

Guide for Advanced Research in the History of Science Collections



January 23, 2012

Welcome to the University of Oklahoma Libraries History of Science Collections

The Collections offer outstanding access to rare books and recent publications in the history of science, all conveniently located within a single facility. The Roller Reading Room provides a quiet and secure environment for using Collections materials. This guide for registered researchers will explain what you need to know to make the most out of your research time in the Collections.

- Download a current version of this handout from the Collections' blog: <http://ouhos.org>.
- Click on the *Research Tips* category of the blog for additional research aids.
- The *Area Attractions* pdf, available with clickable links from the blog, will help with the logistics of your visit.

Additional access to non-public areas of the History of Science Collections is available, space permitting, by application and interview. Eligible applicants include faculty and graduate students with multi-semester projects, students in formal internships, visiting scholars, and others with a letter of faculty support. Once approved, registered researchers may access non-public spaces, browse the Stacks, and check out books to an assigned study, carrel or hold shelf.

To request research privileges:

1. Read "Introduction to the History of Science Collections" and this guide thoroughly. Download both from the blog.
2. Meet with the Curator or Librarian to explain your project. Before or after that meeting, *provide a digital photograph* and sign and submit the *Application Form* on the last page of this guide.
3. Meet with Collections staff (Sylvia and J) and introduce yourself to the student workers.

Except for the last page, keep this guide handy for future reference.



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For the latest version of this Guide see: <http://ouhos.org>

The Commons

The Commons is a long narrow room located on the north side between the Reference area and the Archives area. Our aim, over time, is to refurbish this room with comfortable chairs to make it a more pleasant and relaxing environment.

The Commons is an ideal place for:

- *Quiet conversation*
- *Eating a bag lunch*
- *A cup of coffee or other drinks in library approved containers (far away from books)*
- *Browsing recent, unbound issues of selected journals*
- *A more relaxed reading environment when you need a change of position*

Recent issues of many (but not all) journals are available for browsing on the Commons' shelves. You may ask Collections workers to scan articles from unbound journals kept in this room; there is no need for special permission from non-student staff. Obtain a **Scan Request Form** available at the front desk.

At least one foam cushion station is maintained in the Commons for your convenience. Remember to use foam cushions whenever you are working with vault books or other fragile items (and remember that food and drinks must not be set on the same table as Collections' books).

All persons who "set up shop" in the Commons for a day should put their work away before leaving. Space is available in the Commons on a first-come, first-served basis each day, with no overnight squatting allowed. If you want to work at a table that is filled with materials but no one is working there, ask staff to clear it for you.

There are usually many people working in the Commons at the same time. For example, visiting scholars work there, the scanner & current periodicals draw traffic, as does work on the *Isis Bibliography*. Nevertheless, talking in the Commons in soft tones is encouraged, for the Commons is the main informal gathering area within the Collections. Do keep it as quiet as possible, since noise



does travel through the closed doors into the adjacent study areas. If you need a place to work by yourself or if you need to work in absolutely quiet surroundings, try the Roller Reading Room. If you need a place to talk in ordinary volumes, however, please move to the Elevator Foyer, where there are no restrictions on noise.

Whether in the Commons or at a carrel, whenever you are distracted by noise, please remind those who are being too loud that the Collections is a quiet area. Please inform Collections staff if problems continue — especially if we are the problem!

Food

Food and drinks are allowed in the Commons, but ***not on the same table as Collections books.***

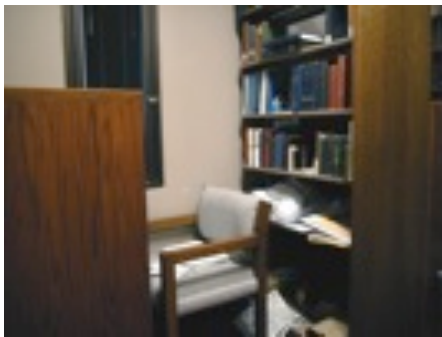
Please clean up after yourself. Throw organic remains away only in trash containers with lids, to minimize the attraction of critters! Leave no sticky residues on table surfaces.

Food and Drinks

Please do not consume food or drinks while in the lobby area. A general library policy prohibits food and drinks in unapproved containers. Approved drink containers (such as bottled water or travel mugs with lids) are allowed in the library and in specific areas of the Collections as described below, so long as no problems (spills, ants or other bugs) arise. Carry food through public spaces concealed in bags; do not walk through the Collections with open drinks.

Wastebaskets

Please dispose of food leftovers and empty food and drink containers only in **wastebaskets with lids**. To avoid attracting critters, do not put food leftovers in wastebaskets without lids.



Carrels and studies are now shared by multiple people, so remember that Collections materials may be close at hand.

At carrels

Food and drinks are not permitted at study carrels. Please consume all food and drinks in the Commons; store them in the Kitchenette. A new large refrigerator is available for your convenience in the Kitchenette area.

Harlow Room

In contrast to the prohibition of food and drinks for undergraduate classes, food and drinks in approved containers are allowed in the Harlow Room **during graduate classes, Department colloquia and special events** such as brown bag luncheons. Food and drinks are **not allowed in the Harlow Room when Collections materials are present**; first remove them, clean up any sticky places, and only then introduce the books into the room. Please be certain to clean up thoroughly, including after classes and colloquia, particularly on Fridays. The Collections reserve the right to ban all food from the area should there be evidence of failure to clean up.

