Welcome to Howard-Tilton Memorial Library

This publication has been prepared to provide an overview of the full and varied range of services and facilities in the Library that are available to you—the students of Tulane.

Those of you who are new to Tulane should find it particularly valuable as an introduction, but even those of you who are familiar with the Library will probably find something new. All should find it helpful as a reference guide to keep and use throughout the year.

But, because this publication can be only an overview and because the Library is constantly growing and changing, we encourage you to call upon us to answer questions about the Library or to give you more direct assistance.

The History of Howard-Tilton

The group of centrally-administered libraries at Tulane University includes the main library (Howard-Tilton) and the two branch libraries of Architecture and Natural History. Five other Tulane libraries are separately administered by their respective departments of Business Administration, Law, Mathematics, Medicine and Primate Research.

Howard-Tilton Memorial Library comprises the collections of three originally independent libraries: the Howard Memorial Library, the F. W. Tilton Memorial Library and the Newcomb College Library. The Howard Library, privately controlled and endowed but dedicated to public service, was established in 1889 by Miss Annie Turner Howard (later Mrs. Walter Parrott) in fulfillment of her father's wish to found a public library. Situated on Lee Circle, it was for many years the city's principal reference library.

In 1894, Tulane moved to its present uptown campus. A new separate library facility was established six years later when Mrs. Caroline Stanton Tilton donated funds for a building. The library was named in memory of her husband, Frederick W. Tilton, who had been a prominent New Orleans businessman.

The third antecedent of the main library was the Newcomb College collection, which was housed for a number of years in Dixon Hall.

The holdings of the Howard, Tilton and Newcomb libraries were merged when the first Howard-Tilton Memorial Library building (now the Tulane Law School) was completed in 1941. The present Howard-Tilton, a modern open-stack facility and an active member of local and national library networks, was opened in 1968.

This edition has been prepared by present Committee members, William R. Cullison, Chairman, and Darlene Brady, assisted by Karen Bertel and Rebecca Malek.

Photographs by Harriet Blum.
How to Find a Book

The card catalog is the key to finding materials which a library contains, so it is wise to spend some time becoming familiar with it.

Since 1975, our catalog cards have been produced by computer using a member of OCLC, Inc., a network of over 2,000 libraries that share bibliographic information by means of computers located in Ohio and video display terminals in each library. The information is used in a number of library operations, including acquisitions, interlibrary loan, and primarily, the production of catalog records on both cards and magnetic tapes. The information stored on tapes can enable us, one day, to make catalog information available online.

The catalog cards are filed in the card catalog on the first floor. You should always consult this catalog before trying to locate a book in the library. There are also specialized catalogs located in the following collections: Music, Southeastern Architectural Archive (basement), Louisiana Collection (second floor); Government Documents, Microforms (third floor); Latin American Library, Jazz Archives, Manuscripts and Rare Books (fourth floor). Card catalogs are available in the Architecture Branch Library and in the separate libraries of Business (Norman Mayer), Law, Mathematics, Medicine and Primate Research.

The catalog card for each book on the first floor contains information about all of these collections, with the exception of Government Documents.

How to Use the Card Catalog

The card catalog is the basic guide to all books, newspapers, magazines, microfilm, etc., in the library. From it may be determined the library's holdings on any given subject or by any given author. The card catalog is divided into two parts: the General Catalog (with author, title and subject cards filed in a single alphabetical arrangement) and Serials Catalog (serials include indexes, magazines, newspapers, annuals, proceedings, and publications of societies). The General Catalog also includes cards for serials.

There are four ways to locate a work in the card catalog. You can search under Author, Title, Subject or, in many cases, under the Series in which it appears. All of these cards are filed in a single alphabetical arrangement. In general, works by a person are filed before those works about that person.

Author: The person, institution or agency chiefly responsible for the intellectual or artistic content of the publication. Authors, editors and translators may also sometimes be found. Examples of author entries are:
- Faulkner, William, 1897-1962
- Leonardo da Vinci
- V6 1951-59 Akademie der Wissenschaften (Berlin, Germany)

Title: Most of the books in the library have cards in the catalog under their titles. For example:
- Gone with the wind. Independence for Africa.

As a note of caution, there is not usually a separate card for very general titles such as "Complete works," so in these cases it is best to check under the author's name.

