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U.B.C. LIBRARY NEWS

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Although there is no shortage of library handbooks and other printed guides at U.B.C., they all have one thing in common: they were written primarily for students. We hope this guide will meet the demand for a complete and up-to-date faculty handbook that will supplement the more basic information given in our other publications.

REFERENCE SERVICES

A wide variety of services is available from reference divisions and major branch libraries. Local conditions may influence the way in which more specialized reference services can be provided, especially in the smaller branches. Among those which most divisions offer are the following:

1) Answers to factual queries. A phone call to the appropriate division may quickly provide you with an answer.

2) Brief selective bibliographies compiled at your request.

3) Assistance in the preparation of research papers. This may take the form ot assisting with literature searches, verifying references or facts, and assistance with bibliographical questions.

4) Provision of bibliographic talks to classes, emphasizing pertinent and useful reference items in a given subject.

5) Computer-assisted bibliographic services; current awareness and/or retrospective literature search service, tailored to the needs of individual faculty members or small groups. Computer printouts listing recent books and/or articles of potential interest are provided.

   A) UBC/SDI is an in-house service of the UBC Library. It offers monthly printouts of newly catalogued acquisitions in your field of interest. The service is available without charge to UBC faculty members.

   B) The Library has contracts with a number of public and commercial agencies which perform computer searches "on-line". For UBC-related research, such searches are offered to faculty members on a partial cost-recovery basis. Faculty members are charged 60% of the external costs (connect-time, communications, off-line printouts); the Library absorbs the other 40% as well as all internal costs (staff time, equipment rental). Since each search is unique, costs vary. An estimate can be provided during an interview with a reference librarian in the branch or division which serves the particular subject area. For further information please call the appropriate reference division.

6) Informal interest profiles may also be obtained for individual faculty members so that reference staff can pass on information in subject areas, or from sources not covered in item 5.

Within the Main Library there are three major reference divisions - Science, Humanities, and Social Sciences - plus specialized reference service for Fine Arts, Asian Studies, Government Publications, Maps, and Special Collections. In addition, each branch library offers reference assistance in its subject area.

While reference staff members can provide assistance in any of the subject fields their division encompasses, there may be occasions when more specialized assistance is needed. To help you find the reference staff member best able to help, some of the staff with special responsibilities are listed here:

ASIAN STUDIES DIVISION (Division Head: Tung-King Ng, x5905)

Tung-King Ng (x5905) — Book selection; reference lists.

Shui-Yim Tse (x2427) — China; fine arts; P'u-pan Collection.

Tsuneharu Gonnami (x2427) — Japan; book selection; Japanese government publications.

FINE ARTS DIVISION (Division Head: Melva J. Dwyer, x4959)

Melva J. Dwyer (x4959) — Fine arts; book selection.

Diana Kraetschmer (x2720) — Fine arts; architecture.

Peggy Wroblewski (x2720) — Community and regional planning.

GOVERNMENT PUBLICATIONS & MICROFORMS DIVISION (Division Head: Suzanne Dodson, x3858)

Suzanne Dodson (x3858 or 2584) — Microforms; collections and equipment.

Connie Fitzpatrick (x2584) — U.S. federal and state publications; pollution.

Mary Lubbe (x2584) — Canadian federal, UN, international organizations, and municipal publications.

Phyllis Reeve (x2584) — Canadian provincial publications

Roger Young (x2584) — Foreign publications.

HUMANITIES DIVISION (Division Head: Chuck Forbes, x2411)

Elizabeth Black (x2411) — English language and literature; American and Canadian literature; Canadian, British, and American history.

Chuck Forbes (x2411) — British history; bibliography; film; biography.

Maria Horvath (x2411) — East European language and literature; German language, literature and history; medieval history; sectarian Christianity.

Les Karpinski (x2411) — Religious studies; Slavonic studies; linguistics; Old World archeology; ancient history; world history.

Mary Magrega (x2411) — Classical studies; philosophy.

Helene Redding (x2411) — Theatre; comparative literature; French studies; French Canadian literature.

