Library Guide

Tulane University
Welcome

The Howard-Tilton Memorial Library, the main library of Tulane University, houses over 1.35 million volumes, 800,000 government documents, and hundreds of thousands of microforms, manuscripts, photographs, sound recordings, and other items. More than 25,000 new titles are added each year.

The Library is implementing a computerized catalog and circulation system, offering a different means of access to the library’s collection from that under which the Charles T. Howard Memorial Library operated when it opened in 1889. This privately endowed public library was merged with the first campus library, the Frederick W. Tilton Memorial Library, in 1941, joining with the Newcomb Library to become the Howard-Tilton Memorial Library. The present building opened in 1968.

This guide is designed to help you find your way around the Library. If you need further assistance, please stop at the Reference Desk in the main lobby, or ask any of the Library staff for help.

GENERAL LIBRARY HOURS:
8:00 A.M.-12:45 A.M., Monday-Thursday
8:00 A.M.-10:45 P.M., Friday
8:00 A.M.- 8:45 P.M., Saturday
10:00 A.M.-12:45 A.M., Sunday

NOTE: All hours listed are regular semester hours and are subject to change during examination periods, summer session and holidays. Most departments within the Library maintain different hours. These hours are listed separately under each department. Check the bulletin board at the entrance to the Library for the current schedule or call 865-5604 for a recording of current Library hours.
How to Find a Book or Journal Using TULANET

TULANET, the Tulane University Libraries Automated NETwork, is the online catalog of the libraries at Tulane University, except the Law Library.

All types of research materials are included in TULANET: books, serials, newspapers, dissertations, technical reports, microforms, scores, videotapes, compact-discs, and LPs. TULANET contains computerized records for almost all of the titles found in the card catalog. (The Library's catalogs are in a state of transition, so for some time it will be necessary to use both TULANET and the card catalog to complete a comprehensive search for older material.)

Public access terminals are located on every floor of the Library; printers are available for some terminals in the first floor card catalog area and in some departmental collections.

The TULANET terminals display a number of introductory screens to help the user with online searching. Several lines at the bottom of the display screen instruct the user to call up introductory screens explaining search methods for authors (a), titles (t), subjects (s or sm) and keywords (k).

All searches in TULANET begin with a search command:
  a= begins an author search
  t= begins a title search
  s= begins a subject search (Library of Congress heading)
  sm= begins a medical subject search
  k= begins a keyword search

Author searches not only retrieve the main author, but also co-authors, editors, and corporate body and governmental authors. Title searches retrieve a series to which an item belongs as well as a title. Initial articles in titles such as “a,” “an,” or “the” (or their foreign-language equivalents), should be ignored when searching. Subject searches primarily focus on topics, although people, corporate bodies and governments, as well as places and titles, can be treated as a subject. A number of handouts providing more information about searching are available from the Reference Department.

Below is an example of a search for Robert's History of the World. A title search (t=history of the world) retrieves an INDEX screen with 8 choices:

1 HT:HISTORY OF THE WORLD < ROME
2 HT:HISTORY OF THE WORLD *RALEIGH WALTER < 1971
3 HT:HISTORY OF THE WORLD *ROBERTS JOHN MORRIS < 1979
4 AC:HISTORY OF THE WORLD *THOMAS HUGH < 1979
5 BL:HISTORY OF THE WORLD ECONOMY *FOREMAN PECK JAMIS < 1983
6 MD:HISTORY OF THE WORLD IN MEDICINE *SMITH JOHNN < 1965
7 HT:HISTORY OF THE WORLDS ECONOMY +FIRST WORLD WAR 1 < 1977
8 HT:HISTORY OF THE WORLDS ECONOMY +WORLD IN DEPRESSI < 1986

The initial letter codes indicate in which library the books are located: Howard-Tilton, Amistad Research Center, Business Library, or Medical Library.

An asterisk (*) precedes author information, a plus sign (+) precedes a title (following a series title in this example), and a less than sign (<) precedes either the publication date (for a book) or the place of publication (for a serial).

Choosing line 3 from the index screen would display the bibliographic record:

Roberts, John Morris, 1928-
  1054 p. in various pagings : ill. ; 26 cm.
  Includes index.
  Bibliography: p. 967-983.
  SUBJECT HEADINGS (Library of Congress; use s=)
  World history.

