriate Assistant Director, the Personnel Office or me.

c: Bruce Johnson
Susan Kroll

c: May93\PERS.wjs
Exhibit focuses on music, dance

The Philip Sills Exhibit Hall in the Main Library at Ohio State University is showing items from the Music and Dance Library and related collections through Aug. 27.

“Music and Dance Around the Oval” was organized by Thomas Heck, head of the Music and Dance Library and a professor of music history.

Items on view include:

- Examples of music and dance notation, including an original score from a 1948 work by choreographer George Balanchine.
- A display representing music of Ohio, including songbooks from the 19th and early 20th centuries and compositions by Ohio natives Benjamin Hanby and Oley Speaks.
- Sheet music of the stage and screen from before 1920.
- A display about black music and musicians.
- Songs from the Fanny Arms Collection of Sheet Music.
- An extensive display chronicling the evolution of recorded sound.

For more information, call the Music and Dance Library at 292-2319.
Does the Book Stop Here?

By Melinda Studer

It is the end of a long day. You're all snuggled down in bed with a cup of Sleepytime tea and the latest bestseller from the library. You flip up the pillows, lean back, then turn your computer on your stomach and start scrolling through the online catalog.

Will it come to this? Will the computer revolution affect anything so simple as the printed page and what we do with it? Arthur Samuel, founder of the IBM Corporation, may have had it right when he said, "It's the end of the book." And the library and its attendant archives, he might add.

In 1964, Arthur Samuel of IBM declared that "in 1984, libraries as we know them will have ceased to exist in the more advanced countries.

The growth and development of libraries and the publishing industry that feeds them proceeded through the centuries at a relatively steady pace until the middle of the twentieth century when, following World War II, the information explosion began to accelerate.

The end of the war brought new technologies, new forms of classification and methods of storage. The dawn of the computer era in the late 1950s and early 1960s brought new ways of accessing information. "Information retrieval" became a field of its own, referring to something far more exotic than walking up to a shelf of books, pulling one out, and looking in the index.

In the first flush of computer technology, some early computer whizzes predicted a bookless future. Arthur Samuel of IBM went so far as to state in 1954 that "by 1964, libraries for books will have ceased to exist in the civilized world, except for a few which will be preserved in museums."

"That's nothing but the case," says William Studer, director of the Ohio State University Libraries. "There are a lot of futurists in the information industry who say that after 25 years in library literature and find lots of predictors who said that now we'd be living in a paperless society. But the consumption of paper relative to the computer age has just about tripled."

What has happened since the information explosion is that libraries are being transformed from information warehouses into gateways for accessing information. And, today, information exists in more forms than were ever thought possible, many of them requiring new technologies to be understood.

Ohio State truly is a pioneer in information technology. Back in the late '60s, Ohio State set out to automate its card catalog-up until then the only way to access the libraries' vast stores of information. The result was the still-functioning Library Control System (LCS), the first online card catalog system at a major university.

"LCS was designed as a pure and simple inventory control system, and it evolved such that users look into a substance of the card catalog system. In the early days of data entry, it was a pretty dirty line," says Studer.

As Ohio State's libraries moved further into the computer age, the more sophisticated information retrieval era of the future, it will be necessary to engage in a retroduction of those early records to achieve a full, complete bibliographic record of the university's holdings, due to come online in late 1994.

Ohio State is also pioneering a new electronic search strategy method called "Gateway to Information," which lets people define their information needs and then easily find, evaluate, and select materials regardless of the need to search those needs. It has been designed and refined as no instruction is needed, and it is particularly useful in introducing students to the labyrinthine ways of a large reference library in an unassuming manner.

Ohio State has proved a fertile ground for Internet technology on a national and international level as well. Chemical Abstracts, now the world's largest chemical information center, began at the university in 1907, and went online in the '70s. And the OCLC Online Computer Library Center got its start in the Ohio State main library in 1967. Then called the Ohio College Library Center, it was a product of the Ohio College Association with a mission to provide shared cataloging and other information services to 24 academic libraries in Ohio. Today it serves more than 17,000 libraries, consortia, and organizations on the Internet and users around the world.

K. Wayne Stroth, president and CEO of OCLC, recalls, "When I received my Ph.D. in 1964, there were no electronic search engines, no online card catalog, no OCLC, no online Union Catalog, no electronic card catalog shared by 17,000 libraries. And this is the most important thing that has happened to libraries over the past four decades."

"The electronic format of information does indeed permit dramatically better retrieval and discovery of information than is possible in a print index, but once you've found all this wonderful stuff, you want to print it out so you can carry it away and read it. We're entering a transitional period where we're living with electronic information and also with print technology." In his book Information Literacy: Revolution in the Library, coauthored by Patricia Ann Virick, Ohio State President E. Gordon Gee notes that "despite the number of new formats for information, the most traditional Information Industry, book publishing, is not shrinking... the lesson of history is that new technologies tend not to replace older ones but to supplement them."

"We have to maintain the traditional while we move into the future," says Studer. "The primary mission of an academic library is to acquire, make available, and preserve information resources relevant to the institution being served."

The cost is tremendous. The price of books and journals has skyrocketed over the past decade. Building a collection for a specific discipline can be a daunting task. "It would be very expensive to acquire anything new since it's printed, it may not be available in an online catalog," says Studer.

The need to keep up with the information explosion despite rising costs and declining budgets has led to one of the real miracles of the computer age—sweeple, online databases for the bookless library. "These are the libraries with the latest bestseller," Studer points out. "These are libraries with the latest bestseller on the shelf."

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The cost is tremendous. The price of books and journals has skyrocketed over the past decade. Building a collection for a specific discipline can be a daunting task.
Ohio State's soon-to-be-completed retrospective card catalog revision has reached the university for participation in OhioLINK—the Ohio Library and Information Network—which will be in place at Ohio State in 1994. The network will link 17 of Ohio University libraries and the State Library of Ohio, providing easy access to information and rapid delivery of library materials to users anywhere in the state.

"This is quite a dramatic development," says Studer. "The records for holdings of all the libraries will be translated into a common electronic format through a magical interface and will become available to all. You never know what treasures are out there."

Eventually OhioLINK will provide not only online access to holdings catalogues and several databases, but also a document delivery system for books, articles, and other information formats.

Which brings us back to print, the form in which most people still want their information at this point in history. And all that paper raises another problem for today's libraries: preservation of past and present information for the future.

"Preservation is a huge, huge challenge with which we've been able to cope," says Studer. "We did a survey several years ago to get a fix on the state of our collection, much of which is printed on acidic wood-pulp based paper. We found that 29 percent is so brittle that it can't be saved and must be reformatting. Most of the rest is becoming brittle."

There are several methods available to save disintegrating volumes. The newest—infusing the paper with gases such as ethyl zinc to de-acidify it—costs $12 a volume. Reformating the volume into microform or digitized format can cost $100. But both of these methods are too expensive in these stringent times. In most cases at present the volumes are shrink-wrapped for 25 cents apiece.

"We can keep a book all together for the volume's scholarly value and wait for a better time to create better solutions," says Studer.

"Fortunately the problem is becoming a retrospective one. The paper industry has changed its processes not for altruistic reasons but because the former technology was highly polluting and new environmental laws prohibit it. Now most trade books in this country are being published on alkaline paper, and good alkaline paper will last as long as the Gutenberg Bible."

The questions of longevity is critical for electronic formats, as well. "Technological obsolescence is a real issue," says Studer. "There is information from the early space flights, for example, that is forever lost because no one thought to refresh it, and it decayed. We have government information that is always two decades ago for free. A machine to read it no longer exists. What do we do to ensure the retrieval of electronic information?"

"Chances are that the material will not only have to be refiled at intervals to make sure it doesn't deteriorate, but it will also need to be reconstructed so that there is some way to read it. We've never had to deal with these questions before. If you have an eye, you can still read a papyrus scroll. If you have hieroglyphics. But what if you had to use some strange machine to read papyrus? Then where would we be?"

"The durability of electronic information brings up another unresolved question. Who is responsible for archiving it? Libraries have long been the archivists of our print heritage. With electronic information you only need to keep one copy if it's universally accessible. Who's going to keep that one copy and ensure that it doesn't degrade? That's going to be a long time sorting itself out," says Studer.

"The questions of who owns electronic information and who pays for it further muddy the waters. Information has always been perceived as free in this country. Anyone has been able to walk into a library or a government office and get what he or she needs."

"But the trend, however, is toward commercialization of the new information technologies and databases. Gee and Breveck warn that "the end result of commercialization will be an increasing gap between the 'haves' and 'have nots.'"

"One of the hopes for the information age has been that the growing information supply would provide solutions for the kinds of illiteracy, international tensions, and educational restrictions. Instead the heavy commercial focus of information technology seems likely to exacerbate old inequities in new ways."

"They build the argument for retaining a permanent record for scholarship, which at this time would appear to be in print. A computer-based information is judged to no longer be important, it may be purged from the system. However, an out-of-print book may still be on the library shelf."

"New knowledge can lead to re-examining of old lines of inquiry that have been abandoned, or rejected as invalid. It is impossible to distinguish between information that is truly ephemeral and Information that may later prove valuable for research."

"There also remains a certain resistance to the computer among scholars. Many still have their feet planted in the '50s and '60s, when they received their degrees," says Studer. "We try to sensitize them to new products and services, but they're comfortable with books."

"We still have our card catalog, and when we finish our conversion, we could throw it away. But that would be a traumatic thing for some. There's a certain archaic charm to it. Those who are emotionally attached to it can still thumb through the cards."

OCLC's Smith is, needless to say, a convert to and strong proponent of the electronic age of information. He says, "In the years ahead, the electronic medium is going to become the medium of choice. People will be looking for smaller and smaller needs of information in bigger and bigger stacks."

"While the electronic age holds great promise for gathering all kinds of data, there remains an important distinction between Information and knowledge, between access and understanding, it will be for some time to come. As Gee and Breveck point out, 'although no computer will ever be able to read a papyrus, it will be able to read a judgment of knowledge. A library, perhaps? And there will always be a need for a convenient, portable method of transferring that knowledge. Something you can read in the bathtub or print on your stomach in bed. A book, perhaps?"

Melinda Sadar is a writer in the Office of University Communications.

Ohio State's Iseet, Autumn 1993/15
The Ohio State University

Library Location Guide

Main Library 1858 Neil Avenue Mall
Automated Reference Service Room 132 292-6154
Black Studies Library Room 210 292-2393
Charvat Collection Room 324 292-3029
Circulation Department Room 123 292-6154
Classics, German, Linguistics & Romance Languages Room 300S 292-2594
Current Periodicals 1st Floor 292-0327
Documents Room 136 292-6175
East Asian Studies Room 320N 292-3502
East European and Slavic Studies Room 300NE 292-8599
English, Theatre, and Communication Room 200N 292-2786
Hilandar Research Library Room 227 292-1327 or 292-0634
History, Political Science, and Philosophy Room 200S 292-2393
Information Services Department (Reference) Room 136 292-6175
Interlibrary Loan Room 103 292-6211
Jewish Studies Room 320SE 292-3362
Latin American Studies Room 300NW 292-5939
Library Business Office Room 107 292-2400
Map Room Room 211 292-6175
Microforms and Periodicals Room 140 292-0327
Middle East Studies Room 320SW 292-3362
Rare Books & Manuscripts Room 327 292-5938
Reference Room 107 292-6175
Sanctions Clerk Room 230 292-3400
Women's Studies Library Room 220 292-3035

University Libraries
1858 Neil Avenue Mall
Columbus, Ohio 43210

Office of Library User Education
326 Main Library

Row Numbers Correspond to Circled Numbers on Other Side

UEd. Rev. 12/3/93
Circled Numbers Correspond to Row Numbers on Other Side
Main Library and Department Libraries

The Main Library provides materials and services related to the humanities and social and political sciences. The collection consists of major reference materials, government documents and some special collections.

The department libraries support the course work and research of upper-division and undergraduate students, graduate students, and faculty in various fields of study. There are collections in agriculture, art, life and physical sciences, economics, education, engineering, home economics, journalism, linguistics, medicine, music, psychology, pharmacy, social work, and more.

Some department libraries contain unique collections, such as annual reports of corporations (Business), ERIC microfiche files (Education), maps (Map Room and Geology), music scores (Music/Dance), and pamphlets in the areas of agricultural economics (Agriculture).

Even the facilities of the department libraries are noteworthy. Orton Hall, where the Geology Library is located, was constructed with many types of stone found in Ohio. Murals on the walls of the Social Work Library, depicting the progression of social welfare history, were commissioned by the Works Progress Administration in 1939.

Each department library provides access to the Library Control System (LCS), as well as to indexes, abstracts, and bibliographies pertinent to their subject areas. Librarians familiar with the subject areas and expert in associated research techniques are available for consultation. If you need help, just ask!
Which Library Do I Use?

The Ohio State University Libraries system consists of the William Oxley Thompson Memorial (Main) Library, which itself contains 16 libraries and reading rooms, and 14 satellite libraries. Altogether the University Libraries hold over four and one-half million printed volumes and three and one-half million microforms, making it the eighteenth largest research library in the United States.

Which library you use will depend on the subject in which you're interested, the special services you may require, or which library holds your reserve reading assignment. Each library location has something special to offer. Read on to discover just what the University Libraries can offer you!

Special Collections

The University Libraries maintain several collections of extraordinary research depth—containing unusual or unique materials such as manuscripts and original drawings. Items in these special collections may not be checked out, but are available for study on site by anyone with a need to use them.

The Rare Books and Manuscripts Division contains manuscripts, letters, and drawings relating to prominent American and British authors, with emphasis on nineteenth- and twentieth-century American literature. The University Libraries' collection of rare books is also housed here.

Medieval Slavic manuscripts on microform are found in the Hilandar Research Library.

The Cartoon, Graphic, and Photographic Arts Research Library houses original materials of the arts of the news media, which include comic strips, editorial cartoons, magazine illustrations, film posters and stills, historic photographs, manuscript materials of individual artists, archives of associations of cartoonists, and a large collection of books on cartoon art.

The University Archives preserve and make available many historical records of the University, including over 600,000 photographs of University life.

The Lawrence and Lee Theatre Research Institute Library includes an extensive collection of historical materials related to the theatre: posters, playbills, photos, and papers of theatre notables.

Consider these special collections as you examine your information needs.

Please do not eat, feed, devour, gulp, dine, gourmandize, nibble, gnaw, drink, imbibe, quaff, sip, sup, tipple, smoke, chew, or spit IN THE LIBRARY!

Especially for Undergrads

Concerned about using a large, complex library? The Undergraduate Library is designed especially to help you adjust to the library system and use its resources to the fullest.

Many students find the Undergraduate Library in Sullivant Hall an ideal place to locate information. The collection of books and magazines is selected especially to meet the needs of lower-division undergraduates. This library maintains a large reserve collection that includes required readings for specific courses. Study rooms are available for group study and can be reserved at the circulation desk. When you are working on papers and other assignments, ask the reference librarians for help. Research counseling service, available by appointment at the Undergraduate Library, can help you in planning a comprehensive search strategy for finding the best information available on your topic.

Other Sources Reserve Books

Required course readings are frequently placed in the Undergraduate Library, Main Library, or appropriate department library. These materials are available for library use for a few hours or overnight upon presentation of a current Ohio State ID.

College Catalogs

College catalogs from U.S. and foreign colleges and universities are located in the Information Services Department at the Main Library.

Telephone Books

The Main Library Reference collection houses PhoneFiche which includes over 1,000 directories to U.S. cities. Ohio telephone books are also available in paper copy, as are selected foreign directories.

Preserving Library Collections

Books and other materials are vulnerable to damage under conditions of heavy use, frequent and careless photocopying, defacement, and mutilation.

Please exercise care in handling and using library materials. Report any materials needing repair to a library staff member. Thank you.
LCS: The Online Catalog/Circulation System

One of the special features of the University Libraries is the Library Control System (LCS), the computerized catalog and circulation system that links all the libraries on the Columbus campus, as well as the majority of the Regional Campus libraries. LCS also incorporates catalog entries for many materials from the Ohio Historical Society and the Center for Research Libraries.

The card catalogs in the University Libraries are not current; no cards have been added since 1982. For subject access to materials added before 1972, however, the card catalogs should be consulted. It usually is preferable to check LCS first, then use the card catalogs or other sources.

Every library location has LCS terminals that are easy to use. Instructiohal brochures are available, and staff members are ready to help. LCS workshops are offered each quarter.

You can use LCS to quickly find the location and availability of:
- books
- magazines, journals, and other serials
- theses and dissertations
- microform items

You can search LCS by:
- title
- author
- author and title
- call number
- subject (includes titles acquired since 1972 at Ohio State.)

In addition to searching, you can also:
- place a save/hold on items that someone else has checked out/borrowed.
- renew items that are checked out to you and which are overdue.
- check out/borrow an item that is owned by a campus library other than one in which you may be located.

In the latter case, the item(s) will be pulled from the shelves and held for you at the owning library. Faculty and graduate students may have items sent to a campus address.

All the functions that have been mentioned—search, save, renew, and borrow—can be performed on terminals and microcomputers that are available in campus libraries or from your home or office using a microcomputer with a modem or a connection to the campus network.

Borrowing Privileges

Borrowing privileges at the University Libraries are extended to holders of validated Ohio State ID cards and courtesy cards. Circulation policies are relatively liberal and place maximum responsibility on you, the user. Policies vary depending upon library location, type of user, and kind of item requested. Generally, Ohio State students and special card holders may borrow materials for three weeks, and faculty and staff for ten weeks.

You are responsible for all materials checked out in your name and are expected to return or renew borrowed items by the due date. Your responsibility does not end until material has been returned to and discharged by a campus library. Receipts are furnished upon request.

When items become overdue, a notice will be mailed. Unlimited renewals are possible unless another library user requests that an item be recalled, which may change the due date. Users are notified of "recalls" by mail, and fines are assessed when a request to return the item is not honored.

Please remember to notify the University Libraries of any mailing address changes.

Auxiliary Services

Copy Machines
Coin- or card-operated copy machines are available in all University Copy Centers.

Lockers
Small, coin-operated lockers are available in room 105 of the Main Library.

Money Changers
There are one- and five-dollar bill changers in the Main Library. The Business, Education/Psychology, Health Sciences, Science and Engineering, and Undergraduate Libraries also have money changers.

Academic Computing Services (ACS) Microcomputer Lab
The microcomputers housed in the Main Library, the Undergraduate Library, and several department libraries are available to students, faculty, and staff. Several software packages are available for use. The ACS staff must be consulted for instruction and help with the microcomputers.

Center for Instructional Resources (CIR)
The Center for Instructional Resources has placed both CBE terminals and monitors capable of receiving satellite TV broadcasts in room 105 of the Main Library. These facilities are available for use during the hours that the library is open.
Information Services

Reference Assistance
Assistance in using the Libraries' collections and services can be provided by personnel in the Information Services Department of Main Library, as well as those in the Undergraduate Library and the various reading rooms and department libraries. They can help you unravel elusive bibliographic citations, determine which of many indexes will enable you to find appropriate articles and books on your topic, and generally assist in making the best use of the Libraries' resources. Don't hesitate to ask for help.

Telephone reference is also available at 292-6175, and questions can be submitted electronically to Ask-a-Librarian on MAGNUS or sent directly to library@osu.edu.

Electronic Information
Approximately 30 electronic databases such as Dissertation Abstracts and Psychological Abstracts are accessible via the Library Resources Network (LRN). Access to these databases is provided by eight microcomputers in the Main Library, as well as by microcomputers located in some of the department libraries; remote access is available via OASIS, the campuswide information service. OASIS is a service of Academic Computing Services and can be accessed using microcomputers in ACS public microcomputer labs, office, or home.

A number of other databases may be used on standalone microcomputers in various library locations on campus. Searching these databases and those on LRN is provided at no charge.

Additional databases are being made available via a developing statewide network called OhioLINK. OhioLINK can be reached by direct telnet connection or via OASIS.

Instructional materials for many of these services are available in library locations on campus. Library personnel are ready to help if you have problems using the services.

Other electronic databases that are unavailable via LRN, OhioLINK, or on standalone microcomputers in campus libraries can be searched by library personnel, on a cost-recovery basis. More information is available from librarians in the Main Library Information Services Department (292-6175) or in department libraries.

Government Documents
With the exception of health-related U.S. government documents, the Main Library houses the Libraries' collection of uncataloged federal, state, and European government documents. Also housed in the Information Services Department are U.S. Census data and a collection of U.S. patents. Personnel from the department will gladly assist you in the use of these materials.

Current Periodicals and Microforms
Current issues of major periodicals in the humanities and social sciences are housed in the Periodicals Reading Room in the Main Library. Current issues of other scholarly periodicals will be found in the appropriate departmental library or Main Library reading room according to their subject and/or language.

The Libraries' major microform collection is housed in the Microform Reading Room in the Main Library, although many of the department libraries also have materials in microform.

OhioLINK
University Libraries is a member of a developing statewide network called OhioLINK, which will ultimately provide a catalog of the holdings of all member libraries in a single, central database. The initial members of OhioLINK are the 15 state-supported universities and medical schools in Ohio, plus the University of Dayton, Case Western Reserve University, and the State Library of Ohio.

This developing central catalog was made available to the public in November 1992, with the holdings of six libraries represented. The remaining 12 will be added incrementally through summer 1995.

In addition to the central catalog, OhioLINK also offers access to a growing variety of reference databases, including Newspaper Abstracts and General Periodical Abstracts. Faculty, staff and students also have borrowing privileges at any of the other member institutions if they happen to visit one of the other campuses.

Each institution will also have a local catalog representing its own holdings; Ohio State is scheduled for implementation in summer/fall 1994.

Gateway to Information
Having trouble finding books? Need a relevant journal article? Let the Gateway to Information help with your library research.

Developed by Ohio State librarians and available only in our libraries, this computer system is designed to help you define your information needs and then easily find, evaluate, and select materials to meet those needs.

No computer or library experience is necessary to locate relevant books, journals, encyclopedias, or any other research materials. Search LCS or electronic databases by using Gateway's clear search screens. You can even view library floor plans, hours, and a campus map.

Gateway workstations are currently available in the Main Library and most of the department libraries. They will be available in all campus library locations by the summer of 1994.

Make the Gateway your first stop in all research.
Help With Your Research

Search Strategy
Searching for information for research papers and other projects need not be difficult. If you follow a plan in your search for information—a search strategy—you will be able to find what you need with greater efficiency.

A general search strategy can be used for any subject assignment and can be varied depending upon specific needs. The important thing is to proceed through the basic steps, one by one.

Reproduced below is the opening screen display from the Gateway to Information. By selecting Time-Saving Research Strategies from the menu, you will be guided through the steps to follow in choosing a topic and identifying relevant materials.

Library User Education
Instruction in library use is available to all students through the University Libraries User Education Program. All freshmen are introduced to the library through presentations in their survey classes. Additionally, course-related instruction at the undergraduate and graduate levels is available by arrangement.
The Libraries Recognize a Distinguished Benefactor

by Art Brodeur

The munificence of Ben M. Jones, III, retired Columbus investor and entrepreneur, continues to benefit University Libraries.

Jones' philanthropy was recognized by William J. Studer, Director of Libraries, during the annual meeting of The Ohio State University Friends of the Libraries, held in the Faculty Club, on June 2.

It was announced that the amount within the Ben M. Jones III Trust of The Ohio State University Foundation which will proceed to University Libraries has increased to $400,000. The monies, which have as their source a unitrust fund established by Jones in The Columbus Foundation, are designated to the Libraries for collection development and preservation.

On display at the annual meeting was a rare book, another manifestation of Jones' not-so-rare support of University Libraries. The purchase of the 19th century rarity, Illustrations of the Nests and Eggs of Birds of Ohio, was enabled by Jones' support.

Jones is a graduate of the University of North Carolina and he maintains a residence in the Tarheel State in Hendersonville (as well as in Naples, Florida, that bastion of Buckeyes in southwest Florida). Having once worked in the library at Chapel Hill for some thirty-five cents an hour, he has long acknowledged his love for the library there and his indebtedness to it. In gratitude, he has established a $1 million charitable remainder trust at North Carolina, the

(continued on page 2)
largest single gift to the Libraries at Chapel Hill.

But Jones, whose many business enterprises were Columbus-based, has become what University President E. Gordon Gee terms "one of Ohio State's best adoptees." His support of Ohio State goes beyond the Libraries; the Logan Elm Press and the Naples Alumni Scholarship have also benefited from his giving.

His broader interests are related to books. He is quite knowledgeable about the history of paper making and is particularly saddened by the disintegration of so many rare books due to paper quality. And, he is distressed about increasingly poor and improper use of the English language and about the lack of writing ability which seems to be a societal hallmark today.

To fully comprehend and appreciate Jones as a donor and the benefits of his giving to the Libraries at Ohio State, one must be aware of a main tenet of his philanthropy. He is desirous of giving to an entity within the university which does not necessarily have an established constituency from which it draws ongoing and systematic support. Such is University Libraries, a constituency without a constituency, and from this confluence, of the interest of Ben Jones and the needs of the Libraries, has come a stream of refreshing and sustaining support.
1994 United Way Campaign

The University's Annual United Way campaign is now underway, through 22 November 1993. This year's theme is "Giving Here Helps Here". We thank those who have contributed to the campaign. To anyone who would like to contribute and hasn't yet returned their pledge card, please take a few minutes and fill it out and return it to the Library Personnel Office, 110 Main Library.

Here's How:

United Way HELPS many people in our community. LOCAL dollars raised by United Way stay local. ONE DRIVE provides funds for over 70 agencies and more than 240 local human service programs. United Way is EFFECTIVE in directing money where it's most needed in our community. Volunteers identify the current areas of most need and decide where to allocate dollars. United Way has a LOW OVERHEAD with only 10 cents of each dollar pledged going toward administrative and fund raising costs. United Way is ACCOUNTABLE to volunteers who set policies and raise and direct monies to local agencies. PROMOTES A BALANCE in community services by funding important but lesser-known programs as well as the better-known programs. ENDORSED BY AFFILIATED AGENCIES as the most flexible way to receive funding.
WIN $2,500 SHOPPING SPREE AT EASTLAND, NORTHLAND OR WESTLAND

1st Prize - $2,500 Shopping Spree
2nd Prize - $1,500 Shopping Spree
3rd Prize - $1,000 Shopping Spree

In order to be eligible to win the prizes contribute $12 or more through payroll deduction or a one-time contribution to United Way. Once your contribution is received in the Library Personnel Office you will receive an entry blank to be completed and deposited at one of the participating malls.

CONTESTS! CONTESTS!!

Have you ever felt like a crenulated sardine as you partially sat watching an OSU football game? Now’s your chance to use your expertise to guess the ATTENDANCE in the stadium at Ann Arbor. We want to know how many bodies you predict will be watching the OSU-Michigan football game in Ann Arbor on Saturday, November 20. A donation to the United Way campaign will qualify you to participate. Submit your donor card and "guesstimate" to Toni Morrison, Library Personnel Office, Rm. 100 Main Library. Those who have already contributed to this campaign need only submit an entry blank. Entry blanks can be obtained from the Library Personnel Office. The deadline for the contest is Friday, November 19, 5:00 p.m. Oh, by the way--the winner of this contest will be able to use gift movie passes to enjoy PLUSH SEATING for a change! GO BUCKS!

HEAVY METAL MIX CONTEST

Are you into Heavy Metal? Well you don’t have to be to enter this contest. A contribution to the United Way Campaign qualifies you to guess the number of nails, nuts and bolts in the large glass container in the Library Personnel Office. The individual coming closest to guessing the actual number of nails, nuts and bolts in the glass container wins a Coffee Table Book of your choice. See Toni Morrison, Library Personnel Office, Room 110 Main Library no later than Monday November 22, 5:00 p.m.
Foreign newspapers hard to find at OSU

By Rosniza Baharum
Lantern staff writer

The demand for some foreign newspapers received by the OSU libraries is greater than the outdated supply.

OSU foreign students from Asia and the Middle East have complained that the only newspapers available from their countries are one or two months old.

"We only get the chance to read our newspaper after two months and usually the news is already outdated," said Mohd. Amin Zakaria, a hospitality management major from Malaysia.

The students also said the number of newspaper copies are limited and the libraries only receive five to six editions for the whole month.

Zakaria said he goes to the Main Library every day to read foreign newspapers, but he is frustrated because the papers are limited and outdated.

According to Gay Dannelly, a collection development officer at the Main Library, these newspapers come in small quantities because they are not highly requested like local newspapers or newspapers from European countries.

Also, foreign newspapers are more expensive and the cost of ordering and mailing them is higher, depending on how far the country is from the United States.

"It's not like getting local newspapers such as the Columbus Dispatch where you can get it on the street for only 50 cents," said Dannelly.

Some of the newspapers do come in large quantities because they are requested for special purposes. The order size depends on faculty members and the newspaper's importance on education, such as foreign language studies.

"A faculty member will request (the newspaper) through their library representative, but it must have to be associated to direct curriculum interest or continue research," said Dannelly.

The library also is planning to cancel a number of serials, including newspapers, because of the budget situation.

Students can read foreign newspapers at the Microforms and Periodicals department on the first floor of the Main Library. Some of the newspapers are kept behind the counter and students must show their ID's to get them. These are the papers in limited quantity, such as The Straits Times (Singapore), Berita Harian (Malaysia), Iran Times and Pakistan Times.

The library keeps the newspapers for three to six months. Then the papers are given to academic departments for research purposes and foreign language classes or are recycled.

Some foreign students read the outdated newspapers because the information is more accurate when supplied with pictures and graphics.

"I get current news from my family whenever I call them or contact them through the computer news information, but reading the real newspaper give me satisfaction and it is more informative," said Aziz Yusof, a freshman interested in political science.
Library using technology to make up for staff cuts

By Gemma McLuckie

Libraries used to be silent places where soft-spoken librarians led drowsy students to sources of information. Now libraries are hives of activity as patrons find their own sources with minimal assistance from human librarians and maximum reliance on computers.

“Library research is becoming do-it-yourself,” said Stephen Summerhill, who chairs the University Senate Library Council.

Users must understand computers, the “information highway” network, and storage of data on CD-ROM disks. Summerhill, who also is chairperson of Spanish and Portuguese, adds that while “there is a shift in expertise, you can’t get rid of the experts altogether.”

Deciding how to offer the best mix of human and electronic services is the job of William Studer. The director of University Libraries and his staff try to maintain as much as possible direct contact with patrons while streamlining behind-the-scenes tasks such as purchasing and cataloging.

“This is not a simple issue,” Studer said. “Just keeping the doors open is a major service.” Main Library alone is open 110 hours a week.

Since the financial crisis began three years ago, libraries have eliminated the equivalent of several full-time student employee positions and 24 regular faculty and staff positions. The losses are concentrated in technical services such as ordering and tracking the receipt of new materials, cataloging and shelf preparation. In order to make up for the loss of hands, University Libraries has “employed technology to make people more productive,” Studer said. “We’ve been relatively successful.” Staff members, while smaller in numbers, actually are able to handle more materials than they were two years ago. Each year, libraries on campus receive almost 50,000 new books, and literally hundreds of thousands of journals and other periodicals.

also, the burden of research is shifting to the patrons’ shoulders. “Our goal is to instruct users to be more self-sufficient and less dependent on librarians,” Studer said. University Libraries faculty offer several workshops to acquaint students with Ohio State facilities. In addition, the Gateway to Information system’s on-line tutorial guides people who are novices in using library resources.

However, creating a library that depends on high technology is a two-edged sword, Summerhill said. The increase in productivity from technical innovations eventually will level off, while the need for professional support continues.

Librarians still must help bewildered freshmen learn which journals are housed in which library. Or locate data for faculty who are looking for sources outside their fields.

Librarians have figured out ways to change their duties or schedules so patron needs are met. However, there are compromises, Studer said. The information desks on Main Library’s second and third floors are no longer staffed with specialists. “Patrons have to come downstairs to seek assistance from the generalists on the first floor,” he said.

More technical staff and professional librarians would not solve all the dilemmas. “We know we will never, ever have enough staff to serve our huge undergraduate enrollment,” Studer noted. Besides, there simply are physical limitations to Ohio State’s facilities. The sheer numbers of patrons fills the buildings to the seams. The crush becomes worse at the end of quarters, when students are trying to complete projects or papers.

Ironically, as students learn how to manipulate computers they spend more time at terminals doing searches, which means other people are waiting longer for their turns.

Since 1984, the Library Council has proposed ways to meet the shortage of space, especially in Main Library. One idea was a remote storage facility for seldom-used materials, which soon will be constructed on Kenny Road. Most recently, the council has proposed a two-pronged plan: construction of a social sciences library to house social work, education, psychology, human ecology materials, and social sciences collections from Main Library; and renovating Main Library, which would become the major humanities library. While less expensive than former proposals, the cost of the projects still would be $60 million.

Consolidations, such as merging five libraries for the new Science and Engineering Library last autumn and the merger in summer 1994 of the Bio-Sciences and Pharmacy libraries, also improve services by putting together specialized librarians and collections.

In the meantime, University Libraries is facing restructuring like the rest of the campus. Changes in libraries follow behind changes in programs, which makes it difficult to anticipate needs, Studer said.

Summerhill noted some academic units have doubled their faculty. “But has that been followed by infrastructure support? No,” he said. At least the acquisitions budget, the money spent for buying books and periodicals, wasn’t cut. Studer and Summerhill both expressed relief that the University central administration agreed in 1991-92 to maintain the University Libraries’ purchasing power from year to year.

Other changes are afoot. In 1994-95, Ohio State will eliminate the Library Circulation System (LCS) and join the statewide OhioLINK system. By fall 1995, OhioLINK will offer more than 20 million items from 18 member institutions.

Ohio State’s operating costs will increase slightly, but the quality of services will improve dramatically, including establishing access to all of Ohio’s major academic libraries, Studer said.

Among its advantages, the switch-over will require the Libraries to hire technical staff to manage the new system, who will also be able to support the high-tech equipment to be installed in the Science and Engineering Library.

AT THE END of autumn quarter, books stack up while awaiting reshelving in Main Library.
New service allows easier library access

The OnLine Computer Library Center (OCLC) is offering a new service called ContentsAlert which delivers the tables of contents of journal titles via electronic mail.

The messages are sent via Internet within 72 hours of the publication of each issue. The service is only available electronically.

In addition to the authors and titles of the included articles, any additional information, such as abstracts, also will be included.