Kitchenette

Your mother loves you but does not live here: dirty dishes left unwashed in the sink overnight may be thrown away. **Do not let food go down the drain.** If you put any food item into the refrigerator, either use it before the end of the week or label it. The refrigerators are cleaned out every Monday morning at 9 a.m. Every unlabeled food item will be thrown in the trash.

In Studies

Do not consume food in studies. Drinks in approved containers are allowed, but not in the vicinity of Collections materials. Keep drinks on a different, lower surface and keep lids closed. Place vault books on as high a shelf as possible before introducing drinks into the study. Dispose of cups in a lidded wastebasket, not in a study.

Notify us...

if you see any food or drink spills or contamination of a book, so that we can clean it up and/or take appropriate conservation measures.



With Vault books

Never allow food or drink containers of any sort (even including library-approved containers) to be placed in the vicinity or on the same table where Vault books are located.

Wash your hands before handling any book, especially a Vault book.

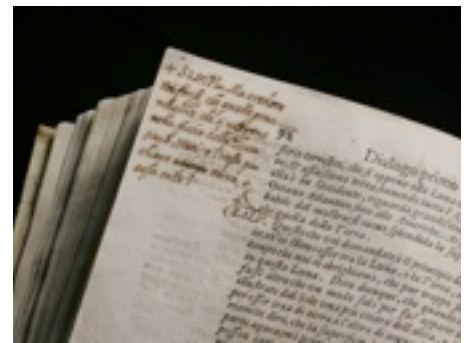
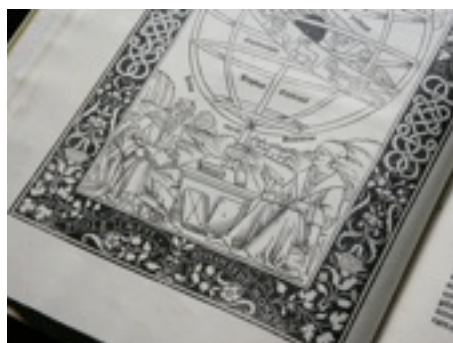
Vault books & Security II

Security

Only staff may let someone into or out of the Collections or into or out of the Workroom.

Visitors are not allowed beyond the public area without permission from non-student staff. The research area is a secure space. *Visitors are never to be left unattended*, they must not take their bags with them, and security devices must not be pointed out to them. If you have a guest whom you wish to show around, obtain permission from non-student staff before bringing them through the research area door.

When departing one of the studies in the back hallway, please either prop the door open with a door stop or close the door until it latches. If a door is allowed to swing freely, changes in room air flow may cause it to move during the night and set off a motion alarm, requiring the Curator to respond with OUPD.



Vault books

Please use foam cushions with vault books. Limit the exposure of vault books to heat and light, including from carrel lamps.

No pens: You may use ink at your desks at times when no Collections books are nearby, but never with Collections books. If you need a pencil, extras are available from the Roller Reading Room or Reception Desk.

What should I do with a Vault book when I am finished with it for the day?

A **Vault Return Shelf** is located inside the Stacks in the south aisle. For Vault books you wish to consult again within a week or so, please put them on the **Vault Hold Shelf**, also in the south aisle inside the Stacks. This location is more

Bag search

Because we are not equipped to search belongings transported from the non-public areas to the Harlow Room, nor can our staff keep track of traffic between the non-public areas and the Harlow Room, *all persons with research access privileges should submit their unchecked bags to searching when leaving the Collections* — even if they have not been in the non-public areas during that particular visit to the Collections. The attendant at the Reception Desk cannot keep track of whether you have been to the back. Unchecked bags of registered researchers carried beyond the front desk always need to be searched.

Materials do not circulate, except by the special permission of the Curator or Librarian (if necessary, ask about "[Green slips](#)").

desirable than a carrel or study because they are behind another set of locked doors overnight, they are within controlled climate conditions, and they are better protected from the danger of fire. However, this arrangement is still convenient for you because you may retrieve them without assistance whenever you wish. Do not leave a Vault book overnight outside either the Vault or the Stacks.

Green Slip: History of Science Collections special check-out

Author	Author
Title	Title
Publication date	Publication date
Ed/vol/copy:	Ed/vol/copy:
Shelved under: author title	Shelved under: author title
Other:	Other:
octavo quarto	octavo quarto
Please confirm Amazon or Books in Print and check one of the following: <input type="checkbox"/> Still in print according to Amazon.com <input type="checkbox"/> Still in print according to booksinprint.com Double-checked by _____	Please confirm Amazon or Books in Print and check one of the following: <input type="checkbox"/> Still in print according to Amazon.com <input type="checkbox"/> Still in print according to booksinprint.com Double-checked by _____
“I agree to replace this book if it is lost or damaged.” Your signature:	“I agree to replace this book if it is lost or damaged.” Your signature:
Date checked out:	Date checked out:
Date due:	Date due:
Approved by:	Approved by:

- The Green slip special checkout process is intended to facilitate extended evening use of in-print secondary sources, on **infrequent** occasions, when scanning is not feasible, for OU faculty, graduate students, and visiting scholars.
- A limited selection of items are eligible, including only books that are in good condition, are easily replaceable (are still in print from American publishers and are not periodical issues), and that are not assigned in classes or currently in use by other scholars.
- The Green slip process is a provisional policy of the University Libraries that will be revoked by the Library if books are late, lost or damaged as a result, or if demand becomes excessive.
- Ordinarily 24-hour advance notice will be appreciated, and books will be returned the following day to ensure their availability to other users.