LOCATION: HOWARD-TILTON Stacks
CALL NUMBER: D21 .R64 1976

Searches for this book by author (a=roberts john m) or subject (s=world history) would display the same record.
To locate the book you want, note the LOCATION and CALL NUMBER from the TULANET bibliographic record. Books are either located in a named departmental collection or in the general Howard-Tilton (H-T) stacks. Books and journals in the H-T stacks cover the areas of the fine arts, humanities, social sciences, and sciences, and are located on the first, second and third floors. Check the list of departmental collections and call numbers on a location chart to determine on which floor the item is shelved. Location charts are posted throughout the library, and copies can be obtained at the Reference Desk.

Check immediately below the call number on the TULANET screen for other messages. The item may be charged out, temporarily in a different location, or at the Bindery.

If you are experiencing difficulties when searching TULANET, please ask a Library staff member at the Reference Desk for assistance. Transferring such a large amount of detailed information from the card catalog files into TULANET has caused discrepancies and inconsistencies in the online catalog. Library staff members are working to resolve these problems. The most common problems are variations in the form of entry for names (a=clemens samuel and a=twain mark), and subject headings (s=airplanes and s=aeroplanes). Cross references in the card catalog and the Library of Congress Subject Headings will often resolve these problems; otherwise, ask a Library staff member for assistance.

TULANET Messages

Many behind-the-scene activities are necessary before an item (a book, serial, or other material) is available for circulation or use. The items are ordered, received, cataloged, marked with the call number, and made ready for shelving in the bookstacks. In addition, a record is kept of the receipt of each issue of all the serial subscriptions. While TULANET brings together and displays information about many of these activities, some manual files, such as the Central Serials Record (CSR), have not yet been completely computerized.

Some messages in TULANET show the current status of each item and change with the progress of the item from the time that it is ordered until it is ready for the stacks:

IN THE PREORDER PROCESS — the first step towards acquiring an item;
ON ORDER — an order has been placed and the item may be received by the Library in a few weeks (most U.S. publishers) or several months (most foreign publishers);
IN PROCESS — the item has been received by the Library but has not yet been cataloged.

Fill out a request form at the Reference Desk to have these items cataloged for your use.

After the item is cataloged and is ready for the stacks, the call number replaces the message note. New books are displayed on the New Book shelves in the main lobby or in the departmental collections.

Other messages indicate those items which are not available:
AT BINDERY — the book or serial volume has been sent out for binding, or the book is being repaired. Often the expected return date is given.
ITEM CHARGED OUT — the item has been loaned; the due date is given. If it has been in circulation for two weeks or more you may have it recalled.

Fill out a request form at the Circulation Desk to have these items held for you after the item has been returned.

Additional Access to TULANET

Access to TULANET is available outside the Library, from campus network terminals and microcomputers, and from personal computers through dial-up access. Ask at the Reference Desk for a handout giving more information about the service, the hours the service is available, the communications program needed, and the logon procedures. The handout includes a description of BIBLIO, a program used with TULANET to produce a bibliography.
How to Find a Book or Journal Using the Card Catalog

The card catalog in the main lobby was the central catalog for Howard-Tilton and its branch libraries until July 1988. The catalog has now been closed — no more cards are being filed into it. TULANET contains information on newly acquired or cataloged materials, as well as records for most of the titles found in the card catalog. Older material, if not found in TULANET, will continue to be accessible through the card catalog. A handout is available in the Reference Department detailing the types of materials found in the card catalog. Some departments also maintain their own card catalogs, which may include such additional items as sound recordings, photographs, or manuscripts. A special catalog for the Government Documents collection is located in the foyer of the Government Documents section. Be sure to utilize this important resource when using the Library.

Most books and journals in the collection are listed alphabetically at least three times in the card catalog: under author, title, and subject. Many titles have additional entries under co-authors, other subject headings, or the series to which the title belongs. Once you have located the card for the title that you want, simply copy the classification number (also called the "call number") from the upper left-hand corner of the card. Look at the location chart to see on which floor of the Library the item is shelved. Location charts are posted throughout the Library, and copies can be obtained at the Reference Desk. A location mark may appear above or below the call number if the item is in a specific departmental collection, for example, LAL for the Latin American Library, or LACOLL for the Louisiana Collection. A list of these location marks can be found at the bottom of the location chart. Materials kept in the Architecture Library are not marked "Architecture" in the card catalog. Check at the Circulation Desk for architecture materials not on the shelves.