Subject: This approach to the catalog is used only when you are interested in a particular subject but lack information about specific authors or titles. All subject headings appear in CAPITAL LETTERS or in RED TYPE at the top of the catalog card. If you want to identify the subject headings used in our library, consult the list of Library of Congress subject headings available in book form on the first table by the card catalog.

Classification Systems and Locating Materials

The Library of Congress (LC) classification system was adopted in 1967. All new titles received after that date are in the LC classification. Most titles received prior to 1967 are in the Dewey Decimal classification, but the library has reclassified some of them to LC. You should become familiar with both classifications and with their locations in the library.

The location of materials in certain divisions of the library, or in other libraries in the Tulane system, is indicated on the catalog card, either as part of the call number or stamped on the card. Except for holdings of the Architecture Library, the absence of such a designation indicates that the work is shelved in the general stack area of Howard-Tilton. The location of architecture books and serials may be verified through the computer at the circulation desk.

When you have found the material listed in the catalog, write down the call numbers exactly as they appear in the upper left corner of the card. Be certain to copy the entire number, including any letters or words above or below the number. Some examples of call numbers are:

1) 832.3 2) F 1204 A21
3) QA 4) MICRO 101 A21
5) MATH 123

Library: Dewey Decimal call number; book is in main Howard-Tilton stacks.
2) LC call number; book is in the Latin American Library of Howard-Tilton.
3) LC call number; book is in the Law Library.
4) Title is in Microfilm Room.

Location Chart

Ask at the General Reference Desk on the first floor for a location chart before trying to find your materials.

Questions?

Because Tulane's catalog was originally created from the merger of three separate library catalogs, and because it has existed for over 100 years, there are many inconsistencies, reflecting varying cataloging practices. As in any large file, there will also be some filing errors. The staff tries to eliminate or clarify as many such problems as possible and appreciates your reporting them to the librarian at the General Reference Desk. Help in using the catalog can also be requested at the General Reference Desk.
Reference Department

Need a librarian? Try the Reference Department. Begun in 1978, it is a "test stop" for all sorts of library help and advice.

The General Reference Desk, in the library lobby area, is one place where you can be sure to find a librarian plus a library assistant to help you with any need. Our operating principle is very simple: either we can help you directly, or we will direct you to the person who can help you.

A major research library like Howard-Tilton is very complicated and can be quite intimidating to the new user, whether incoming student or new faculty member. By providing one definite place to go for assistance, we reduce the frustration that users may feel.

What do we do? We can give you quick answers to brief questions; suggest the best approach to researching a term paper; help interpret a card catalog; help find periodicals or who are the place to come for immediate library research methods or for an appointment with a subject expert, for a more in-depth consultation.

In addition to the famous Reader's Guide to Periodical Literature, the library subscribes to hundreds of other indexes and abstracting tools. We can help you select the ones you need; show you how to use them; and, in many cases, provide computerized searches on your behalf.

Libraries are much more than book warehouses—they are also places to get information, in whatever form. The General Reference Desk is the place to meet the people who can help you get the information you need.

Hours

Regular Hours: 8:30 a.m. to 10 p.m., Monday through Thursday
8:30 a.m. to 5 p.m., Friday
10 a.m. to 5 p.m., Saturday
1 to 10 p.m., Sunday

Reference Collection

For information on who, what, when, where, and why, the Reference Collection is a good start to place. Located on the first floor, it contains a well-selected collection of approximately 2,300 titles of the most general reference works in the fields of the fine arts, humanities, and social sciences. It includes a variety of United States and foreign encyclopedia, dictionaries, handbooks, directories, yearbooks, bibliographies, biographical dictionaries, and periodicals. It also includes a large number of indexes, such as Art Index, Humanities Index, Library of Congress Subject Heading Index, and Social Sciences Citation Index; abstracts; such as Dissertations Abstracts, Psychological Abstracts, Psychological Abstracts and Ethnology Library; and various film and TV review sources, such as New York Theatre Critics' Reviews, Variety, New York Times Film Reviews and Reviews of Books in the Humanities, and American Film. All books and General Catalogue of Printed Books are in the Reference Collection, as well as special collection catalogs, such as the catalogs of Harvard University's Peabody Museum of Archaeology and Ethnology Library and the Metropolitan Museum of Art Library.

