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Fort Hays Kansas State College Forsyth Library Leaflet - No. 2

Forsyth Library, Fort Hays Kansas State College

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HOW TO USE THE CARD CATALOG

The card catalog is located in the lobby on the second floor of Forsyth Library. It is a record of books in the library. Learn how to use it, for it is the key to a collection of two-hundred thousand books available here for your use.

AUTHOR - TITLE - SUBJECT CATALOG

Use this catalog to find a particular book if you know its author or title.

Authors are usually individuals, but may be companies, institutions, or other organizations.

Example:

American chemical society

Titles of books are listed if they are distinctive. Do not expect to find all the titles beginning History of, Report on, Outline of, etc.

Use this catalog to find books on a particular subject.

Be as specific as possible when looking for a subject.

Examples:

Physics not Science
Italy - History not History

Watch for cross-references. These cards direct you to the heading which is used for the subject.

Example:

Synthetic rubber

see
Rubber, Artificial
FILING RULES

The arrangement of cards in the catalog is alphabetical. Punctuation marks are disregarded in filing. Examples:

New republic  Rubber
New York (City) Zoological park  Rubber - Africa
New York times  Rubber, Artificial
New Yorker  Rubber industry and trade
Newsweek  Rubber - Patents

Your search in the catalog will be simplified if you keep these filing rules in mind:

Initial articles: a, an, and the at the beginning of titles and in foreign languages are disregarded in filing.

Abbreviations, such as Mr., Dr., U.S., are arranged as if spelled out in full.

Examples:

Mission to Moscow  Sailors of fortune
Mr. Skeffington  St. Louis
Mitchell, David  San Francisco

Numbers are also filed as though spelled out.

Example:

100 Short Stories  One Hundred Short Stories

Initials, as The AB Bookman’s manual or ABC of Art are filed at the very beginning of the letter’s section. Both of the above entries would be filed before the card for “Aaron, John.”

Subject cards for United States history are filed chronologically, with the oldest period at the front. The following subject entries appear in the order shown:

United States - History - Colonial period
United States - History - Civil War
United States - History - Twentieth century
United States - History - 1945-
All of the books in the library have a group of numbers and letters marked on their spine or, if the book is narrow, on the upper left corner of the front cover. This same number also appears on the upper left corner of all of the catalog cards. It is known as the book’s call number, and it serves as a finding symbol so that individual books may be located easily. The call number is composed of a classification number (first line); an author letter and number, the first letter of the title which is not an article, (second line); and usually, the date the book was copyrighted (third line).

The classification number serves to place all books about the same subject together. The classification system used in Forsyth Library is called the Dewey Decimal Classification System. It divides knowledge into ten major classes, and assigns a number to each. These divisions are:

000-099 General works: encyclopedias, handbooks, bibliographies, etc.
100-199 Philosophy and Psychology: books on man’s thought and his way of thinking.
200-299 Religion and Mythology
300-399 Social Sciences: education, economics, government, occupations, communications, folklore.
400-499 Philology: the study of languages, both English and foreign.
500-599 Pure Science: mathematics, astronomy, physics, chemistry, biology, etc.
600-699 Applied Science: home economics, business, farming, manufacturing, etc.
700-799 Fine Arts: art, architecture, music, sports, entertainment.
800-899 Literature: the actual works themselves, and works about them.
900-999 History: geography and travel, biography.

These large groups are further subdivided to show aspects of a subject; e.g., 500 is science, but 513 is geometry, and 513.1 is plane geometry. Since books are placed on the shelves numerically, all the books with the same classification number stand together.
SYMBOLS ABOVE CALL NUMBERS

A  The "A" above a call number means that a work is a bibliography. At the same time it indicates that work is located in the Bibliography Room behind the Reference Desk.

B  "B" above a call number means that the work is a biography. These are shelved in the main stacks. The use of this symbol has been discontinued and all new biographies are now classified in the 920's.

C  "C" above the call number indicates that the work is restricted material. These are kept in Room 301 and may be checked out from the Reserve Desk.

CL "CL" means that the material is located in the Curriculum Laboratory, Room 302. These items may be checked out, but may be used in Room 302 only.

Doc With a call number means that the material is in the Documents Collection in Room 308, third floor of the library. State, federal, municipal, and United Nations publications are included in this classification.

F  The "F" with a call number means that the work is a motion picture film. Information concerning the use of films should be obtained at the Circulation Desk.

FS The "FS" indicates that the material is a film strip. Arrangements for these are made at the Circulation Desk.

J  A "j" above or preceding the Dewey number indicates the work is in the School Collection, Room 302. Material in this collection is for use with pre-school, elementary and secondary school children. The "j" collection has several categories within it:

   jB - Biography        jE - Easy Reading        jF - Fiction
   jSC - Story Collection jM - Magazines

M  Sheet music and books of actual music have the "M" above the call number.

MC Micro-card

MF Micro-film

Micro-reproduced material, together with the micro-readers are available for use in the library only. Ask at the Reference Desk for these materials.

MR Over a call number means that it is a map. These are located in Room 302, third floor of the library, and may be used by asking at the Reserve Desk.
When you have located in the catalog the card for the book wanted, fill out a KEYSORT CARD as shown at the right. Copy from the catalog the author's name, the title, and--most important of all--the call number in full. Sign your name and address, and present the call card, with your I.D. card, at the LOAN DESK.
P Indicates that the item is a print or reproduction of a painting. These are obtained and checked out at the Reference Desk.

PS Indicates the materials are photo-slides. These may be obtained at the Circulation Desk.

Q Oversized, obtained at Circulation desk. (Now discontinued)

R The "R" above the call number means that the material is of such nature that it is placed in the Reference Room and is for use in that room only.

RD Means that the material is a disc record. These are obtained at the Circulation Desk.

RM This symbol means that the material is a magazine or periodical. These are checked out from the Circulation Desk.

Magazines listed in red type in the magazine flip-files in the Reference Department may be secured at Documents Department, Room 303, third floor, at the end of the hall.

RT Indicates that the item is a tape recording. These are obtained at the Circulation Desk.

W Materials included in the Western Collection are so designated by the "W" above the call number. The Western Collection is located in Room 301. These items are checked out from the Reserve Desk. However, many of these items are rare or fragile and may be used in the library only.

For additional information and assistance in using the card catalog ask at the Reference Desk.