Unit 4

The Meriam Library

Desired Outcomes

- Student knows where the Meriam Library is located
- Student knows where to go in the library to ask for help
- Student is familiar with the physical layout of the library and its collections
- Student knows what a call number is and how to use it to locate items in the library
- Student is familiar with the basic policies, procedures and services of the library
  - Library Hours
  - Circulation
  - Reserve Book Room / Limited Loan
  - Interlibrary Loan
  - Computer Lab
Understanding Call Numbers

What are call numbers for?
Everything in the Meriam Library (except newspapers) is assigned a call number. Call numbers, usually found on the spine or top left hand corner of a book or journal, are a code which provide valuable information. Below is an introduction to understanding and using library call numbers.

Each book in the library has a unique call number. A call number is like an address, it tells us where the book is located in the library.

Where you find call numbers

![Figure 4-1. Where you find call numbers.](image)

Note that call numbers can be written from top-to-bottom or left to right.

Like most academic libraries in the United States, California State University, Chico uses the Library of Congress Classification system for call numbers. This system uses a combination of letters and numbers to arrange materials by subjects.

How to read a call number

Read the first line in alphabetical order:

Read the second line as a whole number:
1, 2, 3, 45, 100, 101, 1000, 2000,.....

The third line is a combination of a letter and numbers.
Read the letter alphabetically.
Read the number as a decimal, e.g. C65 = .65  C724 = .724
(Some call numbers have more than one combination letter-number line)

This is the year the book was published.
Putting Call Numbers in Shelf Order.
To understand how call numbers are put in order in Library of Congress Classification, look at the following example.

What does the call number mean?
The Library of Congress Classification arranges materials by subjects. The first sections of the call number represent the subject of the book. The letter-and-decimal section of the call number often represents the author’s last name. And, as you probably recall, the last section of a call number is often the date of publication.

Why is this important to know?
Because books are classified by subject, you can often find several helpful books on the same shelf, or nearby. For example, within the same call number LB2395, there are other guides for college study.
Since Library of Congress Classification arranges materials by subjects, knowing the letter(s) for your subject area gives you a place to start browsing the shelves. Consult the Library of Congress Classification System handout to find call numbers in your areas of interest.

**Locations.**
When you are looking up books in the Library catalog you will see that following the call number there is a location code in parentheses. This location codes tells you what collection the item you need is in. Because the Meriam Library has four floors and many different collections it is important to write down this information so you are looking in the right place.

Some codes and their floor locations are:

<table>
<thead>
<tr>
<th>CODE</th>
<th>FLOOR</th>
<th>COLLECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Archives)</td>
<td>3</td>
<td>Special Collections</td>
</tr>
<tr>
<td>(Audio Cassette)</td>
<td>1</td>
<td>Limited Loan</td>
</tr>
<tr>
<td>(Folio)</td>
<td>3</td>
<td>Folio (oversized book)</td>
</tr>
<tr>
<td>(Govt. Documents)</td>
<td>4</td>
<td>Govt. Publications</td>
</tr>
<tr>
<td>(Juvenile)</td>
<td>4</td>
<td>Curriculum</td>
</tr>
<tr>
<td>(Main Collection)</td>
<td>3</td>
<td>Circulating books</td>
</tr>
<tr>
<td>(Microfiche)</td>
<td>2</td>
<td>Microform</td>
</tr>
<tr>
<td>(Microfilm)</td>
<td>2</td>
<td>Microform</td>
</tr>
<tr>
<td>(N.E. Cal)</td>
<td>3</td>
<td>Special Collections</td>
</tr>
<tr>
<td>(Periodicals)</td>
<td>2</td>
<td>Periodical collection</td>
</tr>
<tr>
<td>(Reference)</td>
<td>2</td>
<td>Reference collection</td>
</tr>
<tr>
<td>(Thesis)</td>
<td>3</td>
<td>Thesis</td>
</tr>
<tr>
<td>(Video Cassette)</td>
<td>1</td>
<td>Limited Loan</td>
</tr>
</tbody>
</table>

The location code is included in the call number on the spine for all locations except for the Main Collection books.