Most of the reference materials are on open shelves on the first floor. According to the Library of Congress or Dewey Decimal classification numbers. A few of the most frequently used books are kept behind the General Reference Desk. Periodical indexes are located on special tables in the reference area. More specialized reference works and earlier editions in the three separate fields are kept in the open stacks on the second and third floors.

For help with a reference question or with the collection, come to the General Reference Desk on the first floor. Service hours are the same as the Reference Department.

Online Bibliographic Searching

Tired of days of effort in Dissertation Abstracts, Psychological Abstracts or Reader's Guide? Can't find anything on your subject? Want to do a citation search to find who has used this key article in the last five years? An online search may be the answer to your need.

The Howard-Tilton Library has access to the current records of almost 200 different databases provided by commercial vendors for a fee. By using a computer, we can search as many of these as necessary to find references to a variety of subjects. Most databases are limited to about the last 10 years or so of publication, and most cover journal articles; as such, an amazing amount of information can be found this way.

To get a search, which can produce from one or two key references to hundreds of citations (depending on your needs, and the topic), just come to the General Reference Desk. Here you can discuss your need with a reference librarian, and make an appointment with a search analyst. We have convenient forms to help you lay out a good strategy. Then, in a few days, you will get the printout of the citations. Or, if you prefer and are willing to pay the extra computer time, we can print them out on the spot. But that is a non-profit service and is offered under the vendor's charge to the college involved in doing the search and the number of citations. A typical search usually costs from $30.00 to $40.00; many can be done for less, some may cost more. In any case, we can set an approximate cost limit before we begin the search.

During normal service hours, the faculty, staff, and graduate students may charge to budgets and grants.

Interlibrary Loan

No single library can possibly have all the materials that you might need. As a result, libraries loan items to each other through a variety of processes from using the mail to the latest in computer technology.

The interesting thing about interlibrary loans is that you can get the general costs to the patron for borrowing books are absorbed by the libraries. The premise is that, overall, between our borrowing what we don't have and lending to others what we do, it all evens out. However, some libraries do charge you for the service. Since the system is based on general good faith and courtesy, any interpretation as well as following any restrictions set by the lending library.

Undergraduates have interlibrary loan privileges from libraries in Louisiana and the Center for Research Libraries. Undergraduates working on Honors Theses have additional privileges. Journals are rarely lent; instead the lender sends us a photocopy of the article desired, usually with a resulting charge. We pass this charge on to you, since the article becomes your property.

When you make the request, you must set a cost limit, and we will abide by it.

The process is quite easy. Just fill out a form at the Interlibrary Loan Office and/or the General Reference Desk and fill it out. We will the rest of the work, sending your request to as many sources as necessary until we get the item, or until we have exhausted all sources within the restrictions you set up. Of course, notify you either way. All you must do is return the materials to us on time so that we can send them back to their owner.

Photocopying

As a convenience to our patrons, the library maintains a number of coin-operated photocopy machines, which can make either letter or legal sized copies. Current cost is $.05 per copy. A dollar bill quarter changer may be found on the first floor.

We also have a personal copying service, where we will copy library materials for you, at $1.00 per page. For this service, you should take the material to the Reference Office on the third floor.

For assistance with the machines or to report problems, go to the General Reference Desk on the first floor. For problems with the machines, or errors in the machines, we encourage you to use the machines and to report problems.

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Southeastern Architectural Archive

The original plans for the Superdome, Photographs of ante-bellum Louisiana plantation houses. A grinning gaspyle from the old Chemistry Building on the Tulane campus. These and similar items can be found in the Southeastern Architectural Archive (SEAA), located in the Howard-Tilton basement across from the Music Library.

Founded in 1979, the SEAA contains one of the country's larger and more important architectural research collections, with over 100,000 original drawings. Other materials include, along with photographs and artifacts, manuscripts, specifications, maps and books.

The major emphasis of the collection is on Louisiana, and in particular New Orleans, though there are many items pertaining to other locations. Chronologically, the collection dates chiefly to the period between 1835 and the present, though again there are exceptions.

An important part of the Archive is the gallery, where the Archive's own materials, as well as travelling exhibits, are displayed. The present exhibit, entitled "Architecture in Louisiana - A Documentary History," consists of original Louisiana architectural drawings, photographs and artifacts.