1. Check out the book using a yellow slip as usual; then complete both columns of the above form.
2. Obtain a signature of approval from the Curator or Librarian. They will double-check that the book is still in print. Please do not ask other Collections staff for assistance.
3. Cut the form in two, and insert one column in the book. Remove the yellow slip from the book. The other column of the form will be kept in a folder at the front desk, with the yellow slip paper-clipped to it.
4. When you are finished, return the book directly to Collections non-student staff (Kerry, JoAnn, Sylvia, J), not to student workers.

Reference Area

In addition to the standard encyclopedias and dictionaries that you might expect, the Reference Area contains many unexpected volumes that might spur your research. Take an hour to browse the aisles and look for the titles that entice you the most! When using Reference materials, please keep the following points in mind:

- Reference works are shelved by call numbers, so indicate the **call number** of a reference item on the Yellow Checkout slip.
- Return reference items to the **Return table** in the Reference area. Staff will reshelve them nightly.
- Return reference items before departing for the night.
- Some reference items are kept in the Roller Reading Room. These may rotate in and out from one semester to the next.

Registered researchers may retrieve materials from the Stacks and Reference Area. Should you need to take a reference book from the Reference area, please check it out with a yellow slip in the same way as for the Stacks, except include the **call number** on the yellow slip, since Reference area books are shelved by call number. However, do not keep the reference book away from the Reference area overnight. To return a reference book, set it on the Reference Table in the west hallway.

Carrels/Studies

Library books

Library books from outside the Collections must already be checked out to you if they are to remain at your desk or carrel. It is a great disservice to the library and other patrons to “stash” main library books up here that are not checked out. If they are discovered by Collections staff they will be immediately returned to the library without notification.

Reading Room

Students in undergraduate classes working on research projects should be encouraged to use books on the **Reference Shelf** in the Reading Room. See the blog post “**Reference Resources**” for an overview of these works and links to their catalog records.

To promote awareness of research activities of our faculty, alumni, and students, we are now displaying theses/dissertations and books published by alumni, faculty, and other department affiliates on the **Faculty Shelf** and the **Thesis Shelf**.

Workroom

Do not enter the workroom without assistance. Ask for assistance when needing **non-book formats**. (CDs, DVDs, microfilm, Landmarks of Science) should be retrieved by staff.

Stacks

Lights

Enter and exit the Stacks through the north door; a light switch appears on the wall just inside the door. Because light damages books, **turn out the lights** when leaving the Stacks (provided nobody else is inside!). If the lights are on when you enter the Stacks, be sure to look in open aisles before moving the shelves or turning off the lights, in order better to preserve your colleagues in our historical collection.



Retrieving books

Registered researchers may retrieve materials from the Stacks. Direct access to the Stacks is an atypical privilege; in most special collections all materials are paged by the staff. To facilitate serendipitous discovery by browsing, works in the Stacks are shelved by author, title or personal subject rather than by subject classification. To **check out a book**, use the card catalog or online catalog to fill out a **Yellow Request Slip**. To create an aisle in the Stacks, crank each stack slowly, in order to keep books from falling. **Move only 1 or 2** stacks at a time in order not to strip the crank gears. When you have opened up an aisle, and found the book you want, **remove the book and place the card stock portion of the Request Slip in its place**. Then *slide the adjacent books and bookend to close the gap on the shelves*. Otherwise, with movable shelves, loose books easily fly off the shelf and may be crushed underneath the rolling stacks. Staff will be glad to provide reference assistance, complete Yellow Slips for you, or track down hard-to-find items.

Stacks Books Return truck

There's no easier place to lose a book than in the Stacks! **Do not reshelve books yourself**. Place Stacks books on the **Return Truck** located inside the north door to the Stacks. Return Vault books to a **Vault Return shelf** located inside the south door to the Stacks. Return a book whenever you cease using it regularly; otherwise, it is difficult for staff and other patrons to locate the book. Make a special effort to return items well before the end of each semester. **All items must be returned each summer, and checked out anew if you wish to continue using them.**

Reshelving and Hold Aisle

Please **do not remove books** from any of the shelves in the south aisle of the Stacks. This includes the *Landmarks of Science* shelves as well as all the "Reshelve" and "To Be Reshelled" shelves. **Exceptions** to this include: Vault Hold Shelves, Class Reserves Shelf.

Feel free to browse the **New Books Browsing Area**, or the shelves holding new books waiting to be moved to the stacks. If you want to check out a book from this shelf, please ask one of our staff for assistance.

Vault books requested will be placed on a designated "Vault Hold Shelf." Please place vault books you are finished with on the "Vault Books To Be Reshelled" shelf.

The "**Class Reserve Shelf**" holds books requested for classes in the Department of the History of Science.

Clean Agent Fire Suppression

Water sprinklers are not the primary defense against fire in the climate-controlled areas; rather, the Vault and Stacks are protected by a “clean agent” fire suppression system. The clean agent gas is environmentally safe, will not conduct electricity, leaves no damaging residue, and has low human toxicity. Before entering these areas all users need to understand the general characteristics of this system.

VESDA units:

A sensitive *Very Early Smoke Detection*

Apparatus continually sniffs the air throughout each area (<http://www.youtube.com/watch?v=q9bgMBUfpYY>).

