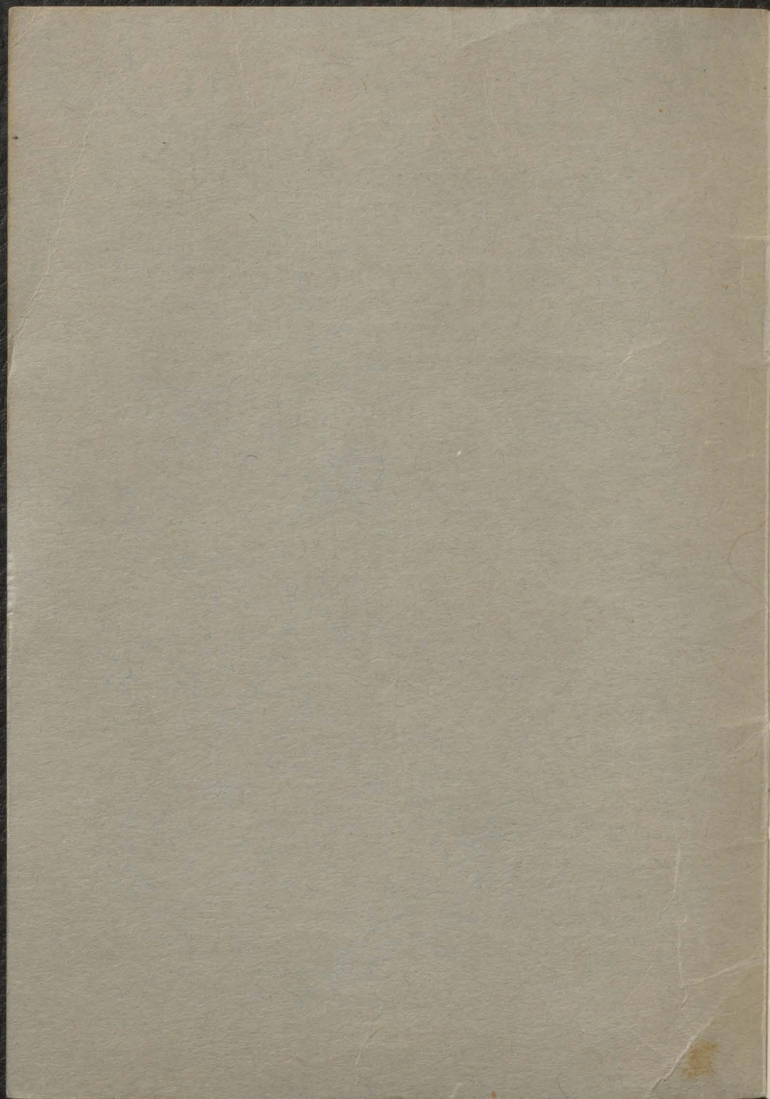


**STUDENTS' HANDBOOK**  
to  
**McGILL UNIVERSITY**  
**LIBRARIES**



*Please read and keep for reference*



# STUDENTS' HANDBOOK

to

## MCGILL UNIVERSITY LIBRARY

The University Library includes all the collections of books belonging to the University and housed on the campus in different buildings. It is under the general management of a Committee, with the Librarian as its administrative officer.

### 1. REDPATH LIBRARY

3459 McTavish Street. Built and partially endowed by Peter Redpath in 1893. It contains the main collection of University books on general subjects, and especially those used by the Faculties of Arts and Science, Graduate Studies and Research, and Music.

It also houses the special collections listed on p. 8—12.

The following suggestions regarding the use of the Redpath Library will be useful to students:

1. The card catalogue of the University Library will be found in cases on the floor of the Reading Room of the Redpath Library. Entries for authors, subjects, and titles are arranged in one alphabet and should be consulted in the same way as the entries in an encyclopaedia or a dictionary. The ordinary author card contains the following entries: call number, author's name in full, date of his life, title of book, place and date of publication, paging and size.



