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 Charles T. Howard Memorial Library, a privately endowed public library, opened in 1889. In 1941 it merged with the first campus library, the Frederick W. Tilton Memorial 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 library, 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 Library hours.
NEW TO HOWARD-TILTON? TAKE THE MAC TOUR

Now you can tour the library from a seated position in front of a Macintosh computer. The MacTour can’t take the place of “real” Reference Librarians, but the Hypercard program does serve as an alternate source of information about what is in the library and where it is located. This program also runs during the times when the Reference Desk is closed, making it, in effect, an after-hours Reference Librarian.

Six choices are available from the main menu screen, including About the Library, What’s in the Library, Call numbers and Location, Departments and Collections, Floor Plan, and Other Tulane Libraries. Each of these choices will in turn access another set of subtopics. If About the Library is chosen as a topic, a submenu will appear with the categories of catalogs, services, policies, hours, and history. And on choosing any one of these topics, the user will obtain information about that topic, or even another set of choices. Under the choice What’s in the Library, a number of items are listed such as microfilm, encyclopedias, telephone books, and periodicals. On choosing one of these items, a card appears with information about this resource, along with a link to a location map. Under the topic Call Numbers and Location, it is possible to find where a particular call number is shelved, depending on the beginning letter or numbers.

Several icons appear throughout the program which will either bring the user back to the main menu screen, get help on using the program, or go back to the previous screen. With the return icon, it becomes possible to retrace one’s steps through the program, one screen at a time. For help in using the MacTour, ask at the Reference Desk.
TULANET, the Tulane University Libraries Automated NETwork, is the online catalog of all the libraries at Tulane except the Law Library.

All types of research materials are included in TULANET: books, serials, newspapers, dissertations, technical reports, microforms, scores, videocassettes, compact discs, and LPs. TULANET contains computerized records for virtually all the titles found in the card catalog. In fact, cards are no longer being filed in the card catalog for new titles.

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

The TULANET terminals display several 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).

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. Locations charts are posted throughout the library, and copies may be obtained at the Reference Desk.

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

If you are experiencing difficulty 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 into TULANET has caused discrepancies and inconsistencies in the online catalog. Library staff are working to resolve these problems. The most common problems are variations in the form of entry for names (a=clem's samuel and a=twain mark), and subject headings (s=airplanes and s=aeroplane). 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.

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 retrieve not only the main author, but also coauthors, 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 subjects. Handouts providing more information about searching are available from the Reference Department.
A SAMPLE SEARCH

Following is an example of a search for Robert's *History of the World.*

A title search (t=history of the world) retrieves a GUIDE screen with these entries:

<table>
<thead>
<tr>
<th>TULANET SEARCH REQUEST: T = HISTORY OF THE WORLD</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHOR/TITLE GUIDE -- 33 DISPLAYED</td>
</tr>
<tr>
<td>1 HISTORY OF THE WORLD +</td>
</tr>
<tr>
<td>2 HISTORY OF THE WORLD *</td>
</tr>
<tr>
<td>8 HISTORY OF THE WORLD A</td>
</tr>
<tr>
<td>9 HISTORY OF THE WORLD C</td>
</tr>
<tr>
<td>11 HISTORY OF THE WORLD E</td>
</tr>
<tr>
<td>19 HISTORY OF THE WORLD F</td>
</tr>
<tr>
<td>21 HISTORY OF THE WORLD I</td>
</tr>
<tr>
<td>27 HISTORY OF THE WORLD O</td>
</tr>
<tr>
<td>28 HISTORY OF THE WORLD S</td>
</tr>
<tr>
<td>29 HISTORY OF THE WORLD W</td>
</tr>
<tr>
<td>31 HISTORY OF THE WORLDS</td>
</tr>
</tbody>
</table>

Guide screen

Pressing 1 brings up the next screen, an author/title index (illustrated below).

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

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 6 from the INDEX screen would display the bibliographic record (above right). Searches for this book by author (a=roberts john m) or subject (s=world history) would display the same record.