The VESDA unit in the Stacks is located inside the north entrance; a similar unit is mounted inside the entrance to the Vault. If smoke is detected, an alarm is sent directly to the main library alarm system and the Norman Fire Department will respond immediately. The siren will sound, and strobe lights inside the area and in the hallway outside the entrances will signal that the alarm has been initiated. If you are in the Stacks when the alarm sounds, *exit by the nearest entrance without delay!*

Ten-second countdown to discharge:

After a ten-second countdown by the VESDA unit, tanks of compressed clean agent located above the ceiling will discharge into the area. Once discharge begins, the clean agent gas will fill the room in under a minute, suffocating the fire. Because the gas is highly compressed, and due to the explosive mechanism that discharges the gas, the witnessing of a discharge may be quite disconcerting (for a youTube video, see http://www.youtube.com/watch?v=1M-gFUHRq_Y).

It is imperative to **keep the doors closed** after discharge to ensure that oxygen does not re-enter the room and ignite any smoldering embers. The



effectiveness of the system depends upon the maintenance of a sealed area. ***Do not enter the Stacks or Vault if the system has discharged!***

Just inside each entrance to the Stacks and Vault there are two buttons, an Abort button and a Manual Alarm button. *Please exercise extreme care not to press these buttons accidentally.*

Abort button:

In the unlikely event that you witness the initiation of the 10-second alarm countdown and you need to suspend the countdown to discharge, there is an abort button inside each entrance door. **Once the abort button is pressed, the 10-second countdown to discharge will be suspended for as long as the button remains pressed.** When you let up on the button, the countdown will resume from the 10-second mark, allowing you time to exit the area.

Manual Alarm button:

In the unlikely event that you witness a fire that has not been detected by the VESDA unit, there is a manual alarm button located inside each entrance door. This button cannot be pressed without first removing the loose-fitting metal collar. Pull down on the plastic cord attached to this collar and it will fall away, allowing the button to be pressed. **When the button is pressed,** the VESDA unit will activate at once, sending an alarm to the main library control panel and **initiating a 10-second countdown to discharge.** After pressing the button, exit the area immediately.



Shelf-order & the printed cards

Why use the printed card catalog?

There are two primary reasons to consult the printed card catalog in addition to the online catalog:

- (1) to be completely sure about whether a work is held by the Collections; and
- (2) to discover precisely where in the Collections the book is shelved.

Since books are shelved not by call number but alphabetically by author (for the most part), the printed card catalog also serves as a **shelf list**, in that the books are shelved in the same sequence as their cards in the catalog.



How can I be sure whether a work is held in the Collections?

The printed card catalog contains the most **complete and thorough record** of printed works held in the Collections. The online catalog record is not as accurate, for a variety of reasons. Works cataloged, but never received sometimes show up in the online record. In addition, the online catalog may fail to include works actually held by the Collections. The online catalog is being updated to include actual shelving information (octavo, quarto, Reading Room), but at present only the printed cards provide a completely accurate list of Collections holdings and information about where each item is shelved.

In what order are books shelved?

Items are shelved to facilitate serendipitous discovery while browsing, organized not by call number* but under **author, corporate or conference author, subject, title** or **series title** (examples are shown below).

*Items in the Reference Area are shelved by call number.

Begin with the online catalog: many online records indicate where a book is shelved, whether it is shelved by author or title (the latter is typical for edited volumes) or subject (e.g., under Isaac Newton rather than Richard Westfall). The online record may also indicate the size of the volume, which is important because *octavos*, *quartos*, *folios* and *flats* are shelved in separate areas in the Stacks. When this information is not available in the online record, you will find it on the printed card. A typical online catalog record will indicate how a book

History of Science Collections	Copies	Location
History of Science	1	Stacks
Note of Author		

is shelved at the end of the record, like this:

This item is shelved in the **Stacks**, in the **octavo** section, by **Author**.

Note on sizes: *Octavo* books are hand-sized, up to 27 cm tall. They are smaller than *quarto* (*q*, 28-32 cm) and *folio* (*f*, >32 cm) works. The Stacks contain separate sections for *o*, *q*, *f* and *flats*. Some *small* vault items (*s*, <17 cm) and *flat* items (in limp portfolios, thin boxes, or with fragile spines) are shelved separately as well.

The Yellow Checkout Slip

General Procedure

Yellow Checkout Slips are available in the Lobby and in all areas where books are shelved. The attendant at the Reception Desk will be pleased to assist you at any time. After completing a Checkout Slip, place the **stiff card-stock portion** onto the shelf in place of the book. Insert the thin yellow slip into the book. Because we do not use call numbers (except in Reference), it is essential to accurately mark the spot on the shelf where the book came from. *Please slide the adjacent books and bookend to close the gap on the shelves.* Otherwise, with movable shelves, loose books easily fly off the shelf.

How do I fill in the blanks on a Yellow Checkout Slip?