2. For a book by a certain **author** look under his name (printed in black on the first line of the card), where you will find his writings listed, with one card for each work.

3. For a book on a definite **subject** look for the subject (printed in red on the first line of the card), and you will find what the Library has. If you do not find the subject wanted, look under other possible names than the one selected. Frequently the catalogue will suggest which of alternative forms has been used—for instance, it will refer you from "Government" to "Political Science," or from "Grammar" to "Language—Grammar." Sometimes at the end of a set of subject cards you will be told to "see also" certain other headings where you will find additional related information—for example, in addition to the books bearing the red subject heading "Education," you will be referred to additional information under the headings "Architectural Education; Classical Education; Scientific Education, etc."

4. Fiction, plays, and books with striking or unusual **titles** are catalogued under the title as well as by author. **Societies** are entered under their names and **periodicals** under their titles. **Government publications** are entered under the name of the country. For **biography** look either under the name of the author of the book or under the name of the person written about.

5. Coloured cards are used for special purposes; blue cards for bibliographies or lists of books on a subject or person; green for biography of an individual; yellow for criticism or interpretation; pink to replace

cards which are temporarily removed from the Catalogue.

6. The Stack is not open to students. In calling for a book use the call slips provided; white for books to be used in the Reading Room only, and pink for books to be drawn for home use. Fill in the call number which appears at the upper left-hand corner of the card, **being careful to copy it exactly**; fill in the author's name and title of the book; sign your name and address and Library Ticket number, and present the slip at the Delivery Desk. Be sure to indicate any special collection stamped on the catalogue card, such as "Blacker Library."

**MCGILL UNIVERSITY LIBRARY.**

FOR HOME USE

Author <u>Angell, Norman</u> .....	
Title <u>Preface to peace</u> .....	
CALL NUMBER	VOLUME
<u>JA</u> <u>A583</u>	
Name <u>Arthur Brown</u> .....	
Address <u>2010 Fort St</u> .....	
Faculty <u>Arts '37</u> # <u>1421</u> .....	
OUT	

7. The shelves in the Reading Room contain various classes of books. Encyclopaedias, dictionaries, and general works of reference are on the north side. These may be consulted freely in the Reading Room but may not be taken from the building. On the south side are the books reserved for reference in special courses. The shelves are numbered to correspond to the Departments and courses. For conditions under which these books may be borrowed, consult the Desk Attendant.

8. Books in special demand are kept on the shelves behind the Delivery Desk.

9. Current periodicals may be found in the Periodical Room. For back numbers or bound volumes, consult the catalogue and apply at the Desk.

10. The University Book Club Room is open to members only.

11. The men's cloakroom must be used when the checker is in attendance.

12. If you have any difficulty in finding information from the Catalogue, do not hesitate to ask for assistance from the Attendant.

13. Graduate students and members of the Teaching Staff wishing to make use of the inter-library loan arrangement of this institution should consult the assistants at the Desk.

14. The Library is a depository of the Library of Congress Catalogue Cards, which may be consulted on application at the Delivery Desk.

15. Stack permits are issued at the Desk to



qualified students, subject to the regulations of the Library Committee.

16. A temporary study room is provided for a limited number of Graduate students. Application for table space should be made at the Desk.

### LIBRARY REGULATIONS

1. All students of all Faculties, Schools and Departments who have paid their fees receive a Library Card which entitles them to read in the Library and to borrow books (subject to the regulations) to the number of three volumes at one time.

2. The University Library is closed on Sundays and on certain other holidays, as noted in the **Calendar**. With a few exceptions, which are posted in the Library at the appropriate time, it is open as follows:—

**October to May:** 9 a.m. to 10 p.m.

Saturday, 9 a.m. to 5 p.m.

**June and September:** 9 a.m. to 6 p.m.

Saturday 9 a.m. to 5 p.m.

**July and August:** 9 a.m. to 5 p.m.

Saturday, closed.