<table>
<thead>
<tr>
<th>AUTHOR/TITLE INDEX:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TULANET SEARCH REQUEST: T = HISTORY OF THE WORLD</td>
</tr>
<tr>
<td>AUTHOR/TITLE INDEX -- 33 ENTRIES FOUND, 1 - 18 DISPLAYED</td>
</tr>
<tr>
<td>1 HT:HISTORY OF THE WORLD + RIDPATHS HISTORY OF THE WORLD BEING AN ACCOU &lt;1899</td>
</tr>
<tr>
<td>2 HT:HISTORY OF THE WORLD +GARRATY JOHN ARTHUR</td>
</tr>
<tr>
<td>3 HT:HISTORY OF THE WORLD +GARRATY JOHN ARTHUR &lt;1972</td>
</tr>
<tr>
<td>4 HT:HISTORY OF THE WORLD +RALEIGH WALTER &lt;1971</td>
</tr>
<tr>
<td>5 HT:HISTORY OF THE WORLD +RALEIGH WALTER &lt;1972</td>
</tr>
<tr>
<td>6 HT:HISTORY OF THE WORLD +ROBERTS J M (JOHN MORRIS) &lt;1976</td>
</tr>
<tr>
<td>7 HT:HISTORY OF THE WORLD +THOMAS HUGH &lt;1979</td>
</tr>
<tr>
<td>8 HT:HISTORY OF THE WORLD A SURVEY OF A MANS RECORD *HELMOLT HANS F (HA &lt;1902</td>
</tr>
<tr>
<td>9 HT:HISTORY OF THE WORLD A SURVEYING A GENERAL HISTORY *MAUNDER SAMUEL &lt;1960</td>
</tr>
<tr>
<td>10 HT:HISTORY OF THE WORLD CONQUEROR *JOVEYNI ALA AL DIN ATA MALEK &lt;1958</td>
</tr>
<tr>
<td>11 HT:HISTORY OF THE WORLD ECONOMY IN THE TWENTIETH C +FIRST WORLD War 1 &lt;1977</td>
</tr>
<tr>
<td>12 HT:HISTORY OF THE WORLD ECONOMY IN THE TWENTIETH C +FROM VERSAILLES T &lt;1977</td>
</tr>
<tr>
<td>13 HT:HISTORY OF THE WORLD ECONOMY IN THE TWENTIETH C +PROSPERITY AND UP &lt;1986 (etc)</td>
</tr>
<tr>
<td>14 HT:HISTORY OF THE WORLD ECONOMY IN THE TWENTIETH C +WAR ECONOMY AND S &lt;1977</td>
</tr>
<tr>
<td>15 HT:HISTORY OF THE WORLD ECONOMY IN THE TWENTIETH C +WORLD IN DEPRESS &lt;1973</td>
</tr>
<tr>
<td>16 HT:HISTORY OF THE WORLD ECONOMY IN THE TWENTIETH C +WORLD IN DEPRESS &lt;1975</td>
</tr>
<tr>
<td>17 HT:HISTORY OF THE WORLD ECONOMY IN THE TWENTIETH C +WORLD IN DEPRESS &lt;1986</td>
</tr>
<tr>
<td>18 HT:HISTORY OF THE WORLD ECONOMY INTERNATIONAL ECON *FOREMAN PECK JAME &lt;1983</td>
</tr>
</tbody>
</table>

Index screen

Roberts, J. M. (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
Not charged out. If not on shelf, ask at Circulation Desk.
Many behind-the-scenes 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. Messages in TULANET show the 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 to acquiring an item;
- **ON ORDER** -- an order has been placed and 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.
- **CHARGED TO A LIBRARY USER** -- 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 when they are 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 with more information about the service, hours available, communications program needed, and the logon procedures. The handout contains a description of BIBLIO, a program used with TULANET to produce a bibliography.

Reference Department

The Reference Department in the main lobby is the division of the library that assists students, faculty and staff with identifying and locating appropriate library resources. A reference librarian and a library assistant are available most of the hours the library is open to help locate information, use the Library's online catalog, do a computerized literature search, help you prepare for a term paper or dissertation, or locate rare materials and specialized collections in other libraries. Reference Librarians also teach classes and provide instructional materials emphasizing information literacy, library resources and information retrieval techniques for specific disciplines or for class assignments.

