U.B.C. LIBRARY NEWS

Volume 8, No. 5 SPECIAL ISSUE: FACULTY LIBRARY GUIDE, 1975/76 Vancouver, B.C.

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. This year's issue is later than usual because of the introduction of the loans policy. Next year's Guide should appear at the normal time early in the fall term.

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 of 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) Selective Dissemination of Information (SDI). This is a computer-based **current awareness** service, tailored to the needs of individual faculty members or small groups. Printouts listing recent books and/or journal articles of potential interest are regularly provided. Three types of service are available:

   A) UBC/SDI offers monthly printouts listing newly catalogued acquisitions of the U.B.C. Library in the fields of interest of its individual subscribers. The service is available without charge to U.B.C. faculty members.

   B) CAN/SDI is based on the computer facilities of the Canada Institute for Scientific and Technical Information (CISTI) in Ottawa. This nation-wide **current awareness** service aims to meet the information needs of scientists and engineers, as well as social scientists. For an annual fee, subscribers receive regular printouts, refined according to their subject interest, listing current journal articles, reports, books, patents, and conference proceedings.

   C) MEDLINE is a computerized information retrieval service for bio-medical sciences personnel. It is based at the U.S. National Library of Medicine and provides retrospective searching from 1966 through the current year and monthly **current awareness** services, but covers journal articles only. At the current time, it is provided free of charge. Similar retrospective service is available for cancer research.

   Librarians in the reference divisions will act as "search editors" and assist in the preparation and revision of individual "interest profiles". For further information please call the appropriate reference division.

6) Informal interest profiles may also be maintained 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 below:

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.

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

Melva J. Dwyer (x4959) - Book selection.

Diana Kraetschmer (x2720) - Fine arts; architecture.

Joan Whitney (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 and provincial, UN, international organizations, and municipal publications.

Roger Young (x2584) - Foreign publications.

HUMANITIES DIVISION (Division Head: Chuck Forbes, x2411)

Chuck Forbes (x2411) - British history; bibliography; film.

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

Les Karpinski (x2411) - Religious studies; linguistics; Slavonic language and literature; Old World archeology.

Hélène Redding (x2411) - Theatre; philosophy; classical studies; comparative literature; Canadian literature; French language and literature.

Juliette Stevens (x2411) - English language and literature; history; American literature; Spanish 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.

Iza 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 after November 1) - 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, Medline.

Peg Leighton (x4440) - Nursing.

David Robinson (x4440) - Biology.

ACQUISITION OF LIBRARY MATERIALS

1) BOOK ORDERING

In keeping with Senate policy, the 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 University 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.

If an order is compiled from publishers' blurbs and catalogues, please include these lists with the completed request forms. This type of material often provides additional information useful for ordering from the supplier. Only out-of-print catalogues should be marked and submitted, through the Library Representative, without order forms.

All other requests for books to be ordered should be submitted on the order forms available from the Acquisitions Division. 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.

2) PERIODICAL ORDERING

If you wish to order a periodical subscription 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 dissertation 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) R.M. Hamilton, 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 materials through the Research Periodicals Fund.

3) Eleanor Mercer, 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) Gerald Palsson, 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 Bibliographers (x5575)
Supervises the acquisition of all materials which will be located in the Woodward Biomedical Library. This covers all the health sciences, biology, biochemistry, and home economics.

8) Gifts & Exchanges (Graham Elliston, 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 yet 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. 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 "B" library card upon application at the Main Loan Desk. This card allows the borrower the same loan privileges given to U.B.C. supporting staff.

LIBRARY LOAN PROCEDURES

The following loan regulations will be instituted in January 1976 and will be in effect on an experimental basis for one year. At the end of this time they will be either retained, modified, or, if unsuccessful, scrapped in favour of the system in use before January 1976 or a new system. Branch libraries may make some variations in loan policy and circulation services. However, most branches issue their own guides which cover these areas in detail.

1) LOAN PERIODS

Faculty and students may borrow material for the following periods:

Home Use Books — Two weeks (one week for Sedgewick, Curriculum Laboratory, and Government Publications materials). At the end of this period, books must be either returned or renewed. Provision is made for **extended loans** on material that is not in heavy demand. An extended loan may be for any period, with a definite due date decided by the borrower. Requests for extended loans may be made either in person or by telephone, and may be made at the time of the initial borrowing or any time thereafter. If another borrower requests a book that is out on an extended loan, seven days from the date that a call-in is issued are allowed for the return of the book before it becomes overdue.

All overdue books are recalled by the Main Library Circulation Division in April, August, and December.

Reserve Books — Two hours to three days, as indicated in the book.

Library Use Books — For use in the building only.

Serials And Restricted Loan — The loan periods for serials vary according to their location and state of binding:
- Main Library, Animal Resource Ecology, Asian Studies, Crane, MacMillan, Mathematics, Social Work, and Woodward Libraries, **1 week for bound periodicals, 3 days for unbound periodicals.**
- Sedgewick Library, **1 day.**
- Curriculum Laboratory, **overnight.**
- Fine Arts, Law, and Music Libraries, **Library use only.**

Renewal is permitted in those locations which allow borrowing.

2) FINES AND SUSPENSION

Late return fees will be charged for overdue material that has been requested by another borrower and replacement and processing charges will be made for lost library materials. Fines accumulate only from the date of the request for overdue material, and from the due date for material on which a hold has been placed. The schedule of fees 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 fine 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.