3. All students who wish to use the Library must present their Library Cards at the Delivery Desk and fill in their signature and address on a Borrower's Register Card. Any subsequent change of address must be reported.

4. Graduates in any of the Faculties, other than those registered in The Faculty of Graduate Studies, on

paying an annual fee of \$5, are entitled to the use of the Library, subject to the same rules and conditions as students.

5. Books may be taken from the Library only after they have been charged at the Delivery Desk; borrowers who cannot attend personally must sign and date an order, giving the titles of the books desired.

6. Books shelved in the reading rooms must not be taken from the rooms to which they have been assigned; and, after they have been used, they must be returned promptly by readers to their proper places upon the shelves.

7. Before leaving the Library, readers must return to the attendant at the Delivery Desk books which they have drawn from the stack for use in the reading room.

8. All persons using books remain responsible for them so long as the books are charged to them, and borrowers returning books must see that their receipt is properly cancelled.

9. Writing or making any mark upon any book belonging to the Library is unconditionally forbidden. Any person found guilty of wilfully damaging any book in any way shall be excluded from the Library and shall be debarred from the use thereof for such time as the Library Committee may determine.

10. Damage to or loss of any books, maps, or plates, and injury of library fixtures, must be made good to the satisfaction of the Librarian and the Library Committee. Damage, loss, or injury, when the responsibility cannot be traced, will be made good out of the caution money deposited by the students with the



Bursar. Readers are reminded that under the provisions of the Canadian Criminal Code any wilful damage to property constitutes a criminal offence for which severe penalties can be inflicted. Minor damages render the offender liable to a fine of \$20.00, and he is also bound to compensate the owner up to a limit of \$20.00. Refusal to pay these sums is punished with imprisonment up to two months (Sections 539-540). More serious damage may involve a term of imprisonment up to two years (Section 510-E).

11. Should any borrower fail to return a book upon the date when its return is due, he may be notified by postal card and requested to return the book. If the time has not been extended or the book returned, after a further delay of at most three days, the book may be sent for by special messenger, at the borrower's expense, or may be replaced and paid for, in the case of a student, out of the caution money of such student. **A fine of five cents for ordinary books and twenty-five cents for reference books is imposed for each day that a book is overdue.**

12. Before the close of each session, students and members of the Teaching Staff must return uninjured, or replace to the satisfaction of the Librarian, all books which they have borrowed.

13. Silence must be strictly observed in the Library.

14. Infringement of any of the rules of the Library will subject the offender to a suspension of his privileges, or to such other penalty as the nature of the case may require.

## 2. MEDICAL LIBRARY

The Medical Library, which was founded in 1823, occupies the central portion of the Medical Building, 3640 University Street, at the corner of Pine Avenue. It contains 51,300 volumes, 19,970 pamphlets, and is particularly well supplied with journals. It is open daily during the session from 9 a.m. to 6 p.m. and 7:30 p.m. to 9:30 p.m.; Saturdays, 9 a.m. to 5 p.m. In June, July and August, open daily, from 9 a.m. to 5 p.m.; Saturdays in June, 9 a.m. to 1 p.m. and closed on Saturdays during July and August.

In addition to the regulations on p. 5—7, the following rules govern the use of the Medical Library:

1. The Library is available for use according to the rules and regulations, by medical students and graduates of the Faculty, by licensed physicians, by members of the House Staff of the Montreal Hospitals, and by registered and certified nurses.

2. The Stack-Room is only accessible to the staff, or by special permission.

3. No one will be allowed access to the Library out of Library hours.

4. No persons shall loan volumes borrowed from the Library to any other person.

## 3. OSLER LIBRARY

Situated on the third floor of the Medical Building, opposite the Medical Library. This library of the history of medicine and science was collected and donated by Sir William Osler. It contains 7,600 volumes described

in the printed catalogue **Bibliotheca Osleriana**, Oxford, 1929. Open for undergraduates and visitors during the day at the same hours as the Medical Library.