SCIENCE DIVISION (Division Head: Rein Brongers, x3826)

Rein Brongers (x3826 or 3295) — Civil, electrical, mechanical, and mineral engineering.

Jim Henderson (x3295 or 2667) — Mathematics; physics.

Helen Mayoh (x3295) — Chemistry; chemical engineering; metallurgy.

Sundaram Venkataraman (x3295) — Astronomy; geosciences.

SOCIAL SCIENCES DIVISION (Division Head: Lois Carrier, x3155)

Lois Carrier (x3155 or 2725) — Geography; librarianship.

Marilyn Dutton (x2725) — Economics; education; physical education.

Eza Laponce (x2725) — Political science.

Dorothy Martin (x2725) — Psychology; sociology.

Barbara Pearce (x2725) — Commerce; business administration.

Laine Ruus (x2725) — Anthropology; New World archeology; machine readable quantitative data archives.

SPECIAL COLLECTIONS (Division Head: Anne Yandle, x4879)

George Brandak (x2521) — Manuscript collections.

Laurenda Daniells (x2521) — University archives.

Joan Selby (x2521) — Colbeck Collection of 19th C. English literature.

Frances Woodward (x2521) — Early maps and historical cartography.

Anne Yandle (x4879) — Rare books, especially Pacific Northwest history.

WOODWARD LIBRARY (Division Head: Anna Leith, x2762)

Joyce Davidson (x4440) — Pharmacy.

Barbara Gibson (x4447) — History of science and medicine.

Heather Keate (x3393) — Basic medical sciences.

Diana Kent (x4440) — Dentistry.

Peg Leighton (x4440) — Nursing.

Bill Parker (x5553) — Botany.

David Pepper (x4440) — Zoology.

Jane Price (x4440) — Nutrition.

ACQUISITION OF LIBRARY MATERIALS

In keeping with Senate policy, the University Library maintains a centralized acquisitions program and takes general responsibility for the development of collections and the expenditure of book funds. In this program the Library is assisted by the Senate Library Committee, by deans and department heads, and by all persons interested in Library affairs.

Essentially the book fund is composed of two parts: that controlled by the Library, and that controlled by the academic departments.

The Library is responsible for the purchase of current books, reference books, research materials, government publications, and backfiles of periodicals. It also takes responsibility for the purchase and renewal of periodical subscriptions.

The academic departments concentrate on the purchase of older materials which they feel are necessary to support the courses they are offering. Each department appoints from its members a faculty library representative who is expected to see that his or her department's allocation and any other funds at its disposal are spent wisely each year.

1) BOOK ORDERING

All requests for books to be ordered should be submitted on the **Book Request Forms**. These forms are available from the Acquisitions Division of the Main Library (x3258). The completed forms should be sent, preferably through the Department's Library Representative, to the Bibliographic Searching Division of the Main Library or, for books intended to go to a Branch Library collection, to that Branch.

When ordering please observe the following:

- Type or print clearly to avoid unnecessary delays.
- If an order is compiled from publishers' blurbs and catalogues, include these lists with the completed request forms; this type of material often provides additional information useful for ordering from suppliers.
- An editor's name, if required, should follow the title (Bacon's Essays/ edited by Jacob Jones).
- Orders received after January 15, 1978, will very likely be charged against the 1978/79 Book Budget since it normally takes two months before an order is cleared for payment.

Only out-of-print catalogues may be marked and submitted, through the Library Representative, without order forms.

2) PERIODICAL ORDERING

If you wish to order a periodical for inclusion in a library's collection, please see the head of the reference division or branch library responsible for that subject area.

Back runs of periodicals may be requested through Mr. G. Elliston, the Serials Bibliographer, in the Collections Division (local 2304).

3) GOVERNMENT PUBLICATIONS

Publications of the B.C. government, the Canadian federal government, and some international organizations are acquired on a deposit basis by the Library. If you wish to order publications from other areas for inclusion in the collection, please submit an order to the Government Publications Division, Main Library.