Some of the Archive's more interesting collections are:
- Labrot Collection of the James Galliers - Materials from the office of the noted nineteenth century New Orleans architects (father and son). Included are drawings for such structures as the old New Orleans City Hall, the St. Charles Hotel and the old French Opera House.
- Sanborn Atlases - Large-scale maps of Louisiana and Mississippi cities, showing individual blocks with the buildings thereon.
- Richard Koch Collection - Photographic negatives of historic Louisiana buildings made during the 1930s by the head of the Louisiana Division of the Historic American Building Survey.
- Louisiana Architecture Course Term Papers - Over 1,000 research papers on Louisiana buildings and architects written by students in the University's Louisiana Architecture Course.
- Samuel Wilson, Jr. Building Contract File - Abstracts of contracts in the New Orleans Notarial Archives for buildings dating from the colonial period through the late nineteenth century. As with other rare and valuable library collections, the Archive's materials are kept in a closed stack and are non-circulating. Most collections are entered in the Archive's card catalog, which is located in the study area. Persons wishing to see materials are asked to sign a register, fill out a request form, and use the items in the Archive study area only.

To protect rare and fragile materials, two rules must be observed:
- Only pencil is to be used for note-taking.
- Photographs, manuscripts and similar items are shown on a per-building basis only.

A few additional bits of information: photographic service is available, at a nominal charge, for materials for which the Archive holds the copyright. Likewise, the Archive will xerox materials for which it holds the copyright. Service is usually overnight.

Hours for the Archive are from 1 to 5 p.m., Monday through Friday; other times by appointment (extension 5699).

Science-Engineering Division

The Science-Engineering Division of the Howard-Tilton Memorial Library is located on the first floor of the building. The Division contains over 190,000 volumes and is currently receiving approximately 1,800 journal titles. Some hard copy reports of the National Aeronautics and Space Administration (NASA) are in the Division, as well as in the Government Documents Department on the third floor. In addition, the Science-Engineering Division Office are the New Orleans Academy of Science Collection and the microfiche collection of the standards of the American Society for Testing and Materials (ASTM).

A reference area at the front of the Division contains the most-used abstracts and indexes, basic reference works, and current issues of journals. The Division serves faculty and students in all areas of science and technology, mathematics (undergraduate), computer science, astronomy, physics, chemistry, geology, biology, psychology, and civil, mechanical, electrical, chemical, petroleum and biomedical engineering.

The staff provides a variety of services for its faculty and students. Printed bibliographic aids in various scientific disciplines are available for classroom distribution or individual use. Arrangements for classroom instruction or tours can be made at the Science-Engineering Division Office or by calling extension 5698. The Division has 27 enclosed carrels available for graduate students as well as 14 study carrels available for faculty. Seminar rooms can be reserved for class use.

In addition, the Division is responsible for the Meade Natural History Library, located at the Riverside Research Center in Belle Chasse, Louisiana. This collection consists primarily of journals received in exchange for the Tulane Studies in Zoology and Botany. Currently received are 600 titles from 72 foreign countries and 135 titles from United States institutions. The Meade Library is open one day a week. Material may be requested on interlibrary loan and will be delivered to the Howard-Tilton Library.
The Louisiana Collection

The Louisiana Collection, housed on the second floor of the Howard-Tilton Library, consists of materials pertaining to the history and development of Louisiana from colonial times to the present. It includes approximately 20,000 books (many of these rare), state documents, booklets, over 1000 maps, and hundreds of prints, photographs, and newspaper clippings. The collection is non-circulating and in a closed stack area. Books and serials are available to users upon request. In completed request form to a staff member. Maps, prints and vertical file material are available merely upon verbal request.

The Carnival Collection, dating back to 1857, includes items such as watercolor parade floats and costume designs, ball invitations, programs, dance cards, and posters. In addition to being valuable and fascinating, this material is historically important, selected items having been used to illustrate lectures and articles in national journals.

The Louisiana Collection has two vertical files that are unique sources of material. Dating back to the nineteenth century, they provide an invaluable in-depth resource for researchers. The general vertical file consists of many file cabinets containing news articles, pamphlets, programs, newspapers and other ephemeral material on Louisiana subjects. The art vertical file contains articles, newspaper clippings, pamphlets, and exhibits notices relating to Louisiana art and artists.

The print file, divided into the Louisiana and New Orleans sections, includes prints and photographs, many of which are rare. They deal with a variety of subjects showing persons, buildings, and places in Louisiana.