Subscriptions to the service will be handled by the Business Office in Main Library, 292-2400. The subscription price is $5 per title per year.
DIRECTOR'S AWARD FOR OUTSTANDING
CCS/A&P STAFF PERFORMANCE

THE PROGRAM

The Director's Award for Outstanding CCS/A&P Staff Performance shall be given annually by University Libraries. It will recognize staff for exceptional service to their department, to the Libraries and to The Ohio State University. It will provide for special recognition for those staff who have demonstrated high quality work and dedication—in sum, outstanding job performance.

The purpose of the Director's Award will be to recognize excellence and achievement in overall work performance, to reward outstanding and valuable service to the Libraries, and to give credit for initiative and creativity demonstrated by staff members. The Libraries will present (2) awards annually which will consist of a certificate of recognition and a $500 check to be presented at a Library-wide reception.

ELIGIBILITY

To be eligible for the Director's Award for Outstanding Performance, an employee must meet the following criteria:

- have three or more years of continuous service to the Libraries and hold a regular appointment (50% or more) at the time of nomination.
- have demonstrated excellence in overall job performance.
- have demonstrated initiative and creativity in the performance of duties and responsibilities.
- be nominated as a candidate for the award by immediate supervisor or co-worker(s.)

NOMINATIONS

Co-workers and/or immediate supervisors holding a regular appointment may nominate a staff member for this award. Nominations must be submitted by September 15 to the Library Staff Advisory Council, 106 Main Library. The selection committee will consist of the members of the Library Staff Advisory Council, the elected faculty members of the Planning and Policy Committee and the Director of Libraries. Members of the LSAC who are nominated for an award will be excluded from the selection process.
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UNIVERSITY LIBRARIES

NOMINATION FORM

DIRECTOR’S AWARD FOR OUTSTANDING CCS/A&P STAFF PERFORMANCE

1. Nominator Information

Name of nominator ________________________________________
Department/Division _______________________________________
Work Telephone ___________________________________________
Working Relationship to Nominee ____________________________

2. Nominee information

Name of nominee _________________________________________
Department/Division _______________________________________
Work Address _____________________________________________
Current Title _____________________________________________
Continuous years with the Libraries __________________________

3. Documentation

Identify and substantiate in narrative form outstanding and valuable contributions/services demonstrated by the staff member nominated and also indicate the importance and value of such contribution(s). Please address any projects, activities, etc., which demonstrate initiative, creativity, excellence, and achievement in overall performance on the part of the staff member.

Please attach the above information to this form and submit to the Library Staff Advisory Committee, 106 Main Library, 1858 Neil Avenue by September 15.
The Ohio State University

Libraries

Status and Update

Relative to

A Report on Restructuring and
Budget Reallocation

for 1994/95 and Beyond
(February 1, 1994)

December 5, 1994
Preface

Based on a careful review of the Libraries’ Restructuring report submitted February 1, 1994, two conclusions are clear: (1) it is too soon for outcomes concerning much of what was discussed, proposed and projected to be evident or to have come to pass; (2) but the thrust and directions articulated in the report are still essentially sound—with most outcomes still anticipated—and progress toward goals is in evidence.

As a consequence, this status/update presentation must be read in light of what was said in the original report, to which it serves as a cover.

Library Materials Budget and Index

There has not been sufficient and/or definitive movement in restructuring among the colleges relative to probable impact on collection development, but this will continue to be tracked carefully, and adjustments made when warranted. But, in truth, we do not expect academic restructuring to result in programmatic changes that impact significantly on current information support needs. The official elimination of Photography and Cinema is a case in point. Even though no longer a discrete department or degree program, the demand for cinema-related materials is greater than ever.

Although not directly related to academic program changes relative to restructuring, the necessity to review current journal subscriptions for possible cancellation (in light of the possibility that the acquisitions Index for 1994/95 would not be funded) resulted in the identification of almost 500 titles that have in fact been cancelled and the associated funds used to place subscriptions to unheld journal titles judged to be of greater relevance.

Happily, the acquisition Index was funded for 1994/95, and it continues to provide invaluable parity of purchasing power for critical information resources that support the University’s extensive teaching and research enterprises.

At the outset of 1995, OhioLINK will have centrally mounted 24 electronic index/abstract databases covering a wide variety of subjects and freely available to all OhioLINK members. Several of these databases duplicate ones that OSU Libraries has made available locally on its CD-Rom network, and the availability through OhioLINK will soon permit cancellation.

Budget Reallocation and Faculty/Staff Vacancies

The Libraries’ budget reduction quota for 1994/95 was $398,120 which was met by the elimination of 14 FTE faculty and staff positions (with collective salaries of $331,766 and fringe benefits of $66,354).

As stated in the February Restructuring report, the Libraries’ intent is to reallocate funds associated with any remaining vacant positions deemed unnecessary to refill to the deficit-prone budget areas of Supplies/Services, Specials, and Wages. But, while we do have a relatively small amount of such personnel annual rate left, there is hesitancy to transfer these funds because, although the University’s goal for 1995/96 is not to require another unit-
level budget reduction, there is as yet no guarantee. Therefore, the Libraries deem it prudent to move very conservatively in refilling recent vacancies, as well as in making transfers related to salaries of longer-standing vacancies lest some of these salary funds (with the use of associated fringe money) be needed to meet a further mandated reduction. Avoidance of involuntary layoffs due to budget retrenchment has always been a high priority; and so far we’ve succeeded.

When the budget picture for 1995/96 becomes clearer, the Libraries’ intent remains the same: to refill all of those positions judged essential and to transfer any surplus salary monies to other budget areas in dire need. Before acting, however, we would also want to know whether and when fringe benefits might be distributed into unit budgets so that the great benefit of this add-on is not lost.

The Libraries’ beginning student wage rate was raised from $4.25/hour to $4.35/hour, effective with 1994/95. This is still a competitively low rate, but inching in the right direction helps. The new rate will cost the Libraries $8,000-$10,000 annually.

Retirement Incentive Program for Faculty

The Libraries has 13 faculty who have secured the option to retire under this program, with one already having exercised her option and four having declared that they will definitely retire effective June 30, 1995. The other eight are undecided to a greater or lesser degree. We have submitted our plan for replacement of these positions over the mandated three-year period, and now simply await the final decisions of those in the queue. The true financial impact (i.e., the payout) is not calculable until there is more certainty about the total number who will retire, but a financial assist from Academic Affairs may be needed.

Transition from LCS to OhioLINK

Named OSCAR (Ohio State Catalog for Automated Retrieval), the basic transition from LCS to this new OhioLINK-based version of OSU Libraries’ online catalog and circulation system took place in mid-August. OSCAR also provides access to the OhioLINK central catalog and to a rapidly increasing number of electronic databases available through OhioLINK central services.

Migration from LCS to OSCAR is multiphased and has proved to be complex—but is essentially on schedule. Transfer of extant circulation data from LCS to OSCAR has been more difficult than expected, but all current circulation functions are now performed on the new system. We anticipate that all important functions will be implemented by June 1995.

In early December the merger of the INNOVACQ acquisition system into OSCAR will be effected, and coalescence of these two systems is important for several reasons: (1) it must be completed before the OSU Libraries’ holdings can be added to the OhioLINK central catalog, which inclusion in turn brings OSU into full OhioLINK partnership for purposes of resource sharing; (2) it will permit library users to view titles which are on order and to ascertain precisely the latest received issue of a journal; and (3) it will facilitate greater
efficiencies and restructuring of activities within several library units, including technical services.

OhioLINK has scheduled OSU catalog records to begin the two-month load to the central catalog in February, and this load must be well along in order for OSU faculty and students to initiate direct borrowing from other OhioLINK libraries (and vice versa). Patron-initiated circulation (P-Circ) is the cornerstone of OhioLINK services, and we anticipate turning on the P-Circ function during spring quarter.

One significant disappointment in our implementation of the new library system has been the vendor’s delay in delivering the next generation of system software which we had expected to be in place when the August implementation occurred. This new release (Release 9) has several features which OSU users were accustomed to having on LCS, and these have been greatly missed—most specifically, patron self-charging and patron self-renewal. We have requested that OSU be scheduled for early installation (February) of the new software, but it is possible that it won’t happen until June.

Additional features also to be accommodated by the new system are online transfer of catalog records from OCLC to OSCAR (vs. a weekly batch tape-load), optional electronic overdue/recall notices to patrons; and support of Chinese, Japanese, and Korean characters in bibliographic records.

We are on the verge of filling the three positions described in the February Restructuring report as essential to the effective operation of OSCAR and the OhioLINK connection, with all three being at one stage or other of the advertising/interviewing/selection process. These positions are:

(1) Network Specialist 2

The OARnet and SONNET TCP/IP networks are a very important segment of the OhioLINK and OSCAR library service. If the network connections to OSCAR and OhioLINK are not functioning properly, the services from the library computers are less than satisfactory or even unavailable.

This staff member will install, maintain and update networking and communications equipment and software for the University Libraries. As part of the duties, this person will trouble shoot network problems which affect the access to OSCAR and OhioLINK from OSU libraries, regional campus libraries, and for remote users. Depending on the source of the problem she/he will work with Academic Technology Services, UNITS, University Systems, or OhioLINK to provide highest quality access to the library services.

(2) Computer Specialist (formerly titled Microcomputer Manager)

Microcomputer hardware and software provide the staff and public access to OhioLINK and OSCAR library services. This position will be responsible for installation and maintenance of the more than 317 microcomputers which access OSCAR and OhioLINK, as well as supervising a supporting corps of student assistants. Many of these microcomputers are expected to be running Mosaic or another World Wide Web browser so that the electronic
information resources of the Internet may be made available to users in the libraries. In addition to installing and maintaining the microcomputers, this staff member will create customized menus and services and provide training for library faculty and staff in the use of the microcomputers.

(3) INNOPAC System Manager (formerly titled OhioLINK Systems Manager)

The maintenance of the INNOPAC system (OSCAR) databases is central to the implementation and operation of the new library system. This position will maintain the local system, implement software changes, design decentralized report preparation processes, prepare new reports, and provide information and training to library staff and end-users.

Relative to the budget needed to support OSCAR and OhioLINK-related activities, the Libraries submitted in July a much explicated and revised statement and rationale to Senior Vice Provost Edward Ray and Vice President William Shkurti; and in late September we were notified by Vice Provost Ray that $59,000 of the Libraries’ former LCS budget was to be eliminated on the basis of perceived savings potential in the type and level of computer workstations required.

With the OSCAR budget issue finally resolved, we are moving judiciously ahead with planning the allocation of funds for both the short- and long-term. We will this fiscal year proceed with the buyout of equity which remains on University Systems’ books for the Libraries’ Mac’s which they financed; we shall begin reinstatement of public workstations lost in previous budget reductions and replacement of out-of-date models that inhibit use of full system functionality; the most obsolete staff terminals will be replaced; and a variety of electronic site-conditioning activities will be accomplished. Also, we shall establish our all-important equipment replacement reserve account, but not until later in the fiscal year when other related and imperative continuing budget needs become clearer. All in all, we believe that the budget in place should be adequate to establishing and maintaining a reasonable level and quality of continuously upgraded technology in support of our major automated system. Time will tell.

Undergraduate Library and Library Consolidation

The consolidated Biological Sciences/Pharmacy Library (BPL) in the Parks Hall Annex opened in September, and offers its users a grand new information resource facility for the present and into the 21st century as electronic information sources gradually become the norm. Beginning in summer 1995, the Health Sciences Library (HSL) must evacuate its premises so that renovation of its building can proceed, and some HSL staff, collections, and services will be temporarily relocated to BPL for approximately an 18-month period. This unexpected turn of events will pose operational and patron-accommodation problems, to be sure, but a Transition Team is in place to devise the best compromise plan possible in order to provide for the needs of all constituents.

There has been no definitive progress on the proposal for a consolidated social sciences library and a subsequent historic renovation of Main Library. Combining social sciences collections into a facility like the Science and Engineering Library makes great sense and
essentially completes the overall library consolidation plan. Together with completion of the Bio-Sciences/Pharmacy Library and the Library Book Depository (to be completed in June 1995), and incorporation of a business library into the new College of Business complex, fulfillment of the social sciences and Main renovation projects would meet the last major library system facilities needs for decades into the 21st century, if not permanently. Library Council remains a strong advocate for these projects, and to that end a delegation of Council held a briefing session in August with Provost Sisson and Vice Provost Parson to make the case for a commitment to the concept. Council will continue to promote the projects.

The issue of the role, purpose, and relevance of the Undergraduate Library (UGL) remains an open one, with no further deliberations having occurred. It is hoped that the Committee on the Undergraduate Experience will take up the matter, and thereby lend some substantive student perspective. The Library Administration continues to believe that UGL fulfills several important functions, but there is no question that UGL’s space and services are not being fully utilized by the undergraduates for whom they exist.

Special Collections Consolidation

The rationale for this project remains compelling, and project funding is one of the Libraries’ cited goals for the upcoming capital campaign. However, a recent conversation with an outside fund-raising consultant suggests that a facilities project of this nature and cost (estimated at $12 million) would be better placed “between campaigns” when the University could promote it with more focus and vigor.

CIC Virtual Electronic Library Project

The philosophy and goals of this project have not changed, i.e., creation of seamless access by all CIC faculty and students to the collective vast information resources of this consortium; but development of the enabling technology that was to bring early implementation was overstated. However, this signals only temporary compromise and delay, not a change in expected outcomes.

Progress is being made at the policy/procedure formulation levels with formation of counterpart groups from CIC library public services staffs; an RFP for a rapid ground delivery service has been issued; and automation directors are meeting regularly to define system requirements. Also, pilot projects are underway relative to coordinated and cooperative collection development, and a Task Force on Electronic Resources is working to define and divide responsibility for maintaining a core collection of public domain materials so that effective access to these increasingly important resources is accomplished collectively, rather than individually.

The CIC Provosts did approve three-year institutional funding to create a Center for Library Initiatives within the CIC executive office structure, the purpose being to provide essential coordination and further facilitation of the many and often complex CIC library cooperation initiatives now under way. The Center directorship was filled effective September
1, and there is already good evidence of the benefits that will derive from such dedicated and focused staff support.

New Technology and Restructuring in Technical Services

By the end of 1994, much of the new system functionality for acquisition and cataloging will have been implemented. In preparation for this, the Acquisition and Cataloging departments completed over a dozen major projects to ready the existing databases for the migration to the new software and the subsequent merger of the acquisition database with the online catalog. A selected list of projects includes: linking item records for 101,000 books to the catalog records for the master series titles under which the books were published, so that a user can locate books by searching the series title as well as the individual book title; the deduping of about 30,000 bibliographic records plus the addition of unique numeric identifiers (OCLC numbers) to another 80,000 bibliographic records to ensure collocation when the acquisition and catalog databases are merged; retrospective conversion of older catalog records, including the review of 500,000 full bibliographic records that overlaid earlier abbreviated versions of those records; and building summary volume holdings statements (LIB HAS) for serials owned by the Libraries.

With the integration of the acquisition, cataloging, circulation, and, in the future, binding records into a single local system, the stage is set for reducing redundancies in technical processing activities. The ability to communicate information more easily means that subsequent repetitions of specific operations for the same purpose will no longer be required. Toward the goal of reducing duplication of effort, significant groundwork has been laid.

In phase one of a project to eliminate duplicate serial check-in, the Acquisition Department and the Science and Engineering Library (SEL) defined the means to incorporate specific "sublocation" data into the serial check-in records so that the SEL library staff will not need to query the system a second time to add that information, which had been kept in a separate card file in SEL. Phase two, the discontinuance of serial check-in within SEL is dependent on completion of the database merger and will therefore occur in January 1995. Elimination of duplicate serial check-in will be a major thrust in 1995 involving most if not all of the department libraries as well as reading rooms within the Main Library.

A second area has been identified as well, and the Acquisition Department will begin definitional discussions relative to support of direct entry into OSCAR of order requests by collection managers (either keyed or imported from online sources such as an electronic listing of books in print), thus eliminating another major area of duplicate activities. Currently, collection managers type an order request which is subsequently rekeyed by the Acquisition Department into OSCAR. Implementation of this functionality will require a system software upgrade, and timing thus depends on when the vendor will make the appropriate software provision (not likely before FY 96-97).

Several projects discussed in the first restructuring plan are awaiting system functionality and/or staff time. The ability to move records online from OCLC to OSCAR is not yet operational. It is planned for 1995, and once operational, the Acquisition and Cataloging departments will begin eliminating duplicate bibliographic searching in the OCLC database as
discussed in the previous report. Extension of automatically produced spine labels to monographs as well as the investigation of workflow efficiencies to be gained from the batch-loading of federal document bibliographic records both require staff time, which will become available after the system implementation is largely completed.

Reducing the number of duplicative activities that occur across library-wide processing workflows means we will be expanding the partnerships between technical processing departments and department libraries to engage collaboratively in creating and updating the OSCAR database, which is the Libraries's primary tool in making library resources accessible to users. A first step is to build a broad-based understanding and commitment on the part of all libraries and departments to developing effective and efficient technical processing workflows and activities, as well as maintaining the integrity of the database through adherence to standards and policies. The Technical Services Division will play a leadership role in articulating the goals and in providing effective training to support a successful partnership.

Vendor Service

Several projects are underway. With the implementation of OSCAR, we have contracted with an outside firm to handle authority control for the OSU online catalog. Authority control is the process of verification to ensure that forms of names and subjects occurring in bibliographic records are consistent with those already established in the OSU Libraries’ catalog or with those not yet represented in the OSU catalog but established by the Library of Congress and other major research libraries.

The Cataloging and Acquisition departments participated in the initial pilot testing for OCLC of its proposed automated cataloging service called "PromptCat," which is expected to be offered on a regular basis sometime in spring 1995. Although a decision by OSU Libraries to purchase can’t be made until the final specifications and price are announced, our functional analysis of "PromptCat" indicates a solid performance, creating a firm expectation of OSU Libraries’ future use.

A second pilot project has resulted in a one-year contract with OCLC for the cataloging of approximately 780 books in Slavic languages instead of filling a faculty librarian cataloging position. While the funds used to pay the salary have been redirected to pay fees for the cataloging, much more cataloging will be accomplished for the same expenditure and there are also expected savings in areas such as equipment, supervisory time, etc. At this point we would assume that outsourcing Slavic cataloging to OCLC will become a permanent modus operandi. A similar project is being established to handle cataloging for serials and books in Japanese.

In addition, the Acquisition Department will seek to expand the use of electronic invoicing beyond the single vendor now submitting invoices electronically, as well as to explore electronic transmission of orders. Further efforts will also investigate the receipt and load of bibliographic records from vendors beyond Baker & Taylor and Harrassowitz for new books received on approval.
Local Technical Services Policies and Productivity

The Cataloging Policy Advisory Committee has almost completed its examination of the degree to which current policies governing call number assignment add significantly to the user's ability to find desired titles on the shelf. A specific review this year of call number assignment in cases of simple changes in serial titles resulted in a decision to continue use of the existing call number, thus eliminating work in the processing work flow while still allowing users to find the journal volumes together on the shelf.

Unmentioned in the first report, a comprehensive review of the Libraries exchange program is in the final stages of completion by the Acquisition Department. Exchange programs are established first to acquire titles that cannot be regularly purchased for the library collection, often those published in other countries by learned societies or academic institutions, and second, to assist libraries in other countries that do not have hard currency with which to purchase U.S. published titles. In the latter case, a library will place multiple subscriptions to a title, e.g., the Ohio Journal of Science, which it then sends to its exchange partners in return for receiving publications, from the partners. Exchange programs are staff intensive as they require both ordering and tracking titles acquired for partner institutions as well as those for the OSU Libraries. Where publications are unobtainable by customary purchases, only then do exchange programs perform a valuable service.

Over 500 exchange agreements are in process of review to determine whether the titles received via exchange are still of value to the Libraries' collections, and, if so, whether they are obtainable by direct purchase. To date, based on completed reviews and recommendations of collection managers, the Acquisition Department has retained 15 and cancelled 211 exchanges, subscribing directly to the title if still judged germane to the collection.

Changing Responsibilities of Technical Services Staff and Faculty

Discussions within the Cataloging Department have resulted in the creation of a staff (A&P) position with responsibilities for full original cataloging, an activity heretofore limited to faculty positions; and the establishment of another staff position for original cataloging is in the final stages of consideration. A careful and thorough analysis of the requirements for original cataloging has convinced us that the requisite knowledge and expertise can be placed in staff positions albeit most likely at higher classifications than presently exist.

While catalysts such as new technology, vendor services and revised local policies facilitate greater efficiencies in workflows, the rapid expansion of electronic information resources, and concurrent library initiatives in making such resources available to the campus community, also have an effect on responsibilities assumed by technical services faculty and staff. The activities of acquisitions and cataloging are expected to grow to encompass, respectively, a role in organizing electronic resources for access and even in document delivery.
Summary for Technical Services

From a technical services point of view, this year and next will see considerable forward movement both in creation of new technological infrastructure (OSCAR) and in the design/implementation of specific projects to carry out the restructuring along the four identified themes—reengineering technical services processes to reduce redundant activities, purchasing more services from vendors, examining local policies to ensure that significant value is added in processing, and utilizing staff and faculty resources differently. From a technical services perspective the end of OSCAR implementation is in sight, including the addition of the regional campus libraries to the use of online serial check-in, completion of the retrospective conversion of card catalog records, the ability to download OCLC records online from any technical services workstation, batch loading of bibliographic records for federal government documents, and anticipation that the binding module will be incorporated in FY 95/96. Future activities will be ongoing but more evolutionary in nature, enhancing and adding to system capabilities.

It has been noted earlier that the success of this restructuring is dependent upon each staff and faculty member (with additional provision for student assistants) being equipped with a computer workstation and network connectivity to provide direct and "anytime" access to technical services tools. The replacement of thirteen outdated LCS terminals (FY 95) with 486 class microcomputers and the planned replacement of the Wyse terminals (FY 95 and 96) used currently to access INNOVACQ are major steps to meeting this goal.
OHIO STATE EXPLORES ARTHUR LEGEND IN EXHIBITS, FILMS, TALKS

COLUMBUS -- The lore of King Arthur, Guinevere, Merlin, and the knights and ladies of the Round Table will be explored during the next three months in a series of free, public programs to be held at The Ohio State University.

Exhibits, films and lectures are part of "The Many Realms of King Arthur," organized by The Ohio State University Libraries.

An exhibit of printed materials and other items, primarily from the libraries' collections -- including children's books, modern fiction, theatrical costumes, games, songbooks and other materials -- runs from Jan. 9 through March 23 in the Philip Sills Exhibit Hall in the William Oxley Thompson Memorial Library, 1858 Neil Ave.

On Feb. 10, the exhibit will be joined by "The Many Realms of King Arthur," a traveling exhibition sponsored by the American Library Association and the Newberry Library of Chicago. The exhibition, funded by a grant from the National Endowment for the Humanities, consists of eight-foot-high panels of illustrations and stories about romance, chivalry, war and other events from the days of King Arthur.

"The themes that are presented in the legends of King Arthur -- romance, family conflict, honor -- are still
relevant today," said Sandra J. Cody, director of the Friends of the Libraries. "Because the legend is so well known, it seems logical to have an exhibit like this. King Arthur appeals to people of many different ages and backgrounds."

The library is one of 62 around the country to host the traveling exhibition.

Related programming is sponsored by the Ohio Humanities Council, the Friends of the Libraries, Ohio State's Center for Medieval and Renaissance Studies, the Student Events Committee, and Clean-Up and Recycling Backers Inc.

The exhibits, lectures, films and children's programs are free and open to the public. There is a charge for the conference. The events are as follows:

"The Many Realms of King Arthur"


Feb. 11 -- FILM: Camelot, Lerner and Lowe's 1967 romantic musical starring Richard Harris and Vanessa Redgrave, 7:30 p.m., Ohio Union Conference Theater, 1739 N. High St.

Feb. 14 -- LECTURE: Courtly Love, by MaryLynn Saul, lecturer, Ohio State Department of English, 3:30 p.m., 122 Thompson Library.

Feb. 15 -- LECTURE: A Look at Medieval Romances (Adult Program Series) by MaryLynn Saul, lecturer of English, 7 p.m., Upper Arlington Public Library, 2800 Tremont Road.

Feb. 22 -- LECTURE: Children's Literature and the Arthurian Legend, by Patricia M. Dashiell, graduate student, College of Education, 4:30 p.m., 122 Thompson Library.

Feb. 23 -- LECTURE: Geoffrey Ashe, London scholar and author of The Discovery of King Arthur and The Arthurian Handbook, will discuss King Arthur and his relationship with the English monarchy, 7:30 p.m., Ohio Union Conference Theater.


Feb. 25 -- CHILDREN'S PROGRAM: Journey to the Middle Ages, featuring storytelling and crafts, 11 a.m., Upper Arlington Public Library.

Feb. 25 -- FILM: Excalibur, the 1981 interpretation of the Arthurian legend written and directed by John Boorman, 7:30 p.m., Ohio Union Conference Theater.

March 2 -- LECTURE: Arthurian Legends Through the Ages, featuring moderator Alan Brown, associate professor of English; Hans Keller, professor of medieval French literature; Claire Simmons, assistant professor of English; and MaryLynn Saul, lecturer of English, 3:30 p.m., 122 Thompson Library.

March 4 -- CHILDREN'S PROGRAM and TOUR: King Arthur Day, featuring storytelling, music, period-related entertainment, and a tour of the library exhibition.

March 12 -- FILM: Monty Python and the Holy Grail, the 1975 cult classic starring Graham Chapman, John Cleese, Terry Gilliam, Eric Idle and Michael Palin, 2 p.m., Ohio Union Conference Theater.

NOTE: Glossy illustrations, including King Arthur, Merlin, and Sir Bedivere, are available from Sandy Cody.

Contact: Sandy Cody, Friends of the Libraries, (614) 292-3387, cody.12@osu.edu; Marti Alt, Ohio State Libraries, (614) 292-3035, alt.l@osu.edu; Mary Ault, Upper Arlington Public Library, (614) 486-9021.
LORE ABOUT KING ARTHUR and his Round Table lures Tim Foster of Hampton Falls, N.H., a graduate student in East Asian languages and literatures, left, to examine a book in the Philip Sills Exhibit Hall in the Main Library. The close-up focuses on one of the many richly detailed illustrations. The display, through March 23, features children’s books, modern fiction, theatrical costumes, games, songbooks and other materials from the Libraries’ collections. It is part of a three-month series of programs to explore the Arthurian legend.
Cuts in library staff, services cause student headaches

By Julie Havelka
Lantern staff writer

Restructuring efforts that have cut OSU's library staff might be hurting student services. Budget cuts have reduced or eliminated some services, said William Studer, director of OSU libraries. Also, fewer staff members are available to aid students.

Over the past four years, budget constraints have led to the elimination of 38 full-time positions in the faculty and civil service ranks. The staff shrinkage saved $919,336 in salary, Studer said.

The positions were eliminated from all libraries except Health Sciences and Law, Studer said. The libraries did not fire employees to reduce staff. Instead, when an employee quit or was promoted to a different position, the vacancy created was not filled.

"It's a big cut," Studer said. "I don't feel good about having lost that many positions because it amounts to about 14 percent of our entire staff, and that's not a trivial cut."

Studer said the library budget is currently just under $10 million. Budget dollars are used for all aspects of running the libraries except purchasing books, journals and technical materials.

Studer said despite the cuts, students will not notice a serious decline in library services. Jason Harrison, a freshman from Huber Heights who uses university libraries frequently, said he hasn't been affected by the staff cuts.

"Usually when I go there I know what I need and how to find it, so I don't have a problem," Harrison said. "When I went to the Main Library yesterday, it seemed like there was plenty of staff."

But Undergraduate Student Government President Rob Edmund said several students complained about a staff shortage at the Undergraduate Library during a Feb. 8 USG meeting.

Student employees of the libraries will not be greatly affected by the budget cuts. Studer said only 10 out of 550 student positions were eliminated as a result of restructuring.

According to the restructuring status report, the student wage has been raised from $4.26 an hour to $4.35 an hour. The wage increase will cost the libraries $8,000 to $10,000 annually. Studer said students are essential to the libraries because they staff the library late at night when permanent staff members don't work.

"We have to have those students," Studer said. "The library is very dependent on students because we're open so late. Anytime after five and on weekends, we are essentially staffed with a core of students."

While budget cuts have decreased personnel, they have had no effect on the library's ability to purchase books and journals, Studer said. A separate fund used to buy books and journals is not affected.

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"The library is very dependent on students because we're open so late," Studer said.

The university has agreed to increase acquisition funding every year so the library's ability to buy books and journals is not harmed by inflation.

"It has allowed Ohio State to maintain the purchasing profile of its books and journals in a way that fewer other research libraries have had to do," Studer said. "Studer said developments in technology have allowed the library to sustain personnel losses while maintaining productivity."

Jennifer Younger, assistant director of library technical services, said new technologies like the Ohio State Catalog for Automated Retrieval are reducing duplicate efforts by staff. She said students are responding well to the new computer system.

OSCAR was funded by the state, so paying for the system has not been affected by the budget cuts, Studer said.

"If we had been required to fund OSCAR ourselves, we just wouldn't have had the money to do it," he said.

However, the budget cuts will have some drawbacks. Students who use the system to access specialty collections in the Main Library, which include materials for Arabic, Judaic, Hispanic and Slavic studies, will no longer find staff available for help, Studer said.

"They were awfully nice to have, but if you had made bad choices among bad alternatives, they're not nearly as important as the general reference desk," Studer said. "We have fewer people doing just as much or more."
Many Realms of King Arthur by Jane McClure

From its origins in the Celtic lore of the Middle Ages to its various 20th-century incarnations, the story of King Arthur and the knights and ladies of the Round Table has proven to be one of the world’s most enduring and popular legends. The legend has retained its relevance for countless generations as each, in its turn, has come to deal with issues of family love, loyalty, rivalry, and conflict. Embodying larger questions of morality and idealism, the story of Camelot remains, itself, a rich and enduring source of enchantment.

A timeless tale of adventure, love, and spiritual quest, the Arthurian legends, as they have been celebrated in our culture for nearly 1,500 years, will be explored in a beautiful traveling exhibit organized by the American Library Association and Chicago’s Newberry Library. It is supported by a generous federal grant from the National Endowment for the Humanities, Washington, D.C. “The Many Realms of King Arthur,” which will be displayed at the Philip Sills Exhibit Hall of the William Oxley Thompson Library, 1858 Neil Avenue, from February 10 through March 23, traces the development of the Arthurian legends and demonstrates the various forms in which the story has been told—poetry, drama, prose, opera, popular song, ballads, musical theatre, film, dance, novels, children’s literature, comics, and video games.

The OSU Libraries is one of only 62 host sites for the exhibition, which will coincide with OSU’s Center for Medieval and Renaissance Studies’ annual conference, “The Many Realms of Monarchy,” February 24-25. (For more information about the conference, call (614) 292-7495.) Among other activities, University Libraries will mount a complementary exhibit of printed materials and ephemera, in the Sills Exhibit Hall, demonstrating the influence of the Arthurian legends through the ages and into modern times. Geoffrey Ashe, noted London scholar and author of The Discovery of King Arthur and Arthurian Handbook, will officially open the exhibits with a lecture on February 23 at 7:30 p.m. in the Ohio Union Conference Theatre, 1739 North High Street. Dr. Eve Levin, Director of the Center for Medieval and Renaissance Studies, will moderate the lecture. A reception to celebrate the opening of “Realms” will follow in the Ohio Union’s Stecker Lounge.

Additional Friends’ programming will feature a film series, speakers’ colloquia, and a special day for children. The film series kicks off February 11 (Valentine’s Week) with a 7:30 p.m. screening of the 1967 romantic Lerner and Lowe musical, Camelot, starring Richard Harris and Vanessa Redgrave. Excalibur, the visually stunning 1981 interpretation of the Arthur legend, written and directed by John Boorman, will be shown on February 25 at 7:30 p.m. The 1975 cult classic, Monty Python and the Holy Grail, featuring the Python crew, will be shown on March 12 at 2:00 p.m. A scholar/respondent will lead a discussion with the audience at the end of each film. The films will be shown in the Ohio Union Conference Theatre.

The speakers’ colloquia will begin with Dr. MaryLynn Saul’s February 14, 3:30 p.m., discussion of courtly love. Patricia Dashiel will discuss the portrayal of the Arthurian legend in children’s and young adult literature on February 22 at 4:30 p.m. On March 2 at 3:30 p.m., a panel will examine the legend during different historical periods: Hans Keller, on French influence on the tales; Dr. Clare Simmons on Victorian adaptations; and Dr. MaryLynn Saul on 20th-century iterations. All colloquia will be held in room 122, William Oxley Thompson Library.

“King Arthur Day,” on March 4 at 10:00 a.m., will provide an opportunity for schoolage children to view “Realms” and learn more about the tales of King Arthur. Mike Follin, interpretive education specialist from the Ohio Historical Center, and Melanie Pratt, specialist in Celtic tales, will lead informative storytelling sessions with other period interpreters.

Funding for the OSU exhibit and programming is provided by the Ohio Humanities Council, Friends of the Libraries, OSU Center for Medieval and Renaissance Studies, Student Events Committee, and Clean-Up and Recycling Backers, Inc. (CURB).

All of the exhibits and programming are free and open to the public. No reservations are required to attend any of the events. Some of the dates for programming are tentative, please call ahead to confirm dates and times. Parking is available in the Ohio Union Parking Garage, conveniently located on North High St. between 12th and 15th Avenues. For more information, contact Marti Alt at (614) 292-3035 or Sandy Cody at (614) 292-3387.
Main Library plays host to legends

By Elaine Gounaris
Lantern staff writer

Camelot has come to Ohio State. "The Many Realms of King Arthur," a national traveling exhibition is on display in the Philip Sills Exhibit Hall in the Main Library from now until March 23.

The exhibition is sponsored by the American Library Association and the Newberry Library of Chicago. It features 8 foot-high panels of illustrations and stories that focus on the Legends of the Round Table and Camelot.

Also on display at the Main Library is an exhibition of printed material which has been on display since January and will run until March 23. Included is poetry, modern fiction, extensive research materials on the actual location of Camelot, children's books, costumes, songbooks and many illustrations. Most of the literature is primarily from OSU collections and demonstrates how the fascination of the romance and chivalry of the Arthurian legend has been maintained through the course of history until modern times.