4) THESES AND DISSERTATIONS

A. **M.A. Theses**

It is not library policy to buy M.A. theses. They may usually be borrowed on interlibrary loan for **specific research pursuits.**

B. **Ph.D. Dissertations**

It is not library policy generally to buy Ph.D. dissertations for the Library's collections. In those relatively few cases where a particular disseration is an outstanding monograph on the subject, it **may** be bought, usually on microfilm **through the Acquisitions Division** and subsequently added to the Library collection. On the authorization of the departmental library representative and the Assistant Librarian for Collections, the departmental library allocation is charged for such purposes.

Dissertations may also be acquired through interlibrary loan, but the costs of microfilm or photocopy in this case will not be met from Library book funds, nor will the dissertation be added to the Library. It will instead be considered the property of the individual placing the request.

Abstracts of doctoral dissertations, with prices and order information, can be found in **Dissertation Abstracts.** A full set is shelved in the Ridington Room (Social Sciences and Humanities Reference Divisions, Main Library).

COLLECTIONS DIVISION

The bibliographers in the Collections Division are mainly concerned with the field of current publishing, and they try to ensure that essential materials are purchased as they become available. They maintain close contact with the dealers who supply books on "blanket" or "approval" contracts. Under these arrangements, booksellers in various countries send selected materials to the Library.

The bibliographers' main responsibility is to see that the Library's acquisition of current material is comprehensive and balanced. They are also concerned with correcting weaknesses in the existing collection, and they welcome suggestions which assist them in this task.

The following guide lists the personnel of the Collections Division and describes areas they supervise:

1) Eleanor Mercer, Acting Assistant Librarian for Collections (x2740)
   Head of the Division; answers queries regarding general policy, allocation of funds, etc.

2) Graham Elliston, Serials Bibliographer (x2304)
   With the cooperation of library personnel and departmental library representatives, attends to all matters involved in the acquisition of periodical backfiles. Identifies gaps in the collection, scans catalogues and lists, compiles want-lists, and approves purchase of material through the Research Periodicals Fund.

3) Jennifer Forbes, Bibliographer (x3748)
Supervises the approval purchase of all current humanities and social sciences publications issued in Canada (both English and French language), and English-language materials from the United States, Great Britain, and various Commonwealth countries.

4) Dorothy Shields, Bibliographer (x3748)
Supervises the blanket order program and orders for current books from Austria, Belgium, France, Germany, Italy, the Netherlands (publications in languages other than Dutch), Spain, and Switzerland. Notable exclusions are the proceedings of congresses and symposia.

5) Jack McIntosh, Bibliographer (x2411)
Supervises the approval purchase of all current Slavic language materials. Exercises special responsibility for retrospective selection of Slavic language materials in the fields of language and literature.

6) John Cole, Science Bibliographer (x4363)
Supervises the acquisition of science and technology materials in all areas except bio-medical. This includes the fields of agriculture, astronomy, chemistry, engineering, forestry, geology, mathematics, and physics.

7) Anthony Jeffreys, Life Sciences Bibliographer (x5575)
Supervises the acquisition of all materials which will be located in the Woodward Biomedical Library. This covers all health sciences, biology, biochemistry, and home economics.

8) Graham Elliston, Gifts & Exchanges (x2607 or 2304)
This section is responsible for the acceptance and disposal of gift materials, usually books and magazines. If you have anything which you feel might be of use to the Library, please contact Mr. Elliston.

LIBRARY CARDS

Library cards are issued to faculty members upon application. If you do not have a card, please apply at the Main Loan Desk, just off the Main Library entrance hall.

Please note also that once a library card has been issued, it must be validated annually in August or September. This is done by presenting the card at the Main Loan Desk (validation takes only a few minutes) or by mailing it to the Circulation Division.

A faculty member's spouse is entitled to a free Extramural library card upon application at the Main Loan Desk.

LIBRARY LOAN PROCEDURES

1) LOAN PERIODS

Faculty and students may borrow material for the following periods:

Home Use Books 2 weeks - Main library, Asian Studies, Crane, Ecology, Fine Arts, Law, Macmillan, Mathematics, Music, Social Work and Woodward. For faculty, any items not requested by another borrower by the 8th day are automatically extended to the end of term.
1 week - Curriculum Laboratory, Government Publications and Sedgewick Library.
Please note that 1 week loans are **not** automatically extended. At the end of the 1 week period, books must be either returned or renewed.