Most areas of a Yellow Checkout Slip are the same regardless of how a given book is shelved:

Enter the first few words of the title. If it is long you do not need to enter all of it. Underline the first few letters of the word or last name that it is shelved under.	Author <u>Copernicus, Nicolaus</u> Title <u>Three Copernican Treatises</u>	Your last name is sufficient if you are a registered researcher with a designated study, carrel or hold shelf. Write your name clearly and press hard enough to go through to the cardstock.
Don't forget edition and volume #'s when we have multiple editions!	Ed. ___ Vol. ___ Pub. date <u>1939</u>	• Size: Books are shelved separately by size: s = Small (<17 cm, vault only); o = Octavo (hand-sized, 17-27 cm); q = Quarto (larger, 28-32 cm); f = Folio (largest, >32 cm); flat (no abbreviation). The work is octavo if no size symbol is indicated on the printed card. Write s or q on the slip when needed.
Not needed if you have a study, a carrel, or a hold shelf.	Name <u>Carl Sagan</u> Address _____ I.D. or Dept. _____	
Remember this! If omitted, we may reshelve the book during inventories.	Today's date <u>April 1, 1990</u>	
Include a call number for items from Reference and from the Science Fiction collection. Also indicate here if an item is from a separately shelved collections, e.g. Holl or Goodman.	Call Number _____ 0 V _____ q R _____ f H _____ flat K _____ L M	
Include the Copy No. when we have more than one copy of a book. Check every book for a Copy Number. If present, it will be found on the upper left corner of the page following the title page. If there is no number, the item is Copy #1 (or unique) and this area may be left blank.	Copy No. <u>2</u> Paged by _____	

ASK FOR HELP ANYTIME!

Note: Registered researchers may retrieve items from the Stacks and Reference areas. However, for items from the Archives and the Microforms area (including *Landmarks of Science*), please give your Yellow Checkout Slip to staff who will retrieve them for you.

Finding a book: Author

Card Catalog

Author: Most books are shelved alphabetically by author. The card to the right shows a record for a collection of works written by Nicolaus Copernicus and shelved alphabetically by author in the Stacks.

The indicated size is less than 27 cm, so this work is shelved in the *octavo* section of the stacks.

520
C79t Copernicus, Nicolaus, 1473-1543.
Three Copernican treatises: the Commentariolus of Copernicus, the Letter against Werner, the Narratio prima of Rheticus; translated with introduction and notes by Edward Rosen. New York, Columbia university press, 1939.
x p., 2 l., [3]-211, [3] p. diagrs. 23 $\frac{1}{2}$ cm.
(Half-title: Records of civilization: sources and studies, A. P. Evans, editor. No. xxx)

Issued also as thesis (Ph. D.) Columbia university.

Author Copernicus, Nicolaus
Title Three Copernican Treatises
Ed. ___ Vol. ___ Pub. date 1939
Name Carl Sagan
Address _____

I.D. or Dept. _____
Today's date April 1, 1990
Call Number 0 V
_____ q R
_____ f H
_____ flat K
_____ L M
Copy No. 2 Paged by _____
OU-9109-A

Yellow Checkout Slip

Make sure the author's name is indicated on the yellow slip in the form under which it is shelved and listed in the card catalog.

- Should you use Nicholas Kopernik or Nicolaus Copernicus?
- Should you use *Ibn Sina* or *Avicenna*?
- Johannes *Mueller* or *Müller* or *Regiomontanus*?

If unsure, check the printed cards before going on a wild goose chase looking for the book under a different name.

Finding a book: Title

Title & Series Title

Title: Many works are shelved under the title of the volume or of the series.

Tip: **Edited works** are usually shelved by title rather than by the name of the editor.

On the right is an online record for a work by Witelo, edited by Bielski. Because this is an edited work, it might be shelved by “Title,” *Witelona Perspektywy*. Or, because Witelo is an important figure in the history of optics, it might be shelved under Witelo as “Subject.” But a glance at the bottom of the record indicates that this is a volume in a series and is shelved by *Series Title* instead (i.e., *Studia Copernicana*).

Brief Record
Full Record

Witelona Perspektywy : księga V, VI, VII : przekład na język polski ze wstępem i komentarzami Change Catalog Display

Witelo, 13th cent.

Personal Author: Witelo, 13th cent.

Uniform title: [Perspectiva. Book 4. Polish]

Title: Witelona Perspektywy : księga V, VI, VII : przekład na język polski ze wstępem i komentarzami / przekład z języka łacińskiego Witold Wróblewski ; wstęp, opracowanie przekładu i komentarz Andrzej Bielski, Witold Wróblewski.

Publication info: Toruń [Poland] : Wydawnictwo UMK, 2003.

Physical descrip: xii, 457 p. : ill. ; 24 cm.

Series Title: (Studia Copernicana ; 40)

General Note: At head of title: Uniwersytet Mikołaja Kopernika Zakład Filologii Kalsycznej i Recepcji Kultury Antycznej Polska Akademia Nauk Zakład Badań Kopernikańskich IHN.

Held by: HISTSCI

Personal subject: Alhazen, 965-1039.

Subject term: Optics--Early works to 1800.

Added author: Bielski, Andrzej.

Added author: Wróblewski, Witold.

History of Science Collections	Copies	Location
History of Science	1	Stacks

Note: o|Series Title

Author _____

Title Studia Copernicus

Ed. _____ Vol. 33 Pub. date 1994

Name _____

Address _____

I.D. or Dept. _____

Today's date _____

Call Number _____ V

_____ q R

_____ f H

_____ flat K

_____ L M

Copy No. _____ Paged by _____

00-8128-A

Studia Copernicana. v. 1-
1970-
Wrocław, Ossolinskich, Wydawnictwo Polskiej
Akademii Nauk.