#### **4. LAW LIBRARY**

Situated on the top floor of the Administration Building. Contains law reports, books, and periodicals for the use of the staff and students of the Faculty of Law. Open daily and in the evening during the session.

#### **5. ENGINEERING LIBRARY**

Situated on the first floor of the Engineering Building. Contains a selection of books and periodicals for the use of Engineering students, who also have access to the rest of the collection housed in the Redpath Library. Open daily during the session.

#### **6. BAILLIE LIBRARY OF CHEMISTRY**

Situated on the second floor of the Chemistry Building. Endowed in 1923 in memory of Lieut. George Irvine Baillie. Contains selected books and recent periodicals on Chemistry and allied subjects for the use of members of the Department and students. Open daily during the session.

#### **7. PHYSICS LIBRARY**

Situated on the third floor of the Physics Building. Contains an up-to-date and complete working library of books, periodicals, and monographs on the various branches of Physics. Open daily during the session.



## **8. ROYAL VICTORIA COLLEGE LIBRARY**

555 Sherbrooke Street West. Situated on the second floor. Contains selected works for women students in the Faculty of Arts and Science, especially for the junior years. Open daily during the session and in the evening for residents.

## **9. BOTANICAL LIBRARY**

Situated in the Biological Building, on the first floor. Contains a selection of books and recent periodicals on Botany, the remainder being housed in the Redpath Library.

## **10. LYMAN LIBRARY OF ENTOMOLOGY**

Situated in the Redpath Museum, on the first floor. Contains a specialized collection open for consultation on application to the Curator.

## **11. CARNEGIE COLLECTION**

Room No. 7, Arts Building, opposite the Dean's Office. This room, first made available in 1933, contains a growing collection of books of general interest to students, carefully selected by members of the Faculty and the Library Staff, together with the required reading in First Year English and Natural Science. Open daily during the session.

## **12. BLACKADER LIBRARY OF ARCHITECTURE**

Situated in the Redpath Library. Founded in 1917 by Dr. and Mrs. A. D. Blackader in memory of Captain

Gordon Home Blackader. Contains a collection of books and periodicals on Architecture and the Fine Arts, with a study room for students of the Department of Architecture.

### **13. BLACKER LIBRARY OF ZOOLOGY**

Situated in the Redpath Library. Founded in 1920 by Mr. and Mrs. Robert Roe Blacker. An unusually complete collection of books, periodicals, pictures, and manuscripts on this subject. For admission apply at Loan Desk.

### **14. EMMA SHEARER WOOD LIBRARY OF ORNITHOLOGY**

Situated in the Redpath Library. Founded in 1920 by Dr. and Mrs. Casey A. Wood. An extensive collection of rare books, periodicals, pictures, and manuscripts of birds, together with a large collection of rare pamphlets and autograph letters. For admission apply at Loan Desk.

### **15. LIBRARY MUSEUM**

Situated in the Redpath Library (entrance across Reading Room). Contains a collection, systematically arranged and annotated, of writing materials, manuscripts, and books illustrating the development of book-making and illustration from the earliest times to the present. Contains also an exhibit of binding, Oriental books, and modern fine printing. Open daily during the session. For conducted gallery talks, apply to the Librarian.

## **16. EXHIBITION GALLERY**

Situated in the Redpath Library. This Gallery, reached by the staircase opposite the entrance, contains exhibits of books, manuscripts, and illustrations on various subjects which are changed several times during the session. Open daily during the session to students and the public, without charge.

Material in the exhibit case at the Library entrance is changed weekly.

## **17. TRAVELING LIBRARY DEPARTMENT**

Situated in the Redpath Library. Contains a collection of 14,000 books. Not available for use in the Library but for distribution to country districts. For particulars, apply at Loan Desk.

## **18. UNIVERSITY BOOK CLUB**

Situated in the Redpath Library, adjoining the Loan Desk. Contains a collection of selected recent publications for the use of members only. For terms of admission, inquire at Loan Desk.