Reserve Books 2 hours, 1 day or 3 days as indicated in each book.

Reference and Library Use Books For use in the building only.

Serials and Restricted 1 week for bound volumes and 3 days for unbound issues in Main, Animal Resource Ecology, Asian Studies, Crane, MacMillan, Mathematics, Social Work, and Woodward Libraries.
2 days - Law Library
1 day - Sedgewick Library
Overnight - Curriculum Laboratory
Library Use Only - Fine Arts and Music Libraries.

Extended Loans Borrowers may request longer loan periods on specific items either when signing material out or at any time thereafter. An extended loan is not an indefinite loan; a due date is set but it is later than it would be for a normal loan. For example, a borrower may ask to have a book for 30 days. Extended loans are normally granted on material that is not in heavy demand.
Extended loans are subject to immediate recall if requested by another borrower.

2) END OF TERM RECALL

At the end of term (April, August and December) all overdue material will be recalled. Material not returned or renewed in response to the April and August recalls will be presumed lost and the borrower will be billed the cost of replacement plus a non-refundable processing fee of $10 per item.

3) FINES AND SUSPENSION

Late return fees are charged for overdue material if another borrower has been kept waiting as evidenced by a hold request. For all loans except extended loans, fines accumulate from the due date if the material was requested prior to that date or from the date of request if material was already overdue when requested.

In the case of extended loans and two week loan to faculty, there is a seven day grace period counted from the date of request. Material not returned by the seventh day is considered overdue and fines begin to accrue.

The schedule of fines is as follows:

— Reserve materials: $1.00 per hour up to $5.00 per day to a maximum of $25.00 per item.

— Other materials: $1.00 per day to a maximum of $25.00 per item.

— Lost material: if reported prior to call-in by the Library, the replacement cost plus a $3.00 processing fee. If called in, either on behalf of another borrower or for term-end, the replacement cost plus a $10.00 processing fee.

Suspension of borrowing privileges occurs when a maximum $25.00 fee has accrued and the material in question is not returned. Borrowing privileges will be restored when proof of payment and/or the missing material is presented to the Library. Borrowing privileges can also be suspended for failure to pay replacement bills.

4) AUTHORIZATION CARDS

These are available for the convenience of faculty members who may wish to have a secretary or other person pick up library material for them. Materials are for the faculty member's use alone, and he or she is responsible for them.

Your authorization card may be used for a maximum of one academic year (i.e., September 1 to August 31). If you wish to continue using the card after the end of August, it should be validated by the staff in the Circulation Division. Please contact them at local 3115 for more information.

TRANSFER OF LOANS

Please don't borrow material signed out to someone else, or lend items you have borrowed without notifying the library concerned. Unless the loan records are changed, the original borrower is responsible for any overdue or lost items.

OTHER LIBRARY SERVICES

1) PHOTOCOPY FACILITIES

Currently there are over 20 coin-operated machines in the Main and branch libraries. The Main Library's photocopiers are located inside the stack entries on levels 3, 5, and 6, and in the Fine Arts and Asian Studies Divisions. The following branches also have machines: Sedgewick, Woodward, Law, MacMillan, Marjorie Smith (Social Work), Biomedical Branch, Music and the Curriculum Laboratory. The cost of photocopies made on most of these machines is five cents for an 8½" x 14" exposure.

In addition to the coin-operated machines, staff are on duty in the Library Copy Service at the rear of the Main Library's entrance hall to do copying for you. They provide this service between 9 a.m. and 5 p.m., Monday to Saturday, at the cost of 10 cents per 8½" x 14" exposure.

The Library Copy Service staff can also make 8½" x 11" transparencies for overhead projectors at a charge of 50 cents apiece. Any suitable material for photocopying can be used for transparencies.

The Government Publications and Microforms Division has microprinters which will produce paper copies from microforms at a cost of 20 cents per print. This division also has a microfiche duplicator. Duplicate fiches can be made for 15 cents an exposure.