(Continued on next card)

Yellow Checkout Slip

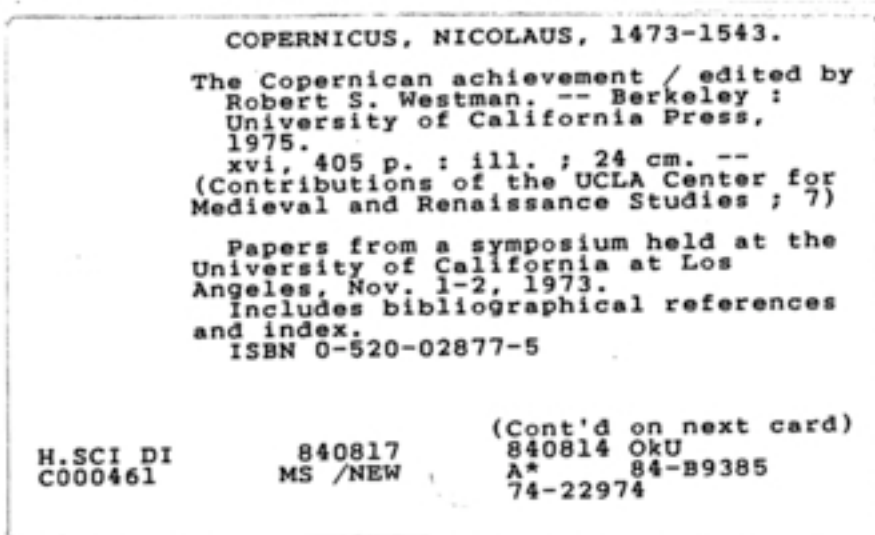
Indicate the title on the slip in the form under which it is shelved. Despite the fact that many works are best known by phrases that occur mid-way through the title, nevertheless, *since books shelved by title in the Collections are alphabetized on the shelf by the first words of the title, the title as written on the yellow slip should **include the first few words.***

Finding a book: Personal Subject

Card Catalog

Subject: If the book is a biography or autobiography, the book may be shelved under “personal subject.” Personal subject cards present the name of the person in ALL CAPS at the top of the card.

For example, a biography of Copernicus is likely to be shelved under Copernicus as subject. What about an edited volume like the one shown at right? One might expect an edited work to be shelved under the title, “Copernican.” But this book is shelved under “Copernicus” as the subject, as indicated by the ALL CAPS.



Books about a person, shelved by personal subject, are arranged alphabetically following any books the person may have written. That is, books *by* Copernicus precede books *about* Copernicus. This work would be alphabetized by title among other books about Copernicus.

Tip: Autobiographies are shelved under subject, not author.

Copernicus X

Author _____

Title The Copernican Achievement

Ed. ____ Vol. ____ Pub. date 1975

Name _____

Address _____

I.D. or Dept. _____

Today's date _____

Call Number _____ (10) V

_____ q R

_____ f H

_____ flat K

_____ L M

Copy No. _____ Paged by _____

OU-4109-A

History of Science Collections	Copies	Location
History of Science	1	Stacks
Note: o Subject		

Yellow Checkout Slip

Underline the first letter of the subject if a book is shelved under the subject. For example, to fill out a slip for Janet Browne’s biography of Charles Darwin, underline the “D” in Darwin. In this case, the name “Copernicus” does not occur in the title. Therefore, write the subject name at the very top of the card, underline the first letter, and **place an “X” in the upper right** of the card to indicate that the book is not shelved under any word occurring in the title.

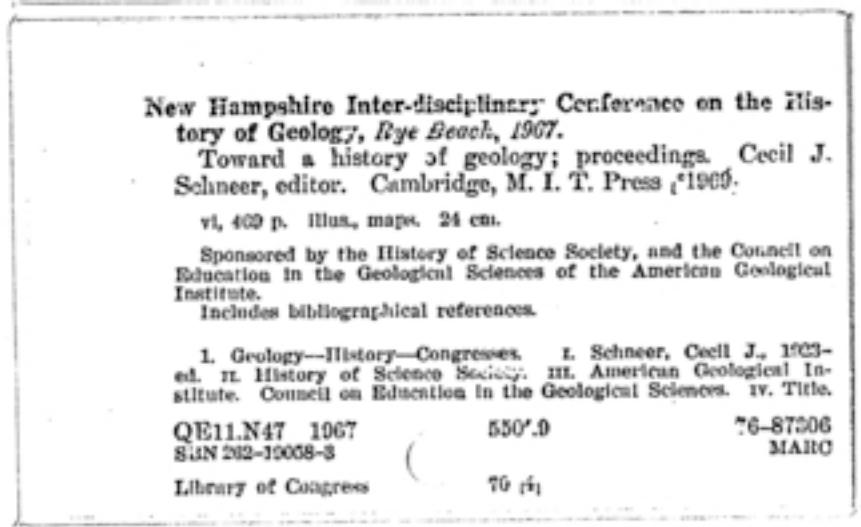
Finding a book: Corporate Author

Card Catalog

Corporate or Conference Author:

Some works are shelved under the name of an institution or organization that serves as a corporate author.

The card on the right shows an edited volume. Edited volumes are usually shelved under title, rather than editor. However, this volume is shelved under the conference sponsor, the *New Hampshire Inter-disciplinary Conference....* Conference authorship is infrequently used, but corporate authorship is more common:



1. Government publications are usually shelved under corporate author, as a few moments browsing in the “United States” aisle will reveal.