3) RENEWALS DURING TERM CALL-IN

During the end-of-term call-ins in August and December, you may renew your Main Library books by mail or by calling local 3115. However, books must be returned to the Library in May for the annual inventory. At this time, books you wish to charge out again will be renewed while you wait, or, if you prefer, returned to you by Library Delivery.

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 loaned are for the faculty member's use alone, and he or she is responsible for them. Authorization cards do not cover such services as Library Delivery.

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.

LIBRARY DELIVERY

This service allows a faculty member to have library books signed out from the Main and branch libraries in his or her name and delivered to a delivery station near his or her office. To have material sent to you in this way, phone the Main Library's delivery service (local 2854) or a branch library as appropriate. The staff will locate the material for you, sign it out in your name, and send it as soon as possible to the nearest delivery station. Your departmental secretary can tell you where this is located.

TRANSFER OF LOANS

Please don't borrow material signed out to someone else, or lend out items you have borrowed, without notifying the library concerned. Unless the loan records are changed, the original borrower is regarded as 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 a 9½" x 14" exposure.

In addition to the coin-operated machines, staff are on duty in the Xerox Room 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 ten cents per 10" x 14" exposure.

The Xerox Room staff can also make offset masters at 15 cents for a 10" x 15" page, or 8½" x 11" transparencies for overhead projectors at a charge of 35 cents apiece. Any suitable material for photocopying can be used for masters and transparencies.

The Government Publications and Microforms Division has available 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 Xeroxing, 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 Xerox services, please call the Xerox staff 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 graduate 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 Xerox copies or on microfilm.

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. Locally, however, arrangements have been made for increased use of interlibrary loan services by undergraduates if the material is available from Simon Fraser University or the University of Victoria. Any student may borrow materials free of charge from the Center for Research Libraries collection. For more information, please visit the Interlibrary Loan Office near the Main Library's 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, although the quarters and collections are available to the entire university on a "need to use" basis. Use of reading room material by non-department personnel is usually governed by the same restrictions that apply to users within the department. Holdings of all library-operated reading rooms are represented in the Main 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, which holds files of machine-readable quantitative and textual data, is located in Room 447 of the Civil Engineering Building. The facility is jointly operated by the Library and Computing Centre. Data Library holdings and services are freely available to all members of the U.B.C. community, and, with some restrictions, to the public at large.

The Data Library holdings currently include about 500 data files, a number of codebooks of other data files not locally held, and a large collection of listings of data sets available elsewhere. The Library is a member of the Inter-University Consortium for Political Research, the Roper Public Opinion Research Center, and the Canadian Consortium for Social Research. Subscriptions are maintained to the International Financial Statistics time series, Canadian Socio-Economic Information Management Systems (CANSIM) time series, Canadian Institute of Public Opinion surveys, and the 1971 Canada Census tapes.

The Data Library publishes a catalogue of holdings, and monthly supplements. In addition, new data sets are regularly reported in the **Computing Centre Newsletter**, and in the **U.B.C. Library News**. If you wish to receive a catalogue of holdings, and/or the monthly supplements, please contact the Data Library.

The Data Library will acquire data sets and investigate sources of availability of data sets not locally held on request. Faculty are also invited to deposit data sets resulting from their own research; any restrictions on access to the data set imposed by the original investigator will be honored.

For information on the use of the Data Library holdings and services, get in touch with David Amos (x5587) or Laine Ruus, Data Librarian (x2725).

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 all 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 the whole class.

Reserve books are housed in the Main Library, Sedgewick or another branch library, 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 well 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 **well in advance of the session for which the items are required.** Experience has shown that it often takes eight weeks or more for orders to be filled by vendors when the books are 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 by mail through the Extension Library (operated by the Main Library's Reserve Book Collection). Instructors of these courses should send their lists of required books to the Extension Library as early as possible to ensure that the 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. Also, 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) GENERAL ORIENTATION TOURS are offered in the Main Library at the beginning of each session. These provide students with an introduction to the Library system and a brief orientation tour of the Main Library building.

2) INSTRUCTION FOR FIRST YEAR STUDENTS is given at the Sedgewick Undergraduate Library in cooperation with the English Department. During the fall term, each section of English 100 is scheduled for a 50 minute "Library class" in which students are introduced to the Library system in general and to Sedgewick in particular. Library services and research techniques are discussed in some detail.

3) INSTRUCTION FOR UPPER YEAR STUDENTS covers more advanced subject material and bibliographic procedures. For more information, please contact the appropriate Main Library reference division or branch library.

4) 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. Especially useful is the Library handbook, **The U.B.C. Library and how to use it,** displayed on the "publication board" in the front hall of the Main Library and available from the Information Desk upstairs.

If you have 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.

SAMPLE ESSAYS AND TERM PAPERS

Some faculty members may wish to place this type of material on reference for a short time as a guide to style, construction, etc. This can be done through the Sedgewick Library; to make arrangements, phone local 2639. Policies of other libraries and reference divisions vary, since many have little or no room for material that is not part of the permanent collection.

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 Library 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).

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: M. Magrega Information & Orientation Division

BEST-PRINTER CO. LTD.
VANCOUVER, B.C.