The front row of the card catalog contains a separate serials section listing journals held in the Library. Journal entries are also repeated in the main catalog. Many popular titles like *Time* or *Newsweek* are kept on microfilm on the third floor, and cards for these titles are marked “MICROFILM” on the left-hand side of the card.

Remember that acronyms such as IBM, IEE, etc., will appear near the front of the catalog listing for that letter. If the first word in the title is CIA, for example, the title card would be filed near the beginning of the C’s. Initial articles in titles, such as “a,” “an,” or “the” (or their foreign-language equivalents), should be ignored when using the catalog.

Many cards in the catalog bear the letter “L” or “A” just before the call number. Unless the book is about education, which is classified as an "L" under the Library of Congress system, you should ignore the “L” or “A” in your search for the book. These oversized titles, formerly shelved separately, are now mostly interfiled on the regular shelves.
Finding Material on a Subject

Because of the vast array of possible subjects, and the many synonyms and the jargon used in scholarly literature, it is sometimes difficult to find the right starting point in the Library's catalogs (TULANET and the card catalog). The Library of Congress Subject Headings, three large red volumes located at the front of the card catalog, is a cross-referenced list of the subjects that might appear in the catalogs.

Subject headings in the catalog will not always appear as you might think. SPYING, for example, is found under ESPIONAGE; but COUNTERESPIONAGE is found under INTELLIGENCE SERVICE. Subjects may also appear in inverted form. Comparative literature, for example, appears under LITERATURE, COMPARATIVE.

Under the caption SUBJECT HEADINGS, the TULANET record displays all of the subject terms associated with the title. All subject cards in the catalog have the subject heading typed in CAPITAL LETTERS or RED TYPE across the top of the card. (Refer to the TULANET display example, the sample set of catalog cards and the sample entry for the subject headings list to see how these will appear.)

Many subdivisions can be used with any topic. Some of the more helpful of the standard subdivisions are "—BIBLIOGRAPHIES", "—HANDBOOKS, MANUALS, ETC.", or "—DICTIONARIES" for a list of reference books on a particular topic, or "—PERIODICALS" for a list of serials on that topic. "COMPUTERS — DICTIONARIES", for example, would give you a list of computer dictionaries in the Library. Ask the Reference Department staff for help if you have difficulty searching the subjects in the Library's catalogs.

To find a list of journal articles on your topic, you will need to use the journal indexes kept in the Reference Department. Indexes are available for a variety of subjects, and each has a somewhat different arrangement and entry format. Most use their own list of subject headings, which may or may not correspond to the headings used in the card catalog. Computerized compact disc indexes are available to provide online access to journal articles. The Reference Department has several of these systems available covering psychology, literature, general business, and general interest periodicals. The Reference Department staff will help you select the appropriate journal index and instruct you in its use. Additional journal indexes are found in the departmental collections.

SUBJECT HEADING TO SEARCH IN THE CATALOGS

BROADER TOPIC TO SEARCH IN THE CATALOGS (BT)

SUBDIVISIONS OF THE MAIN SUBJECT HEADING IN THE CATALOG(—)

World History

(D17-24)

UF History, Universal

Universal history

BT History

NT Geography

History, Ancient

History, Modern

Middle Ages—History

Chronology

USE Chronology, Historical

—Dictionaries

USE History—Dictionaries

—Early works to 1800

(D 17-18)

UF History—Early works to 1800

—Examinations, questions, etc.

USE History—Examinations, questions, etc.

—Juvenile literature

SUBJECT HEADINGS NOT USED IN THE CATALOGS (UF)

NARROWER TOPIC TO SEARCH IN THE CATALOGS (NT)

RELATED TOPICS (RT)

NOT SHOWN IN THIS EXAMPLE

Classification System

Like most large academic libraries, our Library began by using the Dewey Decimal System. In 1967, we switched to the Library of Congress (LC) classification system. As a result, there may be two or more separate areas in the bookstacks where material may be found on a given topic. You should use both of the Library's catalogs (TULANET and the card catalog) to be sure that you have located all of the books and journals in the Library on a given topic.

Though there are superficial differences between the two classification systems, they are fundamentally the same. Both encode the general and specific subject of a book and distinguish it from other titles on the same topic by an alphanumeric code. In the LC system, a letter or letters represents a broad subject. In our TULANET screen and card set example, which has the call number D21.R64, the letter "D" represents history. A number is added to indicate a branch of a broad subject. D21, for example, is world history. Finally a letter/number code is added to distinguish individual books about world history, in this case R64 for the author Roberts.