Besides the display at the Main Library, there is a film series being held at the Ohio Union Conference Theatre. The 1967 Lerner and Lowe musical, Camelot, starring Vanessa Redgrave and Richard Harris will be playing Saturday, Feb. 11 at 7:30. Excalibur, written and directed by John Boorman, is playing Saturday, Feb. 25. And everybody's favorite, the 1975 cult classic Monty Python and the Holy Grail, is showing Sunday, March 12.

For those really interested in the Arthurian legend, a number of speakers will be lecturing throughout February and March.

"Courtly Love" by Dr. Mary Lynn Saul, of the OSU Department of English, will speak Feb. 14 at 3:30 p.m. in room 122 of the Main Library. The next day Saul will speak again for an Adult Program Series at the Upper Arlington Public Library. "A Look at Medieval Romances" is at 7 p.m., 2800 Tremont Rd.

On Feb. 22, Patricia M. Dashiell, a graduate student in the OSU College of Education will speak on "Children's Literature and the Arthurian Legend" in room 122 of the Main Library.

Geoffery Ashe, author of The Discovery of King Arthur and The Arthurian Handbook and distinguished lecturer of the Arthurian legend will discuss King Arthur and his relationship with English monarchy. Ashe will speak Thursday, Feb. 23 at 7:30 in the Ohio Union Conference Theatre.

March 2 brings "Arthurian Legends Through the Ages," a panel discussion by Dr. Alan Brown, associate professor of English; Dr. Hans Keller, professor of Medieval French Literature; Dr. Clare Simmons, assistant professor of English; and Dr. Saul. The discussion will be at 3:30 p.m. in room 122 of the Main Library.

Finally a conference is being held entitled "The Many Realms of Monarchy" on Feb. 24-25 at the OSU Center for Medieval and Renaissance Studies.

The exhibitions and lectures are free and open to the public and no tickets or reservations are required for the movies.
The Ohio State University Libraries presents

THE MANY REALMS OF KING ARTHUR

February 10 to March 23, 1995
Exhibits

January 9 to March 23  The Ohio State University Libraries will mount an exhibition of printed materials and ephemera, primarily from the OSU collections, demonstrating the influence of the Arthurian legends through the ages and into modern times.

February 1 to February 28  The Grandview Heights Public Library will host a King Arthur Book Exhibit in the Reference Dept., 1685 W. 1st Ave.

February 10 to March 23  The Many Realms of King Arthur, on display at OSU, is a national traveling exhibition organized by the American Library Association in cooperation with Chicago's Newberry Library and the New York Public Library, and supported by a generous grant from the National Endowment for the Humanities.

The OSU exhibitions are located in the Philip Sills Exhibit Hall, William Oxley Thompson Library, 1858 Neil Ave. The exhibitions are open during regular library hours.

Film Series

February 11  Camelot. The 1967 romantic Lerner and Lowe musical starring Richard Harris and Vanessa Redgrave. (A Valentine's week "date movie.") 7:30 p.m.

February 25  Excalibur. Written and directed by John Boorman, a visually stunning 1981 interpretation of the Arthur legend. 7:30 p.m.

March 12  Monty Python and the Holy Grail. The 1975 cult classic starring the Python crew: Graham Chapman, John Cleese, Terry Gilliam, Eric Idle, and Michael Palin. 2:00 p.m.

Films will be shown in The Ohio Union Conference Theatre, 1739 N. High Street.

About the legend...

The story of King Arthur is one of the world's most enduring and popular legends. It embodies many of the conflicts, ideals, and ideas of our cultural heritage. It permits study at a wide range of levels, from scholarly criticism to simple appreciation. And it is familiar to many, adult as well as child.

From its origins in the Middle Ages to its latest incarnation in the 20th century, the story of King Arthur, Queen Guinevere, and the knights and ladies of the Round Table has proven to be both timeless and timely. It addresses issues and evokes emotions that are at the core of our beings. The Arthurian legend involves matters of love, loyalty and duty. It raises questions about just warfare, codes of morality, and idealism, among many others.

Because the legend embraces the most important relationships in life, it has endured. Beyond this, it also speaks of values and ideals that persist through the centuries. It deals with honor and the difficult choices that honor can force one to make. It talks of duty and the conflict between private and public roles. It shows persistence in the face of almost certain defeat. Most of all, it speaks of having an ideal worth living and dying for.

The Ohio State University Libraries is one of only 62 libraries from across the United States to host "The Many Realms of King Arthur" traveling exhibition. Major funding for the exhibition is provided by the National Endowment for the Humanities. The OSU Libraries exhibition and related programming have received generous grants from the Ohio Humanities Council, the OSU Friends of the Libraries, and the Center for Medieval and Renaissance Studies. The OSU Student Events Committee provided support for the film series. Clean-Up and Recycling Backers, Inc. (CURB) provided funding for King Arthur Day.
A Celebration of "The Many Realms of King Arthur"

Speakers Colloquium

February 14  "Courtly Love" by Dr. Mary Lynn Saul, lecturer in the OSU Department of English. 3:30 p.m., 122 William Oxley Thompson Library. Happy Valentine's Day!

February 15  "A Look at Medieval Romances" by Dr. Mary Lynn Saul, an Adult Program Series at the Upper Arlington Public Library, 7:00 p.m., 2800 Tremont Rd. Another Valentine's week activity.

February 22  "Children's Literature and the Arthurian Legend" by Patricia M. Dashiell, graduate student in the OSU College of Education. 4:30 p.m., 122 William Oxley Thompson Library.

February 23  Geoffrey Ashe, author of The Discovery of King Arthur and The Arthurian Handbook and lecturer on Arthurian lore, will discuss King Arthur and his relationship with the English monarchy. 7:30 p.m., Ohio Union Conference Theatre, 1739 N. High St.

March 2  "Arthurian Legends Through the Ages," a panel discussion by: Dr. Alan Brown, Associate Professor of English and panel moderator; Dr. Hans Keller, Professor of Medieval French Literature; Dr. Clare Simmons, Assistant Professor of English; and Dr. Mary Lynn Saul, lecturer in the Department of English. 3:30 p.m., 122 William Oxley Thompson Library.

Reservations are not necessary. Each lecture will be followed by a reception.

Book Discussion

February 14  "Arthurian Legends" Book and Coffee Review Series at the Upper Arlington Public Library, 12:15 p.m., 2800 Tremont Rd. Discussion is led by Betty Sheridan.

Children's Programs

February 25  "Journey to the Middle Ages." The Upper Arlington Public Library will host a special program for children--featuring crafts and storytelling. 11:00 a.m., 2800 Tremont Rd. Refreshments will be served.

March 4  "King Arthur Day." A special day for elementary and middle school aged children to see the exhibition and enjoy storytelling by Mike Follin and Melanie Pratt, music, and other period-related activities. 10:00 a.m., 122 William Oxley Thompson Library. Those who register in advance will be eligible for door prizes. Call (614) 292-3387. Refreshments will be served.

Conference


The exhibitions and programs, except for the Conference, are free and open to the public. No tickets or reservations are required for the film series or any other program. At The Ohio State University, parking is available in the Ohio Union Garage, conveniently located on North High Street between 12th and 15th Avenues. For more information, contact Marti All at (614) 292-3033 or Sandy Cody at (614) 292-3387. For programs at the Upper Arlington Public Library, contact Mary All at (614) 486-9621.
Libraries' copiers use 'rechargable' cards

New copiers for self-serve coin and card operation are being installed in University Libraries, Reprographics announced. Officials said the $500,000 in new equipment will provide more reliability and flexibility for users.

As part of the system-wide change, Reprographics is selling a new type of copier card, or "Cop-ez card" as it is known on campus.

Unlike the previous cards, which can no longer be accepted, the new cards will be reusable or "rechargeable."

Holders of old Cop-ez cards may exchange them for the new rechargeable cards at no added cost at special locations around the Columbus campus.

Although two dollars of the customer's initial $6 purchase price will be for the reusable card itself, the card will be capable of being recharged with values of $5 to $50.

"The concept of adding value to the cards, rather than just a number of copies, is a key difference in the new system," said Deborah Gill, director of Reprographics. "That's part of the service flexibility the new card-reader system will give us."

"We now can offer services such as 11- by 17-inch copies that require different pricing. Before, the cards could only click off the number of basic copies the cardholder had made."

The new system has already made possible the addition of three new "book-edge" copiers in the Main Library's maps, closed reserve and rare book sections. The new copiers allow customers to copy from books without placing the customary strain on the book spine, and they can produce ledger size copies.

Reprographics and University Libraries also are studying the possibility of offering full-color copying and laser printing.

Copies purchased with coins remain at 10 cents per standard copy, while copies purchased with the Cop-ez card will be 7.5 cents — up from the previous card rate of 6 cents.

Reprographics has kept the cost within the range charged by local self-serve operations while upgrading the equipment and covering paper costs, which have doubled in the past year, Gill said.

"The new copiers are from Lanier, which has been the highest-rated line of copiers nationally, and has an outstanding record of use on campus over the past four years. These machines offer very user-friendly instructions, and they can produce clean, crisp copies with greater reliability than we've ever enjoyed."

Gill said the new card's coding and reading systems are also highly reliable, and that Reprographics expects fewer "unreadable" cards. The system is not currently configured to accept Buck-I-D cards Gill says, but potential options are still being explored.

New cards may be purchased at Cop-ez stores, the Main Library business office, and dispensers at the Main, Education, and Science and Engineering libraries. After the original card purchase, there is no additional fee for the card itself, so long as the purchaser holds onto that card. All money put into recharging the card will be available for acquiring copies.

For more information, call 292-2000, the Reprographics customer service line.
USG to consider proposal to unify libraries

By Annette Herr
Lantern staff writer

Representatives of Ohio State libraries asked USG to consider a proposal that will eradicate the undergraduate student library at the assembly meeting Wednesday night.

The proposal will consolidate the education/psychology, human ecology and social work libraries, and move them into the undergraduate student library space in Sullivant Hall.

The education/psychology, human ecology and social work libraries do not have enough space to operate properly, said William Studer, director of libraries.

"All of them suffer from the sardine syndrome," Studer said.

The undergraduate student library has 44,531 square feet of space, while the three libraries combined have 21,607 square feet, which is less than half of that amount.

The university will not implement the proposal without the support of USG, said Sebastian Knowles, chairman of the library council.

"What we're most curious about is how undergraduates, particularly the undergraduates in this room, feel about the undergraduate student library," Knowles said.

Most of the assembly representatives found the undergraduate library useless.

"Personally, I've never been in the undergraduate library," said John Lukez, a USG assembly member.

USG has not made a decision to support the proposal.

"I want to get feedback from the students, and I want to get it back before we vote on it," said Amy French, a USG cabinet member who is also on the library council.

French hopes USG will vote on the proposal after she receives student opinions, but no vote is planned.

Planning for the consolidation will take a minimum of one year if USG passes the proposal.
CIC libraries call on the Pony Express

Would faculty and students like to have access to 57 million books and 550,000 journals? That dream has moved a step closer to reality at Ohio State and the 11 other universities of the Committee on Institutional Cooperation.

The CIC, a consortium of the Big Ten and the University of Chicago, has contracted with Pony Express Courier Corp. for expedited delivery of library materials among 13 research libraries and the Center for Research Libraries.

"This is a tremendously rich resource," said William Studer, director of University Libraries. In comparison, the OhioLink catalog of colleges and universities in the state enables access to 17 million volumes.

Pony Express Courier provides daily stops at all CIC campuses and a 24- to 48-hour delivery time. In addition, Ohio State has used the courier service for two years to get materials from Ohio libraries within 24 hours.

Although lending and borrowing of materials is a long tradition within the CIC, standard delivery methods have been slow.

Also, sharing materials cost the lending libraries quite a bit of money, especially if they used overnight or express delivery. University Libraries chose to use standard postal delivery, which was cheaper but slow, Studer said.

Now lending libraries will spend less to get materials to borrowers quickly. "Delivery by Pony Express Courier is the least expensive method," Studer said.

"We hope that eventually this project will be like OhioLink, which allows borrowers to make their own transactions with the lending library," Studer added.

With the technology used to access OSCAR, University Library patrons someday will be able to look through a virtual catalog of CIC libraries' holdings. Then patrons will use their computer to ask for interlibrary loans.

"There will be no need to request it from the office of Interlibrary Loan staff," Studer explained.

The CIC libraries plan to expand the service to regional and other libraries within university systems.

The CIC homepage is at http://www.cic.net/cic/cic.html.
Students absorb copying expenses

By Becky Baughn
Lantern staff writer

Ohio State libraries were spending more than $30,000 a year for student copies of research materials before they recently started charging students for the service.

Autumn Quarter, libraries started a program to recover the cost of paper, printers and materials used when students made free copies of journal citations or articles while doing research.

Now copies cost 10 cents per page and students need a Cop-Ez card to make laser printouts.

"It's more or less a cost recovery," said Pat McCandless, assistant director of main library public services. "We're not making money."

The libraries reached a decision to charge for copies in order to make up for the money spent on free copies.

The libraries are now in a partnership with Reprographics, the office that offers copying through the Cop-Ez program, McCandless said.

McCandless said she isn't aware of students being upset about the new charge and said she thinks the feedback has not been bad.

"It's kind of a hassle to use the Cop-Ez card," said Tamika Rosa, a sophomore majoring in radiologic technology. "But 10 cents is a reasonable price."
I am delighted to announce, on Dr. Studer's behalf, that Karen Diaz has been appointed the University Libraries' full-time Web Librarian. A brief position description of her duties follows:

The Web Librarian position is a new and evolving position in the OSU Libraries. The Web Librarian is responsible for the development and maintenance of the OSU Libraries' home page, including the design and organization of the pages providing access to networked information resources, information about the libraries, and links to other relevant resources both global and local. The Web Librarian coordinates the development and integration of sub-webs (pages, databases, projects developed by Libraries collection managers, offices), and assists collection and program managers with development of special projects. This position also represents the Libraries on university level web/web-related committees. The Web Librarian reports to the Collection Development Officer and works with the advice of the Web Policy and Planning Committee.

Other coordinating roles of the position are also evolving and include:

- Communication with Technical Services staff to assure bibliographic access to electronic resources from both the online catalog and the web site.
- Integration of instructional resources and tools developed library-wide into the libraries' web site.
- Coordination with the Automation Office on technical support issues relating to the server, including programming needs, software implementation, maintenance, etc.
STAFF APPRECIATION WEEK

~OSU LIBRARIES~
STUDENTS · STAFF · FACULTY

SEPTEMBER 2-5, 1997

SCHEDULE OF EVENTS:
TUESDAY 11:30AM TO 1:30PM
ROOM 122 MAIN
FREE MOVIE!!!!
"DESK SET"
WATCH Spenser Tracy TRY TO
REPLACE KATHERINE HEPBURN
WITH A COMPUTER????
BROWN BAG, DOOR PRIZES
FREE POPCORN & SODA

WEDNESDAY 2PM TO 4PM
ROOM 122 MAIN
SCAVENGER HUNT
PRIZES & REFRESHMENTS
FOR LIST: CHECK YOUR
EMAIL ON AUG. 25!!

THURSDAY 2PM TO 4PM
NORTH SIDE OF MAIN
NEXT TO SPHINX PLAZA
RAIN SITE-122 MAIN
ICE CREAM SOCIAL
Please R.S.V.P. below
2PM> DIRECTOR'S AWARD
3PM CAKE WALK NO. 1
3:30 CAKE WALK NO. 2
OTHER GAMES AND PRIZES TOO!
2ND SHOWING OF
"DESK SET"

FRIDAY 11:30AM TO 1:30PM
ROOM 122 MAIN

PLEASE R.S.V.P. THIS FORM BY FRIDAY AUG. 22 -OR- EMAIL > MORRISON.5@OSU.EDU

- PLEASE TEAR OFF HERE ^ REMOVE BOTTOM PORTION OF FLYER AND MAIL TO
TONI MORRISON, ROOM 110 MAIN LIBRARY (NOTE: ADDRESS IS ON THE BACK OF THE FORM)

YES, I PLAN TO EAT SOME ICE CREAM_____ (SUPERVISORS: HOW MANY STUDENTS?___)
CHECK HERE ^
COMING.....

70 OSU LIBRARIES

STAFF

APPRECIATION WEEK

SEPTEMBER 1-5, 1997

OSU Libraries' Staff Advisory Council
August 7, 1997
The Ohio State University Libraries
Organizational Chart
March 1998

NOTE: The Health Sciences Library (including Children's Hospital Library) and the Law Library are administered separately.
By Bill Eichenberger
Dispatch Book Critic

Every day at Ohio State University, 5 million books go into battle.
Often there are casualties. Some books go missing in action. Some are wounded. Some may eventually die.

Deep in the basement of the university's Main Library, a MASH unit—a.k.a. the OSU Libraries' Preservation Office—awaits those casualties.

"Damaged — or what we call sick—books are sent first to triage, where we decide what we'll do with them," preservation officer Wes Boomgaard said.

"We have to choose the right books to preserve. Selection is very important because we have so many titles."

The folks in triage evaluate roughly 75 to 100 books a day.

They have several options. Books may be bathed in a special solution to help reduce acid in the paper ("We call that the Rolls-Royce approach," Boomgaard said). A barely used book might be preserved in shrink-wrap ("Our version of a body bag," he joked). Or, a rare book might require surgery ("That's when our conservator will step in and actually repair a book").

Shaun McMurdie is the conservator at OSU.

"Shaun needs fine-arts and textile skills," Boomgaard said. "He does magic with his materials!"

That magic may include restoring a 300-year-old book to health.

"Seeing a book that's completely falling apart and restoring it to be usable—in that way, we really are kind of like book doctors," McMurdie said.

Books age.


"Books made from 1865 to 1900 were made during what we call the Age of Bad Paper," Boomgaard said.

"The manufacturing process left residual acid on the paper that breaks down the paper's flexibility."

But not all the damage can be attributed to "natural causes."

McMurdie has dedicated himself to fixing books and can't understand why students recklessly, carelessly, even maliciously, harm them.

"I always had the sense of stewardship for the books. I took out of the library," he said. "It just kills me to see a book all torn up. So much of what I do is after-the-fact. It's not preventive. That can be frustrating."

Words fail McMurdie when he considers the books he's held: a first edition of Einstein's theory of relativity; a 16th-century manuscript; Adm. Richard E. Byrd's polar diary.

"I'm not sure how to put it—I'm in awe in some cases," McMurdie said.

"McMurdie's special interest is 19th-century bindings."

"That's my passion."

"It was such innovation in the 19th century. Even if you're only talking about cover decoration."

Every picture may tell a story, but every book tells a story and then some, McMurdie said.

"They all have a distinct character. Every book has its own history. You can tell how many times a book's been borrowed and when it was most popular. Books have marginal writing that can be very interesting."

But marginal writing, however interesting, is McMurdie's bane. "If it's in pencil, it's outta there."

If a fairly popular book is damaged beyond repair, the preservation office may clone the patient, photocopying or microfilming it. A first-rate facsimile (with color) can cost $100 or more.

Each time a book is microfilmed three copies are made: One is stored in National Underground Storage, near Boyers, Pa. Another is stored in the OSU archives; the last is sent to the microfilm-renting room.

"Microfilm is incredibly stable. It should last 500 years," Boomgaard said.

The lowest of books—those that haven't been checked out, say, in 15 years—may go to the library's depository, a warehouse where books are put in trays and stored on shelves 30 feet high. They will languish there until someone requests them.

Books are like sharks, boasting an almost perfect evolutionary design. But microfilm and laptops are just two formats that cyber-needs predict will make books obsolete.

"There is the possibility that there will become more and more like museums because of the electronic age," McMurdie said.

"You'll go to libraries eventually to see what books were like."

What's this hero? Libraries will stop sending books into battle?

"Well, McMurdie decries. "I don't think it will ever happen. Logging onto the Internet or using a laptop just isn't the same as opening a book on your lap and reading it."

The nuts and bolts

The Ohio State University Libraries' Preservation Office employs 11 full-time staffers and several student assistants in three primary areas: bindery preparation, collection maintenance and conservation.

• The Bindery Division has a budget of $340,000. In 1997, it bound serials/magazines (19,781), pamphlets (11,042), pamphlets (6,157) and theses (1,196).

• Collection Maintenance has a budget of $65,000 for supplies and $50,000 for replacement and reformatting (creating facsimiles). In 1997, repairs included: brittle books reformatted — 504; protective enclosures — 10,016; new books prepared for the shelves — $3,768; and nonbook items repaired — 41,101.

• The Conservation Division has a budget of $20,000 for supplies and $15,000 for contract conservation. The division performed 15 conservation treatments (repairs) and put 605 books in protective enclosures.

In addition to these three divisions, the Preservation Office oversees the Chargray Preservation Microfilming Project (The Chargray is one of Ohio State's rare-books collections).

In 1996-97 the project, which has a two-year budget of $88,000, microfilmed 510 titles in the Chargray Collection.

OSU Libraries' Preservation Office

Shaun McMurdie, conservator for the Ohio State University Libraries, repairs the spine of a rare book.

Vols. I and II of Poésies de Marie De France by B. DeRoquefort were published in the 1820s and are considered "rare" books, in need of repair by the OSU Libraries' Office of Preservation.

Lisa D. Finger / Dispatch photo

The diary of Adm. Richard E. Byrd, which relates his adventures on his way to the South Pole, is one of many books the OSU Libraries' Office of Preservation can restore for future generations.

900 Uli six Ave. N.W., Columbus, OH 43210 Phone 614-292-5060 Fax 614-292-5320 E-mail the columbus dispatch
Enter the OSU Libraries Staff Bookmark Contest!

We are inviting all of you --OSU Libraries' Students, Staff and Faculty-- to enter the OSU Libraries Staff Bookmark Contest. Attached is the official entry form.

The winning designs will be judged by the Continuous Quality Improvement Steering and Oversight Committee members. Staff (including all of your student employees) may enter as many original art works as they would like. The following are the eligibility conditions for entry:

- Design/Art illustration must be your original work (not copied, etc.)
- Only OSU Libraries Student Employees, Staff, Faculty, may enter (excluding CQI SOC members)
- You may enter more than once but each entry must be on a separate "entry form" (forms can be reproduced for as many entries as you need)
- Work must be monochromatic (black and white, or single-color): the winning design(s) will be made into actual bookmarks for use by library patrons in the future; reproductions will be done in one color only
- Full name and a phone number/address where we can reach you, to be written in pencil on the reverse side, lower portion, of the entry form (for the purpose of our voting considerations). The name/credit will be made known when piece is reproduced as a bookmark. We are also planning on displaying the top finalist(s) entries --to be decided by CQI judges-- in the Libraries Staff Display Case at the Main Library's lobby at a later date, at which point name and credit will be given to the designer(s)

Among the themes you may wish to consider would be a combination of your own vision for the libraries symbolized by an illustration or a single sign or image, a logo for the OSU Libraries, or any image depicting your own department, area, function, that would --through the use of your creative and positive design-- show our commitment and dedication to the work we do. At the sole discretion of the CQI judging team and based on the quality of the art-work produced and entered in this contest, the prize monies (total of $175 made available to us by the Library Administration) will be distributed in the form of up to three (3) winning entries that we may deem meritorious. Therefore, please be advised that we are looking for high-quality work that is in itself representational and reflecting the "Quality" in the work we do: we are looking for "professional-looking" work that can be turned into bookmarks that all of us would be proud to be associated with.

Please mail your entries as soon as possible to either Faye Yungfleisch (ACQ), 040N Main Library, 1858 Neil Avenue Mall; or Nima Shafaieh (STX), Library Book Depository, 2700 Kenny Road, to reach us by noon on Tuesday, September 22, 1998. The decision will be based on the top choices voted on by the CQI committee members. The final decision and prizes will be awarded by the end of September, 1998.

Thank you, good luck and best wishes to all!

Faye Yungfleisch and Nima Shafaieh
CQI Steering and Oversight Committee Members
September 1998

The Ohio State University Libraries
Vision of Excellence:
To be a world-class library system by providing outstanding resources and services
The Search Committee for Director, University Libraries, held its first meeting on Friday, November 13. We, the four members of the OSU library community who are members, will send out periodic updates during the search process, letting you know the progress of the search and soliciting input at key points in the process. There will be periods when we will not be able to provide you with much information, due to the confidentiality that must be maintained at certain points in any search.

The members of the search committee are:

Judith S. Koroscik, Dean, College of the Arts -- Chair
James Cowan, Professor, Chemistry
Prabu David, Assistant Professor, Journalism and Communication
James F. Davis, Associate Provost and Director, University Technology Services
Bernard L. Erven, Professor, Agricultural, Environmental and Development Economics
Amy French, Council of Graduate Students
Cheryl Grossman, Library Associate, University Libraries
Marsha Hamilton, Associate Professor, University Libraries
Beth Killen, Interprofessional Student Council
Susan Kroll, Director, Health Sciences Library
Beverly Moss, Associate Professor, English
Mary Paster, Undergraduate Student Government
Gregory S. Rose, Associate Dean, Marion Campus
Dona Straley, Associate Professor, University Libraries

The Committee was given its charge by Ed Ray, newly nominated provost:

To present the Provost with 3-5 unranked candidates who reflect the very best in academic library leadership nationally and perhaps internationally.

Finalists for the position should have a strong track record of accomplishments appropriate to this position including demonstrated accomplishments in:

1) Establishing and implementing an agenda appropriate to an academic of the coming century including innovative modes of information storage and retrieval.

2) Recruitment, retention, and development of outstanding and diverse staff.

3) Management, including effective use of resources and proactive and innovative activities to increase resources.

Finalists should also exhibit the ability to think innovatively, should be energetic, and should demonstrate an understanding of higher education and university issues beyond that of an academic library.

The target date for a new director to be in place is July 1, or the beginning of Fall Quarter in September, but the search will not be hurried just to meet one of these dates. The important thing is to find the best person for the job, even if that means extending the search into the fall or beyond.

The first task of the committee will be to discuss and draft a job
announcement, which will then be circulated for comments. We hope to accomplish this in the next month, although the schedule may slide a little because of the end of the quarter and the holidays. However, everyone recognizes that it is important to get the announcement out as quickly as possible, as there are several other searches for similar positions already underway.

During the search process, if you have any questions or wish to share comments and suggestions, please contact one of us.

Cheryl Grossman, EHS, grossman.4@osu.edu
Marsha Hamilton, ACQ, hamilton.8@osu.edu
Susan Kroll, HEA, kroll.1@osu.edu
Dona Straley, MEJ, straley.1@osu.edu

Dona S. Straley
Associate Professor and Middle East Studies Librarian
308 Main Library, The Ohio State University
1858 Neil Ave. Mall
Columbus, OH 43210-1286
614-688-8796 (ph.)
614-292-1918 (fax)
straley.1@osu.edu
Date: November 25, 1998

To: William J. Studer, Director, University Libraries

From: Edward J. Ray, Interim Senior Vice President and Provost

Re: Search Committee

Bill, please distribute this memorandum to all faculty and staff in all the libraries. I am writing to announce the search committee for the Director, University Libraries. An announcement that includes the position description will be sent to the entire university community at a later date.

Judith Koroscik, Dean, College of the Arts, Search Committee Chair
Jane Case-Smith, Associate Professor, School of Allied Medical Professions
James Cowan, Professor, Department of Chemistry
Prabu David, Assistant Professor, School of Journalism and Communication
James F. Davis, Associate Provost and Director, University Technology Services
Bernard L. Erven, Professor, Department of Agricultural, Environmental and Development Economics
Amy French, graduate student
Cheryl Grossman, Library Associate, University Libraries
Marsha Hamilton, Associate Professor, University Libraries
Beth Killen, professional school student
Susan Kroll, Director, Health Sciences Library
Beverly Moss, Associate Professor, Department of English
Mary Paster, undergraduate student
Gregory S. Rose, Associate Dean, Marion campus
Dona Straley, Associate Professor, University Libraries

Thank you.

mcd
Main Library

The Main Library provides materials and services related primarily to the humanities and social and political sciences. The major collection is housed in the general stacks. In addition, there are major Reference, Government Document, Current Periodical, and Microform Collections in the Information Services Department on the First Floor, as well as

Department Libraries

The department libraries support the course work and research of upper-division undergraduate students, graduate students, and faculty in various fields of study. There are collections in agriculture, art, life and physical sciences, economics, education, engineering, home economics, journalism, medicine, music, psychology, pharmacy, social work, and more.

Which Library Do I Use?

The Ohio State University Libraries system consists of the William Oxley Thompson Memorial (Main) Library as well as 18 separate department libraries. The Main Library includes 16 libraries and reading rooms with core subject collections and a stack tower containing two million volumes. Altogether the University Libraries hold more than five million printed volumes and four million microforms, making it the 19th largest research library in North America.

The library you use will depend on the subject in which you are interested, the special services you may require, or which library holds your reserve reading assignment. Each library location has something special to offer. Read on to discover just what the University Libraries can offer you!

Borrowing Privileges

Even the facilities of the department libraries are noteworthy. Orton Hall, where the Geology Library is located, was constructed entirely of native Ohio stone. The Science and Engineering Library was designed by the noted architect Philip Johnson.

Each department library provides access to the Libraries' online catalog/
The Main Library provides materials and services related primarily to the humanities and social and political sciences. The major collection is housed in the general stacks. In addition, there are major Reference, Government Document, Current Periodical, and Microform Collections in the Information Services Department on the First Floor, as well as a number of special subject and/or language collections on the Second and Third Floors.

Included on the Second Floor are the Black Studies Library; English, Theatre, and Communication Reading Room; History, Political Science, and Philosophy Reading Room; and the Women's Studies Library. These collections contain selected non-circulating reference resources, current and bound journals, primary and critical texts, and other materials. Also on the Second Floor are the Map Room and the Hilandar Research Library, which houses medieval Slavic manuscripts in microform.

The Third Floor contains several specialized reading room collections in foreign languages and international area studies. These collections are non-circulating and specialize in the following areas: East Asia; Western Europe; Eastern Europe; Latin America; Jewish Studies; and the Middle East. Included in the collections are encyclopedias, dictionaries, almanacs, indexes, bibliographies, guides, and other reference works. Also housed on the Third Floor is the Rare Books and Manuscripts Division, including the Charvat Collection of American Fiction.

All of the specialized collections listed above have library personnel with the appropriate expertise to provide assistance in the use of these collections, as well as related materials housed throughout the university's library collections.

Department Libraries

The department libraries support the course work and research of upper-division undergraduate students, graduate students, and faculty in various fields of study. There are collections in agriculture, art, life and physical sciences, economics, education, engineering, home economics, journalism, medicine, music, psychology, pharmacy, social work, and more.

Some department libraries contain unique collections, such as annual reports of corporations (Business), maps (Map Room and Geology), music scores (Music/Dance), and pamphlets in the areas of agricultural economics (Agriculture).

Even the facilities of the department libraries are noteworthy. Orton Hall, where the Geology Library is located, was constructed entirely of native Ohio stone. The Science and Engineering Library was designed by the noted architect Philip Johnson.

Each department library provides access to the Libraries' online catalog/circulation system, as well as to indexes, abstracts, and bibliographies pertinent to its subject areas. Librarians familiar with the subject areas and expert in associated research techniques are available for consultation. If you need help, just ask!

Borrowing Privileges

Borrowing privileges at the University Libraries are extended to all Ohio State faculty, staff, and currently enrolled students, as well as holders of courtesy cards. Circulation policies are relatively liberal and may vary somewhat depending upon the type of materials borrowed and/or the location from which they are borrowed. Generally, Ohio State undergraduate students and special card holders may borrow materials for three weeks, and faculty, staff, and graduate students for ten weeks.

View your record on OSCAR to verify your address, renew checked out items (except those that are non-renewable), and to monitor the status of all items currently checked out to you.

Library notices are sent to the address that appears in your OSCAR record unless you have requested delivery to your e-mail account. To receive library notices via e-mail, request and complete the form "Receive Your Library Notices via E-Mail!" at any Ohio State library circulation desk. (Important exception: notices for items requested by another library user, marked RECALLED in the list of items checked out to you, cannot be sent via e-mail. There are daily fines for failure to return these materials by the due date indicated on the notice.)

You may return library materials to any Ohio State library location and are encouraged to ask for a receipt.

Visit the Libraries' web site at: www.lib.ohio-state.edu
Information Services

Reference Assistance

Assistance in using the Libraries' collections and services can be provided by personnel in the Information Services Department of the Main Library, as well as those in the various reading rooms and department libraries. They can help you unravel elusive bibliographic citations, determine which of many indexes will enable you to find appropriate articles and books on your topic, and generally assist in making the best use of the Libraries' resources. Don't hesitate to ask for help.

Telephone reference is also available from each library unit, and questions can be submitted electronically to "Ask-a-Librarian" at: library@osu.edu.

Electronic Information

More than 100 electronic reference databases are accessible via microcomputers in all campus library locations. Access is also available from home, office, or laboratory via phone lines or the campus network (www.lib.ohio-state.edu).

All of these databases, plus a number of others on stand-alone microcomputers in various library locations on campus can be searched at no charge.

Instructional materials for many of these services are available in library locations on campus. Library personnel are ready to help if you have problems using the services.

Government Documents

With the exception of health-related U.S. government documents (which are available in the Health Sciences Library), the Main Library houses the Libraries' collection of uncataloged federal, state, and European government documents. Also housed in the Information Services Department are U.S. Census data and a collection of U.S. patents. Personnel from the department will gladly assist you in the use of these materials.

Current Periodicals and Microforms

Current issues of selected major periodicals in the humanities and social sciences are housed in the Periodicals Reading Room in the Main Library. Current issues of other scholarly periodicals will be found in the appropriate departmental library or Main Library reading room according to their subject and/or language.

The Libraries' major microform collection is housed in the Microform Reading Room in the Main Library, although many of the department libraries also have materials in microform.

Special Collections

University Libraries maintains several collections of extraordinary research depth containing unusual or unique materials such as manuscripts and original drawings. Items in these special collections may not be checked out, but are available for study on site by anyone with a need to use them.

The Rare Books and Manuscripts Division contains manuscripts, letters, and drawings relating to prominent American and British authors, with emphasis on 19th- and 20th-century American literature. The University Libraries' collection of rare books is also housed here.

The Hilandar Research Library has the largest and most comprehensive academic research facility documenting the largest collection of rare books on Slavic manuscripts on microform in the Western Hemisphere.