2) PHOTOCOPY ACCOUNTS

A number of departments have opened accounts with the library copy service. Your departmental secretary can tell you whether your department has an account to which you may charge photocopying and also whether any limit has been set on spending. Requisitions are necessary to open an account; again, please see your departmental secretary.

For information on opening personal accounts, or for any further details about charging photocopying services, please call the Library Copy Service at local 2854.

3) INTERLIBRARY LOAN SERVICE

Materials not available on this campus may often be borrowed from other libraries through interlibrary loan. While it is recommended that candidates for advanced degrees undertake research in areas where U.B.C.'s library collections are strong, the terms of the Interlibrary Loan Code allow us to supplement our own resources by borrowing from other libraries for faculty and students.

Exceptions generally include: books currently in print, reference books, materials in constant use in the lending library, exceptionally rare or fragile items, and works which are difficult or expensive to ship. Periodicals and dissertations are usually not available for loan, but may be purchased in photocopies or on microfilm or microfiche.

The following policies are, for the most part, those set out in the International Interlibrary Loan Code. This code is designed to protect large lending libraries from overuse and unreasonable demands by smaller libraries.

A. Who May Use the Interlibrary Loan Service?

In accordance with the national policy, materials may be borrowed for the use of faculty, graduate students, and authorized research personnel. Undergraduates may use the service for material available in Canada but should be aware that interlibrary loan takes time. For more information, please visit the Interlibrary Loan Office near the Main Library subject catalogue, or phone the staff at local 2274.

B. Applications

Interlibrary loan request forms are available at the Interlibrary Loan Office and at all reference desks in the Main and branch libraries. Your requests should be typed or legibly printed, and should include full bibliographical data as well as a published source of reference. Members of the reference departments will assist you in every way possible with identification of materials needed for research.

C. Terms of Loan

The loan period and conditions of use are determined by the library from which the material was borrowed.

Please pick up and return items **personally**. This should be done at the Interlibrary Loan Office or the appropriate branch library.

DEPARTMENTAL READING ROOMS

These were created to meet the need for small library collections and suitable reading space close to faculty offices. Reading rooms are maintained primarily for the benefit and convenience of particular departments, but access may be arranged for others if the need is sufficiently urgent. Use of reading room material by non-departmental personnel is usually governed by the same policies that apply to users within the department. Holdings of all library-operated reading rooms are represented in the Main Library card catalogue.

A department head who wishes to form a reading room should take a proposal to the dean of his or her faculty. Information and advice on the organization and operation of reading rooms are available from Mr. N. Omelusik, Head, Reading Rooms Division (x2819).

DATA LIBRARY

The U.B.C. Data Library, located in Room 206 of the Computing Sciences Building, holds the central University collection of machine-readable data. The facility is jointly operated by the Library and the Computing Centre. Holdings and service are freely available to all U.B.C. faculty, staff, and students, and with some exceptions, to the public at large.

Data Library holdings currently include about 700 data files, a number of codebooks of data files not held, and a large collection of listings of data files available from other sources. Data Library subscribes, on behalf of the University, to the services of the Inter-University Consortium for Political and Social Research, the Roper Public Opinion Research Center, and the Canadian Consortium for Social Research. Subscriptions are also maintained to the International Monetary Fund's International Financial Statistics time series, COMPUSTAT and Center for Research in Securities Prices tapes, the Canadian Institute of Public Opinion polls, and all Canadian Census tapes; a large collection of the Canadian Socio-Economic Information Management Systems (CANSIM) times series is updated periodically. Collections also include a number of miscellaneous surveys, satellite photos, and a number of textual data sets. A catalogue of holdings is available from the Data Library. New Acquisitions are regularly reported in the **U.B.C. Computing Centre Newsletter** and in the **U.B.C. Library News.**

The Data Library will acquire new data sets for research and/or teaching purposes, on request. Persons wishing to order data sets for classroom teaching use are cautioned to order as early as possible, as acquisition takes some time. Data Library staff will, on request, lecture to classes on the resources of the Data Library and related software. Data Library staff are available during regular hours to give advice and extensive assistance in the use of the collection. Data Library will **not** do runs on request; users must supply their own computer ID.