The Dewey Decimal System is very similar. A single number represents the subject, with digits to the left of the decimal point indicating the general subject and digits to the right of the decimal coding for a more particular aspect of that subject. Our world history book, for example, would be 900 R64 in the Dewey system, but a book on the history of the Roman Republic would be classified as 937.02. Roman history is under 937 and .02 signifies the period of the Republic. Once you have grasped the basics of these two systems, you will have gone a long way towards mastering the Library's classification system. If you cannot find a particular title on the shelf, ask for help at the Circulation Desk.
How to Check Out a Book

Take your books to the Circulation Desk in the main lobby and present your currently validated Tulane I.D. card. You will be asked to complete a short form, and an identification sticker will be added to your I.D. card. Always have your I.D. card with you when you use the Library.

If you cannot locate a particular book or journal on the shelf, first check the book trucks or reshelving area on the appropriate floor. If the item is not there, the Circulation staff can tell you if it has been checked out. All circulation records are strictly confidential, but you may ask when the item is due and request that it be held for you when it is returned. If it has been in circulation for two weeks or more, you may have it recalled. If the item cannot be found, the Circulation Department will continue to search for it upon request and either notify you if it is later found or route your request to the Bibliography Department for replacement.

Most books circulate, but reference books and similar items do not. Most restricted titles are stamped “DO NOT CIRCULATE” on the inside back cover. Circulation of journals is limited to faculty members (two-week loan period). Books generally circulate for four weeks to students and staff, and one year for faculty and graduate students with carrels. A detailed guide to circulation policies is available at the Circulation Desk. Library fines for late returns are 30¢ per day per book, up to a maximum of $20.00 per book. A replacement and processing fee will be added if the book is lost. If your current fines exceed $20.00, your borrowing privileges will be suspended until the fine is paid.

Return all books to the book-return slot in front of the Circulation Desk, or, when the Library is closed, to the outside book-return drop near the Library entrance. Do not return books directly to the stacks or place them on top of the Circulation Desk.

HOURS: 8:30 A.M.-10:00 P.M., Monday-Thursday
8:30 A.M.- 5:00 P.M., Friday
8:30 A.M.- 5:00 P.M., Saturday
10:00 A.M.-10:00 P.M., Sunday

PHONE: 865-5689

NOTE: Circulation hours are shorter than regular Library hours. Although the bookstacks can be used whenever the building is open, only reserve books may be checked out after the above hours.

Reserve Books

Books placed on course reserve may be obtained at the Reserve section of the Circulation Desk. Loan periods vary from a strict two-hour library use to three days, and reserve book overdue fines are much higher than usual library fines. Return all reserve books directly to the Reserve sections to avoid fines. During the last two weeks of the semester, all reserve books are placed on strict two-hour reserve and are restricted to building use, in order to give all students the opportunity to complete their assigned readings.

NOTE: Reserve books can be checked out until the Library closes, but two-hour reserve books cannot be checked out later than one hour before closing and must be returned by closing time.
**Reference Department**

The Reference Department in the main lobby can help you locate information, use the Library's catalogs (TULANET and the card catalog), do a computerized literature search, prepare for a term paper or dissertation, or provide tours of the Library or instruction in basic library research techniques. The Reference Department staff will answer your Library questions, or refer you to someone who can provide further assistance. The reference collection includes over 10,000 volumes of dictionaries, atlases, handbooks, bibliographies, and similar works. Journal indexes, covering a wide range of subjects in the humanities and social sciences, are located on special index tables near the Reference Desk. Also near the Reference Desk is an OCLC terminal, which will tell you if other libraries have a copy of a particular item; an instruction sheet is posted near the terminal. Several indexes are available for free searching on computerized compact discs. These indexes are available on three microcomputers which are located between the Reference Desk and the Card Catalog. Whether you are writing a paper or just need help finding your way around the Library or the campus, stop at the Reference Desk for information.