Author New Hampshire Inter-disciplinary Conference
 Title Toward a History of Geology
 Ed. ____ Vol. ____ Pub. date 1967
 Name _____
 Address _____
 I.D. or Dept. _____
 Today's date _____

Call Number 70 V
 _____ q R
 _____ f H
 _____ flat K
 _____ L M

Copy No. _____ Paged by _____

CU-9109-A

2. Publications of **professional societies** are frequently shelved under the name of the society as a “corporate author.” For example, look for the *Philosophical Transactions of the Royal Society of London* under the R’s, not the P’s. This is not always the case, for *Isis* is shelved under *I*, not the History of Science Society, so it can save time to look it up before you go to the Stacks.

Yellow Checkout Slip

When a work is shelved by corporate or conference author, enter the society or sponsoring organization in the Author area of the slip.

Note, below, how the online catalog record indicates the work is octavo and shelved by Conference author.

History of Science Collections	Copies	Location
History of Science	1	History of Science
Note: o)Conference		

In this case, there is no need to write down the name of the editor.

Experts only – advanced info

This page includes (left column) an explanation of two additional but unusual ways that books may be shelved in the Collections, and (right column) offers a summary of the shelved-under abbreviations.

Uniform Title/ Author

Uniform Title

The term “Uniform Title” designates books of a single author that are not shelved alphabetically by the title in all the varying ways it appears on title pages. For instance, we have hundreds of editions of Euclid’s *Elements of Geometry*, which are grouped together regardless of the way the title actually appears on the title page and shelved in **chronological order**. (Items published in the same year are sorted by place of publication.) So far we have used Uniform title to shelve editions of **Darwin’s *Origin of Species***, **Euclid’s *Elements of Geometry*** and **Sacrobosco’s *Sphaera***. Any author with hundreds of editions of the same work is a candidate for future shelving by Uniform Title in chronological order.

Uniform Author

Like Uniform Title, “Uniform Author” designates books of a single author that are not shelved alphabetically by the title in all the varying ways it appears on title pages. These items are shelved in **chronological order**. Items published in the same year are sorted by place of publication. Items published in the same year and same place are sorted by title. **Aristotle** is perhaps the best example of shelving by Uniform Author. As of now, shelving by uniform author is not used for anyone else.

Summary

Yellow Checkout Slip

“Shelved Under” summary:

Author
Bound-with (ask for help!)
Conference Author
Corporate Author
Editor
Call number
Series Title
Series Corporate Author
Subject
Title
Uniform Author (Aristotle)
Uniform Title (Euclid *Elements of Geometry* and Sacrobosco *Sphaera*)

Online catalog

Size and Shelved Under information appears at the end of many records in the online catalog as:

SIZE | SHELVED UNDER

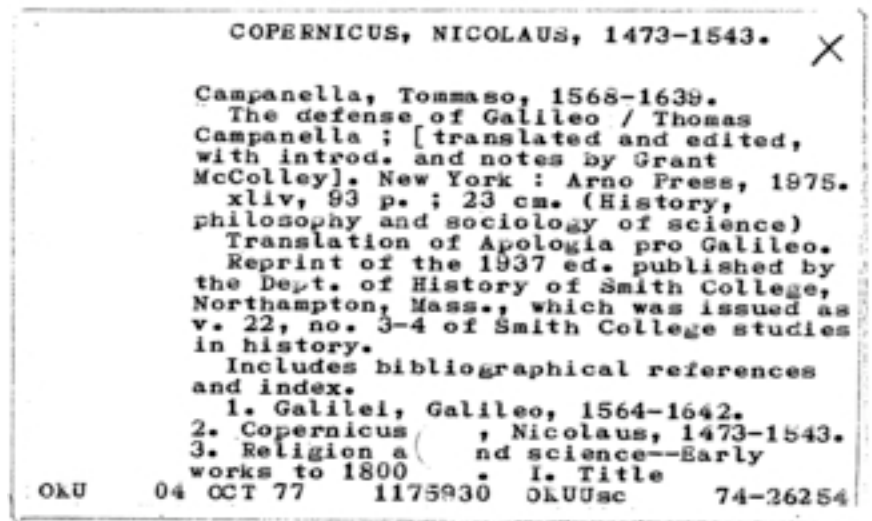
Examples: o|Author
q|Title
f|Subject
s|Series Title
flat|Corporate Author
o|Uniform Title
q|Call number Q 125 .S50
Reading Room - Reference Shelf
Reading Room - Thesis Shelf
Reading Room - Faculty Shelf
Reading Room - Textbooks

Finding a book: Cross Reference

Card Catalog

Cross-reference cards: In the printed card catalog, an “X” in the upper right hand corner of a card indicates that it is a cross-reference card. **If there is an “X,” the book is not shelved in this location** in the stacks. A short penciled line under the first letter of a name or word is a clue to a book’s location. To be certain of the location before retrieving a book, check the original card that does not display an “X.”

For example, a cross reference card for Tommaso Campanella’s defense of Galileo is found among other Copernicus Subject cards (shown right). Yet this work is not shelved under Copernicus as Subject, as one would surmise if there were no “X.” The card displays an “X” to show that the Subject (Copernicus) is not the shelf location. An underline beneath the first letter of Campanella suggests that the work is shelved under Campanella as Author. A corresponding Author card will have Campanella at the top of the card and display no “X.”



If a work has more than one personal subject, it will be shelved under its author or title.

Problems Finding Books

Always a good idea to check the print catalog card — sometimes online records can lead you astray.