The Cartoon Research Library is the largest and most comprehensive academic research facility documenting printed cartoon art (comic strips, political cartoons, comic books, graphic novels, sports cartoons, and magazine cartoons) in the nation. The university's collections of graphic materials such as film posters and stills are also housed there.

The University Archives preserve and make available many historical records of the university, its faculty, and student organizations. Included are university publications, office files, reports, minutes, and newspaper clippings of biographical and subject information. Particularly noteworthy is the photographic collection that has more than one million photographs of the university from 1870 to the present.

Also in the University Archives are manuscript collections pertaining to polar exploration. The most prominent collections are the papers of Admiral Richard E. Byrd, Sir Hubert Wilkins (the first to fly a plane in Antarctica), and Dr. Frederick Cook (the first to claim the North Pole.)

The Jerome Lawrence and Robert Lee Theatre Research Institute Library holds an extensive collection of performing arts materials including theatre company archives, papers of theatre and dance professionals, scene and costume designs, scripts, photographs, posters, programs, film and videocassettes, and sound recordings.

Consider these special collections as you examine your information needs.

OSCAR: The Online

University of Science and Technology
OSCAR: The Online Catalog/Circulation System

OSCAR (Ohio State Catalog for Automated Retrieval), is the computerized catalog and circulation system that links all the libraries on the Columbus campus, as well as the Regional Campus libraries. OSCAR also incorporates catalog entries for many materials from the Ohio Historical Society and the Edgar Dale Media Center.

Every library location has computers that can access OSCAR. Instructional brochures are available, and staff members are ready to help.

You can use OSCAR to find the location and availability of:
- books
- magazines, journals, and other serials
- theses and dissertations
- microform items

You can search OSCAR by:
- title
- author
- author/title
- call number
- subject
- keyword

In addition to searching, you can also:
- request an item currently checked out to someone else or owned by a library other than the one in which you may be located. Items can be held for you at the library that owns the item, another Ohio State library location, or sent to your campus office.
- transfer your search to OhioLINK if the item you want is not available in OSCAR.
- view your record to verify your address, review the current status of items checked out or on hold for you, renew books, or examine your fine account.

All the functions that have been mentioned—search, hold, and request—can also be performed from your home or office using a microcomputer with a modem or a connection to the campus network.

The card catalogs in the University Libraries are not current; no cards have been added since 1982. Although the majority of titles acquired prior to 1972 are still available with full bibliographic information in OSCAR, there are still a few of the pre-1972 titles that can only be searched by subject in the card catalog. OSCAR should always be consulted first, however.

OhioLINK: The Statewide Network

University Libraries, the Health Sciences Library, the Law Library, and Regional Campus libraries are members of OhioLINK, a statewide network which provides reference and research support for academic institutions in Ohio, plus the State Library. Access to the network is available on-site in campus libraries and also available from home or office via the campus network and HomeNet.

An important component of the statewide system is the Central Catalog, which provides a single, central database containing the holdings of all member libraries. The Central Catalog was first made available to the public in November 1992, with the holdings of six libraries represented. Currently, there are approximately 56 institutions represented in the catalog, expanding to about 75 by the end of 1998. OhioLINK encompasses the State Library of Ohio, all of the state-supported colleges and universities, nearly all of the state-supported community colleges, as well as a growing number of private colleges and universities in the state. Each institution also has its own local online catalog. Ohio State's local catalog, OSCAR, is also available for searching both on-site and from home or office.

Faculty, staff, and students also may borrow circulating materials from any of the other OhioLINK member institutions. Books can be requested directly while searching in the Central Catalog and delivered to any Ohio State library location, or they can be borrowed on site at the owning library.

OhioLINK also offers access to a large number of electronic research databases. Included in the available databases are ABI/Inform, Dissertation Abstracts, General Periodical Abstracts, MEDLINE, Newspaper Abstracts, PsycINFO, and WorldCat, among many, many others. The number of full-text electronic resources is also growing, and now includes encyclopedias, dictionaries, primary sources in literature and drama, and more than 2,000 academic journal titles.

Consider these special collections as you examine your information needs.
The Gateway to Information

Having trouble finding books? Need a relevant journal article? Want to link to Internet sites on your topic? Let The Gateway to Information help with your library research.

Developed and maintained by The Ohio State University Libraries, this Web-based information system is designed to help you define your information needs and then easily search, find, evaluate, and select relevant print, electronic, and Internet materials to meet those needs.

From one computer you can locate useful books, journals, encyclopedias, or any other research materials. Search a variety of electronic databases, the OSCAR and OhioLINK online catalogs, and hundreds of related Web resources using The Gateway. You can even access materials for biographical, review, and statistical information.

The Gateway can be accessed from any networked Libraries' computer, OSU computer labs, or other remote location such as office, dorm, or home with access to the Internet.

Make The Gateway your first stop in all research.

Preserving Library Collections

Ohio State's collections of books, journals and other materials—built over the past 125 years—are vulnerable to damage under conditions of heavy usage and accidental damage. Preservation efforts by everyone foster the growth of knowledge.

- Please use care in handling materials, especially when returning them and

Help With Your Research

Search Strategy

Searching for information for research papers and other projects need not be difficult. If you follow a plan in your search for information—a search strategy—you will be able to find what you need with greater efficiency.

A general search strategy can be used for any subject assignment and can be varied depending upon specific needs. The important thing is to proceed through the basic steps, one by one.

Use the diagram below as your research map. Begin at the top with general background resources and work your way down to find more specific information.

Print, electronic, and Web-based resources are available for each information area.

Library User Education

Instruction in library use is available to all students through the University Libraries User Education Program. All freshmen are introduced to the Libraries through presentations by library faculty in their survey classes.

Additionally, course-related instruction at the undergraduate and graduate levels is available by arrangement. Workshops and online assistance, such as The Gateway to Information and net.TUTOR, are also useful aids in understanding and accessing the Libraries' resources.

net.TUTOR

Net.TUTOR, a free Web-based interactive instructional program, is your personal guide to understanding the Internet and using it for research. Net.TUTOR will help you learn to:
- use browsers, e-mail, and newsgroups
- search the Web efficiently
- evaluate Web site quality

Background Information

Dictionaries
Preserving Library Collections

Ohio State’s collections of books, journals and other materials—built over the past 125 years—are vulnerable to damage under conditions of heavy usage and accidental damage. Preservation efforts by everyone foster the growth of knowledge.

- Please use care in handling materials, especially when returning them and when making photocopies.
- Report any materials needing repair to a library staff member. The Libraries have skilled repair staff that specialize in book repair and restoration.
- When marking your place in a book, use a bookmark rather than Post-It Notes or paper clips, which can be permanently damaging.
- Enjoy your favorite beverages in the Libraries, but in your reusable, spill-resistant container. (Food isn’t allowed in the Libraries.)
- During inclement weather, ask at the circulation desk for a plastic “rainy-day” bookbag to protect library materials.

Preserving library materials helps to make them available when you need them most and is also your gift to future readers.

Auxiliary Services

Copy Machines

Coin- or card-operated copy machines are located in the department libraries and on the first three floors of the Main Library. The cost is $.10 per page in coin or at lower cost per page with a copy card. Copy cards are sold at the COP-EZ Desk located near the Reserve Room on the First Floor of the Main Library, at all COP-EZ Stores, and at vending machines located in the Main, Agriculture, Biological Sciences/Pharmacy, Business, and Education, Human Ecology, Psychology, and Social Work Libraries.

Money Changers

There are one- and five-dollar bill changers in the Main Library. The Business; Education, Human Ecology, Psychology, and Social Work; and Science and Engineering Libraries also have money changers.

University Technology Services (UTS) Microcomputer Lab, etc.

Microcomputers supplied by University Technology Services are housed in the Main Library and are available for use by students, faculty, and staff. Various software packages are provided, and UTS staff are on duty for instruction and help with their use. There are 25 other computer labs located throughout the campus.
Library Location Guide

Main Library

1. Main Library
   - Black Studies Library
     Room 210
     292-2393
   - Circulation Department
     Room 123
     292-6154
   - Classics, German, Linguistics, and Romance Languages Reading Room
     Room 300S
     292-2594
   - Current Periodicals
     1st floor
     292-0327
   - East Asian Studies - Chinese
     Room 320N
     292-9997
   - East Asian Studies - Japanese
     Room 320N
     292-3502
   - East European and Slavic Studies
     Room 300NE
     292-8959
   - English, Theatre, and Communication Reading Room
     Room 200N
     292-2786
   - Hilandar Research Library
     Room 227
     292-6034
   - History, Political Science, and Philosophy Reading Room
     Room 200S
     292-2393
   - Information Services Department
     1st floor
     292-6175
   - Interlibrary Loan
     Room 103
     292-6211
   - Jewish Studies
     Room 320SE
     292-2362
   - Latin American Studies
     Room 300NW
     292-8999
   - Library Business Office
     Room 107
     292-2400
   - Map Room
     Room 211
     292-6175
   - Microforms and Periodicals
     Room 140
     292-0327
   - Middletown Studies
     Room 320SW
     292-3362
   - Rare Books and Manuscripts
     Room 327
     292-5938
   - Reference
     1st floor
     292-6715
   - Sanctions Clerk
     Room 107
     292-4217
   - Women's Studies
     Room 220
     292-3035

Other Ohio State Libraries and Special Collections

2. Agriculture Library
   045 Agricultural Administration Building
   292-6125

3. Archives
   2100 Kenny Road
   292-2409

4. Biological Sciences/Pharmacy Library
   102 Riffe Research Center
   292-1744

5. Business Library
   110 Page Hall
   292-2136

6. Cartoon Research Library
   023L Wexner Center
   292-0538

7. Children's Hospital Library
   (Not shown on this map.)
   Room 244-ED
   700 Children's Drive
   722-3200

8. Edgar Dale Media Center
   260 Ramseyer Hall
   292-1177

   100 Sullivant Hall
   292-2075

10. Fine Arts Library
    035L Wexner Center
    292-6184

11. Geology Library
    180 Orton Hall
    292-2428

12. Goldthwait Polar Library
    176 Scott Hall
    292-6715

13. Health Sciences Library
    Medical Heritage Center, 5th Floor (Health Sciences Library)
    376 West 10th Avenue
    292-4861

14. Journalism Library
    100 Journalism Building
    292-8747

15. Law Library
    280 Law Building
    292-6691

16. Music/Dance Library
    166 Sullivant Hall
    292-2319

17. Science and Engineering Library
    176 West 18th Avenue
    292-0211

18. Theatre Research Institute Library
    1430 Lincoln Tower
    292-6614

19. Veterinary Medicine Library
    229 Sisson Hall
    292-6107

This publication was prepared by the Orientation Subcommittee of the Library User Education Committee and revised by the Subcommittee on Library Publications. For additional copies, please contact:

Office of Library User Education
The Ohio State University
106B Main Library
1858 Neil Avenue Mall
Columbus, OH 43210-1286
Phone: (614) 292-6151

For further information about these libraries, their collections, hours, and services, visit the Libraries' web site at:
www.lib.ohio-state.edu
William J. Studer, Director of University Libraries, and Nena Couch, Curator of The Lawrence and Lee Theatre Research Institute, invite you and a guest to a reception and viewing of the exhibition:

**Resources In Dance**
Friday, November 13, 1998, 6:00 until 7:30 PM
The Ohio State University, Philip Sills Exhibition Hall
William Oxley Thompson Memorial Library
1858 Neil Avenue Mall, Columbus, Ohio 43210

This exhibition coincides with the Congress on Research and Dance at The Ohio State University and demonstrates activities of The Dance Heritage Coalition, an alliance of major dance collections formed to strengthen the national dance documentation and preservation network.

**Coalition Members**
Harvard Theatre Collection, Harvard University
Library of Congress
Dance Collection of the New York Public Library for the Performing Arts
The Ohio State University
San Francisco Performing Arts Library and Museum
American Dance Festival
Jacob's Pillow Dance Festival

Please respond by November 10 to Friends of The Ohio State University Libraries at 614-292-3387.
SUBJECT: Position Announcement for Director of University Libraries

Nomination of Possible Candidates for the Position

DATE: January 12, 1999

FROM: Judith Koroscik, Dean, College of the Arts, and Chair, Director of University Libraries Search Committee

TO: Faculty and Staff in the University Libraries

The search committee has completed a position announcement for Director of University Libraries (see attachment). The advertising plan is in the process of being developed and implemented, with a display ad to appear in the January 22 issue of The Chronicle of Higher Education. Ads in library journals/newsletters and/or on-line job listings will begin to appear late this week or early next week. The Office of Academic Affairs also will be sending the position announcement to OSU faculty and staff.

All of you are our most valuable resource for identifying potential candidates. The search committee invites your nomination of those individuals you would like to be recruited into the applicant pool. Please don't exclude from your list strong candidates who you believe may not be considering a job change at the present time. Search committee members frequently are able to persuade reluctant candidates to apply. Once we have your nominations, we will contact the potential candidate, probably first in writing and then by follow-up phone call. If you know of individuals who would be excellent sources for identifying potential candidates for the Director position, we would appreciate information about them as well. If possible, please provide as much of the following as possible: name, current title and institution, address, phone number, and e-mail address.

You may send your information about potential candidates and nominators to Cindy Daylong, a staff member in my office who provides administrative support to the search committee or to one of the search committee members (Cheryl Grossman, Marsha Hamilton, Susan Kroll, Dona Straley). The search committee needs to move quickly but deliberately into the recruitment mode. We recognize that we will attract many of the best candidates through personal contact. Having your suggested nominees and nominators by Monday, January 25 would help us move forward.

We will do our best to keep you apprised of our progress. The committee looks forward to your involvement in later phases of the search process.

DIRECTOR OF UNIVERSITY LIBRARIES
THE OHIO STATE UNIVERSITY
POSITION ANNOUNCEMENT

The Ohio State University invites nominations and applications for the position of Director of University Libraries. The Director is the chief administrative officer of the University Libraries and reports to the Senior Vice Provost for Academic Administration. The Ohio State University is a major land-grant research institution and the flagship university of
the state's higher education system with over 3,000 faculty, 15,000 staff, and 55,000 students.
The Ohio State University Libraries holds more than 5 million volumes in a main library building and 17 library units. Among the collection's most notable holdings are the Hilandar Research Library containing microfilms of early Slavic and related manuscripts; the Charvat Collection of American Fiction encompassing works from the 18th-20th centuries and the manuscripts and papers of 20th-century authors; and the Cartoon Research Library of cartoon art, film posters and stills, and historic photographs. The University Libraries has a staff of approximately 250 that includes over 80 librarians with full faculty status and budget of approximately $22 million. The library is also a major partner in OhioLINK and the CIC consortium.
The University seeks an energetic and articulate leader who aspires to achieve the very best in library leadership nationally. The University seeks an innovative thinker who...
... has a vision for the future of an academic research library that will best serve Ohio State's mission
... comprehends the academic environment and the broader issues facing higher education today and into the future
... understands how technology can be successfully integrated to serve the information needs of all library users
... embraces collaboration and is an engaging communicator and advocate
... is responsive to diverse constituencies inside and outside the University
... demonstrates a proactive and entrepreneurial leadership style that embraces development opportunities as a means to increase resources
... is committed to recruiting, retaining, and developing an outstanding and diverse staff
... effectively manages fiscal and other resources
The position will be available July 1, 1999. Salary and other considerations will be consistent with the University's commitment to recruit the best-qualified individual. To assure full consideration, applications and nominations should be received by Friday, March 5, 1999. The Search Committee will continue to review applications until the Director of University Libraries is selected. Nominations should include the names, mailing and e-mail addresses, and phone numbers of nominees and be sent to the address below. Applicants should send a letter of interest, a curriculum vitae, and the names and addresses, e-mail addresses, and phone and fax numbers of four references to:
Judith Koroscik, Dean
College of the Arts, and Chairperson, Director of University Libraries
Search Committee
The Ohio State University
305 Mershon Auditorium
1871 N. High St.
Columbus, OH 43210
phone: 614-292-5171; fax: 614-292-5218; e-mail: koroscik.1@osu.edu
Website for The Ohio State University: www.osu.edu
Website for the University Libraries: www.lib.ohio-state.edu

The Ohio State University is an Equal Opportunity/Affirmative Action Employer. Qualified women, minorities, Vietnam-era Veterans, disabled veterans, and the disabled are encouraged to apply.
Dear Library Faculty and Staff,

On behalf of the search committee for the Director of University Libraries, I am pleased to announce the candidates who will be brought for on-campus interviews during May.

Joseph J. Branin  
Dean of Libraries  
SUNY at Stony Brook  
Monday and Tuesday, May 17 & 18

Paula T. Kaufman  
Dean of Libraries  
University of Tennessee, Knoxville  
Thursday and Friday, May 20 & 21

Nancy L. Baker  
Director of Libraries  
Washington State University  
Monday and Tuesday, May 24 & 25

Larry P. Alford  
Senior Associate University Librarian  
University of North Carolina, Chapel Hill  
Wednesday and Thursday, May 26 and 27.

The search committee will be discussing and finalizing the schedule for the on-campus interviews at its meeting next week. After that we'll be able to provide specifics about the opportunities you will have to meet the candidates while they are on campus.

We look forward to your involvement in the interview process. If you have questions or concerns, please contact me or Donna Straley, Cheryl Grossman, Marsha Hamilton, and Susan Kroll.

Patricia Riechel  
College of the Arts  
292-5171
The Studer Years

Celebrating Twenty-Two Years of Service to The Ohio State University Libraries
THE STUDER YEARS
AND THE OSU LIBRARIES

Dr. William J. Studer served as the fifth Director of The Ohio State University Libraries. Although the OSU Libraries opened with the university (then The Ohio Agricultural and Mechanical College) in 1873, members of the faculty administered the library on a part-time and rotating basis. In 1893, Olive Branch Jones became the first full-time Librarian. The title "Director of Libraries" was awarded to her successor, Earl Manchester and his successors. Photographs of all of the leaders of the OSU Libraries, from 1893 to the present, appear in the case below the exhibit poster.

The Studer years were ones in which many changes took place in the OSU Libraries. As a matter of organization and of purpose, the remaining exhibit cases illustrate the following themes: people; library buildings; library technology; preservation; user education; events; and library collections.

A constant throughout this period of change, however, was that the OSU Libraries remained fundamental and supportive to the missions of The Ohio State University in scholarship, teaching, and service.

1977
- Feb. 1 Dr. William J. Studer succeeds Hugh Atkinson and Betty Meyers (acting) as director.
- May 1977 the Milton Caniff Research Room opens, the origins of the Library for Communication and Graphic Arts.
- Annual report for 1976/77 comments on inflation curtailing purchasing power for library materials and problems of space and significant under staffing. Notes that "staff dedication and high morale are library's greatest assets."
- In June the number of volumes in the OSU Libraries was reported as 3,281,511.

1977/1978
- Full bibliographic records began to enter LCS (predecessor to OSCAR) in late April and development of an on-line catalog to replace card catalog continues slowly but deliberately.
- User Education program initialized with the Director of Library User Education (Virginia Tiefel) appointed July 1.
- OSUL receives federal grant to begin the OSUL Gateway Project, integrating LCS and User Education.

1988/89
- Annual report states "there is much evidence that library services to faculty and students are of high quality, but they are often insufficient to meet the needs of so large and diverse an academic community.
- Report "Strategic Plan: Looking Toward the Next Century (December 1988) completed.
- Health Sciences, Law Library, and OSUL cooperate to develop a unit cost indexing mechanism for library materials as the basis for funding (origins of the Library Materials Budget Index, a response to inflation).

1989/90
- Annual report begins "An uneven state characterizes the University Libraries in 1989/90—a tenuous steady state in most areas." It notes that the strategic plan has guided the goals and that the self-study and external review have corroborated the plan but resources are needed to bring about action. Annual report also notes that the operating budget has an unsustainable dependence on salary vacancy credits to fund many basic operations.
- Significant new monies were received for acquisition of library materials, the result of the successful completion of the cost-indexing mechanism for library materials.
- Most of Mansfield Campus' library holdings were added to LCS, the first steps to integrating library materials at regional campuses into the central on-line library catalog.
- Elected Staff Advisory Council completed first year of work.
- Cartoon, Graphic and Photograph Arts Library moved to Wexner Center in March, followed by the Fine Arts Library in June.

1990/91
- Annual report notes that the percentage of support of the university budget for the Libraries has declined.
- OSUL Libraries join with the Byrd Polar Research Center to develop the Byrd Polar Archives Program.

1991/92
- OSUL Libraries became one of eight land-grant libraries to participate in the National Agricultural Digitized Document Transmission Project.
- Ohio Library and Information System was renamed Ohio LINK.
- OSUL Libraries participate in the National Agricultural Digitized Document Transmission Project.
- U.S. Department of Education awards OSUL Libraries/Archives grant to catalog and make available the papers of Admiral Richard Byrd.
- University Archives becomes part of the OSU Libraries.
- Hilandar Research Library begins.
- Coordinator for Automated Systems (Susan Logan) appointed July 1 to take responsibility for developing this area.

1979/80
- Annual report points to the continuing problem of inflation and also to the crisis faced by the deterioration of library materials and recommends attention to a preservation program.
- Classified Civil Service staff members of the OSU Libraries become members of state Classified Civil Service (January 1980).

1980/81
- OSUL Bindery closed (November 1).
- Committee on Continuing Education sponsored ten programs, including “Coping with Stress.”
- Celebration of the tenth anniversary of the Library Control System (LCS).

1981/82
- Library Disability Services moved to Main Library to a newly constructed room with a variety of aids for disabled users.
- Special colloquium “Library as a Partner in Learning,” held at OSU (April 30, 1982).
- Updating of card catalog ends in favor of reliance on LCS for most titles.
- Substantial endowment received from Samuel Melton in memory of his son Michael.
- David Kaser of Indiana University delivered the 1981/82 Library Lecture (April 21), entitled “The Natural and Social History of the University Library Building.”
- OSUL report to Office of Academic Affairs (effective July 1, 1982).

1982/83
- User Education produced video/tape film “The Battle of the Library Superstars,” as a result of a grant from the Corporation for Public Broadcasting.
- Banks Florilegium, an exhibit of botanical prints from explorer James Cook presented by Rare Books and Manuscripts (Jan. - Feb. 1983).
- Library Lecture by Carol Neymer, president of American Library Association, “Publisher-Library Relationships (March 31, 1983).
- Grant awarded from Title II-C, U.S. Department of Education, to expand the Charvat Collection of American Fiction and to create a machine-readable bibliography.
- Annual report notes efforts to remove the vending machines from the Main Library because they are sources of litter and damage to collections.

1983/84
- October 1983. First International Cartoon Arts Festival held at OSU Libraries.

1984/85
- Decision to establish a “no food and drink” policy (summer 1984).
- Skylight exhibition area received new skylight covering, protection collections from the regular water leaks from the original skylight structure.
- Successful introduction of INNOVACQ, a microcomputer-based acquisition/fiscal control system.
- Preservation program begun with the hiring of Wes Boomgaarden (November 1984).

1985/86
- President Edward Jennings before the University Senate states “No University has ever become great or maintained its greatness, without continued attention to the needs of its central academic core in the libraries...I also ask that we pledge ourselves to nothing less than seeking to create the finest library possible, for today and for the future.” (October 5, 1985).
- Library collection reaches the 4 million mark by summer, 1985.
- Libraries develop emergency plans and resources to deal with leaks and environmental threats to preservation of library materials.
- First coordinator of Online Services, David Lincove, is hired.

1986/87
- Catalog records of manuscript collections created and added to LCS.
- Association of Research Libraries Preservation Planning Program for OSUL is completed.
- Preservation re-mastering of the Hilandar Research Library’s microform collection begun, with support from U.S. Department of Education.
- Tracings, newsletter for the OSU Libraries, is begun.
- Renovation of 14th floor Lincoln Tower completed to house the Lawrence and Lee Theatre Research Institute Library.
- West Campus library closed to public use.
- Temporary book storage facility leased on Goodale Avenue, the predecessor of the OSUL Book Depository and Archives Building.
- HVAC upgrading completed for Main Library.

1987/88
- Gay Dannelly became the first Collection Development Officer for the OSU Libraries.
- Planning begun for an “Ohio Access System,” which led to Ohio Link.
1992/93
- Science and Engineering Library is completed.
- Annual report notes that the Library Materials Budget Index has been the only counterpoint to a period when OSUL has lost staffing in mandated budgetary retrenchments.
- Lawrence and Lee Theater Research Library receives the Twyla Tharp Archives in contemporary dance.
- Hilandar Research Library acquires microfilm copy of the Polish Medieval Manuscripts Collection.
- William T. Vollman, contemporary author, donates manuscripts to Rare Books and Manuscripts.

1994/95
- OSCAR (Ohio State Catalog for Automated Retrieval) replaced LCS (August 1994).
- Patron initiated circulation commenced on May 15.
- Libraries are included as recipients of the revenues created from OSU’s Trademark and Licensing Program.

1995/96
- Completion of the Book Depository/University Archives Building.
- Continuous Quality Improvement Workshops held.
- Wexner Center transfers 962 leaves from medieval manuscripts and early printed books transferred to Rare Books and Manuscripts.

1996/97
- Annual report notes that OSUL ranks at the bottom of peer institutions in the numbers of professional and support staff.
- OSUL acquires notebook of Samuel Beckett.
- OSUL received Academic Enrichment Award to design and implement an online tutorial for locating and using Internet/Web materials.

1997/98
- Library Task Force appointed by Provost recommends renovation of Main Library and significant budgetary attention to staffing and facilities.
- Cartoon Research Library acquired the collection of the San Francisco Academy of Comic Art.
- OSUL Academic Enrichment grant to establish electronic reserves program.

University Libraries
When bookbinder does a job, it's guaranteed forever

HARRISBURG, Ohio — When Barry (The Book Doctor) Cunningham's son was a youngster, he strolled into his father's shop and said, "Teach me how to bind a book." Cunningham studied 12-year-old Eric for a moment before responding, "OK. There's a broom in the corner. Sweep the floor." "I'm not going to sweep the floor," the boy replied. "Well," Barry informed him, "when you sweep the floor, I'll teach you how to bind a book." That was 14 years ago. The broom is still in the corner; the boy became an electrician. And Barry Cunningham still thinks that a bookbinder's apprenticeship should begin with the most elemental task in the shop. He is not the sort of man who would describe his life's work as "noble" or "exalted." Rather, it is a craft that connects him with the ages. When a man uses tools forged during the War of 1812 to restore a book published two decades before Columbus' voyage to the New World, he senses something ponderous and vital in the labor of his hands. Such work inbues him with a sense of perspective to realize that the 17th-century Bible he is restoring is insured for $150,000 more than his life. "My most memorable job," Cunningham recalled of that particular project. (One of the signers of the Declaration of Independence was said to have owned the Bible, published in 1613.) To be sure he was using the highest grade of leather for the cover, Cunningham traveled all the way to a tannery in Mexico to pick it out. A binder's son, Cunningham began his apprenticeship in the trade 30 years ago in the now-vanished Ohio State University bindery in the basement of OSU's main library. For four years, he spent half a day in class, the other half in the bindery. Yes, he swept the floor when he first started. He stayed with the bindery after becoming a journeyman. He started his own business out of his home when the OSU facility shut down in 1979. Cunningham's wife, Vicki — who apprenticed with her husband and now is also a journeyman binder — remembers the days when the bedroom was filled with stamping machines and the garage with bindery equipment. "We had more bindery than we had house," she said. Twenty years ago, they opened a bindery in a converted laundry service in Harrisburg. "The payment on the building was $165 a month," Barry said, "and there were some months we didn't know if we were going to make it." But word of their craftsmanship spread. They were given a commission by the Pontifical College Josephinum to restore a priceless book that was published in 1475 and printed on papyrus. Barry set the tone for the business with two rules. • "If they're not satisfied with my work, they don't have to give me a dime." • "I guarantee my work absolutely forever." Now, he explained, "I've got more work than I can handle." Although it sounds like a cliche, there's always a story behind each book the Cunninghams restore. If it is an old family Bible, the story tells itself by the recorded births, marriages and burials, the locks of hair, pressed flowers and letters edged in black. The Cunninghams are aware that the craft they practice is little taught these days. One grandson seems interested in learning bookbinding, yet it is too soon to tell. It would be a comfort to the couple if the boy's interest panned out. When you guarantee your work "absolutely forever," you'd better have someone around to do warranty servicing when you're gone.

Mike Harden — mharden@dispatch.com

Barry Cunningham's craft connects him with the ages.
Welcome to the University Libraries!

We offer a huge variety of collections, services, and one of the largest number of online databases and catalogs of any library. The University Libraries holds more than five million printed volumes and four million microforms, making it the 19th largest research library in North America.

The Ohio State University Libraries system consists of the William Oxley Thompson Memorial (Main) Library and its 16 subject libraries and reading rooms, as well as 18 separate department libraries. The library you use will depend on the subject in which you are interested, the special services you may require, or which library holds your reserve reading assignment.

This guide will help you understand and successfully navigate the resources available to meet your research needs, as well as provide information about our ongoing policies, hours, and contact information for additional help.

Please remember that your most valuable information tool is the University Libraries' trained personnel ready to answer your questions about print, online, and web research.

www.lib.ohio-state.edu
A Message from the Director

Welcome to The Ohio State University Libraries!

What a fantastic age we live in. From the printed book to the digital web page, there is a diversity and quantity of information that staggers the mind. We have new research tools that can help you search far and wide for the information you need. The real challenge today is how to cope with the sheer volume of information you can uncover.

The Ohio State University Libraries system is a rich, complex treasure trove of resources carefully selected to provide the quality information you need. With our large number of subject-oriented department libraries, special collections, and reading rooms, we can get you what you require, whether you are an undergraduate novice researcher, graduate Ph.D. candidate, faculty, staff, or member of the general public.

Our collection includes over five million print items, 30,000 subscriptions to magazines, journals, and newspapers, over 350 online databases, and many other media resources such as music recordings, videotapes, and electronic books and journals. In addition, as part of the OhioLINK consortium we have access to 20 million items from the combined collections of over 75 academic libraries in Ohio, most of which can be checked out and delivered to any Ohio State library for pickup within three to five days. Also, we provide access to the CIC (Big 10+ universities) libraries and regular interlibrary loan borrowing from just about any library in the world.

The University Libraries is truly a leader in offering students and faculty electronic and document delivery service access to a rich array of traditional and new digital information resources as well. In partnership with OhioLINK and the CIC, Ohio State is ranked as one of the best libraries in the country when it comes to online access to reference tools and full-text articles.

Our most valuable resource, however, is our trained staff. Each of our 20 libraries on campus has friendly, professional people ready to help you find the information you need quickly and efficiently. Whether you are looking for a few articles and books for a short paper or seeking highly-specialized materials for your dissertation or personal research, our staff will use their expertise to locate the most relevant print, multimedia, or online resources you need.

We look forward to assisting you in your research.

Joseph Branin
Director, University Libraries

The Ohio State University Libraries
Mission Statement:

The Ohio State University Libraries are committed to meeting the diverse and changing information needs of the university’s students, faculty, and staff, and to participating in resource sharing programs throughout Ohio and the world.

The Libraries’ facilities, collections, services, instruction, and scholarship contribute to the university’s attainment of excellence in teaching, research, and service.

To these ends, the Libraries collect, create, organize, manage, preserve, and provide access to information sources and foster an environment conducive to academic inquiry, scholarly communication, creative achievement, and lifelong learning.

www.lib.ohio-state.edu
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[www.lib.ohio-state.edu]
# University Libraries Electronic Resources

These resources can be accessed from library workstations and computer labs, or accessed remotely. Due to license restrictions, courtesy card holders, Kent State Library Science (Columbus) students, and the general public should consult the University Libraries web site for information on access and availability.