**HOURS:**
- 8:30 A.M.-10:00 P.M., Monday-Thursday
- 8:30 A.M.-5:00 P.M., Friday
- 10:00 A.M.-5:00 P.M., Saturday
- 1:00 P.M.-10:00 P.M., Sunday

**PHONE:**
- 865-5605 for reference assistance
- 865-5604 for a recording of Library hours

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**Computer Search Service**

The Reference Department offers a computerized literature search service that provides rapid access to the contents of over 200 computerized databases through the DIALOG and WILSONLINE networks. Searches are available for most of the major printed journal indexes, as well as several databases not available in printed form at Tulane.

To initiate a computer search, ask at the Reference Desk for a search request form. A librarian will discuss your research topic with you and assign you to a search specialist who will arrange a time to run the computer search. A typical search costs about $25.00 to $30.00. The final cost depends on your topic, the actual databases searched, the time required to execute the search, and the number and format of the references retrieved. Faculty and graduate students with departmental approval may charge the cost of a search to a grant account or departmental fund. The computer search service is restricted to Tulane faculty, staff, and students.

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**Interlibrary Loan**

When Howard-Tilton does not have the material you need, the Interlibrary Loan Department can frequently obtain it from another library. Some types of materials cannot be borrowed — generally, reference books, manuscripts, rare books, and many theses and dissertations. Books can usually be borrowed free of charge, but most libraries will not lend journals. Instead, photocopies of individual articles are provided and the cost (up to a maximum of $2.00) is passed on to you. Applications for interlibrary loans are available at the Interlibrary Loan office. Some restrictions in services apply to undergraduate students.

**LOCATION:** First floor, adjacent to the Science Division.

**HOURS:**
- 8:30 A.M.—5:00 P.M., Monday-Friday
  - For assistance evenings and weekends, inquire at the Reference Desk.

**PHONE:** 865-5610
Government Documents

The Government Documents section regularly receives thousands of United States Government publications, including Congressional hearings; studies by various agencies, commissions and departments, such as the Food and Drug Administration, the Environmental Protection Agency, and the Health and Human Services Department; detailed statistics and census data; and current federal laws and regulations.

Government documents are not listed in the main card catalog; TULANET does not yet include government documents. The federal government has its own classification system for its publications, and document classification numbers are found in the U.S. Government Publications Monthly Catalog, located in the foyer of the Government Documents section. Government Documents CAT/PAC, a computerized compact disc index, provides cumulative author, title, and subject access to all government publications since 1976.

LOCATION: Lower level
HOURS: 8:30 A.M.-9:00 P.M., Monday-Thursday
        8:30 A.M.-5:00 P.M., Friday
        10:00 A.M.-5:00 P.M., Saturday
        1:00 P.M.-9:00 P.M., Sunday
PHONE: 865-5683

Microforms and Newspapers

The Microforms section houses hundreds of thousands of publications in a reduced physical format called microform, which includes microfilm, microfiche, microcard, and microprint. Microform readers and copiers are available, and copies cost 10¢ per page. The Library's catalogs indicate that a publication is in microform by using any of the following designations in the call number area: MICROFILM, FILM, Microfilm, MICROFICHE, FICHE, Micro Card, MICROCARD, MICROPRINT or Mic.

Many U.S. and foreign newspapers are kept on the third floor, with current issues on display racks in the Newspapers Reading Area. Most of these paper copies are eventually replaced by microfilm. Paper copies of Latin American newspapers, however, are kept in the Latin American Library on the fourth floor. The Microforms section keeps a catalog of the Library's current newspaper holdings. Subject indexes to many major newspapers are located on the third floor near the bank of TULANET terminals.

LOCATION: Third floor
HOURS: 8:30 A.M.-10:00 P.M., Monday-Thursday
       8:30 A.M.-5:00 P.M., Friday
       10:00 A.M.-5:00 P.M., Saturday
       1:00 P.M.-10:00 P.M., Sunday
PHONE: 865-5684
General Services

Lockers, Carrels, and Seminar Rooms

Lockers are available to all students on a first-come, first-served basis. Lockers are assigned at the Circulation Desk, and are located in the bookstacks on each floor. A $5.00 deposit is required for use of the locker, and will be forfeited if the locker is not vacated or renewed by the beginning of the fall semester of the following academic year. Lockers cannot be used to store Library materials that have not been properly checked out. Lockers are periodically inspected, and any Library materials not checked out will be removed. Persistent violation of this regulation may lead to suspension of locker privileges.