The Data Library functions as an archive for data sets produced locally, as a result of research by University faculty and students; anyone wishing to deposit data is asked to contact the Data Library. The Data Library also attempts to act as a clearinghouse of information on data sets held within individual departments around campus.

For information on the use of the Data Library collections and services, contact David Amos, Data Library Programmer (x5587) or Laine Ruus, Head, Data Library (x5587 or 2725).

RESERVE BOOKS AND OTHER COURSE READINGS

1) READING LISTS AND COURSE READING MATERIAL

As far as possible, the Library makes available to students materials which are included on reading lists or suggested as course reading. This process is simplified if faculty members comply with the following suggestions.

A. Be sure the Library has the items on your reading list. If it does not, order the material well in advance of assigning the readings to your class.

B. Provide enough bibliographic information on class reading lists to make identification of the items possible without undue frustration on the part of the students and/or library staff. The following guide should help with the basic information needed on these lists:

i) AUTHOR'S NAME should always be given in full, since the public catalogue does not have a title card for every work.

ii) A KEY should be provided to any acronyms, initialisms or abbreviations used in the list.

iii) Supply COMPLETE REFERENCES FOR PERIODICAL ARTICLES. These should give the full title, volume number and date of the periodical, with the author, title and paging of the article to be read.

iv) REFERENCES FOR COLLECTED WORKS should include the title of the book and the full name of its editor or compiler, along with the author, title and paging of the section to be read.

v) Often GOVERNMENT PUBLICATIONS are issued by BRANCHES OR SUBDIVISIONS of a larger government department. Avoid confusion — include this information in your citation.

vi) FAMILIARIZE YOURSELF with the library reserving and course processing procedure described below.

2) RESERVE BOOKS

Special provisions are made by the Library for those non-textbook readings which are assigned to all students in a course. When requested by a faculty member, or when demand for an item becomes heavy, course books are placed "on reserve", i.e., on short term (one day or two-hour) loan. Duplicate copies are often provided to make it easier for all students to complete their required reading assignments. Short loan periods should be restricted to material which is required reading for a whole class.

Reserve books are housed in the Main Library, Sedgewick and other branch libraries depending on the course for which they are reserved. Branches and divisions concerned with particular subject fields house materials for courses in those areas. Thus, reserve books for music will be found in the Music Library, ones for fine arts in the Fine Arts Division, etc. The staff in these subject-specialized branches and divisions can give you full information if you wish to place material on reserve with them.

The two major areas where reserve books are held are:

A. **Sedgewick Library**

- Undergraduate arts (humanities and social sciences) courses numbered 100-499.
- Mathematics, science and applied science courses numbered 100-299.

B. **Main Library Reserve Book Collection**

- Commerce
- Education (except material on the methodology of education, held in the Curriculum Laboratory)
- Graduate arts courses
- Librarianship
- Physical education
- Science and applied science courses number 300 and above, except mathematics (Mathematics Library) and biomedical sciences (Woodward Library)

3) SEDGEWICK LIBRARY COURSE PROCESSING

Course requests should be submitted four months in advance of when they will be required. Special forms for submitting these requests are available from the Course Processing Division. All searching and ordering of materials (when necessary) is done by the Division. Access to the material is then provided through a microfiche Course File where each item is listed.

The Course Processing staff sends to each Faculty member in March and September a print-out listing materials currently used in his or her course. From this list, items can be deleted if no longer relevant. New material may be added to the list by using the special forms provided.

4) MAIN LIBRARY RESERVE BOOK COLLECTION

Faculty members who have course material on reserve in this collection are sent their book lists and forms in April for the next winter session. Procedures followed in getting the books on the shelf are much the same as for Sedgewick material.

5) SUBMISSION OF FORMS LISTING COURSE READINGS

Please try to return your completed forms to Sedgewick or the Reserve Book Collection **four months in advance of the session for which the items are required.** Experience has shown that it may take that long for orders to be filled by vendors when the material is not available at U.B.C.