## **19. UNIVERSITY BINDERY**

This department is equipped to undertake personal orders for members of the University. For styles and rates, apply either at the Bindery in the basement of the Medical Building, or the Binding Department in the basement of the Redpath Library.

## **20. THE CLASSIFICATION AT THE REDPATH LIBRARY**

Every library classifies its books for economy in shelving and convenience of reference. Many public



and other libraries use the Dewey Decimal Classification in which classes or subjects are represented by numbers; others use the Library of Congress notation; and others, including McGill University Library, use the Cutter Expansive Classification, in which the letters of the alphabet are employed to indicate classes or subjects, combined (when necessary) with numbers (called the Local List) to indicate countries or languages.

A knowledge of the chief classes and of their location in the stack, which may be learned from the Stack Directory placed near the entrance, will save the time of the student and aid him in obtaining material.

#### SIZE MARKS

For convenience in arranging books on the shelves, they are usually divided into three groups according to three sizes which are shelved one below the other in the stack, the smaller books on the upper shelves and the larger books on the lower shelves.

.	indicates	octavo
+	"	quarto
	"	folio

#### AUTHOR MARKS

Following the size mark, a letter usually indicates the initial of the author's name followed by figures which are a mathematical abbreviation of the rest of his name. Books are thus arranged alphabetically by author in any class or sub-class.

#### PRELIMINARY CLASSES OR FORM DIVISIONS

Books of a general nature referring to any particular subject are usually placed at the beginning of

the class. These classes are known as "form divisions" and are indicated as follows:

- |                  |                 |
|------------------|-----------------|
| . 4 Histories    | . 7 Periodicals |
| . 5 Dictionaries | . 8 Societies   |
| . 6 Handbooks    | . 9 Collections |

e.g., L. 4S679 would indicate a history of science by Soddy. This use of .4 must not be confused with a .4 after a call number to indicate a fourth copy, e.g., YP. B825.4 means a fourth copy of Browning's Poems.

### SPECIAL COLLECTIONS

Special collections or departmental libraries are not shelved in regular class order in the general stack. The location of books in such collections is indicated on the catalogue card below the call number and should be copied on the call slip when asking for a book. The position of such collections is indicated on a guide to be found at the entrance to the stack.

## 21. SYNOPSIS OF THE CUTTER CLASSIFICATION

- |  |   |
|--|---|
| A GENERAL WORKS<br>Including dictionaries, encyclopedias, indexes, periodicals, and reference works. | C CHRISTIANITY AND JUDAISM<br>CB Bible  |
| B PHILOSOPHY<br>BI Psychology<br>BR Religion   | D ECCLESIASTICAL HISTORY<br>E BIOGRAPHY |

F HISTORY

- FO1 Prehistoric
- FO2 Ancient
- FO3-07 Modern
- F11-F99 History of  
single  
countries.

N.B. — Canada is found  
where F82 should be, but  
is marked 100-717.

G GEOGRAPHY AND  
TRAVELS

H SOCIAL SCIENCES

- HB Statistics
- HC Economics
- HF Labour
- HK Commerce
- HM Money
- HN Banking

I SOCIOLOGY

- IA Social history  
and reform
- II Insurance
- IK-IZ Education

J POLITICAL SCIENCE

- JT Constitution and  
government
- JY International  
law
- JYR Foreign  
relations