## Resource Access Methods Services Available

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<td>OSCAR (Ohio State Catalog for Automated Retrieval)</td>
<td>- Web site: <a href="http://www.lib.ohio-state.edu">www.lib.ohio-state.edu</a> (select OSCAR from Library Catalogs menu) &lt;br&gt; - Telnet: <a href="http://library.ohio-state.edu">library.ohio-state.edu</a> [login: library] (select OSCAR from Library Catalogs menu)</td>
<td>- Search the catalog for books, journals, newspapers, conference proceedings, and other media owned by University Libraries. &lt;br&gt; - Request items (specify any library location for pickup or specify campus office delivery). &lt;br&gt; - Place a hold on an item that is checked out. &lt;br&gt; - View your circulation record for a list of items you have checked out or placed on hold &lt;br&gt; - View status of items in transit from OhioLINK. &lt;br&gt; - Check the status of your interlibrary loan requests, including CIC library requests. &lt;br&gt; - Renew your checked out items via the “View Your Circulation Record” option. &lt;br&gt; OSCAR online search instructions: <a href="http://www.lib.ohio-state.edu/guides/oscargd.html">www.lib.ohio-state.edu/guides/oscargd.html</a></td>
</tr>
<tr>
<td>OhioLINK (joint catalog of Ohio colleges, universities, and the State Library of Ohio)</td>
<td>- Web site: <a href="http://www.lib.ohio-state.edu">www.lib.ohio-state.edu</a> (select OhioLINK from Library Catalogs menu) &lt;br&gt; - Telnet: <a href="http://library.ohio-state.edu">library.ohio-state.edu</a> [login: library] (select OhioLINK)</td>
<td>- Search the catalog. &lt;br&gt; - Request items (specify any library location for pickup or specify campus office delivery). &lt;br&gt; - Place a hold on an item someone else has checked out. &lt;br&gt; - Renew checked out items once within one week before due date via the “View Your Circulation Record” option.</td>
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<tr>
<td>CIC Libraries’ Catalogs (Big Ten + Universities)</td>
<td>- Web site: <a href="http://www.lib.ohio-state.edu">www.lib.ohio-state.edu</a> (select CIC Virtual Catalog from Library Catalogs menu) &lt;br&gt; - Telnet: <a href="http://library.ohio-state.edu">library.ohio-state.edu</a> [login: library] (select CIC Catalog)</td>
<td>- Search the catalogs &lt;br&gt; - Request books (Follow standard Interlibrary Loan policies) at: <a href="http://www.lib.ohio-state.edu/OSU_profile/illweb/">www.lib.ohio-state.edu/OSU_profile/illweb/</a> &lt;br&gt; For renewals, contact: Interlibrary Loan Office 103 Thompson (Main) Library, (614) 292-6211 <a href="mailto:illadm@felix.us.ohio-state.edu">illadm@felix.us.ohio-state.edu</a></td>
</tr>
</tbody>
</table>

[www.lib.ohio-state.edu](http://www.lib.ohio-state.edu)
### Access Online Resources

**For questions about remote access, contact:**
- Penny Pearson  
  pearson.l@osu.edu  
  (614) 292-6247  
- Office of Info Tech. Help Desk  
  (614) 688-HELP

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<th>Resource</th>
<th>Access Methods</th>
<th>Services Available</th>
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</table>
| **WorldCat**  
(Combined catalog of thousands of libraries)  
See page 10 |  
- Web site:  
  www.lib.ohio-state.edu  
  (select WorldCat from “Additional Catalogs” menu) |  
- Search the catalog  
- Faculty and graduate students can request materials via Interlibrary Loan forms. Choose ILL option from: library.ohio-state.edu/search/  
Materials must be picked up at the Thompson (Main) Library Circulation desk. |
| **Electronic Databases**  
See pages 16-19 |  
- Most databases can be accessed remotely using an Internet Service Provider (see page 27).  
A few databases have license restrictions and some databases can be accessed only on site in selected Columbus campus libraries.  
For details about license restrictions, see:  
  www.lib.ohio-state.edu/Tools/titles.html |  
- Use to locate articles published in magazines, journals, and newspapers.  
Some databases have full-text or select full-text availability.  
For a complete list of subject databases, see pages 16-19.  
Online Instructional Guides are available from the University Libraries web site, at:  
  www.lib.ohio-state.edu/guides/ |
| **Electronic Journals**  
See page 20 |  
- Access via links in the OSCAR catalog entry; search OSCAR by the Journal title.  
- Access via the OhioLINK Electronic Journal Center; browse by journal title or subject categories.  
- Access via links from citations in reference databases such as Periodical Abstracts, ABI/Inform, MEDLINE, and many others.  
- Access via links on the Electronic Journals page at:  
  www.lib.ohio-state.edu/Tools/ejournals.html  
  (select Electronic Journals from the University Libraries’ web site). |  
- Use to locate online journals and full-text articles in these journals.  
Online instructional guides for downloading, printing, and e-mailing full-text documents are available from the University Libraries web site, at:  
  www.lib.ohio-state.edu/ guides/  
Note: viewing full-text may require the Adobe Acrobat Reader software.  
Ohio State students, faculty, and staff can download the software from the OITSoftware To Go site at:  
  www.osu.edu/units/uts/publications/upgrades/ |
OSCAR (the Ohio State Catalog for Automated Retrieval)

Use OSCAR to find books, dissertations, newspapers, magazines, journals, dissertations, theses, microforms, and videotapes in the University Libraries, as well as their location(s) and availability.

1. Access the Libraries home page by typing in the browser location box the URL:
   http://www.lib.ohio-state.edu

2. Select OSCAR from Library Catalogs menu

Search OSCAR

By Title
Type all or the first part of the title
(ex. twenty thousand leagues under the sea)

By Author
Type author's name, last name first
(ex. verne jules)

By Keyword
Type keywords in title, subject, series, conference, corporation
(ex. women advertising television)

By LC Subject Heading
Type Library of Congress Subject Heading (LCSH)
(ex. persian gulf war OR bush george).
Consult a librarian for appropriate LCSH term or browse subjects retrieved by your search.

By Medical Subject Heading
Type all or part of a Medical Subject Heading (MeSH)
(ex. bacteria)
Consult a librarian for appropriate MeSH term.

www.lib.ohio-state.edu
Read an Item Record

**Library Location**
Identifies which Ohio State library holds the item (see pages 24-25 for all Ohio State library location codes)

**Call Number**
Shows you where the item is located on the shelf.

Availability (Status)
Indicates the availability of the item. "Available" means you should find it on the shelf and can check it out.

Request an Item

Request an item with an "Available" status or an item located in another University library.
Items you request can be sent to the University library of your choosing or sent to your campus office. See also pages 11-13 for information on borrowing materials.

1. Click on Request This Item
2. Type your name and social security number, barcode, or university ID
3. Select a Pickup Location
4. Click on Submit above information

When an OSCAR record indicates an item is unavailable, check OhioLINK (see pages 8-9) for an available copy before requesting a checked-out local copy. Delivery time will be faster.

www.lib.ohio-state.edu
From OSCAR, transfer your search to the OhioLINK catalog

For materials not available in OSCAR, OhioLINK, and CIC (Big Ten+), Ohio State faculty, graduate students, and staff can request those materials through the Interlibrary Loan office (see page 11).

"View Your Circulation Record" is an option available from OSCAR's main menu (see page 11).

Every library location has computer workstations that provide access to OSCAR.

Access is also available from home or office using a microcomputer with a modem and Internet connection. (see page 27)

Detailed online instructions for OSCAR access and use can be found at:
  www.lib.ohio-state.edu/guides/

or from the University Libraries home page:
  www.lib.ohio-state.edu/
  [Select the link to Instructional Guides, then select OSCAR.]

For information about University Libraries borrowing privileges, see pages 11-13.

www.lib.ohio-state.edu
What is OhioLINK? (Ohio Library and Information Network)

OhioLINK central catalog contains more than seven million unique titles and represents the holdings of most Ohio university, college, and community college libraries, as well as the holdings of the State Library of Ohio.

OhioLINK Borrowing

1. Check OSCAR first for the item you need.
   [Note: If the item is available at an Ohio State library, you will be blocked from requesting the same item in OhioLINK.]

2. Select Request this Item.
   - Select OSU from the listing of institutions.
   - Fill in your name, social security number, and pickup location.

- The transport of items you request from OhioLINK can take 4-6 days.
- OhioLINK books may be borrowed for 21 days. You may renew the item once for an additional 21 days.
- OhioLINK non-book materials may be borrowed for 10 days and are nonrenewable.
- Renew items online (see page 11) or at any University library circulation desk.
- OhioLINK materials can be returned to any University library circulation desk.

www.lib.ohio-state.edu
CIC (Big Ten+ Universities) Catalogs
(Committee for Institutional Cooperation)

Search OSCAR and OhioLINK first. CIC requests go through Interlibrary Loan (see page 11) and are approved for books needed for scholarly research that are not owned by Ohio State and not available for OhioLINK loan. ILL does not borrow textbooks or computer manuals.

Use the CIC option to request books only. Check “Library” field to see if the book is available to borrow.

Note: Libraries do not loan from Special Collections (e.g., Indiana’s Lilly Library).

- Multiple catalogs may be searched simultaneously
- For eligibility and access information, see page 4.

WorldCat
Worldwide catalog representing thousands of libraries in 67 countries, over 400 languages, and more than 42 million records

Search the OSCAR, OhioLINK, and CIC catalogs first for availability of materials.

WorldCat requests go through Interlibrary Loan (ILL) and are approved for materials needed for scholarly research that are not owned by Ohio State and not available for OhioLINK loan.

- Check “Library” field to see if the book is available to borrow.
- For renewals, contact Interlibrary Loan Office:
  103 Thompson (Main) Library
  (614) 292-6211
  email: illadm@felix.us.ohio-state.edu
- For eligibility and access information, see page 5.

www.lib.ohio-state.edu
View Your Circulation Record

From OSCAR, select View Your Circulation Record to check due dates and current status on the items you have checked out or put on hold.

Use View Your Circulation Record to:

- view due dates on items checked out
- renew items not yet overdue
- view items you have on hold or cancel holds
- view your library fines
- verify the accuracy of your name and address

Interlibrary Loan (ILL)

Ohio State faculty, graduate students, and staff may use ILL for obtaining scholarly materials that are not available through OSCAR or OhioLINK.

ILL does not borrow textbooks or computer manuals. See all ILL policies at:

www.lib.ohio-state.edu/illweb/limits.html

Constituents of the Law, Health Sciences, and Regional Campus libraries should contact these respective libraries for their specific interlibrary loan services.

1. Link to Interlibrary Loan home page from the University Libraries web site or type the URL: http://www.lib.ohio-state.edu/illweb

2. Make request using the ILL online request form.
   For most efficient processing, provide accurate and complete information (include ISSN/ISBN and OCLC number).

3. Check delivery time and loan period information at this link.

www.lib.ohio-state.edu
Borrowing Privileges

What You Need to Know

1. **Who can borrow**
   All Ohio State faculty, staff, and students with a valid university identification (ID), or anyone holding a University Libraries courtesy card or valid ID from any OhioLINK institution.

   For a complete listing of OhioLINK institutions see:
   [www.ohiolink.edu/members-info/](http://www.ohiolink.edu/members-info/)

2. **Placing Holds**
   Holds can be placed on most circulating items listed as “Available” or “Checked out” in the OSCAR record.

   Available items will be held for you at the library of your choosing. If you place a hold on an item checked out by another borrower, the item will be recalled and you will be notified when the item is ready for pickup.

3. **Books by Campus Mail**
   Faculty, staff, and graduate students with a campus office may request items to be mailed to them at their office address.

   - For instructions on requesting an item, see page 7.
   - Due dates may change if someone recalls an item that you have checked out. You will be notified of any recall on items and any changes in due dates.
   - Items cannot be renewed if they have been recalled or if they are nonrenewable.
   - You will be notified when hold and recall items are ready for pickup.

   More...

To renew books and place holds, go to:
[www.lib.ohio-state.edu/crcweb](http://www.lib.ohio-state.edu/crcweb)
or call: (614) 292-3900
What You Need to Know

4 Library Notices via E-mail
Receive your library notices year-round via your Ohio State e-mail account. As a courtesy, University Libraries sends a notice to students via Ohio State e-mail accounts.

- Submit a completed “Receive Notices via E-mail” form to any library circulation desk.
- Students must have an active Ohio State e-mail account to receive library notices via email. Activate your e-mail account by contacting OIT at: (614) 688-HELP

5 Closed Reserves
Ohio State faculty, staff, and teaching assistants who are teaching during the current or upcoming quarter may place items on reserve in any library for restricted use.

Electronic Reserves
University Libraries will work with you to provide web-based access to reserve materials for your students.
Contact: J.R. Murphy (614) 294-4762 murphy.28@osu.edu

- Reserve items may include University Libraries materials, personal copies, and photocopies prepared by the instructor.
- Reserve loan periods are set by individual libraries as well as by individual instructors. Loans range from two hours to seven days.
- Submit reserve requests at least three weeks in advance of the quarter in which they will be needed by students.
- For details about placing reserves and borrowing from reserves, link to: www.lib.ohio-state.edu/reserves.html

6 Faculty/Staff Authorization
Ohio State faculty and staff may authorize one or more persons to borrow and request library materials under the authorizing person’s name.

- The authorizing person is responsible for all transactions done by the designated individuals.
- Authorization forms are available at library circulation desks.

7 Library Fines
Return or renew your items by their due dates and respond promptly to notices on recalled items to avoid overdue fines.

For information on all circulation policies, link to: www.lib.ohio-state.edu/crcweb/policies.html

- Recalled items: a fine of $1.00 per day is charged for each recalled item not returned by the due date.
- Equipment: portable equipment may have different fines. Check with the lending location for details.
- Questions about fines or lost or billed items should be directed to the lending library or to:
  Thompson (Main) Library Business Office: (614) 292-2400.

We encourage you to return all materials in person at a library circulation desk and request a receipt for returned items.

www.lib.ohio-state.edu
10 Fine Arts Library
11 Geology Library
12 Goldthwait Polar Library
13 Health Sciences Library
   Medical Heritage Center
14 Journalism Library
15 Moritz Law Library
16 Music/Dance Library
17 Science & Engineering Library
18 Theatre Research Institute
19 Veterinary Medicine Library

035L Wexner Center
180 Orton Hall
176 Scott Hall
376 West 10th Ave.
5th Floor, Health Sciences Library
100 Journalism Building
280 Law Building
186 Sullivant Hall
175 West 18th Ave.
1432 Lincoln Tower
229 Sisson Hall

292-6184
292-2428
292-6715
292-4869
292-4891
292-8747
292-6691
292-2319
292-3022
292-6614
292-6107

www.lib.ohio-state.edu
Locate articles published in magazines, journals, and newspapers

The Ohio State University Libraries owns or subscribes to over 350 electronic databases. Listed below are electronic research databases, arranged alphabetically by subject, and accessible from the University Libraries web site.

Note: a few electronic databases are not networked and must be used in the owning library—check with the library of your discipline or see a reference librarian. For instructions on remote access, see page 27.

**Agriculture**
- AGRICOLA
- AGRIS
- Aquatic Sciences & Fisheries Abstracts (ASFA)
- Biological and Agricultural Index
- BIOSIS Previews
- CAB Abstracts
- Environmental Sciences and Pollution Management
- Food Science & Technology Abstracts (FSTA)
- Science Citation Index Expanded
- Social Sciences Citation Index

**Anthropology**
- Anthropological Literature
- Human Relations Area Files (eHRAF)
- Social Sciences Abstracts
- Social Sciences Citation Index

**Art & Architecture**
- AP Photo Archive
- Art Abstracts
- Arts & Humanities Citation Index
- Avery Index to Architectural Periodicals
- Bibliography of the History of Art
- FRANCIS
- Grove Dictionary of Art
- Humanities Abstracts
- Index, 19th Cent. American Art Periodicals
- OhioLINK Digital Media Center
- SCÍPIO

**Astronomy**
- ARI Bibliographical Database for Astronomical References (online)
- ARI Database for the Apparent Places of Fundamental Stars (online)

**Biography**
- Academic Universe (Lexis/Nexis)
- Biography and Genealogy Master Index
- Biography Index
- Britannica Online
- Contemporary Authors
- Literary Index (Gale)
- Sakka Shippitsu Shubunsho Jihyoshu Fairu (requires Japanese capable browser)
- Sho no Jiten Fairu (requires Japanese capable browser)
- World Biographical Index

**Biology**
- Aquatic Sciences and Fisheries Abstracts (ASFA)
- BIOSIS Previews (inc. Biological Abstracts)
- Biological and Agricultural Index
- CAB Abstracts
- Environmental Sciences and Pollution Management
- GEOBASE
- Science Citation Index Expanded
- Science's Next Wave
- Toxline

**Book Reviews**
- Academic Universe (Lexis/Nexis)
- America: History and Life
- Applied Science & Technology Abstracts
- Art Abstracts
- Arts & Humanities Citation Index
- ATLA Religion Database
- Biological and Agricultural Index
- Book Review Digest
- Contemporary Women's Issues
- Education Abstracts
- Historical Newspapers Online
- Index to Legal Periodicals and Books

**Business & Economics**
- ABC POLI SCI
- ABI/Inform
- Academic Universe (Lexis/Nexis)
- Bureau & Company Resource Center
- Business & Industry
- Contemporary Women's Issues
- Disclosure Global Access
- Dow Jones Interactive
- EconLit
- Economist Intelligence Unit (EIU)
- FIS (Financial Information Services)
- Gale Business Resources
- HealthSTAR
- Investext Plus
- Political Risk Yearbook
- Social Sciences Citation Index
- STAT-USA
- Statistical Universe
- Wall Street Journal
- Women's Resources International

**Chemistry & Chemical Engineering**
- Applied Science & Technology Abstracts
- Berenstein/Omelin Crossfire Database
- Compendex
- Science Citation Index Expanded
- Science's Next Wave
- SciFinder Scholar (Chemical Abstracts)

More...
Communication/Journalism
- ABI/Inform
- American Film Institute Catalog
- Comindex
- Humanities Abstracts
- MLA International Bibliography
- PAIS Database
- Periodical Abstracts
- PsycINFO
- Social Sciences Abstracts
- Social Sciences Citation Index

Computer Science
- ACM Digital Library
- Applied Science & Technology Abstracts
- Applied Science & Technology Index
- Compendex
- History of Science & Technology
- IEEE Xplore
- INSPEC
- Konpyuta Gijutsu Yogo Jiten Fairu (requires Japanese capable browser)
- MATH Database
- MathSciNet
- NTIS (National Technical Info. Service)
- Science Citation Index Expanded
- Science’s Next Wave

Current Events
- Academic Universe (Lexis/Nexis)
- AP Photo Archive
- Ethnic Newswatch
- Facts on File
- Newspaper Abstracts
- Periodical Abstracts
- Social Issues Researcher
- Wall Street Journal
- World News Connection

Dictionaries, Directories, & Encyclopedias
- Access Science
- American Heritage Dictionary
- Associations Unlimited
- Biography and Genealogy Master Index
- BookPlus (requires Japanese capable browser)
- Books in Print
- Britannica Online
- CollegeSource
- Columbia Encyclopedia
- Contemporary Authors
- Dictionary of Old English Corpus
- Directory of Electronic Journals, Newsletters, & Academic Discussion Lists
- Facts on File
- Global Books in Print
- Grove Dictionary of Art
- Health Reference Center Academic
- Konpyuta Gijutsu Yogo Jiten Fairu (requires Japanese capable browser)
- Literary Index
- Merriam Webster Dictionary
- OhioLINK Thesaurus
- Oxford English Dictionary
- PDR Electronic Library (Physician’s Desk Reference)
- Political Risk Yearbook
- Sakka Shippitsusha Jinchutsu Fairu (requires Japanese capable browser)
- Sho no Jiten Fairu (requires Japanese capable browser)
- Steedman’s Medical Dictionary
- World Almanac & Book of Facts
- World Biographical Index

Education
- CollegeSource
- Education Abstracts
- ERIC
- Peterson’s College Database
- Peterson’s Gradline
- Social Sciences Citation Index

Engineering
- Aluminum Industry Abstracts
- Applied Science & Technology Abstracts
- Center for Aerospace Information (CAS)
- Compendex
- Corrosion Abstracts
- Engineered Materials Abstracts
- History of Science & Technology
- IEEE Xplore
- INSPEC
- Mechanical Engineering Abstracts
- METADEX
- METADEX: Materials Business File
- NTIS (National Technical Info. Service)
- Science Citation Index Expanded
- Science’s Next Wave
- Weldasearch
- World Ceramics Abstracts

Ethnic & Gender Studies
- Access to African American Studies (History Universe)
- Chicano Database
- Contemporary Women’s Issues
- Database of African-American Poetry
- Ethnic Newswatch
- Gender Watch
- Hispanic American Periodicals Index
- Index to Hispanic Legislation

Geology
- Applied Science & Technology Abstracts
- GEOBASE
- GeoRef
- Science Citation Index Expanded

Government Documents
- Congressional Indexes 1789-1972
- Congressional Universe
- GPO Monthly Catalog
- Ohio Capitol Connection
- PAIS Database
- STAT-USA
- Statistical Universe

History
- America: History and Life
- Archives USA
- Arts and Humanities Citation Index
- English Short Title Catalogue
- Essay and General Literature Index
- Hand Press Book File
- Historical Abstracts
- Historical Newspapers Online
- History of Science, Technology, & Medicine
- History Universe
- Humanities Abstracts
- Index to American Periodicals
- Index to English Library Periodicals
- Poole’s Plus
- Russian Acad. of Science Bibliographies

Human Ecology
- ABI/Inform
- Academic Universe (Lexis/Nexis)
- AGRICOLA
- Biological & Agricultural Index
- CAB Abstracts
- CINAHL
- Education Abstracts
- ERIC
- Health Reference Center Academic
- HealthStar
- ISI Citation Indexes
- PDR Electronic Library (Physician’s Desk Reference)
- Periodical Abstracts
- PsycINFO
- Science’s Next Wave
- Social Sciences Abstracts
- Sociological Abstracts

International Index to Black Periodicals
- Women Writers Online
- Women’s Resources International

www.lib.ohio-state.edu
# Find Articles

## International Studies
- ABC POL SCI
- ABSEES
- Bibliography of Asian Studies
- Business & Industry
- Columbia International Affairs Online
- Handbook of Latin American Studies
- Index to Foreign Legal Periodicals
- Index to Hispanic Legislation
- Latin American Database
- Latin Americanist Research Resources
- World News Connection

## Language & Literature
- American Poetry Database
- Annual Bibliography of English Language and Literature (ABELL)
- ARTFL Project
- Arts and Humanities Citation Index
- Bible in English
- Bibliografia de la Literatura Espanola
- Bibliography of American Literature
- CIC Electronic Texts in the Humanities
- Contemporary Authors
- Database of African-American Poetry
- Deutsche Lyrik im WWW
- Early American Fiction
- Early English Books Online
- Editions & Adapt. of Shakespeare
- Eighteenth Century Fiction
- English Poetry Database
- English Prose Drama Database
- English Short Title Catalogue
- English Verse Drama
- Essay & General Literature Index
- FRANCIS
- Goethes Werke im WWW
- Hand Press Book File
- Humanities Abstracts
- Index to American Periodicals
- Index to English Literary Periodicals
- Linguistics Abstracts Online
- Linguistics & Language Behavior Abstracts (LLeBA)
- Literary Index (Gale)
- Literature Online
- MLA International Bibliography

## Mathematics & Statistical Methods
- Applied Science & Technology Abstracts
- Arts & Humanities Citation Index
- EconLit
- ERIC
- MATH Database
- MathSciNet
- Science Citation Index
- Social Science Abstracts
- Sociological Abstracts

## Medicine & Health
- ADELINE
- AIDSLINE
- Alt-Health Watch
- BioethicsLine
- CAB Abstracts
- CancerLit
- CINAHL
- Evidence-Based Medicine Reviews
- Health Reference Center Academic
- HealthStar
- History of Science, Technology, & Medicine
- International Pharmaceuticals Abstracts
- MD Consult
- MEDLINE
- MICROMEDEX Healthcare Series
- PDR Electronic Library (Phys. Desk Ref.)
- PubMed

## Multidisciplinary
- Academic Universe (Lexis/Nexis)
- Cumulative Book Index
- Dissertation Abstracts
- Essay & General Literature Index
- Hand Press Book File
- Inside Information Plus
- Journal Citation Reports
- Net First
- Net Library
- Nichigai Web Service (requires Japanese capable browser)

## Multimedia
- AP Photo Archives
- Art & Architecture Images (OhioLINK)
- LANDSAT 7 Satellite Images (OhioLINK)
- OhioLINK Digital Media Center

## Music
- Arts & Humanities Citation Index
- Humanities Abstracts
- Intl. Index to Music Periodicals
- Music Index
- RILM (Abstracts of Music Literature)

## Newspapers
- Academic Universe (Lexis/Nexis)
- AP Photo Archive
- Dow Jones Interactive
- Ethnic Newswatch
- Historical Newspapers Online
- Latin America Database
- Newspaper Abstracts
- Universal Database of Russian Newspapers
- Wall Street Journal
- World News Connection

## Performing Arts
- American Film Institute Catalog
- Arts & Humanities Citation Index

More...
Editions & Adapt. of Shakespeare
English Prose Drama Database
English Verse Drama
Humanities Abstracts
International Index to the Performing Arts
MLA International Bibliography
Newspaper Abstracts
Teatro Espanol del Seglo do Oro

Philosophy
Arts & Humanities Citation Index
Augustine: Opera Omnia
BioethicsLine
Humanities Abstracts
Kant: Hauptwerke
Kant: Philosophische Briefe
Locke: Works & Selected Correspondence
Nietzsche: Werke
Past Masters Online
Philosophers Index
St. Augustine: Opera Omnia
Stanford Encyclopedia of Philosophy
Wittgenstein: Collected Works

Physics
Applied Science & Technology Abstracts
INSPEC
Science Citation Index Expanded
Science's Next Wave

Politics & Political Science
ABC POL SCI
Academic Universe (LexisNexis)

Psychology
AGELINE
Essay & General Literature Index
PscyhINFO
Social Science Citation Index
Social Sciences Abstracts

Religion
Acta Sanctorum
Arts & Humanities Citation Index
ATLA Religion Database
Bible in English
CIC Electronic Texts in the Humanities
Essay & General Literature Index
FRANCIS
Humanities Abstracts
Patrologia Latina

Sociology & Social Work
Popline
Social Science Citation Index
Social Sciences Abstracts
Social Work Abstracts
Sociological Abstracts

Sport & Leisure Studies
Education Abstracts
ERIC
Sport Discus

Congressional Indexes 1789-1972
Congressional Universe
Essay and General Literature Index
Facts on File
Ohio Capitol Connection
PAIS Database
Social Science Citation Index
Social Sciences Abstracts

Statistics
Matter of Fact
Popline
STAT-USA
Statistical Universe
World Almanac & Book of Facts

Technology
Access Science
AGRIS
Applied Science & Technology Abstracts
Center for Aerospace Information (CASI)
Compendex
Environmental Sci. & Pollution Management
History of Science, Technology, & Medicine
IEEE Xplore
INSPEC
Mechanical Engineering Abstracts
NTIS (National Technical Info. Service)
Science Citation Index Expanded
Science's Next Wave
Scientific & Technical Aerospace Reports (STAR)

Online instructional guides for database searching are available from the University Libraries web site at:
www.lib.ohio-state.edu/guides/ Also, print instructional guides are available at library computer workstations.

Auxiliary Services
Copy Machines
Coin or card-operated copy machines are located in the department libraries and on the first three floors of the Thompson (Main) Library. Copy cards are sold at the COP-EZ Desk located near the Researve Room of the first floor of the Thompson (Main) Library, at all COP-EZ stores, and at vending machines located in the Thompson, Agriculture, Biological Sciences/Pharmacy, Business, and Education, Human Ecology, Psychology, and Social Work Libraries.

Money Changers
There are one- and five-dollar bill changers in the Thompson Library. The Business and the Science and Engineering Libraries also have money changers.

Microcomputer Lab
A microcomputer lab supported by the Office of Information Technology (OIT) is housed in the Thompson Library and is available for use by students, faculty, and staff. Various software packages are provided, and OIT staff are on duty for instruction and help with their use. There are 25 other computer labs located throughout the campus.

www.lib.ohio-state.edu
OhioLINK Electronic Journal Center

The OhioLINK full-text Electronic Journal Center (EJC) is available to Ohio State students, faculty, and staff. Several thousand journal titles from 13 major publishers are included from 1995 to the present. Additional publishers are added on a regular basis.

From the Web, two access points lead you to the EJC:
1. From the University Libraries home page, select OSCAR and search by the title of the journal;
2. From the University Libraries home page, select Electronic Journals.

EJC offers electronic scholarly journals that represent a wide range of disciplines...

- Arts & Humanities
- BioMedical Science
- Chemistry & Chemical Engineering
- Computer Science
- Earth & Planetary Sciences
- Economics, Business, & Management
- Energy & Engineering
- Environmental Science
- Life Science
- Materials Science
- Math
- Physics & Astronomy
- Social Sciences

Register for E-mail Notification

Register with EJC to receive automatic notification via e-mail of new articles from particular EJC journals or particular topics of your choosing. To register go to:

journals.ohiolink.edu/register.html

[Select Register for E-mail Notification]

www.lib.ohio-state.edu
In-Person Assistance

Assistance in using the University Libraries collections and services is provided by personnel in:

- Reference room of the Thompson Library
- Reading rooms in Thompson Library
- Department libraries
- Regional campus libraries

They can suggest databases and indexes that will enable you to find appropriate articles and books on your topic, answer factual questions, and generally assist in making the best use of University Libraries resources. Don’t hesitate to ask for help.

Reference Assistance

www.lib.ohio-state.edu/OSU_Profile/refweb/

Telephone Reference Assistance

Telephone reference is available from each library unit (see pages 24-25), and from the Thompson (Main) Library reference desk (614) 292-6175.

E-mail Reference Assistance

E-mail reference is available from Thompson Library Reference at:

library@osu.edu

or see the web pages for the individual library

Online Computing Skills Tutorials

Online tutorials for building student computer competencies are available at:

gateway.lib.ohio-state.edu/cscce/

(See also net.TUTOR and The Gateway, page 22)

Reference (MAINRef)

The reference room on the 1st floor of the Thompson Library provides assistance to library users on a drop-in basis at the reference desk, as well as:

by telephone: (614) 292-6175
by e-mail: library@osu.edu
Ask-A-Librarian: www.lib.ohio-state.edu/refweb/ask.htm

During the academic quarter, the reference desk is open

Monday–Thursday 9a.m. to 10p.m.
Friday 9a.m. to 5p.m.
Saturday–Sunday p.m. to 5p.m.

Summer quarter and between-quarter hours are more limited.

Individual users or small groups are encouraged to make appointments with reference librarians for personal training in database searching, orientation to the libraries, help with a research paper or class assignment, and other informational needs. To schedule an appointment with a librarian, contact the reference desk by any means listed above.

Information Services Department

www.lib.ohio-state.edu/OSU_Profile/refweb/

The Reference web site provides information about the department, links to useful resources on the Web, and “how-to” guides for commonly asked questions.

www.lib.ohio-state.edu/refweb

Government Documents (DOC)

The Thompson Library is a depository for United States Government, State of Ohio, and European Union documents. U.S. Census and other demographic data are among the most popular resources the library receives through depository programs.

Additional resources include laws, regulations, treaties, and other congressional and agency publications in print, microfiche, and electronic formats. Reference librarians will provide assistance in locating government information.

Microforms & Periodicals (MIC/PRR)

The Microforms/Periodicals Room in the Thompson Library houses newspapers, major microform collections, videotapes, spoken-word audiotapes, and current issues of selected periodicals in the humanities and social sciences.

Current issues of other scholarly periodicals will be found in the appropriate departmental library or Thompson Library reading room according to their subject and/or language.
net.TUTOR
"Your personal guide to understanding the Net"
gateway.lib.ohio-state.edu/tutor/

net.TUTOR is a free, web-based, interactive learning program that will help you become proficient at using the Internet for research. Each tutorial provides information in a concise format, along with opportunities to view examples or practice various tasks. You may select the activities that you find interesting and learn online at your own pace.

"Quick Quizzes," intended to reinforce your understanding of important concepts, are included within each tutorial. Users affiliated with Ohio State who are fulfilling a course requirement may also take other graded tests, using a secure server. net.TUTOR tutorials will help you learn to:

- Use a web browser, e-mail, and discussion groups
- Search the Web efficiently
- Evaluate Web site quality
- Cite Net sources in bibliographies

Direct questions or comments to Nancy O'Hanlon at: ohanlon.1@osu.edu

The Gateway to Information
www.lib.ohio-state.edu/gateway/

Having trouble finding books? Need a relevant journal article? Want to link to Internet sites on your topic?

The Gateway to Information is a web-based information system designed to help you define your information needs and then identify, select, and locate or search relevant print, electronic, and Internet materials to meet those needs.

The Gateway can be accessed from any Ohio State library computer workstation, computer lab, or any remote location with Internet access.

Direct questions or comments to Fred Roecker at: roecker.1@osu.edu

www.lib.ohio-state.edu
Searching for information for research papers and other projects need not be difficult. If you follow a plan in your search for information – a **search strategy** – you will be able to find what you need with great efficiency.

A general search strategy can be used for any subject assignment and can be varied depending upon specific needs. The important thing is to proceed through the basic steps, one by one.

Use this diagram as your research map. Begin at the top with general background resources and work your way down to find more specific information. Print, electronic, and web-based resources are available for each information area.

**Library User Education**

[www.lib.ohio-state.edu/usered.html](http://www.lib.ohio-state.edu/usered.html)

Instruction in library use is available to all students through the University Libraries User Education program. Most freshmen are introduced to the Libraries through presentations by library faculty in their survey classes.

Additionally, course-related instruction at the undergraduate and graduate levels is available by arrangement. Workshops and online assistance, such as The Gateway to Information and net.TUTOR, are also useful aids in understanding and accessing University Libraries resources.

*(see page 22 for information on The Gateway and net.TUTOR)*
Thompson (Main)
Library Reading Rooms
www.lib.ohio-state.edu/Lib_Info/MAIN.html

Subject Collections
Located on the second and third floors of the Thompson Library are reading rooms that contain selected non-circulating reference resources, current and bound journals, primary and critical texts, and many circulating materials.

The following are the reading rooms you will find on the second floor:
- Black Studies (BSL)
- English, Theater, and Communications (ETC)
- History, Political Science, and Philosophy (HIS)
- Map Room (MAP)
- Women’s Studies (WMN)

Language & Area Studies
The third floor of the Thompson Library houses reading rooms that contain specialized language and area studies collections in the following areas:
- East Asian (EAS)
- East European and Slavic (EES)
- Jewish Studies (JDC)
- Latin American, Spanish, and Portuguese (LAT)
- Linguistics and Western European Languages (WEL)
- Middle East (MES)

Included in the collections are encyclopedias, dictionaries, almanacs, indexes, bibliographies, guides, and other reference works.

Collections are available all hours the Thompson Library is open (see back cover). Reference assistance is available:
8a.m. to 5p.m., Monday through Friday.

Department Libraries
www.lib.ohio-state.edu/collections.html

The department libraries support the course work and research of upper-division undergraduate students, graduate students, and faculty in various fields of study. Some department libraries contain unique collections, such as annual reports of corporations (Business), maps (Map Room and Geology), music scores (Music/Dance), and pamphlets in the areas of agricultural economics (Agriculture).

Each department library provides access to OSCAR as well as to electronic research databases. Librarians familiar with the subject areas and expert in associated research techniques are available for consultation.

The following pages alphabetically list Ohio State department libraries and regional campus libraries, and their OSCAR codes, addresses, and telephone numbers.

(AGI) Agriculture Library
045 Ag. Administration Building
2120 Fyffe Rd.
292-6125

(BPL) Biological Sciences & Pharmacy Library
102 Riffe Building
496 W. 12th Ave.
292-1744

(BUS) Business Library
The Resource Center
250 W. Woodruff Ave.
292-2136

(CHI) Children’s Hospital Health Information Center
244-ED Education Building
700 Children’s Dr.
722-3200

(EDM) Edgar Dale Media Center
260 Ramseyer
29 W. Woodruff Ave.
292-1177

(EHS) Education, Human Ecology, Psychology, & Social Work Library
110 Sullivant Hall
1813 N. High St.
292-2075
Department Libraries, continued . . .