The reference collection includes over 10,000 volumes of dictionaries, atlases, handbooks, bibliographies, and similar works. The department also subscribes to a large variety of indexes in both print and computerized formats, affording access to the world's scholarly literature in the social sciences and humanities.

When you need assistance beyond the reference department, the reference staff will refer you to other divisions or collections, or to other campus libraries or departments. Whether you need to track down a garbled citation, locate a copy of a poem, get started on a paper, or just find your way around campus, the reference desk is your first stop.

Reference Department HOURS:

- Monday-Thursday: 8:30 AM-10:00 PM
- Friday: 8:30 AM-5:00 PM
- Saturday: 10:00 AM-5:00 PM
- Sunday: 1:00 PM-10:00 PM

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

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 TULANET. 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 COUNTER-
ESPIONAGE 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.

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 TULANET.

To find a list of journal articles on your topic, you will need to use the journal indexes kept in the Reference Department. Additional journal indexes are found in the departmental collections. 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 TULANET. Computerized compact disc indexes are available for 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.

CLASSIFICATION SYSTEM
Like most large academic libraries, Howard-Tilton Library began by using the Dewey Decimal System. In 1967, the library switched to the Library of Congress (LC) classification system. As a result, there may be two or more different areas in the bookstacks where material may be found 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. 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.

MULTIPLE DATABASE ACCESS SYSTEM
Recent additions to the TULANET online system include a software platform that allows the addition of online periodical indexes to TULANET searches. As indexes are added to this system, they will expand search capabilities to include periodical articles in addition to book titles. Pamphlets describing the system, lists of indexes and search procedures are available at the Reference Desk.

ONLINE COMPUTER SEARCH SERVICE
In addition to the various databases available for use in Howard-Tilton, online computer searching offers faculty, staff and students opportunities for accessing approximately 500 external databases covering science, technology social sciences, arts and humanities literature, and statistical data.

Online searches are scheduled by appointment only. The user completes a search request form describing the search topic. This request is forwarded to a reference librarian who will discuss database options and strategies for retrieving the information.

Search costs vary, depending upon the databases consulted, and the length and complexity of the search. Most searches cost between $25 and $100, but can vary considerably from that range. The librarian can usually estimate costs based on anticipated results, and can offer cost-reduction alternatives. Departmental and other funds are often available to cover the cost of a search for faculty and graduate students.

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 point for a more particular aspect of that subject. A world history book, for example, might 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 ID card. A barcode label will be affixed to the back of your ID. Always have your ID 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 Department will search for it upon request and either notify you if it is later found or route your request to the Bibliography Department for replacement. If the item is checked out to a borrower, the message "Charged to a library user" will appear on TULANET. All circulation records are strictly confidential, but you may ask to have the item held for you when it is returned. If it has been on loan for more than two weeks, you may have it recalled.

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 circulate for four weeks to students and staff, and for one year to 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 cents 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 fines are paid.

Return 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.

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.
**THE FINE ARTS, HUMANITIES, AND SOCIAL SCIENCES**

Books and journals in the fine arts, humanities, and social sciences are shelved 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 most of the works classified under the Dewey system as well as works on the fine arts under the Library of Congress classification (the N's). The Library of Congress call numbers are shelved first, followed by the Dewey numbers. Guide cards at the ends of the ranges note 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 and works on literature classified under the Dewey system (the 800's) are on the north side of the floor (to your left as you enter from the lobby). Again, Library of Congress call numbers are shelved before Dewey numbers.

**GOVERNMENT DOCUMENTS**

The Government Documents section regularly receives thousands of United States Government Document 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 scheduled for inclusion in TULANET by late 1991 or early 1992. The federal government has its own classification system for 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 compact disc index, provides cumulative author, title, and subject access to all government publications since 1976.

Current issues of selected periodicals shelved on the second floor are displayed centrally, and in 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 attached to the upper left 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 electronic catalog 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.