K LEGISLATION AND  
LAW

L SCIENCES

- LB Mathematics.
- LI-LNP Physics
- LO-LGT Chemistry
- LR-LX Astronomy

M NATURAL HISTORY

- MC Geology
- MF Mineralogy
- MH Meteorology
- MK Biology

N BOTANY

O ZOOLOGY

- ORH Ornithology

P ANTHROPOLOGY AND  
ETHNOLOGY

Q MEDICINE

- QDY Nursing

R TECHNOLOGY

- RD Mining
- RF Metallurgy
- RQ Chemical  
technology

S ENGINEERING

- SY Aeronautics

T MANUFACTURES



U MILITARY ARTS  
     UN Nautical Arts

V ATHLETIC AND  
 RECREATIVE ARTS  
     VU Theatre  
     VV Music

W FINE ARTS  
     WF Architecture

X LANGUAGE

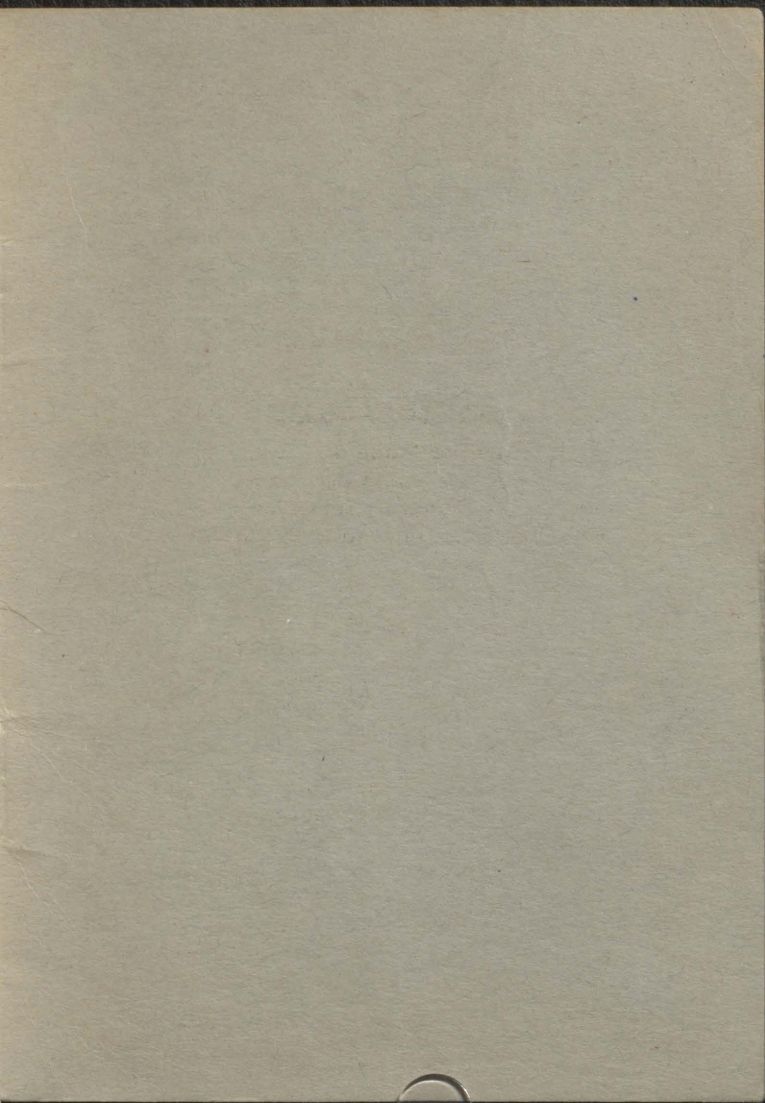
Y LITERATURE  
     YD Drama  
     YF Fiction  
     YP Poetry

Z BOOK ARTS  
     ZH Printing  
     ZI Publishing  
     ZP Public libraries  
     ZT Bibliography  
     ZY Literary  
         criticism

## 22. LOCAL LIST

This is a convenient arbitrary use of numbers to indicate countries as sub-divisions of classes: e.g., F45 (F: History—45: England) English History. The chief countries or continents referred to by students are:

21 Australia*	54 Russia
23 New Zealand	56 Austria
30 Europe	58 Czechoslovakia
32 Greece	59 Balkans and Turkey
35 Rome	60 Asia
36 Italy	66 China
38 Switzerland	67 Japan
39 France	69 India
40 Spain	70 Africa
42 Scotland	80 America
43 Ireland	82 Canada
45 England	83 United States
46 Netherlands	95 Mexico
47 Germany	96 Central America
50 Denmark	98 South America
52 Sweden	



Ep. 1930-7