(FIN) Fine Arts Library
035L Wexner Center
1891 N. High St.
292-6184

(GEO) Geology Library
180 Orton Hall
155 S. Oval Dr.
292-2428

(HEA) Prior Health Sciences Library
376 W. 10th Ave.
292-4869

(HRB) Herbarium Collection
c/o Biological Science & Pharmacy Library
292-1744

(JOU) Journalism Library
100 Journalism Building
242 W. 18th Ave.
292-8747

(LAW) Moritz Law Library
280 Law Building
55 W. 12th Ave.
292-6691

(MUS) Music/Dance Library
186 Sullivant Hall
1813 N. High St.
292-2319

(PLR) Goldthwait Polar Research Library
176 Scott Hall
1090 Carmack Rd.
292-6715

(SEL) Science & Engineering Library
175 W. 18th Ave.
292-3022

(STO) Stone Lab Collection
c/o Biological Science & Pharmacy Library
292-1744

(VET) Veterinary Medicine Library
229 Sisson Hall
1900 Coffey Rd.
292-6107

For Department Library hours, see back cover or www.lib.ohio-state.edu/collections.html.

For a map of the libraries, see pages 14-15.

Regional Campus Libraries

(ARD) Ohio Agricultural Research & Development Center Library
1680 Madison Ave.
Wooster, Ohio 44691
Campus phone: 5-3773
Off-campus phone: (330) 263-3773

(ATT) Agricultural Technical Institute Library
1328 Dover Rd.
Wooster, Ohio 44691
Campus phone: 5-1294
Off-campus phone: (330) 264-3911

(LIM) Lima Campus Library
1411 Cook Hall
4240 Campus Dr.
Lima, Ohio 45804
Campus phone: 5-8401
Off-campus phone: (419) 221-1641

(MANS) Mansfield Campus Library
Bromfield Hall
1660 University Dr.
Mansfield, Ohio 44906
Campus phone: 5-4321
Off-campus phone: (419) 755-4011

(MAR) Marion Campus Library
1469 Mt. Vernon Ave.
Marion, Ohio 43302
Campus phone: 5-6254
Off-campus phone: (740) 389-6786

(NWK) Newark Campus Library
1168 Founder's Hall
1179 University Dr.
Newark, Ohio 43055
Campus phone: 5-9307
Off-campus phone: (740) 366-9307

www.lib.ohio-state.edu
University Libraries Special Collections

University Libraries maintains several collections of extraordinary research depth containing unusual or unique materials such as manuscripts and original drawings. Items in these special collections are available for study on site by anyone with a need to use them.

Cartoon Research Library (CGA)
Ohio State's Cartoon Research Library is the largest and most comprehensive academic research facility documenting printed cartoon art (comic strips, political cartoons, comic books, graphic novels, sports cartoons, and magazine cartoons) in the nation. The university’s collections of graphic materials such as film posters and stills are also housed here.

Hilandar Research Library (HIL)
The largest collection of Medieval Slavic manuscripts on microform in the Western Hemisphere is housed in the Hilandar Research Library.

Rare Books & Manuscripts Library (RAR)
This collection contains manuscripts, letters, and drawings with an emphasis on materials from the Western intellectual tradition. The University Libraries’ collection of rare books, with an emphasis on American literature (Charvat Collection) is housed here.

Theatre Research Institute (TRI)
TRI holds an extensive collection of performing arts materials including theatre company archives, papers of theatre and dance professionals, scene and costume designs, scripts, photographs, posters, programs, film and videotapes, and sound recordings.

University Archives (ARV)
ARV preserves and makes available many historical records of the university, its faculty, and student organizations. Particularly noteworthy is the photographic collection that has more than one million photographs of the university from 1870 to the present. At the University Archives are two unusual collections – the Polar Archives, featuring historic documentation of Admiral Richard Byrd and other polar explorers and scientists; and the John Glenn Archives, which documents the career of astronaut and Senator John Glenn.

Friends of the Libraries

Friends of The Ohio State University Libraries is a volunteer and membership organization committed to raising awareness and funds in support of the University Libraries. Friends’ donations, memberships, and volunteer time are invested in many activities to promote the libraries on campus and in the community. Among these activities are supporting the Ann and Emanuel Rudolph Preservation Endowment to ensure the continued preservation and conservation of over 500,000 volumes on the libraries’ endangered list and the William Oxley Thompson Memorial Library renovation campaign.

Throughout the year, members of Friends are invited to several special events, including the biannual book sale’s Friends Preview Night and opening night of collection exhibitions held in the Thompson Library’s Phillip Sills Exhibition Hall. Members also receive the Friends’ newsletters and borrowing privileges with any of the campus and regional campus libraries.

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To become a member of Friends, please contact the office Monday–Friday between 9 a.m. and 5 p.m. at: 112 Main Library, 1858 Neil Ave. Mall  (614) 292-3387
What is Remote Access?

Remote Access is connecting to online resources from off-campus, campus offices, residence halls, and campus computer labs, i.e., from any location beyond the libraries on the Columbus campus or regional campuses.

The following details two methods of remote access available to Ohio State students, staff, and faculty. Courtesy card holders, Kent State Library Science (Columbus) students, and the general public should consult the University Libraries website for details on the availability of specific library resources.

For any questions about remote access contact:
- Penny Pearson or
  pearson.1@osu.edu  (614) 292-6247
- Office of Info Tech. Help Desk
  (614) 688-HELP

Two Methods to Remote Access

1 Internet Suite CD-ROM
   University-packaged software available to Ohio State students, staff, and faculty.
   The Internet Suite CD-ROM of freely distributed software is available for sale at:
   UNICOMP: The Technology Store
   2031 Millikin Mall
   Information about Internet access options included in the Buckeye Bundle purchase is available at:
   www.osu.edu/bookstore/buckeyebundle/

2 Commercial Internet Service Providers
   - Time Warner Road Runner cable access
   - AT&T Internet Connection for Education

   Any Internet service provider or one of the Internet service providers with which Office of Information Technology (OIT) has contracted for reduced costs to Ohio State students, faculty, and staff:

   You MUST configure your browser for OIT proxy server when accessing electronic subject databases and electronic journals

   Commercial Internet service providers cannot automatically identify you as Ohio State-affiliated when you try to access some of the resources on the University Libraries website.

   All browsers (Netscape, Internet Explorer, AOL 4.0) should be configured to connect to the campus via the OIT proxy server in order to identify you as affiliated with Ohio State.

   Instructions are posted on the Libraries website at:
   www.lib.ohio-state.edu/whats_new/proxy.html

****Important !! ****

You MUST configure your web browser to make telnet connections.

See instructions at:
www.lib.ohio-state.edu/guides/remotegd.html#howtoconfigure
### Fall, Winter, & Spring Quarter Hours

For summer quarter and between-quarter hours, see: [www.lib.ohio-state.edu](http://www.lib.ohio-state.edu)

<table>
<thead>
<tr>
<th>Department Libraries</th>
<th>Monday–Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>8a.m.–9p.m.</td>
<td>8a.m.–5p.m.</td>
<td>10a.m.–2p.m.</td>
<td>2p.m.–9p.m.</td>
</tr>
<tr>
<td>Archives, University</td>
<td>9a.m.–12N/1–5p.m.</td>
<td>9a.m.–12N/1–5p.m.</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Biological Sci. &amp; Pharmacy</td>
<td>7:30a.m.–12M</td>
<td>7:30a.m.–5:45p.m.</td>
<td>10a.m.–5:45p.m.</td>
<td>2p.m.–12M</td>
</tr>
<tr>
<td>Business</td>
<td>8a.m.–11:00p.m.</td>
<td>8a.m.–5p.m.</td>
<td>11a.m.–6p.m.</td>
<td>11a.m.–11p.m.</td>
</tr>
<tr>
<td>Cartoon Research</td>
<td>9a.m.–5p.m.</td>
<td>9a.m.–5p.m.</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Children’s Hospital</td>
<td>8:30a.m.–7p.m.</td>
<td>8:30a.m.–5p.m.</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Edu/Hum Ec/Psy/SocWk</td>
<td>8a.m.–12M</td>
<td>8a.m.–10p.m.</td>
<td>12N–6p.m.</td>
<td>2p.m.–10p.m.</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>8a.m.–10p.m.</td>
<td>8a.m.–5p.m.</td>
<td>10a.m.–2p.m.</td>
<td>2p.m.–6p.m.</td>
</tr>
<tr>
<td>Geology</td>
<td>8a.m.–10p.m.</td>
<td>8a.m.–5p.m.</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Goldthwait Polar Research</td>
<td>8a.m.–5p.m. By Appt</td>
<td>8a.m.–5p.m. By Appt</td>
<td>Closed</td>
<td>12N–1:45a.m.</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>7:30a.m.–1:45a.m.</td>
<td>7:30a.m.–7:45p.m.</td>
<td>10a.m.–8:45p.m.</td>
<td>2p.m.–10p.m.</td>
</tr>
<tr>
<td>Journalism</td>
<td>8a.m.–10p.m.</td>
<td>8a.m.–5p.m.</td>
<td>12N–4p.m.</td>
<td>2p.m.–10p.m.</td>
</tr>
<tr>
<td>Music/Dance</td>
<td>8a.m.–10p.m.</td>
<td>8a.m.–5:30p.m.</td>
<td>10a.m.–4p.m.</td>
<td>2p.m.–10p.m.</td>
</tr>
<tr>
<td>Science &amp; Engineering</td>
<td>Open 24 Hours</td>
<td>Open 24 Hours</td>
<td>Open 24 Hours</td>
<td>Open 24 Hours</td>
</tr>
<tr>
<td>Theatre Research Institute</td>
<td>9a.m.–5p.m.</td>
<td>9a.m.–5p.m.</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Veterinary Medicine</td>
<td>8a.m.–10p.m.</td>
<td>8a.m.–6p.m.</td>
<td>10a.m.–6p.m.</td>
<td>12N–9p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Main Library</th>
<th>7:45a.m.–12:00M</th>
<th>7:45a.m.–10p.m.</th>
<th>8a.m.–10p.m.</th>
<th>11a.m.–12M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hilandar Research</td>
<td>By Appointment</td>
<td>By Appointment</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**Information Services:**

<table>
<thead>
<tr>
<th>Government Documents</th>
<th>9a.m.–10p.m.</th>
<th>9a.m.–5p.m.</th>
<th>1p.m.–5p.m.</th>
<th>1p.m.–5p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Desk</td>
<td>10a.m.–4p.m./5–9p.m.</td>
<td>10a.m.–2p.m.</td>
<td>Closed</td>
<td>11a.m.–3p.m./5–9p.m.</td>
</tr>
<tr>
<td>Periodicals and Microforms</td>
<td>7:45a.m.–12:00M</td>
<td>7:45a.m.–10p.m.</td>
<td>8a.m.–10p.m.</td>
<td>1p.m.–5p.m.</td>
</tr>
<tr>
<td>Reference Desk</td>
<td>9a.m.–10p.m.</td>
<td>9a.m.–5p.m.</td>
<td>1p.m.–5p.m.</td>
<td>1p.m.–5p.m.</td>
</tr>
</tbody>
</table>

**Language & Area Studies**

| Ling. & West. Euro. Languages | 7:45a.m.–12:00M | 7:45a.m.–10p.m. | 8a.m.–10p.m. | 11a.m.–12M |
| East Asian Studies          | 7:45a.m.–12:00M | 7:45a.m.–10p.m. | 8a.m.–10p.m. | 11a.m.–12M |
| Eastern Europe & Slavic     | 7:45a.m.–12:00M | 7:45a.m.–10p.m. | 8a.m.–10p.m. | 11a.m.–12M |
| Jewish Studies              | 7:45a.m.–12:00M | 7:45a.m.–10p.m. | 8a.m.–10p.m. | 11a.m.–12M |
| Latin Amer., Spanish, Portugese | 7:45a.m.–12:00M | 7:45a.m.–10p.m. | 8a.m.–10p.m. | 11a.m.–12M |
| Middle East Studies         | 7:45a.m.–12:00M | 7:45a.m.–10p.m. | 8a.m.–10p.m. | 11a.m.–12M |

**Rare Books & Manuscripts**

| 9a.m.–5p.m. | 9a.m.–5p.m. | Closed | Closed |

**Reading Rooms:**

| Black Studies | 7:45a.m.–12M | 7:45a.m.–10p.m. | 8a.m.–10p.m. | 11a.m.–12M |
| English, Theatre, & Commun. | 7:45a.m.–12M | 7:45a.m.–10p.m. | 8a.m.–10p.m. | 11a.m.–12M |
| History, Poli Sci & Philosophy | 7:45a.m.–12M | 7:45a.m.–10p.m. | 8a.m.–10p.m. | 11a.m.–12M |
| Map Room      | 7:45a.m.–5p.m. | 7:45a.m.–5p.m. | Closed       | Closed     |
| Women’s Studies | 7:45a.m.–12M | 7:45a.m.–10p.m. | 8a.m.–10p.m. | 11a.m.–12M |
| Reserves      | 7:45a.m.–12M | 7:45a.m.–10p.m. | 8a.m.–10p.m. | 11a.m.–12M |

This guide was created by the User Education Subcommittee for Library Publications, with contributions from many University Libraries' personnel. For further information or additional copies, please contact:

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roecker.1@osu.edu

[www.lib.ohio-state.edu](http://www.lib.ohio-state.edu)
Message for liball and News Notes November 14, 2001

As a result of the September 11, 2001 terrorist attacks on New York City and Washington D.C., we have all become more aware of the need for vigilance and increased security both at home and at work. Preventing incidents and improving security is easy to say, but planning and implementation usually becomes a priority only when there is a crisis.

University Libraries has had an emergency manual since August 1995. Wes Boomgaarden, Ryan Langhurst and a committee of employees have served as the gatekeeper for disaster response and emergency evacuation. The disasters were usually water, and evacuations were usually due to fire alarms.

Joe Branin announced in August that the Administrative Services Department would assume responsibility for University Libraries security. Presently we are in transition for security management, but some actions have already been implemented. There are also plans to assess and address the overall risk to people and property in the Libraries. The purpose of this email is to inform you of what has been done to improve security and what is being planned for managing risks in the Libraries.

What had already been done?

The following actions are the result of the combined effort of the Libraries Staff Advisory Council, Faculty Planning and Policy Committee, Main Library Reference and Research Services and others:

Actions relevant to all Libraries:

Badges - All library employees were issued badges and asked to wear them for security and as aids to help patrons identify staff.

Mail Room Security and Safety - Mail Room Staff and Students have been trained to recognize and report suspicious packages and letters. Gloves are available, on request, for anyone (including staff in departments) who handles or opens mail. Additional information regarding the USPS, FedEx, suspicious packages, and anthrax can be found at the following websites:

US Postal Service:
http://www.usps.com
FedEx:

OSU Environmental Health and Safety:
http://www.ehs.ohio-state.edu/

Centers for Disease Control and Prevention:
http://www.cdc.gov

FAQ's about Anthrax:
http://www.cdc.gov/ncidod/dbmd/diseaseinfo/anthrax_g.htm

Actions relevant to the Main Library:

Telephones - There is now a telephone on every floor in the Main Library stacks.

Cameras - Video cameras have been installed in strategic locations in the Main Library with a feed to the Circulation Desk.

Lights - More lights have been installed and bulbs are now replaced in a timely and urgent manner.

Paint - Many areas have been painted in order to improve the appearance and to better reflect the light.

Cleanliness - The general cleanliness of the Main Library has improved with more eyes looking and reporting. Jim, Bracken or Tony Maniaci make daily inspections of the Main Library and issue a status report.

Monitoring - University Security now patrols the Main Library from 4:00 p.m. until midnight Monday through Saturday. There is also an increased presence of Student Patrollers in marked vests that work with University Security.

Signs - There are more signs stating that the building is secured with cameras and marking the location of telephones.

What is being done right now?

The Libraries Administration has approved the following actions:

Trash Room Doors - The Main Library interior trash room door is being fitted with hardware that locks the door both inside and outside at all times.

Secured doors - The doors leading from Room 140, 240, and 340 in the Main Library are being fitted with hardware that locks and alarms not allowing anyone to leave the building without notice.
911 Emergency Procedures and Safety Information - A quick reference from the University is being distributed to all Department Heads. The quick reference contains the same procedures as listed in the Libraries Emergency Manual plus a couple recent event procedures.

Badges - Investigating a new badge design that provides more complete identification and may be used as an entry key to restricted doors.

Loading Dock Area - Effective the first day of Winter Quarter, January 2, 2002, the loading dock doors in the Main Library will be locked and off limits for access or egress. The doors will be used exclusively for university and/or library business. This means that the dock area will no longer be a designated smoking area. The designated smoking areas for Main Library will be the exterior of the North, South, and East (Oval) entrances. Between now and January 1, 2002, temporary signs that designate the dock as a "No Smoking" area will be posted. The Student Patrollers will have the dock area on their rounds and will remind library and university employees of the impending change. After January 1, 2001, the Student Patrollers will continue to remind, but will report findings immediately to the Security Supervisor. Aside from University business, only those employees with documented health conditions will be permitted to use the dock doors as an entrance.

Risk Management Planning - A new committee will be charged to steer, advise, and work to identify the Libraries risks (safety, health, environmental, security) and the response to each including emergencies, disasters, and training. Committee membership will represent both Main and department libraries. If you are interested in participating, please let me know at gonzalez.107@osu.edu.

Main Library Security - Tony Maniaci is still the Security Supervisor for the Libraries and of Student Patrollers until further notice.

Meet with the Libraries' Facilities Coordinators - A meeting is planned to bring all Facility Coordinators of the libraries together to discuss common concerns as well as actions implemented so we are working in a coordinated manner. This meeting may also extend to Facility Coordinators in buildings in which a library is a tenant.

What can you do now?

Wear your badge. All Library employees are required to wear a badge. If you need a badge, ask your supervisor. If the departments need badges, contact Toni Morrison-Smith in HR (morrison-smith.1@osu.edu or call 292-5917) and request Student Employee and/or Staff badges.

Report anything suspicious - If you see someone or something suspicious report it to your supervisor, Tony Maniaci, or an administrator. If in doubt, call University Police or Fire at 911 or 292-2121.

Find another spot to smoke - Designated smoking areas for the Main Library are the North, South, and East (Oval) entrance.
Make suggestions and offer solutions - Managing risks at work is everyone's responsibility. So please, don't walk past something that you believe is a risk to people or property. Report it to your supervisor, an administrator or to Administrative Services at 2-6133.
Holiday Door Decorating Contest

Calling all Artists, all Craftspersons, all Folks full of Holiday Spirit and Good Cheer!

Celebrate your festive creativity.

How?
The first ever University Libraries Holiday Door Decorating Contest

Decorate your office door, your department door, your giant glass or wooden door.
Just be sure to complete your door by November 29.

All Libraries are invited to participate.
Feel free to work as a team on your department's door.

Please notify Toni Morrison-Smith by email (morrison-smith.1@osu.edu) to signify your intentions to enter.

Here's the schedule:
November 30, 2001 - We photograph your wonderful door.
December 4 - Photographs appear in News Notes. If you work for the Libraries, vote!
December 11 - Voting ends.
December 13 - We announce the winners and award prizes at the Holiday Party.

Use a Winter theme, a Holiday theme, Christmas, Hanukkah or Kwanzaa theme, as long as it's an appropriate theme to celebrate the season.

Merry Decorating and A Happy Colorful Door.
Our clever patrons have figured out how to get free photocopies with a BuckID by unplugging the communication cable. On occasion, the entire circuit in a building may be down. But in both scenarios, people currently can get free copies with a BuckID. Therefore, it makes sense to disable the ability to get copies when the equipment is in an offline mode.

Should people ask why they cannot make copies using the BuckID card, please check the copier to see that everything is plugged in. The communication cable is black and has a plastic end like that on a telephone cord that plugs into a plate on the wall. They are difficult to take out and some have been broken. Should that end be broken, please report the problem to URS.

Thanks, Pat
Subject: University Supports Knowledge Bank Project with Manager and Funding

As you know, the Libraries has been planning an exciting new project called the "Knowledge Bank" over the last year. The Knowledge Bank was first proposed to the Libraries in the fall of 2001 by the University's Distance Learning Committee when it recommended that the Libraries take the lead in identifying, organizing, sharing, and preserving important, but unpublished, academic digital assets being produced at the University. We took up this challenge, and over the last year the Libraries -- in partnership with the University's Chief Information Officer, OhioLINK, OCLC, and Chemical Abstracts -- has prepared several position papers and presentations on the Knowledge Bank concept, compiled an online inventory of selective University digital projects, and established pilot projects using MIT's DSpace to test this digital repository's potential. More information about the Knowledge Bank can be found at http://www.lib.ohio-state.edu/KBinfo/.

I am pleased to announce that our preliminary work on the Knowledge Bank has garnered significant resource support from the University's Office of Academic Affairs and Office of Research that will enable us to move forward more quickly and with more concentration in the next two years. The OhioLINK consortium has also become very interested in our work, and we are anticipating broader support and effort from OhioLINK to create a statewide Knowledge Bank or digital repository program that will complement our project.

The University's Office of Research has awarded the Libraries a $400,000 Board of Regents Research challenge grant to support the further implementation of the Knowledge Bank project. These are one-time funds that must be expended by the summer of 2005.

In addition, the Provost is providing the Libraries with funding to hire Thomas Cetwinski who will become the Program Manager for the Knowledge Bank. Mr. Cetwinski was recruited to the Libraries through a spousal hire: he is the husband of University President Karen Holbrook's new Chief of Staff Pearl Bigfeather. Mr. Cetwinski is a professional librarian with more than twenty-five years of experience in public services, human resource management, and administration in special and academic libraries in the United States and abroad. He has held positions at the Newberry Library, the University of Illinois at Chicago, the University of Florida, and the University of Georgia, as well as consulting positions in Saudi Arabia and Egypt. Mr. Cetwinski will join the Libraries and become the Manager for the Knowledge Bank project on September 1, 2003.

With full-time project management, generous research funding, and talent and partnerships that no other library can match, I believe we will see significant progress in the Knowledge Bank.
project over the coming years. Add this project to our Main Library Renovation and Science and Engineering Library Digital Union projects, and you can see that we are certainly fully engaged in giving the Ohio State University the very best library facilities, collections, and digital information services.

Joe Branin
Director of Libraries
Friends Celebrate Library Volunteers

The Ohio State University Libraries benefit from volunteers who give generously of their time and talent in a variety of disciplines. Friends plans to feature these wonderful people in upcoming newsletters as a way to say Thank You.

Volunteers Barb Yost and Chuck Moultoun are working on different aspects of the Clifton Webb collection in the Theatre Research Institute Library. Barb, a former English and history teacher and part time archivist for her Kappa Kappa Gamma sorority, is processing and arranging materials from a lifetime of Webb’s personal and business letters and his unpublished, using his unpublished ghost-written autobiography as a resource. Chuck, who retired from Chemical Abstracts, is indexing a Webb’s date books that open a window on the amazing life of the Hollywood elite during the 1950s. Webb not only starred in many memorable films, but also was known for hosting luncheons, dinners, cocktail parties and post-performance suppers for producers, directors, actors, singers and non-celebrity friends.

Nena Couch, Curator of the Lawrence and Lee Theatre Research Institute is justly proud that Ohio State holds this collection of Clifton Webb’s private materials, part of which was donated by Alvernia College in Reading, Pennsylvania. She credits Barb and Chuck with discovering connections between persons in Webb’s vast social and professional circle, and making these materials accessible to researchers. Both of these volunteers are active in OSU’s Program 60 as well as enjoying their inside look at the glamorous world of theater and film through their work at the library.

Peter Busch was a Friends of the OSU Libraries member and long time cartoon art collector who had used the database of the Cartoon Research Library even before he began volunteering there last fall. Peter was a graphic artist with a degree from the Art Institute of Pittsburgh, but today you will find him working at Barnes and Noble or free lancing as a stage manager for one of several theater groups in the Columbus area.

As a volunteer for the Cartoon Research Library, Peter is responsible for arrangement of the clipping files of the San Francisco Academy of Comic Art. Marilyn Scott, Library Associate for Programs and Collections, who supervises Peter’s work is delighted with the experience and judgment he brings to this task and says it will be invaluable to researchers.

Dick Thomas has found a second career and a second family as a volunteer in the OSU Archives where he is processing faculty papers that have been donated to the university. Dick graduated from Ohio State in 1951 with a degree in architecture and had a general architecture practice in Xenia, Ohio designing schools, offices, residences and churches.

VOLUNTEERS continued on page 3
After moving to Columbus, Dick began volunteering in the archives five years ago when his son Jeff became the archivist for the John Glenn papers. Dick assisted in processing this collection – particularly the thousands of letters Glenn received from school children. Tamar Chute says that Dick's current work is invaluable in making faculty papers accessible to researchers and Dick really enjoys being part of the archives team of staff and students.

CONJUNCTIONS:
BI-ANNUAL VOLUMES OF NEW WRITING
JANUARY 10 - MARCH 1, 2005

PHILIP SILLS EXHIBIT HALL
WILLIAM OXLEY THOMPSON MEMORIAL LIBRARY
THE OHIO STATE UNIVERSITY LIBRARIES
Come join Bradford Morrow and William Gass for an evening of wine, hors-d'oeuvres, literature and conversation on Thursday Feb. 10, 2005 from 6 to 8 PM at the Thurber Center, 90 Jefferson Avenue, Columbus.

Brad Morrow is the founding editor of the journal *Conjunctions*. Over the last 24 years *Conjunctions* has published some of the finest poetry and fiction in America. A PEN/Faulkner Award finalist and winner of the 2003 O. Henry Prize, Morrow has published five novels and two volumes of poetry, in addition to other work.

William Gass is a three-time winner of the National Book Critics Circle Award. A critic, novelist and essayist, his books include the novels *Willie Masters' Lonesome Wife*, *Omensetter's Luck*, and *The Tunnel*; he has also published the PEN/Spielvogel-Diamonstein Award-winning book of essays *Tests of Time*. 
Dynamic stability was the theme of Karen Holbrook’s, OSU President, keynote address this morning at EDUCAUSE. She emphasized that as IHEs grow more sophisticated in their technology they must retain and be guided by their core values. I think academic librarians have heard that message before in our own literature and conferences. In many ways the talk was complimentary in many ways of academic libraries—without specifically mentioning them. There were many examples of ways in which the academic library can contribute to and further the realization of core values on every campus. However, at the end of her talk, Holbrook became direct about the enduring value of libraries. She finished her talk with a great tribute to the OSU libraries and OhioLink. It was great for all of the IT folks to hear librarians be described as “leaders in creating a digital future.” But Holbrook pointed out its about much more than digital assets. She mentioned that OSU is renovating their library and said, “We want our library to be a place that pays tribute to books and the pursuit of human knowledge—and we still need books. We want a library that brings people together. Libraries are the best example of dynamic stability—constantly changing but always a stable source of help within our institutions.” (note—I had to get that quote quickly so it may not be quite exact—but it’s close). What a great way to start the day!
What does this mean? How came you to let that Committee be chosen by ballot? Don't you know we're smothered? Was it for this I made you Chancellor of the Exchequer? Did not you engage to do all our work and manage the House for my interest? And here's that cursed Bill with his Committee breaking in to our Mind quarters! - I'll teach you!!

Dread Sir! I am not too worthless with you - content, I did you very well. You know I have not the influence I once had. I'm sure I turned & worked & did all a man could. They didn't turn me off as my complaints have done, for whom I love you I love my best friend. Dear Sir give me my once more, for if I don't marry your rival I am afraid you & I & my that double you know we are all made for.

CALLED TO ACCOUNT.
Please join us for a presentation and reception featuring the exhibition: *Drawn on Stone: Political Prints from the 1830s and 1840s*

March 8, 2006  5:30 pm – 7:00 pm
William Oxley Thompson Library, Room 210
Reception in the Sills Exhibition Hall
immediately following presentation

Please R.S.V.P. by March 1 to
(614) 292-6151 or thompson.699@osu.edu

Exhibition curator Jenny E. Robb, Visiting Assistant Curator at the Cartoon Research Library, and Charles W. Massey, Jr., Professor of Art, will talk about the history and process of early nineteenth-century lithography. The exhibition features 30 rare satirical lithographs recently acquired by the Cartoon Research Library with support from the William J. Studer Endowment. It will be on display through March 10, 2006.
The Newport News Hydrolite
Joseph J. Branin
Director of The Ohio State University Libraries

Cordially invites you to an Opening Reception for a new digital exhibition:
*The Ivan Gilbert Trade Catalog Collection*

Thursday, November 17, 2005
5:30 p.m. – 7:00 p.m.
William Oxley Thompson (Main) Library
Room 210, 1858 Neil Avenue

Please R.S.V.P. by November 14th to
(614) 292-3387 or anderson.506@osu.edu

There will be a brief program featuring Professor Mansel Blackford from Ohio State's Department of History. A gift from Dr. Ivan S. Gilbert to The Rare Books and Manuscripts Library, *The Ivan Gilbert Trade Catalog Collection*, with over 10,000 catalogs, presents a visual history of American industry, commerce, and culture from the mid-19th century to the mid-20th century.

Image: Newport News Shipbuilding and Drydock Co. Hydrolite Generator Catalog, 1925 The "Hydrolite" was a small turbine generator that ran on the water power of small streams or artesian wells.
Dear Colleagues,

I wish you a merry 2006 Holiday Season and a wonderful New Year in 2007 that will surely be full of joy and peace!

This last year was one for the record books for those of us who work in the Libraries. We completed a self study and program review, the first in twelve years. We opened the new learning commons in Sullivant Library and new study space in the SPAH (Study Space Along High -- former Longs Bookstore). We finished the design plans for the renovation of Thompson Library and reached two-thirds of our fund raising goal for this massive project. Thompson Library was completely vacated, with staff, collections, and services relocated to the new Ackerman, Sullivant, Science and Engineering, and the Business Libraries -- an historic "big move" in terms of size and complex logistics. We continued to be one of the top ten cataloging contributors to OCLC, a leader with OhioLINK in resource sharing, and an innovator in digital information services with programs such as the Knowledge Bank, OSU:pro, and copyright
A potential donor to the Libraries recently asked me what were the "bragging points" for the Libraries, and I came up with the following list of ten items (I had to limit it to ten, but you may want to add to it):

**Preservation of Digital Information**—The Libraries has been a major participant in the development of the OSU Knowledge Bank, which has made The Ohio State University a leader in storage, retrieval, and preservation of digital materials.


**Collection Strengths**—The general and special collections of the Libraries are superb, ranging from historic books to the latest scientific journals. The nearly 6,000,000 volumes in the Libraries' collection cover all subject areas, time periods, and languages. The collections are particularly strong in Psychology, American and English Literature, Middle Eastern and Slavic Studies, History, and Fine Arts. Special collections include the Cartoon Research Library, Hilandar Research Library (medieval manuscripts in microform), the Lawrence and Lee Theatre Research Institute Library, Rare Books and Manuscripts Library, and University Archives with the paper of such notables as Senator John Glenn, Admiral Richard Byrd, and Jesse Owens.

**Contribution of Catalog Records to the International Cataloging Database**—The Libraries is one of the top ten producers of original cataloging for the OCLC (Online Computer Library Center) database that is currently the source of cataloging data for over 55,000 libraries in 110 countries worldwide.

**Renovation of the Thompson Memorial Library**—The Thompson Library Renovation is one of the largest library renovations that has been undertaken. The investment in this project by the State of Ohio, the University, and individual investors is an indication of the importance of the Libraries to the academic community. Reconstruction begins in 2007 and when completed in 2009, the transformed Thompson Library will be a beautiful 21st century research and learning center.

**OhioLINK**—OhioLINK is a statewide network of more than 80 academic libraries that provides to the OSU community one of the richest collections of information resources available on any university campus. The Libraries was one of the original partners in the development of OhioLINK, and has continued to be a major participant in the development of new and better services and resources.

**Storage and Delivery of Print Materials**—The Libraries is a leader in the storage/preservation and delivery of printed materials. The Book Depository is a remote storage facility that provides temperature- and humidity-controlled storage for lesser-used print materials. A regular delivery service three times daily provides timely availability of materials to central campus, and this delivery complements a service that has been delivering books directly to Faculty members' offices via campus mail service since the early 1970's.

**Interlibrary Lending and Borrowing**—The Libraries ranks in the top five research libraries nationwide in the number of materials loaned to other libraries worldwide, and ranks first in the number of items borrowed from other libraries for use by the OSU community. (ARL Statistics 2003-2004. A compilation of statistics from the one hundred and twenty-three members of the Association of Research Libraries.)
Overall Ranking in the Association of Research Libraries--The ARL Membership Criteria Index is calculated using the following five quantitative data elements: number of volumes held, number of gross volumes added, number of current serials received, total operating expenditures, and the number of professional plus support staff. Using this Index, the Libraries ranks 21st in the 2003-04 listing of the 123 members of the Association of Research Libraries.

Strength in New Information Technology--The Libraries was one of the founding members of OCLC (Online Computer Library Center) in the early 1970's, and the organization was housed in the Libraries in its early years. The Libraries was one of the first in the country to automate its circulation system, and has continued to add new services and delivery methods over the years. Currently the OSU community has available one of the richest arrays of electronic information resources, with over 400 research databases available from the Libraries and OhioLINK.

Needless to say, none of this would be possible without a very talented and productive library faculty and staff. Thank you for all your hard and smart work in the last year. 2007 promises to be just as challenging, so please recharge your batteries as you celebrate this Holiday Season.

Warmest wishes, Joe Branin

Joseph J. Branin
Director, The Ohio State University Libraries
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Columbus, Ohio 43210-1286
614-292-6151
614-292-7859 Fax
branin.1@osu.edu

Spam
Not spam
Forget previous vote
How can I see what materials I have checked out?

From the Libraries’ Web site, click on “My Record” and fill in the requested information. When your record appears, click on the “Items currently checked out” link. You can see the due dates of any items you have checked out. You may want to click on “Sort by Due Date” to see which items are due first.

Can I get books delivered to my office or dorm?

Faculty members or graduate students with an office on the Columbus campus can request books be sent to their office. Now students also may have books delivered to them in their Columbus campus dorms.

When placing an OhioLINK loan or request for an OSU item, select “My Office.” A book delivered to your dorm or office usually adds two days onto the time it takes for you to get the book.

Your record in the Library Catalog must include your current address. View your “My Record” information to check the office or dorm address on file for you. If it needs corrected, contact any OSU Library Circulation Desk.

Where can I return library materials?

Both University Libraries and OhioLINK materials may be returned to any OSU Library. You may request a receipt to confirm your return of all items.