The Louisiana Collection is the focal point for printed sources on Louisiana topics. It has its own card catalog and indexes to its holdings. However, in order to obtain all the information available on Louisiana subjects in the Howard-Tilton Library, it is necessary to consult the card catalog on the first floor as well as the card catalogs of the Manuscripts and Rare Books Collection, University Archives, Jazz Archive and Southeastern Architectural Archive.

General Collection

From Cassatt to Chekhov to Christopher Columbus, the General Collection on the second and third floors of the Howard-Tilton Library contains a wealth of material on the fine arts, humanities and social sciences. The collection is shelved in the open stacks to allow for easy access to the material. The majority of the books circulate on a two-week basis. The journals do not circulate, except to faculty members.

Humanities

The Humanities collection on the second floor supports research at all levels in language, literature, philosophy, and religion. While present emphases are in philosophy and in English and American literature, new interest in Judaica will steadily enlarge the religion section. At the same time, multidisciplinary interests continue to strengthen the library's broad holdings in linguistics. The Classical languages and literatures, as well as French, Italian, German, Slavic (including Russian), Spanish and Portuguese, are represented throughout, and bibliographic tools supplement those held in Reference are also housed in the area. Selected scholarly publications as well as journals of popular culture are displayed adjacent to the reading area for perusal and study.

Social Sciences

The Social Sciences collection supports the curriculum and research in the large variety of subjects that encompass the social sciences. On the third floor, relatively strong collections in economics, education, folklore, genealogy, geography, international relations, law, public administration, social work and sociology. In addition to these basic collections, the library staff maintains a collection of Louisiana and out-of-state telephone directories on the second floor behind the display periodicals. There is also a small genealogical reference section to assist patrons in searching their family histories, which is located on the second floor near the Louisiana Collection.

For help with the general collection come to the General Reference Desk. For specific recommendations or comments concerning the collection, please fill out a suggestion form at the General Reference Desk or contact the area subject bibliographer on the third floor.
Government Documents

Every year the United States government spends millions of dollars on research in every branch of human knowledge—why not take advantage of it? You can, in the Government Documents Department.

Howard-Tilton automatically receives hundreds of series of United States government publications, including reports and studies by Congress; scientific studies by various agencies, commissions and departments such as the Food and Drug Administration (FDA), Atomic Energy Commission (AEC) and Health and Human Services Department; detailed statistics on almost every subject imaginable; and up-to-date reports on new government regulations. All this information is available on the third floor of Howard-Tilton. Government documents are not listed in the card catalog on the first floor. Since the government has its own classification system for its publications, federal government documents are found through the U.S. Government Publications Monthly Catalog, which is located outside of the Government Documents Office. We also have major sets of reports from several foreign governments (especially Great Britain) and the United Nations, which also require special finding aids.

For help with documents, or to discover if government publications might be what you need, come either to the Government Documents Office or the General Reference Desk on the first floor. Service hours are the same as the Reference Department.

Microforms

Although associated in the popular mind with spies, microfilm in its various forms is actually more typical of libraries. Some things are too bulky or too fragile to be kept on paper; others are too expensive or too hard to find. So, rather than do without, the library gets them in a reduced format and provides the necessary readers to magnify them up to full size.

Most familiar is microfilm. Among our holdings on film are the American Periodical Series, Wing’s Short-title Catalog, U.S. Presidential Papers, Louisiana censuses, Latin American dissertations and older copies of Time and Newsweek. Less familiar is microfiche, a 4” x 6” flat film. The reports of the Atomic Energy Commission (AEC) or the National Aeronautics and Space Administration (NASA) are typical of fiche holdings. The Organization of American States (OAS) Official Records and the Oberlin Anti-Slavery Collection are typical of a third form—microcard. Among the titles on microprint, which is a large-size microcard, are the British Sessional Papers and selected United Nations documents.

To each form its own reader—and the library has all necessary types of readers. Equipment is also available to make full-size paper copies from microfilm and microfiches, at $.25 per page.

The card catalog will tell you if a particular title is on film, with a note just under the call number. Just take this number to the Microforms Room on the third floor, where an attendant will help you to find what you need and to use the machines.