Study carrels are also available on each floor, and are limited to graduate students. Carrels are usually shared by two students, and each carrel includes a book shelf and a lockable file cabinet. Preference in assigning the limited number of carrels is given to students actually writing theses or dissertations. Carrels are assigned by the Library Administrative Office staff on the second floor (except for carrels in the Latin American Library). Carrels are periodically inspected and Library materials not checked out will be removed. Repeated violation of this regulation will result in loss of carrel privileges. Each floor of the Library also contains several faculty study carrels, which are not available for student use.

Several seminar rooms are available for group study. These rooms are sometimes reserved by faculty for classroom use, but cannot otherwise be reserved in advance. Faculty wishing to reserve a seminar room for a class should inquire at the Reference Desk.

Photocopy

Coin-operated photocopy machines are available in the Library lobby for letter or legal-sized copying at 5¢ per page. A money changer is located near the copy machines, but the Library will not provide change for bills larger than $5.00. Federal copyright law places several restrictions on photocopying, for which each individual must take full responsibility.

Most copiers can be used with a Copicard. A Copicard dispenser to purchase a card or to add value to an existing card is located near the copy machines. Copicards are also available from the Library Administrative Office, if payment is by check or is a charge to a departmental or similar account. Because these cards can be used by anyone, be careful not to leave your card in a copy machine. The Library is not responsible for lost Copicards. A Medical School copy-card (XCP Vendacard) will not work in Howard-Tilton's photocopy machines.

Lost and Found

Personal belongings found in the Library are taken to the Circulation Desk, where they may be identified and claimed. There is also a separate lost and found in the University Center. Because the Library is open to the general public, we suggest that you exercise the same caution regarding your purse, backpack, and other belongings that you would normally exercise in a public place. Textbooks are also frequently subject to theft because of their resale value. The Library assumes no responsibility for personal items lost or stolen in the building.

The reading areas provide a comfortable atmosphere to examine current journals or to study.
The Fine Arts, Humanities, and Social Sciences

Books and journals in the fine arts, humanities and social sciences are kept on the second and third floors of the Library. The shelving sequence runs from left to right from one side of the building to the other, and returns on the back side of the shelves.

Most books on the fine arts and humanities—performing arts, philosophy, language, literature, art, and religion—are shelved on the second floor. On the south side of the floor (to your right as you enter from the lobby) are shelved most of the works classified under the Dewey system plus works on the fine arts under the Library of Congress classification (the N's). The Library of Congress numbers come first, followed by the Dewey numbers. There are guides at the ends of the ranges noting the classification numbers in each range. Most works on architecture are housed in the Architecture Library.

The works classified under the Library of Congress system plus works on literature classified under the Dewey system (the 800's) are shelved on the north side of the floor (to your left as you enter from the lobby). Again, Library of Congress numbers come before Dewey numbers.

Current issues of selected periodicals shelved on the second floor are displayed centrally, and by call number order, in the Miceli Humanities Collection reading area. Older, bound issues of these display titles are usually shelved in the stacks. To locate older issues, refer to the call number printed in the upper left-hand corner of the current issues.

Most books and journals in the social sciences—anthropology, economics, education, history, physical education, political science, social work, and sociology—are housed on the third floor.

Works classified under the Dewey system are shelved on the south side of the floor. Works classified under the Library of Congress system are housed on the north side of the floor. The Selley Reading Room for the Social Sciences separates the Dewey and LC sections. In the Selley Reading Room current issues of selected social science periodicals are displayed in call number order. Lift the display shelves for other unbound issues; older, bound issues are usually shelved in the stacks.

Because of the differing shelving arrangements on each floor, it is best to use the Library's catalogs and not rely on a visual survey of what is on the shelf. Both floors have open stacks, however, and patrons who wish to browse are encouraged to do so.

Science and Engineering Division

The Science and Engineering Division houses over 130,000 books and over 2,000 journals in chemistry, biology, physics, psychology, geology, mathematics, biotechnology and computer science, as well as mechanical, biomedical, chemical, electrical, petroleum and civil engineering.

The science reference section at the front of the Division contains basic reference works, selected journal indexes, a detailed guide to the Division, and guides to resources in various fields. Reference services include computerized literature searches, Division tours, and classroom instruction (available by appointment).

Books located in the Koch or Meade Natural History libraries can be retrieved by filling out a request form available in the Division office.