6) RESERVE BOOKS FOR EXTRA-SESSIONAL COURSES

For extra-sessional credit courses given **on** campus, please follow the same procedures as for regular daytime classes. The students in these courses receive regular library cards which entitle them to use campus libraries on the same basis as other students.

For **off-campus** extra-sessional courses and correspondence courses, books are provided through the Extension Library (operated by the Main Library's Reserve Book Collection). Instructors of these courses should contact Extension Library as early as possible to find out what services are available and to ensure that the required material will be available when classes begin.

ORIENTATION AND LIBRARY INSTRUCTION

New faculty members in need of library orientation are invited to contact the reference division or branch library responsible for their subject areas. The staff in the Information and Orientation Division (x2076) can provide general orientation to the Main Library building and instruction in the intricacies of the Main card catalogue.

Students at all levels are offered a variety of opportunities to learn about the U.B.C. libraries. Faculty members can assist their students by making them aware of these programs and by taking advantage of the subject-related instruction offered by most campus libraries.

1) ORIENTATION TOURS, including basic information on the whole Library system, are offered in the Main Library and in Sedgewick Library at the beginning of each session.

2) INSTRUCTION FOR FIRST YEAR STUDENTS is given in cooperation with English 100 instructors, who are invited to bring students to the Library for one class period during the winter session. The classes consist of an introduction to the resources and services of the Library and instruction in basic research techniques.

3) TERM PAPER CLINICS are conducted at the Sedgewick Library for a two week period in both fall and spring terms. During the clinics, the Sedgewick librarians and students from the School of Librarianship are available to work with individual students on research procedures related to specific assignments. For more information, contact any of the Sedgewick reference librarians at local 4908.

4) COURSE RELATED INSTRUCTION covers more specialized materials and bibliographic procedures. Librarians are available to advise and lecture to classes. For more information, contact the appropriate Main Library reference division or branch library.

5) SELF HELP AIDS AND PUBLICATIONS allow students to learn about the campus libraries at their own speed. In each library, instructional signs are displayed, particularly in the card catalogue area, and a variety of publications explaining resources, services and physical layout can be picked up.

If you have any questions about library instruction, or if you wish to arrange a class tour not described above, please call the Information and Orientation Division at x2076.

BACKFILES OF EXAMINATION PAPERS

Contrary to popular belief, **no back files of examination papers are available in campus libraries.** However, the Student Services Office keeps copies of all papers which faculty members have released for student use; this collection runs to about 30 volumes. If you wish to make copies of former exams available to students, Student Services would be happy to add them to this set.

Student Services are located in the Ponderosa Annex F, behind the Ponderosa Cafeteria on the West Mall.

U.B.C. PUBLICATIONS, AND PUBLICATIONS OF U.B.C. FACULTY AND STAFF

The Main Library's Special Collections Division receives numerous requests for these publications from readers at U.B.C. and elsewhere in Canada. The Division, with the endorsement of the Senate Committee, requests that faculty and staff deposit copies of their monographs, offprints, and articles, and that faculties, departments, administrative offices, and all organizations engaged in publishing at the University send copies of their publications to the Division. Enquiries should be directed to Anne Yandle (x4879) or Laurenda Daniells (x2521).

LIBRARY HOURS

Hours of opening vary from library to library within the U.B.C. system. Posted signs and information sheets provide this information. Please note that, in the Main Library and in most branches, services, including circulation desks, close 15 minutes before the buildings close; this is to allow staff sufficient time to clear the libraries and complete their own work.

U.B.C. LIBRARY NEWS

The **U.B.C. Library News** regularly publishes information of interest to Library users three times a year. One of the issues is the Faculty Library Guide. Special announcements, on matters such as policy changes, etc., will be communicated to faculty members by letter, as the need arises.

WHEN YOU NEED HELP

All campus libraries are anxious to know about any problems their users may have. If you or your students have had difficulties with any part of the U.B.C. library system, the person to call is:

Mr. D. McInnes,
Head of Public Services,
Main Library (x2396)

Editor: L. Bryant **Information & Orientation Division**

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