Newspapers

Approximately 13 United States and 23 foreign newspapers are currently held on the third floor. Current issues are kept on display on shelves located near the Government Documents Office. Most of these paper copies are eventually replaced with microfilm copies. Among the holdings of the United States newspapers are the Times-Picayune, New York Times, Wall Street Journal, Los Angeles Times, Variety, USA Today and Chronicle of Higher Education. Foreign papers include the London Times, Frankfurter Allgemeine, Le Monde, Pravda, Corriere Della Sera, and El País. In addition to these holdings, paper copies of Latin American newspapers are on the fourth floor. A catalog of newspaper holdings for the third floor is kept in the Microforms Room.

Indexes to articles in some of the major newspapers are located on the third floor, on a table just inside the glass doors of the Social Sciences area. For further information, ask the attendant in Microforms or come to the General Reference Desk on the first floor. Service hours are the same as the Reference Department.
The Jazz Archive

The William Ransom Hogan Jazz Archive is a large and varied resource center for the study of jazz music. Its holdings include oral history tapes, music recordings, sheet music, photographs, scrapbooks, documents and memorabilia, as well as a research collection of books and serials pertaining to jazz. There are approximately 1500 reels of taped interviews with jazz musicians, dancers and impresarios; transcriptions and notes accompany each tape. Such interviews are invaluable as the principal primary sources for the study of early jazz, since this material often antedates the recordings of the music itself. Music recordings include 800 tapes, more than 30,000 phonodiscs and 34 cylinders; their emphasis is on New Orleans jazz. And there are orchestrations and sheet music for many thousand compositions—including popular songs, rags, waltzes, stompes, blues, marches, quadrilles, marzurkas and schottisches. Six thousand photographs of musicians, bands, orchestras and jazz funerals, and hundreds of books and serials, including reference sources, biographies and scholarly publications of international scope, complement the collection. Listening rooms and reading areas are available for the use of these unusual and exemplary materials.

Latin American Library

The Latin American Library (LAL), located on the fourth floor, is one of the most complete collections of its kind in the United States. Formerly the library of Tulane's Middle American Research Institute (MARI), LAL is an integral part of Tulane's program in Latin American studies. It is also one of only three distinct and separate Latin American collections maintained by United States universities and serves numerous visiting scholars, as well as hundreds of graduate and undergraduate students.

LAL has an extensive collection of books and periodicals on all Latin American countries in almost every subject area. The holdings include over 123,000 volumes of history, social sciences and general materials. The traditional focus for research materials has been on Mexico, Central America and the Caribbean, particularly in the history, archaeology and anthropology of these areas. The Gates Collection, for example, especially strong in Indian linguistics, represents five centuries of Mesoamerican civilization—from the conquest to the twentieth century. The library is also constantly enlarging its geographic scope. In the early 1970s, the addition of 35,000 Brazilian items made it a strong resource in that area. Apart from its general holdings, LAL has a variety of special holdings, including an impressive rare book and manuscript collection. One of the greatest treasures is the Codex Tulane, a Mexican pictorial manuscript of the mid-sixteenth century painted on a twelve-foot long scroll of animal skin. It describes the genealogy of the Mixtec rulers of an Indian town of south-central Mexico. The holdings also include documents by Hernando Cortez, conqueror of Mexico in the sixteenth century.

The library's map collection contains 3,000 maps of the Latin American area from the sixteenth century to the present. Many are from archaeological expeditions carried out by Tulane in the 1920s and '30s. The Merle Green Robertson collection contains about 500 original rubbings of relief sculpture, stone carvings, and plaster and stucco work from Maya archaeological sites in Mexico and Guatemala, produced by Robertson as an associate of the Middle American Research Institute during the 1960s and '70s. They are primary source material, full-scale accurate records of the artistic designs and hieroglyphs, which illustrate commemorative dates, personages, costumes and ceremonies of the Indians of the Maya area of Mesoamerica.

A recent development has been the establishment of the Latin American Photographic Archive, which is one of only four such collections in this country. It holds some 12,000 documentary and fine arts photographs, of such topical as the colonial architecture of Peru and Guatemala and pre-Columbian art and artifacts. It also contains work by well-known photographers, for example Martin Chambi and Eadweard Muybridge. The library has frequent exhibitions of all of its collections, both within Howard-Tilton and on loan to other university libraries and museums.

The staff of LAL has compiled specialized subject bibliographies covering a variety of popular topics such as current events in Latin America, Latin American literature, politics and society, Central America, and Latin American studies. Photocopies of these bibliographies are available on the pamphlet table next to the office, and are free to students and faculty.