LOCATION: First floor
HOURS: 8:30 A.M.-10:00 P.M., Monday-Thursday
        8:30 A.M.- 5:00 P.M., Friday
        10:00 A.M.- 5:00 P.M., Saturday
        10:00 A.M.-10:00 P.M., Sunday
PHONE: 865-5609, 865-5682
Rare Books, Manuscripts, and University Archives

Rare Books, Manuscripts, and University Archives are all served with the call number. The reference/reading room contains a separate card catalog for the Manuscripts section, and beginning in 1990, records for manuscripts will be added to TULANET. To use the Rare Books, Manuscripts and University Archives materials, patrons should present some form of identification and comply with basic regulations for using rare materials. Copying service is available, but may be limited by restrictions on certain materials and by the condition of the originals.

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<tr>
<th>Rare Books</th>
<th>University Archives</th>
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<tr>
<td>Rare Books contains over 45,000 volumes, dating from a leaf from the Gutenberg Bible (ca. 1450) to recent first editions of contemporary authors. The subject matter of the collection is broad, but areas of special strength include natural history, the American Revolution, American travel accounts, British shire histories, French literature, nineteenth and twentieth-century English-language fiction, science fiction, and Bibles. Some of the rare books have been organized under the name of the donor or the subject of the collection. In TULANET, these titles display the name of the collection as part of the location, for example Rare Books (Lafcadio Hearn).</td>
<td>The University Archives houses the official records of Tulane University, including papers of the presidents and deans, and some administrative and departmental files. It does not contain complete student or alumni records. In addition to official University records, University Archives contains many University publications such as yearbooks and other student publications, catalogs from 1853 to date, the record copy of Tulane theses and dissertations, photographs, and miscellaneous Tulane and Newcomb artifacts and memorabilia. Patrons seeking information concerning Tulane or Newcomb history should ask for assistance at the reference desk in the department.</td>
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<td>Manuscripts</td>
<td>LOCATION: Fourth floor</td>
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<td>The Manuscripts section holds over 3,500 individual manuscripts collections, relating primarily to New Orleans, the Gulf South, and the Mississippi Valley, mainly during the nineteenth and twentieth centuries. The Manuscripts section is strongest in agriculture, business, education, southern authors, art, social agencies, Jewish studies, women's history, the Civil War, the news media, politics, medicine, and transportation. The Manuscripts section is the repository of collections of the Louisiana Historical Association and the Southern Jewish Historical Association.</td>
<td>HOURS: 8:30 A.M.- 5:00 P.M., Monday-Friday 9:00 A.M.- 1:00 P.M., Saturday</td>
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<td>PHONE: 865-5685 for Rare Books or Manuscripts 865-5691 for University Archives</td>
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Jazz Archive

The William Ransom Hogan Jazz Archive is a major resource for jazz research. The Jazz Archive contains recorded music, photographs, sheet music, orchestrations, and tapes and transcripts of interviews with jazz musicians, as well as books, periodicals, and a vertical file. The scope of the Jazz Archive is worldwide; however, the emphasis is upon New Orleans jazz. This local emphasis is reflected in the more than 26,000 sound recordings, over 30,000 pieces of sheet music and orchestrations, nearly 8,000 photographs, and 1,500 reels of taped interviews. The Jazz Archive has a file listing interviews, as well as a subject and biographical index. The Jazz Archive is a closed-stack area, and all material is non-circulating. Listening rooms are available.

LOCATION: Fourth floor
HOURS: 8:30 A.M.- 5:00 P.M., Monday-Friday
10:00 A.M.- 1:00 P.M., Saturday
PHONE: 865-5688

Latin American Library

The Latin American Library (LAL), one of the most extensive collections of its kind, is one of only three separate Latin American collections in U.S. universities. The LAL holds more than 175,000 volumes relating to Latin American history, social sciences, art and other fields. Although its scope includes all of Latin America, the LAL is especially strong in works devoted to Central America, Mexico, and Brazil. In addition to its general collections, the Latin American Library has its own rare books section, consisting of about 5,500 volumes, a manuscripts collection, rubbings from Maya carvings and a photograph section focused mainly on Guatemala, Mexico, and Peru. In the LAL office are recent issues of periodicals containing summaries and newspaper clippings (in English) of current events in Latin America. LAL also maintains a database of new books on Latin America which is searchable by subject. Latin-American literature is not housed in the LAL, but in the general library collection. The rare materials are in closed stacks and do not circulate.