**GOVERNMENT DOCUMENTS**

LOCATION: Lower level

HOURS:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8:30 AM - 9:00 PM</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 AM - 5:00 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 AM - 5:00 PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>1:00 PM - 9:00 PM</td>
</tr>
</tbody>
</table>

**MICROFORMS**

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 copies are available, and copies cost 10 cents per page. The TULANET online catalog indicates that a publication is in microform by using any of the following designations in the call number: MICROFILM, FILM, --FILM, MICROFICHE, --FICHE, Micro Card, MICROCARD, MICROPRINT, or Mic.
NEWSPAPERS
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.

GENERAL SERVICES

LOCKERS AND CARRELS
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 which 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 on each floor are also available for graduate students only. Carrels are usually shared by two students, and each carrel includes a bookshelf 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 in the Library Administrative Office on the second floor (except for carrels in the Latin American Library). Carrels are periodically inspected, and any 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.

PHOTOCOPIERS
Coin-operated photocopy machines are available in the Library lobby, in Microforms, and in Latin American Library, for letter- or legal-sized copying at 5 cents per page. A money changer is located near the copy machines, but the Library will not provide change for bills larger than $5.00. For assistance with the photocopy machines, inquire at the Circulation Desk. 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 moneychanger in the lobby. Copicards may also be obtained in the Library Administrative Office by check or may be charged to a University account. Since Copicards may be used by anyone, be careful not to leave your card in a copy machine. The Library is not responsible for lost Copicards. Copicards obtained from other libraries (i.e. Law, Medicine or Business) 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. Since the Library is open to the public, you should exercise the same caution regarding your purse, backpack, and other belongings as you would normally exercise in a public place. Textbooks are frequently subject to theft because of their resale value. The Library assumes no responsibility for personal items lost or stolen in the building.
In contrast to other library departments where users may casually browse in open stacks, Rare Books, Manuscripts, and University Archives contain scarce or unique materials. Items in these departments are often fragile; therefore they have special storage requirements. Staff members are trained in book and paper conservation, and the departments have special temperature and humidity monitoring.

The departments also have special "people" monitoring. This is because handling by people causes the most damage to books and documents. All materials must be used in the central reading room serving all three departments. Nothing can be checked out or removed from the room. Researchers must leave all briefcases, book bags or backpacks, heavy coats, and large purses at the front of the room, and may only take pencils (not pens), paper, and the items they have requested to their desk.

To see an item, researchers must present photo-identification at the front desk, sign the reading room's patron register, and fill out a request slip. Staff members will retrieve the item and bring it to the reading room. Before giving it to the researcher, however, a staff member will review briefly with the patron how properly to handle rare items. Limited reproduction may be available depending on restrictions pertaining to the particular item.

We encourage undergraduates to use our holdings, although most of our researchers are graduate students, faculty, and visiting researchers from around the world. As an important research resource, Rare Books, Manuscripts, and University Archives are three of Tulane University's more important links with the international research community.

A rare book is not necessarily old or monetarily valuable. Rather, it is a book with research or intellectual value that would be difficult or impossible to replace. Rare Books preserves approximately 50,000 titles dating from a leaf of the Gutenberg Bible (ca. 1456) to recent first editions. It also houses a wide range of formats, from miniatures no larger than one inch high, to magnificent volumes forty inches tall; from five-hundred year-old books in as fine a condition as the day they were printed to twentieth-century first editions crumbling from the acidity of their paper.

Subject areas represented are broad, but areas of special strength are natural history, the American Revolution, American travel accounts, British shire histories, French literature, nineteenth and twentieth-century English language fiction, science fiction, and early Bibles and prayer books.

Besides individual books, Rare Books houses book collections that bring together groupings of volumes on a particular topic. Many of these came to Rare Books through the generosity of donors, and collections of special note include the William B. Wisdom Collections of William Faulkner and Huey P. Long, the Jules C. Alciatore Collection of Stendhal, the Lafcadio Hearn Collection, the Rosemonde E. and Emile Kuntz Collection of plays and theatre programs, the Margaret Hunt Brisbane Collection of British Poet Laureate Robert Southey, the Joseph Merrick Jones Steamboat Collection, and the collection of Kelmscott Press books now increasing in size due to the generosity of the Frank and S.J. Besthoff Library Fund.
UNIVERSITY ARCHIVES
The University Archives preserves the official records of Tulane University and information about Tulane. Major types of items in the archives include Tulane theses and dissertations; catalogs, student, departmental, college, and alumni newsletters, literary magazines, and annuals (e.g., Hullabaloo, Tulanian, Jambalaya); school and departmental journals and occasional publications; faculty articles and books; public relations or fundraising brochures or press releases from public/university relations; scrapbooks and reference files on university departments/colleges, persons, places, and events; even University Center posters.