**Government Documents Call Numbers**
Government Documents on the 4th floor, is one of the two major collections in the Meriam Library that does not use Library of Congress Classification (the other is the curriculum collection). The U.S. Documents (doc) are shelved according to the Superintendent of Documents classification system (SuDoc) which is an alphanumeric agency based call number system.

The first half of the number (up to the colon) identifies the agency and series, and the last half identifies the specific publication. Publications are filed alphabetically by letter and then numerically, first grouped by subagency, then by series, and finally, arranged alphabetically or numerically within each series.

It is important to remember that the material in the Documents Department is NOT arranged by subject as material in the rest of the library is. Instead the documents are shelved by call numbers for the agency that issued the document.
What are the Library hours?
Mon.-Thur. 7:30-12:00
Fri. 7:30-5:00
Sat. 9:00-5:00
Sun. 9:00-12:00

What is the Extended Library?
The extended library consists of the Limited Loan room and the Computer Lab. This area is open longer hours for studying and access to computers. The hours of the Extended Library are as follows:
Mon.-Thur. Open 24 hours
Fri. Open till midnight
Sat. 9:00-midnight
Sun. 9:00-midnight

How can I find out what the Library hours will be during holidays and semester breaks?
Call 898-5720

Where do I go to get a library card?
Your student body ID is your library card.

How long can I check out a book?
Undergraduates- 21 days
Graduates-35 days

Example:

```plaintext
doc
C 3 13813 : 92-3
   Issue/vol. Number
   Series number
Bureau of the Census
Department of Commerce
```

Sudoc Number assigned to the Census Bureau’s Monthly Retail Trade, Sales and Inventories series.

**California Documents** (cal doc) are shelved by call numbers assigned at the California State Library in Sacramento. They are also assigned by issuing agency.
How many books can I check out at a time?
There’s no limit.

Can I check out magazines?
No. Magazines do not check out. You can make copies of articles you need.

Can I check out Government Documents?
Most government documents do check out (unless they are stamped Library Use Only). Check out periods are the same as for books.

My professor wants me to read something he/she has put on Reserve. Where is it?
Reserve is located on the first floor in the Limited Loan area behind the service desk. To request an item from Reserve you need to use the Reserve Call Number. Your professor may have given this to you, if not, read on...

How do I find a book a professor has placed on Reserve?
To find the Reserve Call Number use the Library Catalog and click on Reserve Materials. You can choose to search by the instructors name or the course name.

Why would I need to use Interlibrary Loan?
If the library does not have a book or periodical article you want, you may be able to get it from another library. To do this, go to the Interlibrary Loan office on the 2nd floor of the library and fill out the appropriate form, or use Interlibrary Loan via the ReSEARCH station. You will need at least two weeks lead time however so this doesn’t work for those last minute assignments.

How can I make copies?
Copy machines are located on every floor of the library and many of the computers are hooked up to printers. To make copies or to print from computers, you need to use a copy card. Copy cards are available from machines on the 1st floor in the Limited Loan area, and on the 2nd floor next to the Copy Center. A card with no value costs a dollar. You then need to add value ($1.00-$20.00). When you use a copy machine or print from a computer, your card will be debited at a rate of .10 cents per page.
The Copy Service on the 2nd floor allows you to use cash or a copy card.

Where in the Library can I do word processing and do email?
The computer lab on the 1st floor offers email computers and PC and Macintosh workstations with Microsoft Word and Excel. There are also printers available.

Where in the Library can I get Internet Access?
Netscape browsers to the World Wide Web are available on all the workstations in the Computer Lab, as well as on all Library ReSEARCH Stations.

Why do those people sit at those desks on the second floor and stare at me as I walk by to the computers?
Those people are Reference Librarians. They are hoping you will ask them a question about how to use the library or find information.