LOCATION: Fourth floor
HOURS: 8:00 A.M.-12:45 A.M., Monday-Thursday
8:00 A.M.-10:45 P.M., Friday
8:00 A.M.- 8:45 P.M., Saturday
10:00 A.M.-12:45 A.M., Sunday
PHONE: 865-5681
The Louisiana Collection contains over 30,000 books, many maps, pamphlets, clippings, photographs, sheet music, newspapers, and vertical file materials, dating from the late 16th century to the present and covering all aspects of Louisiana history, life and culture.

The Louisiana Collection is a closed-stack area, and all material is non-circulating. There are, however, some duplicate circulating copies in the general collection. In the main card catalog, books classified in the Dewey system with the call numbers 976.3 through 976.39 are located in the Louisiana Collection. In addition, the Collection has its own card catalog, as well as an index to some of its special holdings. There is a small reference section in the reading room of the Collection. Additional Louisiana material can be found in the William Ransom Hogan Jazz Archive, the Southeastern Architectural Archive, the Manuscripts section, and the University Archives.

LOCATION: Second floor
HOURS: 8:30 A.M.- 5:00 P.M., Monday-Friday
10:00 A.M.- 5:00 P.M., Saturday
PHONE: 865-5643

The Maxwell Music Library was founded in 1909 and moved to its present location in the lower level of the Howard-Tilton Memorial Library in 1981. The Library maintains a strong collection of standard music history and music theory works, historical and national “monuments” of musical works, and collected editions; it contains over 15,000 books, 16,000 music scores, 170 periodical titles, 12,000 LPs, 1,000 compact discs, and numerous cassette tapes. The Music Library also contains playback equipment and a classroom. A guide is available to assist with searching for music materials in TULANET.

LOCATION: Lower level
HOURS: 8:30 A.M.-10:00 P.M., Monday-Thursday
8:30 A.M.- 5:00 P.M., Friday
10:00 A.M.- 5:00 P.M., Saturday
1:00 P.M.-10:00 P.M., Sunday
PHONE: 865-5642
Southeastern Architectural Archive

The Southeastern Architectural Archive (SEAA) is one of the country's largest and most important research collections. The SEAA holds over 500,000 original architectural drawings, correspondence and specifications from numerous architectural firms, photographs, maps, books, research papers, and artifacts. The emphasis of the collection is on Louisiana from 1835 to the present; it contains extensive research materials pertaining to architecture, decoration, landscape design and regional gardening. The SEAA maintains its own card catalog, and its holdings are not listed in the Library's main catalogs. These materials are non-circulating; and because of the rare and fragile nature of its holdings, the SEAA enforces regulations concerning use, note-taking, and copying. The SEAA gallery displays the Archive's own materials, as well as travelling exhibits.

LOCATION: Lower level
HOURS: 8:30 A.M.- 5:00 P.M., Monday-Friday
Others hours by appointment
PHONE: 865-5699, 865-5697

Other Tulane Libraries

In addition to Howard-Tilton Library, there are several branch or associated libraries for the use of the Tulane community.

Rudolph Matas Medical Library: In the Central Business District; supports Tulane's School of Medicine and the School of Public Health and Tropical Medicine.

Law Library: Joseph Merrick Jones Hall; supports the Law School.

Amistad Research Center: Tilton Hall; provides material on civil rights, race relations and ethnic history; specializes in Afro-American documents.

Mathematics Library: Gibson Hall; supports graduate study and research in mathematics.

Architecture Library: Richardson Memorial Hall; contains materials on architecture, urban planning, building technology and preservation.

Lillian A. and Robert L. Turchin Library: Goldring/Woldenberg Hall; supports the A. B. Freeman School of Business.

Delta Regional Primate Research Center Library: Covington, Louisiana; supports the Primate Center facility.

Meade Natural History Library: Belle Chasse, Louisiana; provides additional research materials in the life sciences.

Minna Frotscher Koch Botanical Library; Dinwiddie Hall; supports the activities of the Tulane University Herbarium.

The Library Guide is published by the Research and Publications Committee of the Library Department of the Howard-Tilton Memorial Library. Originally prepared by Bruce Fleury, this edition was revised by Amelia C. VanGundy (Chair), Daniel R. Todd and Floyd M. Zula. Photographs by Harriet Blum.

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These are on specific subjects. Those on scientific subjects will be in Science & Engineering; all others will be on the second floor unless they have been given a location designation.
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