The archives also preserves records. The most important group of records contains correspondence and office files of the Board of Administrators (since 1847), Presidents Edwin Anderson Alderman through Eamon Michael Kelly, deans, and others. Other records include personnel files, student records, photographs and audio visual items, affirmative action records, development (fund raising)/public relations, and reference files on gifts and scholarships, athletics, student affairs, buildings and grounds, art, and commencement.

There are restrictions on using top administrative and personnel/student records, but most of the other items are available for use. These materials comprise one of the least known but richest sources of information on the campus. We invite you to visit the "physical memory" of Tulane University.

MANUSCRIPTS
Unlike a book, which is usually printed in quantity, a manuscript is a unique item, such as a letter or diary, which exists nowhere else in the world. The Manuscripts Department preserves over 15,000 linear feet of documents organized into over 4,000 collections. The collections pertain primarily to New Orleans, Louisiana, and the southeastern United States. Special subject areas represented in the Manuscripts Department include agriculture, business, education, southern authors, art, social agencies, Jewish studies, women's history, the Civil War, the news media, politics, medicine, transportation, waterways, and family history.

Many collections preserved by the Manuscripts Department pertain to the political history of our region. For example, preserved here are the papers of United States Representatives Lindy Boggs, Hale Boggs, David Treen, and F. Edward Hébert. The department also preserves the gubernatorial papers of Sam Jones and David Treen, papers of Mayor of New Orleans Chep Morrison, and many other political collections.

The holdings of the Manuscripts Department also extend beyond politics to include the social and cultural history of our region. For example, the department has important holdings revealing the contributions of Jews to the history of the South, such as synagogue records and records of Jewish women's organizations. Other collections about society and culture include the Southern States Art League Records, Records of the Council of Social Agencies, New Orleans Municipal Records, papers of writer George Washington Cable, and papers about artist Edgar Degas and the Degas-Musson Family. Such collections are central not only to historical studies, but to sociology, geography, literature, art history, and many other disciplines.

The Manuscripts Department depends on the generosity of donors interested in the preservation of our past to build its collections. If you know of members of your family or others who have antique letters, diaries, photographs, or other documents, any member of the Manuscripts Department staff would be happy to talk with them about preserving their heritage.

HOURS:
Monday - Friday 8:30 AM - 5:00 PM
Saturday 9:00 AM - 1:00 PM
865-5685 Rare Books, Manuscripts
865-5691 University Archives
OTHER SPECIALIZED COLLECTIONS

WILLIAM RANSOM HOGAN JAZZ ARCHIVE
The Jazz Archive is an internationally-known resource for New Orleans Jazz research. The collection includes oral history interviews, recorded music, photographic collections and film, sheet music and orchestrations and numerous files containing manuscript materials, clippings, and bibliographic references. In addition to vintage and contemporary books and periodicals, the reference shelf includes discographies and an encyclopedia in the patron area. Special collections include notable donations from jazzman Nick LaRocca, Ray Bauduc and Knocky Parker. All materials are non-circulating.

The archive maintains an active exhibition program and publishes a newsletter, The Jazz Archivist, featuring scholarly articles, news about the collection and illustrations from its holdings.

William Ransom Hogan Jazz Archive
LOCATION: Fourth floor
HOURS:
Monday - Friday 8:30 AM - 5:00 PM
Saturday 9:00 AM - 1:00 PM
☎ 865-5688
THE LATIN AMERICAN LIBRARY
The Latin American Library, located on fourth floor, was founded in 1924 and is one of the world's foremost collections of primary and secondary source materials for scholars of Latin American archaeology, anthropology, history, linguistics, art and architecture, film, women's studies, economics and many other subject areas. In addition to general works and periodicals, the rare books and manuscripts collections include treasures dating back to the sixteenth-century. Other collections include rubbings of Maya stone carvings and an extensive photographic archive.