Overdue Fines

Payable online at the Libraries’ web site, library.osu.edu, or at the Libraries’ Business Office: Ackerman Library
600 Ackerman Rd.
Monday-Friday: 8 a.m.-4:30 p.m.
Closed Saturday and Sunday

| Libraries (+30 days) | $140 per book |
| ($50 if returned)    | $170 per serial |
| OhioLINK             | $.50 per day   |
| OhioLINK (+30 days)  | $125 Recalled $10 per day (maximum $100) |
| Closed Reserve       | $2 first hour, $5 additional hours |
| Day, Week Reserve    | $5 first day, $10 additional days |
| Laptops, Equipment   | varies         |

You can appeal fines to the Circulation Desk at the library that owns the item. Unresolved problems can be sent to Business Office, Ackerman Library, 600 Ackerman Road.
Who can check out books?
OSU students, faculty, staff and patrons who have a valid ID from any OhioLINK school.

How can I renew books?
Renew books you’ve borrowed as many times as you wish, as long as another person has not placed a hold on the same book.

From the Libraries’ Web site (library.osu.edu) click on “My Record” and fill in the requested information. A listing of the books checked out in your name will appear. You can renew all titles or just specific items from that screen.

What if the book I need is checked out?
The fastest way to get an item not available from the OSU Libraries is to request an available copy from OhioLINK. Click on the “OhioLINK Catalog” link from the record, fill in your name and OSU ID, and select an OSU library where you will pick up the item. You will receive that copy (free of charge) in approximately 3-5 working days.

If OhioLINK doesn’t have a copy of the book you need, you can place a hold on the checked out OSU copy through the Library Catalog. The current borrower will have 10 days to return that copy or be fined. You will be notified when the book has been returned and is available for pick up. This process will usually take a few weeks.

Will I be notified when an item is due?
The Libraries will send a courtesy notice to your OSU email account before an item is due. No print notices will be mailed to users, and no email notices will be sent to any other email account. It is best to check your own due dates every week via “My Record” from the Libraries Web site (library.osu.edu).

How do I borrow a book that OSU does not own?
First see if the book you need is listed in the OhioLINK Central Catalog. If it is, request that copy.

If OhioLINK doesn’t have a copy available for loan, you may be able to request the book through OSU Libraries’ Interlibrary Services. Requests can be placed electronically through the Library Web site. Just click on the “Interlibrary Services” link.

How do I know when a book I have ordered has arrived?
Check the status of any books you have ordered by logging into your circulation record.

From the Libraries’ Web site, click on “My Record” and fill in the requested information. When your record appears, click on the “Requests (holds)” link. If the status of a book reads “OhioLINK rcv’d” your book is ready to be picked up at the circulation desk of the library you designated.
April 9, 2009

To: Vice Presidents, Deans, Department Chairs

From: Joseph A. Alutto, Executive Vice President and Provost

Subject: Search Committee for Director, University Libraries

I am pleased to announce the search committee for the Director of University Libraries. Dr. John Roberts, interim dean of arts and humanities, will serve as the committee’s chair. The search committee members are:

Constance J. Britton, OARDC Librarian
John L. Brooke, Humanities Distinguished Professor of History
Peter Dietz, Undergraduate Student Representative
Gideon Fraenkel, Newman Professor of Chemistry
Catherine R. Lucey, Vice Dean for Education and Associate Vice President for Health Sciences Education
Nancy O’Hanlon, Teaching and Learning Coordinator, University Libraries
W. Michael Sherman, Vice Provost for Academic Administration (Academic Affairs liaison)
Kathleen K. Starkoff, Chief Information Officer
Leslie W. Tannenbaum, Associate Professor of English
Julia Young, Graduate Student Representative

The committee has been charged to seek an innovative and dynamic individual to lead Ohio State’s preeminent library system at a time of complex and extended transition in the technologies of scholarly knowledge.

The position will be advertised nationally, but I urge you to assist the search committee in identifying a strong, diverse pool of candidates, both internal and external. It is anticipated that candidates will have a scholarly record of excellence commensurate with appointment at the rank of professor. However, candidates from non-academic environments who are tenurable at full rank may also be considered. Nominations and applications may be sent to Assistant Provost and Search Coordinator Melinda Nelson, 203 Bricker Hall, 190 N. Oval Mall, nelson.19@osu.edu.

I look forward to your participation in this important search process.

cc: E. Gordon Gee
Vice Provosts
Director, University Libraries
Search Committee

Chair
John Roberts, Interim Dean, Colleges of the Arts and Humanities
186 University Hall
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Dietz.72@osu.edu

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88 W. 18th Avenue
292-4210
Fraenkel.1@osu.edu

Catherine R. Lucey, Vice Dean for Education
Associate Vice President for Health Sciences Education
College of Medicine
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370 W. 9th Avenue
688-3104
Lucey.5@osu.edu

Nancy O’Hanlon, Teaching and Learning Coordinator
University Libraries
220C Mason Hall
250 W. Woodruff Avenue
688-5707
Ohanlon.1@osu.edu

Kathleen K. Starkoff, Chief Information Officer
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1971 Neil Avenue
292-6553
Starkoff.3@osu.edu

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Department of English
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164 W. 17th Avenue
292-4641 OR 614-638-1606 cell
Tannenbaum.1@osu.edu

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191 W. Woodruff Avenue
247-8274 OR 301-466-7352 (cell)
young.1205@osu.edu

OAA Liaison
W. Michael Sherman, Vice Provost for Academic Administration
Office of Academic Affairs
203 Bricker Hall
292-5881
Sherman.4@osu.edu
About University Libraries

We're here to help you get the information you need online, by phone or in person.

Online

library.osu.edu

292-OSUL
(292-6785)

By phone

In person

Come to one of the many libraries on campus, including the newly opened Thompson Library. See the location listing and map on the other side of this brochure. Library hours are available on the Libraries' web site, library.osu.edu

Thompson Library:

The Thompson Library is open again after a three-year renovation. Check out this amazing space, with seating for 1,800 people, group study rooms, a collection of more than 1.25 million books, and staff to help you with your research. Also at the Thompson Library:

- Leisure Reading Collection: Borrow a popular fiction or non-fiction book from this special collection, on loan from the Columbus Metropolitan Library.

- The Gallery: Check out fascinating exhibits from the Libraries' special collections at The Gallery in the Thompson Library. Gallery hours are Monday-Wednesday, 10 a.m. - 6 p.m.; Thursday, 10 a.m. - 8 p.m.; Friday, 10 a.m. - 6 p.m.; Saturday & Sunday, noon - 5 p.m.

- The Hilandar Research Library, Rare Books and Manuscripts, and the Jerome Lawrence & Robert E. Lee Theatre Research Institute have moved from their previous locations and are now housed at the Thompson Library.
Looking for information?
There are more than six million books in the OSU Libraries' collection, and you can expand your search to more than 38 million items from other Ohio colleges and universities through OhioLINK. The Libraries' web site, library.osu.edu, provides access to articles from hundreds of databases.

Need a place to study?
The Libraries have lots of study spaces, including areas for quiet study and spaces for working with friends and colleagues. The Thompson Library has a variety of unique spaces, including the Grand Reading Room, the Buckeye Reading Room, and the 11th floor Campus Reading Room. There are also group study rooms for studying and preparing class presentations.

Need to study late?
The Science & Engineering Library is open 24/7. The Thompson Library is open Sunday-Thursday until midnight.

Need an article?
If the article you need is across the campus or across the country, we'll find it and get it for you free. "Article Express" provides free electronic delivery of journal articles from both OSU and non-OSU collections.

Looking for a computer?
There are computers available at libraries across campus, including more than 250 at the Thompson Library.
Computer problems?
The Buckeye Bar, inside the Neil Avenue entrance of the Thompson Library, offers face-to-face technology consultation and service to current faculty, staff and students of OSU. If your laptop can't connect to the Internet, has a virus problem, or just seems a bit on the sluggish side, then we would like to help you. If you need to ask someone what PDA to buy, how to get an Internet connection, or how best to take advantage of OSU Information Technology resources, we will be glad to answer all those questions and more. Buckeye Bar hours are Monday - Friday, 8:30 a.m. - 4:30 p.m. The Buckeye Bar is a service of the Office of the Chief Information Officer.

Wireless?
Wireless access is available at the Biological Sciences/Pharmacy, Health Sciences, Science & Engineering and Thompson libraries.

Looking for music?
The Music & Dance Library has a collection of more than 24,000 CDs available for borrowing. The collection includes pop, rock, jazz, folk, world, blues, rap, country, classical, Broadway musicals and movie soundtracks. Check out the selection using the Libraries' catalog from the Libraries' website.

How about a movie?
The Libraries have DVDs and videos, including recent releases, television programs, biographies, documentaries and more.

Hungry?
Stop by the Berry Café in the Thompson Library, or the Terra Byte Café in the Science & Engineering Library.

Different this year:
The Ackerman, Business, and Sullivant libraries have been closed; resources from those locations have been moved into the Thompson Library. The Music & Dance Library, located in Sullivant Hall, is still in operation there. The Hilandar Research Library, Rare Books and Manuscripts, and the Jerome Lawrence & Robert E. Lee Theatre Research Institute have moved from their previous locations and are now housed at the Thompson Library.
Visit Online

A virtual library that's open 24/7. Access the Libraries Catalog and other resources anytime.

library.osu.edu
Call Us

One phone number puts you in touch with Libraries' staff for all your questions:

292-OSUL (6785)
A great university needs a great library — and Ohio State University can't have a great library if it continues to dump hundreds of thousands of books and journals, a group of protesters said yesterday.

Nearly two dozen students and current and retired faculty members picketed in front of Ohio State's administration building to protest the school's move to more electronic books and journals.

Holding signs that read "Bricker Hall burns books" and "Don't Gut the Library," the group asked the library director to find more shelf and storage space for the school's growing collection.

The protesters said Ohio State has discarded 275,000 books and other printed materials from 2005 to 2008 and an additional 55,000 in the past four months.

"The 55,000 books are more..."
than what the University of Minnesota system got rid of in all of last year, and the (total) is three times as many books as the University of Michigan has discarded over the same time," said Kevin Boyle, a history professor.

"It kind of hurts our pride to have a larger number of lost books than Michigan."

Joe Branin, director of OSU Libraries, couldn't confirm those numbers, but he said the school added 161,118 books in the 2007-08 school year and removed 119,767. In the first three months of 2009, he said, Ohio State removed 43,578 items from its collections.

"There is more demand for e-books and e-journals than there is for print materials," Branin said.

He said the school will continue to add books and other materials in both print and digital formats.

The William Oxley Thompson main library, which is winding down a $108.7 million, three-year renovation, will house 1.25 million volumes when it opens in August.

Ohio State has a total of 6 million works at the main library, 20 smaller libraries on campus and its off-site depository.

Branin said it is not practical for Ohio State to have multiple copies of seldom-used materials.

Duplicated and outdated books are weeded from the collection. So are materials readily available elsewhere through OhioLINK, a consortium of Ohio's college libraries and the State Library of Ohio, or other sources, he said.

Materials that are rarely used are kept at OSU's book depository and can be delivered to the main campus within three hours of a request, Branin said.

Experts predict that public and college libraries will not disappear, but they will have more group-learning rooms and social amenities, such as cafes.

Despite rapid advances in recent years, many books and journals aren't available electronically, the protesters said. And even when they are, they aren't always easily accessible.

"The administration believes that everything will be digitized and available on the Internet, but we know better," said John Burnham, a professor emeritus of history.

He said professors often don't know what they are looking for until they see it on a shelf.

And many of the protesters lamented that looking at a computer screen can't replace the feeling of holding a book.
June 4, 2009

To: Faculty and Staff  
University Libraries

From: Joseph A. Alutto  
Executive Vice President and Provost

Joe Branin has decided to leave for Saudi Arabia much earlier than he had originally planned, and his last day at Ohio State will be Friday, June 5. I know that you join me in thanking Joe for his leadership and many accomplishments on behalf of University Libraries and in wishing him all the best in his new endeavors.

I am pleased to announce that I have asked Professor Raimund E. Goerler, currently an assistant director of University Libraries, to serve as interim director until the appointment of a permanent director has been made. Subject to approval by the Board of Trustees, Professor Goerler's appointment will be effective on June 5.

Rai's vast experience will be invaluable, and I am confident that he will lead a seamless transition for University Libraries. I am looking forward to working with Rai in his new role. Please join me in congratulating him.

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BEGIN-ANTISPAM-VOTING-LINKS

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Teach CanIt if this mail (ID 885274950) is spam:
Spam:  https://antispam.osu.edu/b.php?c=s&i=885274950&m=a9a70b846861
Not spam:  https://antispam.osu.edu/b.php?c=n&i=885274950&m=a9a70b846861
Forget vote:  https://antispam.osu.edu/b.php?c=f&i=885274950&m=a9a70b846861

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END-ANTISPAM-VOTING-LINKS
The Ohio State University Announces a Search for the Director of University Libraries

The Ohio State University Libraries are committed to meeting the diverse and changing information needs of the University’s students, faculty, and staff, and to participating in resource sharing programs throughout Ohio and the world. To contribute to the University’s attainment of excellence in teaching, research, and service, the Libraries collect, create, organize, manage, preserve, and provide access to information sources, and foster an environment conducive to academic inquiry, scholarly communication, creative achievement, and lifelong learning.

**********

THE POSITION

The Ohio State University invites nominations and applications for the position of director of University Libraries. The university seeks an innovative and dynamic individual to lead one of the preeminent academic research library systems in North America.

The director of University Libraries provides administrative and operational leadership for the 16 Libraries facilities on the Columbus campus, the six facilities on the University’s regional campuses, and their more than 400 staff members.

As chief executive officer of the University Libraries, the director reports to The Ohio State University Executive Vice President and Provost. The director provides strategic planning and policy direction in the areas of collection development, public and technical services, facilities planning, and personnel policies on the Columbus campus and is responsible for the system-wide coordination with the library directors at all Ohio State campuses. The director is responsible for the management of the Libraries’ fiscal resources and actively participates in development and grants activities. The director has a university-wide leadership role in the development and implementation of information technologies and digital library capabilities. The director works closely with the University’s Chief Information Officer in developing strategies for enabling worldwide access to information and providing it in a timely manner in appropriate media. The director represents the Libraries within the University and throughout the state and the nation.

QUALIFICATIONS AND PRIORITIES

The successful candidate will have demonstrated experience in library administration, resource management in a public university context, and a distinguished record of success in obtaining external funding from grants, contracts, and development initiatives. The successful candidate will be versed in the design and delivery of creative, integrated electronic information access capabilities.
The successful candidate will also demonstrate:

- inspired direction and leadership toward the achievement of the University Library's central mission, the support of excellence in teaching and research at Ohio State;
- a clear understanding of the evolving role of the academic research library system in a time of complex and extended transition in the technologies of scholarly knowledge;
- a firm commitment to close coordination with the diverse scholarly communities on campus to maintain and enhance the knowledge resources best suited to their teaching and research;
- an ability to develop and maintain collaborative relationships with library staff, faculty, students, and academic departments through effective communication and leadership;
- strong evidence of support for cultural differences and a dedication to diversity goals as outlined in the University's Academic Plan and Diversity Plan; and
- success in facilitating synergies with Ohio State's external constituents, as befits a leading land-grant institution whose mission is founded in community outreach and engagement.

It is anticipated that candidates will have a scholarly record of excellence commensurate with appointment at the rank of professor. However, candidates from non-academic environments who are tenurable at full rank may also apply.

**THE OHIO STATE UNIVERSITY**

The Ohio State University is one of the nation's largest public research universities. Enrollment on the Columbus campus and five regional campuses is nearly 60,000 students. Ohio State's 18 colleges and ten schools comprise 3,500 faculty, who include members of the National Academy of Sciences, the National Academy of Engineering, the Institute of Medicine, the American Academy of Arts and Sciences; Sloan, Guggenheim and Fulbright scholars; and distinguished fellows from numerous learned societies.

Located in Columbus and serving as the state's land-grant national research institution, The Ohio State University is governed by a Board of Trustees appointed by Ohio's governor. Ohio State is the only public university in Ohio to which the Carnegie Foundation for the Advancement of Teaching has given both its highest overall classification of Research University Very High and highest undergraduate admissions classification of High Undergraduate. Ohio State is currently ranked by *U.S. News & World Report* among the top 60 universities in the United States, among the nation's top 20 public universities, and as the best public university in Ohio. Ohio State was the first university in Ohio to be extended membership into the Association of American Universities in 1916 and remains the only public university in Ohio among the organization's 62 members.

Additional information about The Ohio State University may be obtained from its website, [www.osu.edu](http://www.osu.edu).

**THE UNIVERSITY LIBRARIES**

The intellectual heart of the University, the libraries on the Columbus Campus—University Libraries, the Moritz Law Library, and the Prior Health Sciences Library—have a combined collection size of more than six million volumes, regularly receive approximately 35,000 serial titles, and provide a diverse offering of electronic information resources. University Libraries is a member of OhioLINK, a statewide library and information network linking the major academic and community college libraries in Ohio, plus the State Library.
University Libraries consists of the Thompson (Main) Library and a number of department libraries and other specialized collections, including the Byrd Polar Archives, the Cartoon Library and Museum, the William Charvat collection of American Fiction, the John Glenn Archives, the Hilandar Research Library, the Historic Costume and Textiles Collection, the OSU Medical Heritage Center, the Rare Books and Manuscripts Library, the Jerome Lawrence and Robert E. Lee theatre Research Institute, and the University Archives.

In the summer of 2009, the Libraries will reopen the William Oxley Thompson Memorial Library after a three-year, $109 million renovation. The renovated Thompson Library will provide materials and services related to the humanities and social sciences. The collection includes major reference materials, government documents, and some special collections.

The University Libraries' partnership with the Office of the Chief Information Officer will be enhanced by shared space in the Thompson Library. The partnership has fostered development of the OSU Knowledge Bank, one of the largest institutional repositories of its kind, and OSU:pro, Ohio State's award-winning electronic knowledge management tool.

The department libraries support the course work and research of faculty, graduate students, and upper-division undergraduate students in various fields of study. There are collections in agriculture, art, life and physical sciences, economics, education, engineering, human ecology, journalism, music, psychology, pharmacy, social work, and more.

Additional information about the University Libraries is available at http://library.osu.edu/.

APPLICATION PROCEDURE

Initial screening of applications will begin immediately and continue until an appointment is made. For best consideration, materials should be received by July 16, 2009. Salary and other considerations will be competitive and consistent with the University's commitment to recruiting the best-qualified individual.

Nominations should include the name, position, address, and telephone number of the nominee. Application materials should include a letter addressing how the candidate's experiences match the position requirements, a curriculum vitae, and contact information for at least six references. Submission of materials as a MS Word attachment is strongly encouraged. Confidential inquiries, nominations, and application materials should be directed to:

Laurie C. Wilder, Senior Vice President and Managing Director
Ryan Crawford, Principal
Parker Executive Search
Five Concourse Parkway
Suite 2440
Atlanta, GA 30328
770-804-1996, Extension 109
lwilder@parkersearch.com
rcrawford@parkersearch.com

To build a diverse workforce, Ohio State encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA employer/educator.
OSUToday

Good Day!

WELCOME TO OSUToday, the latest news and information for faculty and staff of The Ohio State University for Monday, June 22. The deadline for submissions is noon the prior business day.

Ackerman Library closed permanently

The Ackerman Library, 600 Ackerman Rd., is now closed. Ackerman served as a temporary location for much of the Thompson Library's circulating collection during the recently-concluded renovation. Books are being moved back to the Thompson Library, which will open Monday (8/3). If you need a book from the Ackerman stacks collection, please request it online, to be delivered to your office or another library for pick up. Maps, microfilm and international studies material will be available at the Ackerman Library by appointment. Contact the appropriate subject librarian or Steve Rogers, 688-8774 or mailto:rogers.20@osu.edu for assistance.
Good Day!

WELCOME TO OSUToday, the latest news and information for faculty and staff of The Ohio State University for Thursday, Oct. 8. The deadline for submissions is noon the prior business day.

OSUToday sponsored by the Wexner Center for the Arts

Irish theater company Druid Ireland brings its international hit *The Walworth Farce* to the Thurber Theatre at Drake Center in a show presented by the Wex on Friday (10/16) and Saturday (10/17). Sure to be one of the highlights of the season, the comic play follows an expatriate Irish family consisting of an amateur playwright father and his two grown sons. Each day, dad orchestrates an enactment of his play — a deliciously warped fantasy heavily dependent on the author's slippery memory. Read more: http://www.wexarts.org/page/index.php?eventid=4067

Headline news

**Diedrichs named director of University Libraries**

Carol Pitts Diedrichs has been recommended to serve as director of University Libraries at Ohio State. Subject to approval by the Board of Trustees, her appointment will be effective Jan. 5, 2010. Diedrichs is currently serving as Dean of Libraries and the William T. Young Endowed Chair at the University of Kentucky, the flagship institution of the Commonwealth of Kentucky. She has vast experience in library administration and at UK provides intellectual leadership for the educational and service programs of 12 libraries; administers a budget of more than $21 million; and is a member of the Provost's Dean's Council.

Diedrichs served at Ohio State from 1987-2003, most recently as assistant director for technical services and collections and professor.
The Ohio State University Libraries cordially invites you to the

Unveiling

of an important work by a prominent American painter
a gift from Don and Teckie Shackelford

Speakers
Dr. Raimund Goerler, Interim Director, University Libraries
Melissa Wolfe, Curator of American Art, Columbus Museum of Art

Reception to follow

November 19 at 4 o’clock
William Oxley Thompson Library
Room 165
1858 Neil Avenue

RSVP Lola Klein
614.292.8174
Klein.40@osu.edu
Sweet Thunder is the third biography in a trilogy of books by author Wil Haygood about pivotal African-American figures that includes Sugar Ray Robinson, Adam Clayton Powell Jr., and Sammy Davis Jr. In each he delivers a comprehensive biography and compelling case for their cultural importance. Haygood will discuss his books and the art of writing the biography in this free program.

Call 292-3387 for details.

Sponsored by the Friends of the OSU Libraries and the Lecture Committee of the OSU Libraries.
Library faculty and staff

This has certainly been a week of sadness, anxiety, and relief. On Monday we learned of the death of Ted Riedinger. Ted had an extraordinary career (well documented in his obituary by his family), one marked by his passion for Brazil and other Latin American subjects. He was deeply engaged with the faculty in the Center and the departments. They relied on his expertise and knowledge of the culture, history and politics of these areas, particularly as it related to the literature of the field. The Center just this year regained its funding and status from the Title VI process. Ted played an important role in that. Those who worked with Ted over the years will remember many things, including his embellishment of his area in the old Grand Reading Room, and a expected “eh” at the end of a sentence. He will be missed.

Tuesday brought with it a totally unexpected, but not unprepared for, emergency when Thompson and several other buildings on campus were the focus of a bomb threat. I am deeply grateful that all of you as well as our students are safe and unharmed; that the building and collection were not damaged. We saw the very best from you in your quick response to instructions, your flexibility in working elsewhere, and in the effective and efficient response of our library leadership. My first knowledge of the situation was receiving the text alert while in a meeting in New York. I promptly left the meeting room and was able to reach Lisa Patton-Glinski – by that time the building was evacuated and you were “waiting” for further news. Throughout the day, Lisa, Ryan Langhurst, Mark Moziejko, Duke Morgan, Larry Allen, Wes Boomgaard, Rai Goerler, Nancy O’Hanlon and our security students worked with me, the Office of Academic Affairs, Public Safety, FOD and others to keep everyone informed and updated. I was able to get back to campus in time to work with these individuals and the police in their search of the building. Everything was handled professionally, effectively and competently. If it had to happen,
at least we now know more about how to handle such situations in the future. My thanks go out to each of these individuals for their fine work yesterday.

Wednesday brought a return to a more normal day with its ebb and flow. Uneventful is good.

cpd

********************************************************************

Carol Pitts Diedrichs
Director of University Libraries
The Ohio State University
304C Thompson Library
1858 Neil Avenue Mall
Columbus OH 43210

(614) 292-2365
fax (614) 292-2443
cell (513) 252-7865
Email: diedrichs.1@osu.edu

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**THE OHIO STATE UNIVERSITY**

**1999/2000**
**What is Remote Access?**

Remote Access is connecting to online resources from off-campus, campus offices, residence halls, and campus computer labs, i.e., from any location beyond the libraries on the Columbus Main Campus or Regional Campuses.

The following details two methods of remote access available to OSU students, staff, and faculty. Courtesy card holders, Kent State Library Science (Columbus) students, and the general public should consult the Libraries' web site for details on the availability of specific library resources: [http://www.lib.ohio-state.edu/guides/](http://www.lib.ohio-state.edu/guides/)

### Two Methods to Remote Access

#### 1. HomeNet

- **University-packaged software available to OSU students, staff, and faculty.**

  **Configure Browser for Telnet**

  All browsers must be configured to make telnet connections; see instructions at: [http://www.lib.ohio-state.edu/guides/remotetelnet.html#howtoconfigure](http://www.lib.ohio-state.edu/guides/remotetelnet.html#howtoconfigure)

  The HomeNet software is available on a CD-ROM for purchase at the OSU Bookstore, Central Classroom Building, 209 Millikin Rd.

  Some of the software included in the HomeNet package can be downloaded from University Technology Services (UTS) Software to Go Web site at: [http://www.osu.edu/units/uts/publications/upgrades/](http://www.osu.edu/units/uts/publications/upgrades/)

  Due to file size, the complete HomeNet package is not available for downloading from the Software to Go site.

#### 2. Commercial Internet Service Provider

- **Subscribe to any Internet service provider or subscribe to one of the Internet service providers with which University Technology Services (UTS) has contracted for reduced costs to OSU students, faculty, and staff:**
  - Time Warner Road Runner cable access
  - IBM Internet Connection for Education
  - See [http://www.osu.edu/units/uts/serviceguide/internetaccess.html](http://www.osu.edu/units/uts/serviceguide/internetaccess.html)

  **Configure your browser for UTS proxy server when accessing electronic subject databases and electronic journals**

  Commercial Internet service providers cannot automatically identify you as OSU-affiliated when you try to access some of the resources on the Libraries' web site. All browsers (Netscape, Internet Explorer, AOL 4.0) should be configured to connect to the campus via the UTS proxy server in order to identify you as affiliated with OSU. Instructions are posted on the Libraries' Web site at: [http://www.lib.ohio-state.edu/whatsnew/proxy.html](http://www.lib.ohio-state.edu/whatsnew/proxy.html)

  **Configure Browser for Telnet**

  All browsers must be configured to make telnet connections; see instructions at: [http://www.lib.ohio-state.edu/guides/remotetelnet.html#howtoconfigure](http://www.lib.ohio-state.edu/guides/remotetelnet.html#howtoconfigure)

Questions about remote access can be directed to:

- Penny Pearson at pearson.1@osu.edu or (614) 292-6247, or
- University Technology Services' Help Desk at (614) 688-HELP

### University Libraries' Electronic Resources for OSU Students, Faculty, and Staff

Use the table below to identify the most suitable resource for your information need. These resources can be accessed from OSU Library workstations, computer labs, or accessed remotely. Due to license restrictions, courtesy card holders, Kent State Library Science (Columbus) students, and the general public should consult the Libraries' web site for information on access and availability.

#### Most resources are accessible from the Libraries' web site: [http://www.lib.ohio-state.edu/](http://www.lib.ohio-state.edu/)

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<td><strong>OSCAR (Libraries' online catalog)</strong></td>
<td>- Web site: <a href="http://www.lib.ohio-state.edu">http://www.lib.ohio-state.edu</a> (select OSCAR from Library Catalogs menu)</td>
<td>- Search the catalog for books, journals, newspapers, conference proceedings, and other media owned by University Libraries.</td>
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<tr>
<td></td>
<td>- Telnet: library.osu-state.edu [login: library] (select OSCAR from menu)</td>
<td>- Request items (specify any OSU Libraries' location for pick-up or specify campus office delivery).</td>
</tr>
<tr>
<td><strong>OhioLINK (joint catalog of Ohio colleges, universities, and the State Library of Ohio)</strong></td>
<td>- Web site: <a href="http://www.lib.ohio-state.edu">http://www.lib.ohio-state.edu</a> (select OhioLINK from Library Catalogs menu)</td>
<td>- Place a hold on an item that is checked out.</td>
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<td></td>
<td>- Telnet: library.osu-state.edu [login: library] (select OhioLINK from menu)</td>
<td>- View your circulation record for a list of items you have checked out or placed on hold; view status of items in transit from OhioLINK; or check the status of your interlibrary loan requests, including CIC library requests.</td>
</tr>
<tr>
<td><strong>CIC Libraries' Catalogs</strong></td>
<td>- Web site: <a href="http://www.lib.ohio-state.edu">http://www.lib.ohio-state.edu</a> (select CIC Virtual Catalog from Library Catalogs menu)</td>
<td>- Renew your checked out items via the View Your Circulation Record option, see page 20 for details.</td>
</tr>
<tr>
<td>(Big Ten Universities)</td>
<td>- Telnet: library.osu-state.edu [login: library] (select CIC Virtual Catalog)</td>
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<td>For renewals, contact the Interlibrary Loan Office, 103 Main Library, (614) 292-6211 or email: <a href="mailto:illadm@felix.osu.edu">illadm@felix.osu.edu</a></td>
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See also pages 4-6 for search instructions.

OSCAR online search instructions can be found at: [http://www.lib.ohio-state.edu/guides/oscar.html](http://www.lib.ohio-state.edu/guides/oscar.html)

OhioLINK instructions can be found at: [http://www.lib.ohio-state.edu/guides/ohiolink.html](http://www.lib.ohio-state.edu/guides/ohiolink.html)

CIC Libraries' Catalogs instructions can be found at: [http://www.lib.ohio-state.edu/guides/cic.html](http://www.lib.ohio-state.edu/guides/cic.html)
Remote Access for OSU Students, Faculty, and Staff continued . . .

Most resources are accessible from the Libraries' web site: http://www.lib.ohio-state.edu

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</thead>
<tbody>
<tr>
<td>WorldCat (Combined catalog of holdings of thousands of libraries)</td>
<td>Web site: <a href="http://www.lib.ohio-state.edu">http://www.lib.ohio-state.edu</a> (select WorldCat from Additional CATALOGS menu)</td>
<td>• Search the catalog</td>
</tr>
<tr>
<td></td>
<td>Telnet: library.ohio-state.edu [login: library] (select WorldCat from menu)</td>
<td>• Faculty and graduate students can request materials via the Interlibrary Loan forms. Choose ILL option from <a href="http://library.ohio-state.edu/search">http://library.ohio-state.edu/search</a>. Materials must be picked up at the Main Library Circulation desk.</td>
</tr>
</tbody>
</table>

Electron1c Subject Databases

• Most databases can be accessed remotely using HomeNet or an Internet Service Provider (see page 1). However, a few databases have license restrictions and some databases can be accessed only on site in selected Main Campus Libraries. For details about license restrictions, see: http://www.lib.ohio-state.edu/TOOLS/titles.html

See also pages 9-11 for a subject listing.

Electronic Journals

• Access via links in the OSCAR catalog entry; search OSCAR by the Journal title.
• Access via the OhioLINK Electronic Journal Center; browse by journal title or subject categories.
• Access via links from citations in reference databases such as Periodical Abstracts (popular magazines and scholarly journals), ABI/Inform (business) MEDLINE (medicine), and many others.

Use to locate articles published in magazines, journals, and newspapers.

See pages 9-11 for a complete subject listing of databases.

Online Instructional Guides are available from the Libraries' Web site, at: http://www.lib.ohio-state.edu/GUIDES/CLASSROOM/ONLINE

For details about license restrictions, see: http://www.lib.ohio-state.edu/TOOLS/titles.html

Questions about remote access can be directed to:
• Penny Pearson at pearson.1@osu.edu or (614) 292-6247, or
• University Technology Services' Help Desk at (614) 688-HELP

Search OSCAR

Type all or the first part of the Title (ex. twenty thousand leagues under the sea)

Type Keywords in title, subject, series, conference, corporation (ex. women advertising television)

Type Author's name (last name first, ex. verne jules)

Type the Library of Congress Subject Heading (LCSH) (ex. persian gulf war OR bush george). Consult a librarian for appropriate LCSH term or browse subjects retrieved by your search.

UNIVERSITY LIBRARIES http://www.lib.ohio-state.edu/
Read an Item Record

- Identify which OSU library holds the item (see pages 13-15 for library codes and locations).

The call number will tell you where the item is located on the shelf.

Determine the availability of the item. "Available" means you should find it on the shelf and can check it out.

Request an Item

Request an item with an "Available" status or an item located in another OSU Library (Note: circulation periods may vary for reserve and non-book materials).

Items you request can be sent to the OSU Library of your choosing or sent to your campus office. See also pages 18-19 for information on borrowing materials.

From OSCAR, transfer your search to the OhioLINK catalog

Click to link directly to the OhioLINK catalog

When the book is not available through OSCAR, select OhioLINK

Book is checked out by another user and no other copies are available at OSU Libraries

OSCAR TIPS

- For materials not available in OSCAR, OhioLINK, and CIC (Big Ten+), OSU faculty, graduate students, and staff can request those materials through the Interlibrary Loan office (see page 20).
- "View Your Circulation Record" is an option available from OSCAR's main menu. For instructions on using this option, see page 20.
- Every library location has computer workstations that provide access to OSCAR. Access is also available from home or office using a microcomputer with a modem and Internet connection.
- Detailed online instructions for OSCAR access and use can be found at: http://www.lib.ohio-state.edu/guides/ or from the Libraries' home page, select the link to Instructional Guides; then select OSCAR.
- For detailed information about University Libraries' borrowing privileges, see pages 18-19.
What is OhioLINK? (Ohio Library and Information Network)

OhioLINK central catalog contains more than 7 million unique titles and represents the holdings of almost all university, college, and community college libraries in Ohio, as well as the holdings of the State Library of Ohio.

Access OhioLINK from Libraries' home pages or by typing in the OhioLINK URL: http://www.ohiolink.edu (select Library Catalog). To Telnet, type: library.ohio-state.edu [login: library] (select OhioLINK from menu).

Search OhioLINK using the same search techniques for searching OSCAR, see page 4.

OhioLINK Borrowing

Check OSCAR first for the item you need. If the item is available at an OSU Library, you will be blocked from requesting the same item in OhioLINK.

Select Request this Item. Select OSU from the listing of institutions; fill in your name and SSN, and pick up location.