You need to use two card catalogs for Latin American material. The Latin American Library card catalog contains complete card sets for all subject areas contained within LAL. The card sets for LAL material cataloged before 1962 are not complete in the card catalog on the first floor. However, there are also other Latin American titles, such as literature, that are housed on other floors of Howard-Tilton. Cards for these titles are generally filed only in the card catalog on the first floor.
Special Collections

On the fourth floor of the Library, named in honor of Jacob Aron, are three categories of special collections: Manuscripts, Rare Books, and the University Archives. Diversity in form as well as content, these materials are all significant, whether for scarcity, exclusivity or similarity. Together they represent some of the university's greatest treasures as well as its finest resources.

All special collection materials are non-circulating and in a closed stack. If you want a rare book or a Tulane thesis, look up the number in the main card catalog on the first floor, then bring your request to the information desk of the special collection area on the fourth floor. You will be asked to sign a register, fill out a request form and use the material in the reading room only. Some materials, such as manuscripts, are not listed in the main card catalog. Therefore, the staff on the fourth floor will assist you in using the various card catalogs and indexes for Manuscripts, Rare Books and the University Archives. There are also some published catalogs and guides to the collections. Photoduplication services are available. The collections are open to the general public from Monday to Friday, 8:30 a.m. to 5 p.m., and from 9 a.m. to 1 p.m. Saturday.

Manuscripts Collection

There are over 3500 individual manuscript collections, which range in size from a few items to several hundred thousand pieces; and date from the twelfth century to the present. The majority of the collections are from the nineteenth and twentieth centuries and relate to New Orleans, other sections of southern Louisiana, and southern Mississippi. Subjects explored by these collections include agriculture, artists and authors, business, charitable and philanthropic organizations, educators, family papers, medicine, military, newspapers, politics, religions, social agencies, social and civic organizations, technology and transportation; their formats include printed and photographic material as well as manuscripts. The 39,986-item Joseph M. Jones Starnes Collection, for example, is mainly pictorial and printed. Particular notewor thy are those collections that include papers of six Louisiana governors and 10 Louisiana members of Congress, including F. Edward Hebert and Hale Boggs; manuscripts of George Washington Cable and Lyle Norten; and the Louisiana Historical Association papers of Jefferson Davis. Other collections include official correspondence from the Confederate Army and the diaries, personal reminiscences and documents of over 3000 Confederate soldiers.

The Manuscripts Collection increases constantly through donations and occasional purchases.

Rare Book Collection

The Rare Book Collection, of approximately 45,000 books, is broad in scope, having been built over many years largely through gifts and donations. Some particularly noteworthy emphases are: historical botany; American Revolutionary War pamphlets; British history; Romanov Russian history and travel; early Bibles and prayer books; innumerable on various subjects, mostly history and classics; and first editions of eighteenth- and nineteenth-century American and British authors.

The general collection includes private press books, limited editions, association copies, and ever-burgeoning accumulations of political ephemera and science fiction paperbacks. Some discrete collections, such as the William B. Wisdom Collection of William Faulkner and Huey P. Long, the Jules C. Aleciatore Collection of Stendahl and the Lafacadio Hearns Collection, are exemplary for the scope, rarity and comprehensiveness of their materials.

To further enhance the collection, rare books are actively sought through gifts and donations. Some books are purchased through the library budget, endowments, gifts and the proceeds of the annual Friends of the Library Book sale.

University Archives

The University Archives house those records concerning Tulane's history and its involvement with the local community, the state and the nation. Scrapbooks dating from 1882 to the present and folders of information on such renowned faculty and alumni as Dr. Michael De Bakey, Dr. Rulolph Matas and President Woodrow Wilson stand alongside bound University catalogs from 1853 to the present. Jambalayas from 1896 to date and Hullabaloes from 1922 to date, as well as Tulane and Newcomb student literary magazines and newspapers that are no longer published, are also housed here. There are photographs of, and files pertaining to, many of the buildings on campus, as well as other records containing financial data (for example, budgets and endowed funds) from the mid-1900s to date.

Record cards of former faculty and staff members up to the mid-1950s are kept in this archive, as well as alumni files. Copies of miscellaneous materials printed by the University and of faculty reprints, are also maintained along with collections of papers of faculty members and memorabilia donated by alumni.

Other records of the University are added to this archive continually as they become available.