Contemporary events in Latin America are reviewed in a number of English-language clipping services available in the office. Latin American literature is not housed in the Latin American Library, but in the general collection on second floor.

The open stacks of the Latin American Library are accessible during all hours that the Howard-Tilton library is open. Reference help and access to specialized collections are available during the following times:

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THE LOUISIANA COLLECTION
Located on the second floor, the Louisiana Collection is a research collection of diverse materials relating to all aspects of Louisiana history and culture from colonial times to the present. In addition to approximately 35,000 books and pamphlets, the collection contains maps, photographs, illustrations from popular nineteenth century magazines, sheet music, newspapers, and vertical files containing clippings, brochures and other ephemera.

Two outstanding collections provide unusual insight to the history of the state. The Louisiana Map Collection is comprised of maps and charts, not only of the state of Louisiana, but also the broader area of the Louisiana Territory and the vast 18th century region of "La Louisiane." One of the many outstanding items in the map collection is Guillaume Delisle's 1718 Carte de la Louisiana et du Cours du Mississippi, the first map to illustrate the Mississippi River system and the newly founded town of "Nouvelle Orleans" accurately.

SOUTHEASTERN ARCHITECTURAL ARCHIVE
The Southeastern Architectural Archive is one of the country's largest and most important architectural research collections. It houses over 500,000 original architectural drawings, correspondence and specifications from architectural firms, photographs, maps books, research papers and artifacts. The emphasis of the collection is Louisiana from 1835 to the present, with extensive research materials on architecture, decoration, landscape design and regional gardening. The SEAA maintains its own card catalog, and its holdings are not listed in TULANET.

Materials in the collection are non-circulating, and are subject to restrictions of use and reproduction. The archive also houses a permanent exhibition gallery featuring selections from its extensive collections.

Louisiana Collection
LOCATION: Second floor
HOURS:
Monday-Friday 8:30am-5:00pm
Saturday 1:00-5:00pm
☎ 865-5643

Southeastern Architectural Archive
LOCATION: Lower level
HOURS:
Monday - Friday 8:30 AM - 5:00 PM
Other hours by appointment
☎ 865-5697

The Louisiana Sheet Music collection includes vocal and instrumental sheet music of 1830-1920 published in Louisiana or written by Louisiana composers. Most of these are piano arrangements of dance forms popular at the time, such as mazurkas, quadrilles, galops and waltzes. Included in the collection are works by L.M. Gottschalk, and Giuseppe Ferata; and music published by A.E. Blackmar, P. Werlein and L. Grunewald. Some entertaining titles are: Dr. Tichnor's Antiseptic March, The Picayune Frog Polka and The Unlucky Velocipedist Galop.

The materials are located in a closed-stack area, with the exception of a small reference section, and are available upon request. All material in the collection is non-circulating, but photocopy service is available.
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.

Maxwell Music Library
LOCATION: Lower level
HOURS:
Monday-Thursday 8:30 AM - 10:00 PM
Friday 8:30 AM - 5:00 PM
Saturday 10:00 AM - 5:00 PM
Sunday 10:00 AM - 10:00 PM
☎ 865-5642

The Maxwell Music Library was founded in 1909 and moved in 1981 to its present location in the lower level of Howard-Tilton Library. In support of instruction in the Department of Music, the collection emphasizes classical music and maintains a strong collection of materials on musical history and theory. In addition, an extensive collection of scores and other materials deal with folk music, jazz, musicals, popular music, non-western musical cultures and many other topics. Listening facilities include compact disk players, cassette decks, and LP turntables, and the seminar room contains extensive audio and audiovisual equipment. The library offers a congenial atmosphere for research or listening and the assistance of a cordial and knowledgeable staff.
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, at the Tulane Medical Center, supports Tulane's School of Medicine and the School of Public Health and Tropical Medicine.

Law Library, in Joseph Merrick Jones Hall, supports the Law School.

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

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

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

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

Delta Primate Research Center Library, in Covington, Louisiana, supports the Primate Center facility.

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

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