- The transport of items you request from OhioLINK can take 4-6 days.
- OhioLINK books may be borrowed for 21 days. You may renew the item once for an additional 21 days.
- OhioLINK non-book materials may be borrowed for 10 days and are nonrenewable.
- Renew items online (see page 18) or at any OSU Circulation Desk.
- OhioLINK materials can be returned to any OSU Circulation Desk.

CIC (Big Ten+ and WorldCat) Catalogs

CIC is the Committee for Institutional Cooperation.

Search OSCAR and OhioLINK first. CIC requests go through Interlibrary Loan (ILL, see page 20) and are approved for books needed for scholarly research that are not owned by OSU and not available for OhioLINK loan. ILL does not borrow textbooks or computer manuals.

Use the CIC option to request books only. Check "Library" field to see if the book is available to borrow. Note: libraries do not loan from Special Collections (e.g., Indiana's Lilly Library).

- Multiple catalogs may be searched simultaneously.
- For eligibility and access information see pages 1-3, Guide to Remote Access.

WorldCat

World wide catalog representing thousands of libraries in 67 countries, over 400 languages, and more than 42 million records

Search OSCAR, OhioLINK, and CIC catalogs first for availability of materials. WorldCat requests go through Interlibrary Loan (ILL) and are approved for materials needed for scholarly research that are not owned by OSU and not available for OhioLINK loan. OSU faculty, staff, and graduate students are eligible for ILL service. ILL does not borrow textbooks or computer manuals (see policies at: http://www.lib.ohio-state.edu/illweb/limits.html.)

- Check "Library" field to see if the book is available to borrow. Use the Interlibrary Loan Request option to request items from WorldCat (see ILL, page 20).
- For renewals, contact Interlibrary Loan Office, 103 Main Library (614) 292-6211 or email: illadm@felix.usohio-state.edu
- For service eligibility and access information see pages 1-3, Guide to Remote Access.

UNIVERSITY LIBRARIES http://www.lib.ohio-state.edu/
Ohio State University Libraries owns or subscribes to over 170 electronic databases. Listed below are electronic research databases, arranged alphabetically by subject, and accessible from the Libraries’ web site.

Note: a few electronic databases are not networked and must be used in the owning library—check with the library of your discipline or see a reference librarian. For instructions on remote access, see pages 1-3.

Agriculture
- AGRICOLA
- Biological and Agricultural Index
- CAB Abstracts
- Environmental Science and Pollution Management

Anthropology
- Anthropolitical Literature
- Social Sciences Abstracts
- Social Sciences Citation Index

Art & Architecture
- AP Photo Archive
- Art Abstracts
- Arts & Humanities Citation Index
- Avery Index to Architectural Periodicals
- Bibliography of the History of Art
- FRANCIS
- Humanities Abstracts
- Index, 19th Cent. American Art Periodicals
- SCIPIO

Biography
- Academic Universe (Lexis/Nexis)
- Biography and Genealogy Master Index
- Biography Index
- Britannica Online
- Contemporary Authors
- Literary Index (Gale)
- Sakka Shippitsusha Jinbutsu Fairu (requires Japanese capable browser)
- Sho no Jiten Fairu (requires Japanese capable browser)
- World Biographical Index

Business & Economics
- ABI/Inform
- Academic Universe (Lexis/Nexis)
- Business & Industry
- Contemporary Women's Issues
- Disclosure Global Access
- Dow Jones Interactive
- EconLit
- FIS (Financial Information Services)
- Gale Business Resources
- HealthSTAR
- Political Risk Yearbook
- Social Sciences Citation Index
- STAT-USA
- Statistical Universe
- Wall Street Journal
- Women's Resources International

Chemistry & Chemical Engineering
- Applied Science & Technology Abstracts
- Chemical Abstracts
- Science Citation Index Expanded
- Science's Next Wave
- Tobacco

Communication/Journalism
- ABI/Inform
- Comdex
- Inside Information Plus
- MLA International Bibliography
- PAIS Database
- Periodical Abstracts
- PSINFO
- Social Sciences Abstracts
- Social Sciences Citation Index

Computer Science
- Applied Science & Technology Abstracts
- Compendex
- History of Science & Technology
- INSPEC
- Konyuyta Gijutsu Yogo Jiten Fairu (requires Japanese capable browser)
- MATH Database
- MathSciNet
- NTIS (National Technical Info. Service)
- Science Citation Index Expanded
- Science's Next Wave

Education
- CollegeSource
- Critical Comparisons of American Colleges and Universities
- Education Abstracts
- ERIC
- Peterson's College Database
- Peterson's Gradline
- Social Sciences Citation Index

Engineering
- Aluminum Industry Abstracts
- Applied Science & Technology Abstracts
- Center for Aerospace Information (CAS)
- Compendex
- Corrosion Abstracts
- Engineered Materials Abstracts
- History of Science & Technology
- INSPEC
- Mechanical Engineering Abstracts
- METADEX
- NTIS (National Technical Information Service)
- Science Citation Index Expanded
- Science’s Next Wave
- Weldsearch
- World Ceramics Abstracts

Dictionaries, Directories, & Encyclopedias
- American Heritage Dictionary
- Associations Unlimited
- Biography & Genealogy Master Index
- BookPlus (requires Japanese capable browser)
- Books in Print
- Global Books in Print
- Britannica Online
- CollegeSource
- Columbia Encyclopedia
- Contemporary Authors
- Directory of Electronic Journals, Newsletters, & Academic Discussion Lists
- Health Reference Center Academic
- Konyuyta Gijutsu Yogo Jiten Fairu (requires Japanese capable browser)
- Literary Index
- Merriam Webster Dictionary
- OhioLINK Thesaurus
- Oxford English Dictionary
- PDR Electronic Library (Physician's Desk Reference)
- Sakka Shippitsusha Jinbutsu Fairu (requires Japanese capable browser)
- Sho no Jiten Fairu (requires Japanese capable browser)

Environment
- Applied Science & Technology Abstracts
- Environment Abstracts
- Environmental Science and Pollution Management
- INSPEC
- Mechanical Engineering Abstracts
- METADEX
- NTIS (National Technical Information Service)
- Science Citation Index Expanded
- Science's Next Wave
- Weldsearch
- World Ceramics Abstracts

Geology
- Applied Science & Technology Abstracts
- Geobase
- Science Citation Index Expanded

Government Documents
- Congressional Universe
- Congressional Masterfile
- GPO Site/Platter
- Ohio's Capitol Connection
- PAIS Database
- STAT-USA

Health
- American Health Abstracts
- Applied Science & Technology Abstracts
- Compendex
- History of Science & Technology
- INSPEC
- Mechanical Engineering Abstracts
- METADEX
- NTIS (National Technical Information Service)
- Science Citation Index Expanded
- Science’s Next Wave
- Weldsearch
- World Ceramics Abstracts

Human Ecology
- ABI/Inform
- Academic Universe (Lexis/Nexis)
- AGRICOLA
- Biological & Agricultural Index
- CAB Abstracts
- CAB Abstracts
- CINHAL
- Education Abstracts
- ERIC
- Health Reference Center Academic

International Studies
- ABC POL SCI
- ARESSEES
- Bibliography of Asian Studies
- Business & Industry
- Columbia International Affairs Online
- Handbook of Latin American Studies
- Index to Foreign Legal Periodicals
- Index to Hispanic Legislation
- Latin American Database
- Nichigai Web Service (requires Japanese capable browser)
- PAIS Database
- Political Risk Yearbook
- Popline
- Russian Journal of Social Sciences
- World News Connection

Language & Literature
- American Poetry Database
- Annual Bibliography of English Language and Literature (ABELL)
- ARTFL Project
- Arts and Humanities Citation Index
- Bible in English
- Bibliografía de la Litératura Espanola
- Bibliography of American Literature
- Charvat American Fiction
- CRC Encyclopedia of the Humanities
- Contemporary Authors
- Database of African-American Poetry
- Editions & Adapt. of Shakespeare
- Eighteenth Century Fiction
- English Poetry Database
- English Prose Drama Database
- English Short Title Catalogue
- English Verse Drama
- Essays & General Literature Index
- FRANCIS
- Goethes Werke im WWW
- Hand Press Book File
- Humanities Abstracts
- Index to American Periodicals
- Linguistics Abstracts Online
- Linguistics & Language Behavior Abstracts (LLBA)
- Literary Index (Gale)
- MLA International Bibliography
- Oxford English Dictionary

Library
- University Libraries

More...

UNIVERSITY LIBRARIES http://www.lib.ohio-state.edu/
Reference Assistance

In Person Assistance

Assistance in using the Libraries' collections and services is provided by personnel in:

- Reference Room of the Main Library
- Reading Rooms in Main Library
- Department Libraries
- Regional Campus Libraries

They can suggest databases and indexes that will enable you to find appropriate articles and books on your topic, answer factual questions, and generally assist in making the best use of the Libraries' resources. Don't hesitate to ask for help.

Online Computing Skills Tutorials

Online tutorials for building student computer competencies are available at: http://gateway.lib.ohio-state.edu/ecscl (see also net.TUTOR and The Gateway to Information, page 17).

Telephone Reference Assistance

Telephone reference is available from each library unit (see pages 14-16), and from the Main Library Reference Desk (614) 292-6175.

Email Reference Assistance

Email reference is available from Main Library Reference at: library@osu.edu or see individual libraries' web pages.

Information Services Department

Reference (MAINRef)

The Reference Room on the 1st floor of the Main Library provides assistance to library users on a drop-in basis at the reference desk, by telephone at (614) 292-6175, by email at library@osu.edu, and via the Ask-A-Librarian Web page at: http://www.lib.ohio-state.edu/refweb/ask.htm.

During the academic quarter, the reference desk is open Monday through Thursday from 9 am to 10 pm, Friday from 9 am to 5 pm, and Saturday and Sunday from 1 to 5 pm. Summer quarter and between-quarter hours are more limited. Individual users or small groups are encouraged to make appointments with reference librarians for personal training in database searching, orientation to the library, help in getting started with a research paper or class assignment, and other informational needs. To schedule an appointment with a librarian, contact the reference desk by any means listed above.

The Reference web site at http://www.lib.ohio-state.edu/refweb provides information about the department, links to useful resources on the Web, and “how-to” guides for commonly asked questions.

Government Documents (DOC)

The Main Library is a depository for United States Government, State of Ohio, and European Union documents. U.S. Census and other demographic data are among the most popular resources the library receives through depository programs. Additional resources include laws, regulations, treaties, and other congressional and agency publications in print, microfiche, and electronic formats. Reference librarians will provide assistance in locating government information.

Microforms & Periodicals (MIC/PRR)

The Microforms/Periodicals Room of the Main Library houses newspapers, major microform collections, videotapes, spoken-word audiotapes, and current issues of selected periodicals in the Humanities and Social Sciences. Current issues of other scholarly periodicals will be found in the appropriate departmental library or Main Library reading room according to their subject and/or language.

Department Libraries

The Department Libraries support the course work and research of upper-division undergraduate students, graduate students, and faculty in various fields of study. Some department libraries contain unique collections, such as annual reports of corporations (Business), maps (Map Room and Geology), music scores (Music/Dance), and pamphlets in the areas of agricultural economics (Agriculture). Each Department Library provides access to the Libraries' online catalog (OSCAR), as well as to electronic research databases. Librarians familiar with the subject areas and expert in associated research techniques are available for consultation.

The following pages alphabetically list OSU Department Libraries and Regional Campus Libraries, their OSCAR codes, addresses, and telephone numbers. See pages 21-22 for University Libraries Location Guide and back cover for library hours.

(AGI) Library for Food, Agriculture, and Environmental Services
045 Ag. Administration Building 2120 Fyffe Rd. 292-6125

(BPL) Biological Sciences & Pharmacy Library
102 Riffe Building 496 W. 12th Ave. 292-1744

(BUS) Business Library
The Resource Center 250 W. Woodruff 292-2136

(CHI) Children's Hospital Health Information Center
244-ED Education Building 700 Children's Drive 722-3200

(EDM) Edgar Dale Media Center
260 Ramseyer 29 W. Woodruff Ave. 292-1177

(EHS) Education, Human Ecology, Psychology, & Social Work Library
110 Sullivant Hall 1813 N. High St. 292-2075

University Libraries http://www.lib.ohio-state.edu/
### Regional Campus Libraries

**EPG** Center for Epigraphical Studies
190 Pressey Hall
1017 Carnack Rd.
292-3280

**FIN** Fine Arts Library
035L Wexner Center
1891 N. High St.
292-6184

**GEO** Geology Library
180 Orton Hall
135 S. Oval Drive
292-2428

**HEA** Prior Health Sciences Library
376 W. 10th Ave.
292-4869

**HRB** Herbarium Collection
Center for Biological Sci. & Pharmacy Library
292-1744

**JOU** Journalism Library
100 Journalism Building
242 W. 18th Ave.
292-8747

**LAW** Moritz Law Library
280 Law Building
55 W. 12th Ave.
292-6691

**LIM** Lima Campus Library
1411 Cook Hall
4240 Campus Dr.
Lima, Ohio 45804
Campus phone: 5-8401

**MANS** Mansfield Campus Library
Brontford Hall
1660 University Dr.
Mansfield, Ohio 44906
Campus phone: 5-4321

**MAR** Marion Campus Library
1469 Mt. Vernon Ave.
Marion, Ohio 43302
Campus phone: 5-6254

**NWK** Newark Campus Library
1168 Founder’s Hall
1179 University Dr.
Newark, Ohio 43055
Campus phone: 5-9307

### Reference Assistance

**Reference Assistance**

**Department Libraries, continued ...**

(MUS) Music/Dance Library
186 Sullivant Hall
1813 N. High St.
292-2319

(PLR) Goldthwait Polar Research Library
176 Scott Hall
1090 Carmack Rd.
292-6715

(Sel) Science & Engineering Library
175 W. 18th Ave.
292-3022

(STO) Stone Lab Collection
c/o Biological Science & Pharmacy Library
292-1744

(STX) Book Depository
c/o any Circulation Desk or 127 Main Library
292-6154

(VET) Veterinary Medicine Library
229 Sisson Hall
1900 Coffey Rd.
292-6107

For Department Library hours, see back cover or http://www.lib.ohio-state.edu/collections.html

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### University Libraries' Special Collections

**http://www.lib.ohio-state.edu/collections.html**

University Libraries maintain several collections of extraordinary research depth containing unusual or unique materials such as manuscripts and original drawings. Items in these special collections are available for study on site by anyone with a need to use them.

#### Cartoon Research Library (CGA)

OSU's Cartoon Research Library is the largest and most comprehensive academic research facility documenting printed cartoon art (comic strips, political cartoons, comic books, graphic novels, sports cartoons, and magazine cartoons) in the nation. The University's collections of graphic materials such as film posters and stills are also housed here. The Cartoon Research Library is located at 023L Wexner Center, 27 W. 18th Ave. Mall, (614) 292-0538.

#### Hilandar Research Library (HIL)

The largest collection of Medieval Slavic manuscripts on microfilm in the Western Hemisphere is housed in the Hilandar Research Library, located on the second floor of the Main Library—227 Main Library, 1858 Neil Ave. Mall, (614) 292-0634.

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### University Archives (ARV)

ARV preserves and makes available many historical records of the university, its faculty, and student organizations. Included are university publications, office files, reports, minutes, and newspaper clippings of biographical and subject information. Particularly noteworthy is the photographic collection that has more than one million photographs of the university from 1870 to the present. ARV is located at: 2700 Kenny Rd., (614) 292-2409.

For Special Collections, see back cover.

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**FRIENDS OF THE LIBRARIES AT THE OHIO STATE UNIVERSITY**

The purpose of Friends of the OSU Libraries is to raise awareness and funds in support of the OSU Libraries. Friends' donations, memberships and volunteer time are invested in many activities to promote the libraries on campus and in the community. Among these activities is supporting the Ann and Emanuel Rudolph Preservation Endowment to ensure the continued preservation and conservation of 800,000 volumes in the Libraries' endangered list.

Throughout the year, members of Friends are invited to several special events, including the biannual book sale, friends preview night and opening night of collection exhibitions held in the Main Library's Philip Sills Exhibition Hall. Members also receive the Friends' newsletters and borrowing privileges with any of our campus and regional campus libraries.

To become a member of Friends, please call our office at (614) 292-3387 or stop by 112 Main Library, 1858 Neil Ave. Mall between 9am and 5pm, M-F. For more information about Friends of the OSU Libraries please visit “About the Libraries” web site at: http://www.lib.ohio-state.edu.
The Gateway to Information

Having trouble finding books?  Need a relevant journal article?  Want to link to Internet sites on your topic?

The Gateway to Information is a Web-based information system designed to help you define your information needs and then identify, select, and locate or search relevant print, electronic, and Internet materials to meet those needs.

The Gateway can be accessed from any OSU library computer workstation, computer lab, or any remote location with Internet access.

Access The Gateway to Information at: http://www.lib.ohio-state.edu/gateway/ or from the Libraries' home page. Direct questions or comments to Fred Roeker, roeker.1@osu.edu

net.TUTOR & Gateway

net.TUTOR

"Your personal guide to understanding the Net"

net.TUTOR is a free, Web-based, interactive learning program that will help you become proficient at using the Internet for research.

Each tutorial provides information in a concise format, along with opportunities to view examples or practice various tasks. You may select the activities that you find interesting and learn online at your own pace.

"Quick Quizzes," intended to reinforce your understanding of important concepts, are included within each tutorial. Users affiliated with OSU who are fulfilling a course requirement may also take other graded tests, using a secure server maintained by University Technology Services.

net.TUTOR home page

The Gateway to Information

For renewing books and placing holds call: (614) 292-3900 or go online at: http://www.lib.ohio-state.edu/crcweb

Borrowing Privileges

What You Need to Know

For renewing books and placing holds call: (614) 292-3900 or go online at: http://www.lib.ohio-state.edu/crcweb

1  Who can borrow
All OSU faculty, staff, and students with a valid OSU identification (ID), or anyone holding an OSU Libraries courtesy card or valid ID from any OhioLINK institution.

For a complete listing of OhioLINK institutions see: http://www.ohiolink.edu/members-info/

2  Placing Holds
Holds can be placed on most circulating items listed as "Available" or "Checked out" in the OSCAR record.

Available items will be held for you at the library of your choosing. If you place a hold on an item checked-out by another borrower, the item will be recalled and you will be notified when the item is ready for pickup.

3  Books by Campus Mail
Faculty, staff, and graduate students with a campus office may request items to be mailed to them at their office address.

The library will call the campus office and verify that a location is available for the item.

We encourage you to return all materials in person at an OSU Library Circulation desk and request a receipt for returned items.

More...
Borrowing Privileges, continued...

What You Need to Know

4 Library Notices via Email
Receive your library notices year-round via your OSU email account or commercial Internet account.

Submit a completed "Receive Notices via Email" form to any OSU Libraries' circulation desk.

You must have an active email account to receive library notices via email. Activate your OSU email account by contacting UTS at (614) 688-HELP.

5 Closed Reserves
OSU Faculty, staff, and teaching assistants who are teaching during the current or upcoming quarter may place items on reserve in any library for restricted use.

Reserve items may include OSU Libraries' materials, personal copies, and photocopies prepared by the instructor.

Reserve loan periods are set by individual libraries as well as by individual instructors. Loans range from 2 hours to 7 days.

Submit reserve requests at least 3 weeks in advance of the quarter in which they will be needed by students.

For details about placing reserves and borrowing from reserves, link to: http://www.lib.ohio-state.edu/reserves.html

6 Faculty/Staff Authorization
OSU faculty and staff may authorize one or more persons to borrow and request library materials under the authorizing person's name.

The authorizing person is responsible for all transactions done by the designated individuals.

Authorization forms are available at OSU Libraries' Circulation desks.

We encourage you to return all materials in person at an OSU Library Circulation desk and request a receipt for returned items.

7 Library Fines
Return or renew your items by their due dates and respond promptly to notices on recalled items to avoid overdue fines.

Recalled Items: a fine of $1.00 per day is charged for each recalled item not returned by the due date.

Equipment: portable equipment may have different fines, check with the lending location for details.

Questions about fines, lost, or billed items should be directed to the lending library or to the Main Library Circulation Department: 614/292-6154.

Interlibrary Loan (ILL)
http://www.lib.ohio-state.edu/illweb

OSU faculty, graduate students, and staff may use ILL for obtaining scholarly materials that are not available through OSCAR, OhioLINK, and CIC (Big Ten +).

Make requests using the ILL online request form. For most efficient processing, provide accurate and complete information (include ISSN/ISBN and OCLC number).

For delivery time and loan periods, be sure to read the information provided at this link.

For delivery time and loan periods, be sure to read the information provided at this link.

UNIVERSITY LIBRARIES http://www.lib.ohio-state.edu/
# University Libraries

**Fall, Winter, & Spring Quarter Hours**

For Summer and between-quarter hours go to the Libraries' web site at: [http://www.lib.ohio-state.edu/](http://www.lib.ohio-state.edu/)

<table>
<thead>
<tr>
<th>Department Libraries</th>
<th>Monday-Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>8:00am–9:00pm</td>
<td>8:00am–5:00pm</td>
<td>10:00am–2:00pm</td>
<td>2:00pm–9:00pm</td>
</tr>
<tr>
<td>Archives, University</td>
<td>9am–12N/1–5pm</td>
<td>9am–12N/1–5pm</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Biological Sci. &amp; Pharmacy</td>
<td>7:30am–12:00M</td>
<td>7:30am–5:45pm</td>
<td>10:00am–5:45pm</td>
<td>2:00pm–12M</td>
</tr>
<tr>
<td>Business</td>
<td>8:00am–11:00pm</td>
<td>8:00am–5:00pm</td>
<td>12N–6:00pm</td>
<td>12N–11:00pm</td>
</tr>
<tr>
<td>Cartoon Research</td>
<td>9:00am–5:00pm</td>
<td>9:00am–5:00pm</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Children's Hospital</td>
<td>8:30am–7:00pm</td>
<td>8:30am–5:00pm</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Edu/Hum Ec/Psy/SocWk</td>
<td>8:00am–12M</td>
<td>8:00am–10:00pm</td>
<td>12N–6:00pm</td>
<td>2:00pm–10:00pm</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>8:00am–10:00pm</td>
<td>8:00am–5:00pm</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Geology</td>
<td>8:00am–10:00pm</td>
<td>8:00am–5:00pm</td>
<td>12N–6:00pm</td>
<td>2:00pm–10:00pm</td>
</tr>
<tr>
<td>Goldthwait Polar Research</td>
<td>8am–5pm By Appt</td>
<td>8am–5pm By Appt</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>7:30am–1:45am</td>
<td>7:30am–7:45pm</td>
<td>10:00am–8:45pm</td>
<td>12N–1:45am</td>
</tr>
<tr>
<td>Journalism</td>
<td>8:00am–10:00pm</td>
<td>8:00am–5:00pm</td>
<td>12N–4:00pm</td>
<td>2:00pm–10:00pm</td>
</tr>
<tr>
<td>Music/Dance</td>
<td>8:00am–10:00pm</td>
<td>8:00am–5:00pm</td>
<td>12N–4:00pm</td>
<td>2:00pm–10:00pm</td>
</tr>
<tr>
<td>Science &amp; Engineering</td>
<td>Open 24 Hours</td>
<td>Open 24 Hours</td>
<td>Open 24 Hours</td>
<td>Closed</td>
</tr>
<tr>
<td>Theatre Research Institute</td>
<td>9:00am–5:00pm</td>
<td>9:00am–5:00pm</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Veterinary Medicine</td>
<td>7:30am–10:00pm</td>
<td>7:30am–6:00pm</td>
<td>12N–9:00pm</td>
<td>12N–9:00pm</td>
</tr>
</tbody>
</table>

| Main Library                                                                         | 7:45am–12:00M   | 7:45am–10:00pm | 8:00am–10:00pm | 11:00am–12:00M |
| Hilandar Research                                                                    | 9:00am–5:00pm   | 9:00am–5:00pm | Closed     | Closed       |

| Information Services:                                                                 |                 |              |            |              |
| Government Documents                                                                 | 9:00am–10:00pm  | 9:00am–5:00pm | 1:00pm–5:00pm | 1:00pm–5:00pm |
| Information Desk                                                                     | 10am–4pm/5–9pm  | 10:00am–2:00pm | Closed     | 11am–3pm/5–9pm |
| Periodicals and Microforms                                                            | 8:00am–12:00M   | 8:00am–10:00pm | 8:00am–10:00pm | 11:00am–12:00M |
| Reference Desk                                                                       | 9:00am–10:00pm  | 9:00am–5:00pm | 1:00pm–5:00pm | 1:00pm–5:00pm |

| Interlibrary Loan                                                                    | 8:00am–5:00pm   | 8:00am–5:00pm | Closed     | Closed       |

| Language & Area Studies:                                                               |                 |              |            |              |
| Ling. & West Euro. Languages                                                           | 7:45am–12:00M   | 7:45am–10:00pm | 8:00am–10:00pm | 11:00am–12:00M |
| East Asian Studies                                                                    | 7:45am–12:00M   | 7:45am–10:00pm | 8:00am–10:00pm | 11:00am–12:00M |
| Eastern Europe & Slavic                                                               | 7:45am–12:00M   | 7:45am–10:00pm | 8:00am–10:00pm | 11:00am–12:00M |
| Jewish Studies                                                                        | 7:45am–12:00M   | 7:45am–10:00pm | 8:00am–10:00pm | 11:00am–12:00M |
| Latin Amer., Spanish, Portuguese                                                     | 7:45am–12:00M   | 7:45am–10:00pm | 8:00am–10:00pm | 11:00am–12:00M |
| Middle East Studies                                                                   | 7:45am–12:00M   | 7:45am–10:00pm | 8:00am–10:00pm | 11:00am–12:00M |

| Rare Books & Manuscripts                                                               | 9:00am–5:00pm   | 9:00am–5:00pm | Closed     | Closed       |

| Reading Rooms:                                                                       |                 |              |            |              |
| Black Studies                                                                        | 7:45am–12:00M   | 7:45am–10:00pm | 8:00am–10:00pm | 11:00am–12:00M |
| English, Theatre, & Commun.                                                           | 7:45am–12:00M   | 7:45am–10:00pm | 8:00am–10:00pm | 11:00am–12:00M |
| History, Poli Sci & Philosophy                                                       | 7:45am–12:00M   | 7:45am–10:00pm | 8:00am–10:00pm | 11:00am–12:00M |
| Map Room                                                                             | 7:45am–5:00pm   | 7:45am–5:00pm | Closed     | Closed       |
| Women's Studies                                                                      | 7:45am–12:00M   | 7:45am–10:00pm | 8:00am–10:00pm | 11:00am–12:00M |

| Reserves                                                                             | 8:00am–12:00M   | 8:00am–10:00pm | 8:00am–10:00pm | 11:00am–12:00M |

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**University Libraries**

Office of Library User Education

106B Main Library

1858 Neil Avenue Mall

Columbus, OH 43212-1210

[Postmaster: Dated Materials!]
The 1936 Olympics interrupted Owens’ studies at Ohio State, but he maintained a close relationship with the University until his death in 1980. His wife, Ruth, continued this relationship, and in 1987 graciously deposited the Jesse Owens Papers in the University Archives. The collection includes papers, photos and artifacts from Owens’ life, including material from the 1936 Olympics.

Acknowledgements

Although most of the material for this exhibit comes from the University Archives’ Jesse Owens papers, we would like to thank the following contributors:

Amanda Furrer: 2012 London Olympic outfits and memorabilia
Homage: Jesse Owens T-shirt
LA84 Foundation: 1936 Olympic Torch; Torch Relay lithograph
The Owens Family: Presidential Medal of Freedom; Congressional Gold Medal
WOSU: Jesse Owens: Enduring Spirit documentary

Jesse Owens: 100 Years of Life and Legacy
January 9 - May 5, 2013

This exhibition of material primarily from the Jesse Owens Papers at The Ohio State University Archives honors the life and legacy of Jesse Owens. Come learn about Owens’ youth, his relationship to the Olympics, and his on-going legacy around the world.
Early Years and OSU

James Cleveland (Jesse) Owens was born in 1913 in Oakville, Alabama. In the early 1920s, the Owens family moved to Cleveland, and Jesse attended Fairmont Junior High, where he met Charles Riley, the school’s track coach. Owens continued running track under Riley at Cleveland’s East Technical High School. In 1933, Owens arrived as a freshman at The Ohio State University. He quickly established himself as the leading collegiate track star in the nation.

1936 Olympics

In August 1936, Owens traveled with other U.S. athletes to Berlin for Olympiad XI. There he won gold medals in the 100-meter and 200-meter dashes, the long jump and the 400-meter relay. With these victories – in front of Nazi leader Adolph Hitler – Owens achieved international fame.

Post-Olympics

Owens participated in a whirlwind of post-Olympic activities. He traveled the world promoting physical fitness and the Olympic ideals.

Owens spent much of his life working with young people and serving as a goodwill ambassador for the Olympic movement and the United States. In recognition of his service, Owens was awarded many honors, including the Presidential Medal of Freedom. Owens died in 1980 at age 66.
IN MEMORIAM

JOSEPH J. BRANIN

MARCH 26, 1947 – DECEMBER 30, 2012

MAY 28, 2013 ~ 5:30 PM

Campus Reading Room
William Oxley Thompson Memorial Library
The Ohio State University
Columbus, Ohio
JOSEPH J. BRANIN

JOSEPH JOHN BRANIN, THE SON OF HARRY & MARGARET Branin, was born in Philadelphia in 1947. He attended parochial schools in the city and graduated from LaSalle College. He served in the U.S. Army and was a veteran of the Vietnam War where he received two bronze stars for bravery. He earned a Master’s degree from the University of Pittsburgh, and began his career in 1975 at Kent State University Libraries. In 1977, he took a position at the University of Georgia, moved to the University of Minnesota in 1990, and in 1996, he became the dean of libraries at SUNY Stony Brook. In 2000, he began his service at Ohio State with a charge to "create an academic research library compatible with the changing environment of higher education and integrating the new technologies that serve the information needs of all library users" as his mandate was phrased by then Provost Ed Ray. Joe served from 2000 through mid-2009. Among his accomplishments, he spearheaded the renovation of the award-winning Thompson Library, served on the Board of the Association of Research Libraries and was a trustee of the Columbus Museum of Art. He continued his research and writing through published books and articles and became an internationally-recognized speaker. At the time of his passing, Joe was the editor of the prestigious, "College & Research Libraries." In 2009, Joe left to become the first library director of the newly-established King Abdullah University of Science and Technology (KAUST) in Saudi Arabia. He was accompanied by his wife Anita, who joined with him on the staff. Their beloved dog, Minnie, made the trip with them. In August 2012, Joe was diagnosed with cancer at the Mayo Clinic in Minnesota. His condition worsened and, surrounded by his family, he passed away on December 30, 2012. In keeping with his wishes, he was cremated. Joe is survived by his wife, Anita, two loving daughters, Sara Holm and Kathleen Kielkopf; their husbands Chad and John; granddaughter Brenna Kielkopf; his brothers Patrick, Michael and James; and his sister Kathleen Oatrick. Joe’s family has established the Joseph and Anita Branin Endowment for Rare Books and Manuscripts at The Ohio State University Libraries; donations in his memory can be made to Fund No. 308498, and mailed to The Ohio State University Foundation, 1480 West Lane Avenue, Columbus, Ohio 43221.
THE PROGRAM

WELCOME & OPENING REMARKS
Carol P. Diedrichs
Director of University Libraries
The Ohio State University

REFLECTIONS FROM COLLEAGUES & FRIENDS
Joseph A. Alutto
Executive Vice President & Provost
The Ohio State University

Barbara Snyder
President
Case Western Reserve University

Sebastian Knowles
Associate Dean of Arts & Sciences
The Ohio State University

Musical Interlude
Jay Jordan
President & Chief Executive Officer
OCLC

George Acock
President
Acock Associates Architects

Wes Boomgaarden
Head, Preservation & Reformatting
The Ohio State University Libraries

CLOSING REMARKS
Anita Branin
"HE HAS ACHIEVED SUCCESS"

He has achieved success who has lived well, laughed often and loved much:
who has enjoyed the trust of pure women, the respect of intelligent men and the love of little children;
who has filled the niche and accomplished his task;
who has left the world better than he found it;
whether by an improved poppy, a perfect poem, or a rescued soul;
who has never lacked appreciation of Earth's beauty or failed to express it;
who has always looked for the best in others and given the best he had.
Whose life was an inspiration; Whose memory a benediction.

— BESSIE A. STANLEY, AMERICAN POET

∞

The musicians for today's program include:
Jana Ross and Joyce Green (violins)
Nancy Nehring (viola)
Mary Fetherston (cello)
Eugene Braig (guitar)

∞

Hand-printed on a Universal I Vandercook letterpress on Rives mould-made paper at the Logan Elm Dress, which Joe Branin revived as part of The Ohio State University Libraries to help preserve the cultural heritage of the "printed book."
Office of Academic Affairs

Vice Provost and Director for University Libraries

Carol P. Diedrichs
Vice Provost and Director of University Libraries

Carol Pitts Diedrichs (mailto:thedrichs.1@osu.edu) was named to the newly created position of vice provost and director of University Libraries on July 1, 2013.

Vice Provost Diedrichs has been director of University Libraries (http://library.osu.edu) since 2010, providing intellectual leadership for the educational and service programs of the University Libraries. A professor of University Libraries, she is responsible for 12 Columbus campus libraries, including the renovated Thompson Library.

Vice Provost Diedrichs began her academic career at the University of Houston before coming to Ohio State in 1987, where she rose through the administrative ranks to become assistant director for collections and technical services. From 2003 to 2009, she was dean of libraries and the William T. Young Endowed Chair at the University of Kentucky.

She is active in the Association of Research Libraries and is currently vice president/president elect. She is a former president of the Association for Library Collections and Technical Services and also serves as an elected member of the OCLC Global Council. For 13 years, she was editor-in-chief of the journal Library Collections, Acquisitions, and Technical Services.

Vice Provost Diedrichs is actively involved in statewide library initiatives and was named one of the 13 founders of the award winning OhioLINK consortium. She currently serves as chair of OhioLINK’s Library Advisory Council. Her work has been recognized by three awards from the American Library Association including the 2008 Ross Atkinson Lifetime Achievement Award.

Vice Provost Diedrichs earned her B. A. in library science at Baylor University and her M.L.I.S. degree in library science at the University of Texas at Austin.

Support staff

Quanetta Batts (mailto:quannetta.8@osu.edu)