Not on Shelf

Are you looking in the correct size area (octavo, quarto)?

Did you make a note of how the book is shelved (title, author, subject)?

Not on Shelf where online catalog says it is

Might be a newly purchased or cataloged book that hasn’t made it past the workroom or is on the reshelving shelf in the stacks. This is likely if it has a recent date (2010). Ask for assistance.

“What if the book I want is bound with another?”

Complete the Yellow Checkout Slip not for the item you want, but for the one it is bound with.

Make out the slip for the parent book, not the “bound with” title. Sometimes the online catalog record or the printed card reference will indicate that a book is bound with another work (“bdw” or “bw”). If so, a note at the bottom of the printed card indicates the author, title and publication date of the book with which it is bound and by which it is shelved. Please make sure that vault requests are not bound with some other work before turning in the Yellow Checkout Slip, lest the Curator or Librarian be sent on a wild goose chase.

Ask for help! Staff will be happy to fill out yellow slips for you.



“What if the book I want is being used by someone else?”

Occasionally one might need to remove a Collections’ book from a study or carrel for use by someone else. This is the protocol:

1. Prepare a checkout slip for the book in the usual way indicating the new user.
2. Replace the old cardstock checkout slip in the original location in the Stacks with the new cardstock checkout slip. It is important that we always have a direct and immediate indication of the present location of a book.
3. Find the book at the carrel it is checked out to. Ask staff for assistance if necessary. (If the book is in a faculty study, only staff may retrieve the book.)
4. Remove the old Yellow slip from the book and insert the new one. Now the book is checked out to the new user.
5. Place both the cardstock and Yellow slips for the previous user on the previous user’s carrel so that he or she may check out the book in the future without having to rewrite the slip.
6. When the new user is through with the book, return it to the Return Truck (Stacks).

“What if the book I want is held by another special collection?”

If the item is held by Nichols or the Bizzell Bible Collection, complete a yellow checkout slip and submit it at the front desk.

If the item is held by the Bass Business History Collection, plan to visit Bass during its normal open hours as indicated on the Libraries website. Like the Western History Collections located in Monnet Hall, Bass is a special collection that is administered separately with its own access policies and procedures. If you need the book for more than one or two sittings, and/or during times when Bass is not open, you may request that the book be put on the Bass Hold Shelf in the History of Science Collections. If permission is granted for putting it on hold, then the Bass librarian will give the book to our staff, and we will make it available for use in the Reading Room. Items from Bass are not to be used outside the Reading Room without permission.

**ASK FOR HELP
ANYTIME!**

Researchers' Top Ten

1. If you can't find a book, remember to **check size** (*octavo* or *quarto*). In the case of new acquisitions, even though the online catalog says "Stacks," the book may not have left the workroom or the new books shelf in the stacks. Ask for help to retrieve in this case.
2. Always **keep the Yellow Slip with the book**.
3. Fill out Yellow Slips to **indicate adequately where the book is shelved**. Ask for help; staff will be glad to fill out Yellow Slips for you. In hard cases, remember that the printed card catalog may be more accurate than the online catalog.
4. When removing a book from shelves in the Stacks, **"close the gap"** so that books will not fall off moving stacks and be crushed underneath.
5. **Stacks etiquette:** Don't squish people. Turn off lights. Move stools out of aisles. Roll no more than 2 stacks at a time.
6. When you are finished with books,
 - put Stacks books on the **Stacks Reshelve cart** (north aisle), and
 - put Vault books on the **Vault Return Shelf** (south aisle).
7. If you need a book on one of the re-shelve shelves, **ask for help**.
8. Unchecked **bags** belonging to registered researchers **must always be searched**, even if you have not been to the back.
9. **Harlow Room protocols:** Leave yellow slips at front desk for all Collections' materials taken to the Harlow Room. Check in with the front desk attendant. No food or drinks allowed in the Harlow Room when Collections' books are present. Arrive early enough to configure the tables, chairs, and projection equipment however you want them. Afterward, leave the room as clean as you found it.
10. **No consuming food or beverages in the Lobby** or study carrels – take them to the Commons as soon as you enter the Collections. **No food or drinks in the vicinity of books EVER.**

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Application for research privileges, 2011-12

Residential faculty and graduate students with multi-semester projects, students in formal internships, and visiting scholars may apply for research privileges. Subject to approval, a carrel or designated hold shelf will be made available. Registered researchers may browse the Stacks, check out books to carrels or hold shelves, and work in the Commons. All decisions regarding research privileges are made by the Curator. To apply, read the two *Guides for Researchers*, then complete and submit the following information to the Librarian. A current digital photograph is requested.

I have read and agree to abide by the following guidelines: *Roller Reading Room*, *Access to Vault Items*, and *Careful Handling*. I have read and agree to comply with the procedures described in the two *Guides for Researchers*. I also agree that photographs and video may be taken of me in the Collections and at history of science program-related events, and may be used by the Collections in online and print publications regardless of medium, including newsletter pdfs, web galleries and online videos, without obtaining further permission from me.

Signature:

Print name:

Date:

Email:

Mailing address:

Identification (check one):

- OU faculty; Department:
 Visiting scholar; from:
 Other; explain:

- OU Undergraduate; major:
 OU Graduate; Department:
 OU Staff
 Independent researcher

Phone (cell)

Phone (work)

Phone (home)

Research interests:

Workspace requested: study carrel hold shelf

To be completed by staff

Photograph on file