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ABSTRACT

This evaluative report describes the results of a program that sought to make students and faculty more aware of the library's resources, to demonstrate how to make best use of such resources, and to provide basic training for non-professional members of its staff. It is presented in three parts: (1) the report of the administrator, which describes the program's goals, results, and conclusions; (2) the report of the reference-librarian coordinator, which reviews the reference services initiated during the grant period, describes plans for continuing and developing these services, and evaluates the attainment of the program's objectives; and (3) the report of the director of the summer workshops, which very briefly summarizes the activity pattern on the workshops, provides the syllabus used in the workshops, and lists faculty and library staff members who completed the summer course. Included in the second part are a copy of the library guide; annotated lists of the library's basic reference sources in government and foreign affairs, history, and English and American literature; a proposal for a program of library instruction, and a questionnaire on library instruction sessions. The summer workshop report includes lists of basic reference works and sample reference questions. (JD)

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Final Report

Council on Library Resources - National Endowment for the Humanities

Grant EH-8308-73-32

Eggleston Library, Hampden-Sydney College

Hampden-Sydney, Virginia

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Paul L. Grier

November 30, 1978

TO THE EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC) AND
USERS OF THE ERIC SYSTEM

FR007476

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EGGLESTON LIBRARY

The following report is submitted to cover Grant EH-8308-73-32 of \$50,000.00 which was awarded to Hampden-Sydney College to support a program designed to 1) make students and faculty more aware of the resources of the library, 2) demonstrate how to make the best use of these resources, and 3) to provide basic training for non-professional members of the staff. (The grant covered the period from February 1, 1973 through January 31, 1978. However, because of a delay in getting the program underway, an extension was requested and granted by NEH thereby moving the termination date to August 31, 1978.)

The Librarian was chosen to serve as the responsible College official for coordinating and administering the project for bringing together the library and the faculty into a closer teaching relationship. He worked with the administration, faculty and students in developing activities which were designed to expand the library-teaching role in both the regular academic program and independent study activities.

GOALS

One of our primary aims was to employ a special Reference-Librarian Coordinator who would serve as a liaison officer between the library, the students, and members of the faculty - an attractive, warm hearted, competent librarian who would be free to visit classrooms, conduct an efficient orientation program for new students and spend considerable time working with students engaged in independent study.

In order to involve our faculty more closely in the activities of the library, we wanted to sponsor a special workshop or refresher course each summer during the five-year period under the direction of a skilled professor of reference work from a recognized library school.

We also wanted to make it possible for our Librarian and our Reference-Coordinator to visit certain other colleges with similar programs for observation and consultation.

In addition, we wanted to make provision for members of the professional staff to attend workshops and meetings which would increase their effectiveness in carrying out library-teaching activities.

RESULTS

The overall results of the program have been highly satisfactory. Workshop participants were enthusiastic, faculty members who have had dealings with the Reference-Coordinator have been pleased, and favorable student sentiment has been expressed in the student newspaper.

Through a stroke of good luck, the library has been blessed in having three rare individuals associated with the program: George E. Craddock, Jr. and Alan F. Zoellner (Reference Coordinators) and Fred W. Roper (Director of the Faculty Summer Workshops). All of these men are able scholars. They possess initiative, are approachable, and have been extremely popular with both students and faculty members. All of this together served to set up a highly favorable environment for making the college community more knowledgeable about the resources of the library, its reference services, and the wide range of resources available through interlibrary cooperation.

Activities of the Reference-Coordinator included the following: Preparation of a student handbook, informal library orientation tours to acquaint new students with the resources of the library, visits to other libraries with innovative programs for observation and consultation, close cooperation with students engaged in independent study, a series of one-hour bibliography courses (for credit), and

course related instruction to approximately one half of the student body during the past year (see attached report for a more detailed account).

The one-week summer workshops were held five times with a total of forty faculty members and nine members of the library staff participating. Back in 1973 it took Fred Roper less than one hour to win over completely the somewhat skeptical participants in his first workshop for faculty members. Since that time, word of mouth advertising has supplied all of the applicants needed for succeeding summer sessions. Through his good humor, teaching skill, and winsome personality, he has helped the library staff to involve the library much more extensively in the teaching process. Actually, his summer courses turned out to be an introduction to Hampden-Sydney library materials (as borne out by the attached report).

Faculty members who were already strong supporters of the library program have become even more enthusiastic. Others, who rarely made use of any of the resources of the library now have a greater knowledge and a greater appreciation of the material that is available. They have become more actively involved in the building of book collections in their particular areas and have also begun to make more assignments that involve greater use of the library on the part of their students.

In order to gain an insight into how other schools with similar programs were handled, the Reference-Coordinator made visits to Howard University and Swarthmore College. He described our own program, as a guest speaker, to members of the Randolph-Macon Woman's College library staff and on another occasion appeared before the

College and University Section of the Virginia Library Association to perform a similar task. Members of the library staff attended meetings and workshops at Chapel Hill, Charlottesville, Chicago, Atlanta, and Charleston, S.C.

The program at Hampden-Sydney has been an unusually stable one from the beginning. The Librarian served as the local administrator throughout the five-year period and was responsible for coordinating and administering the project. He has, therefore, been intimately acquainted with the program and its goals since its inception in 1973.

Dr. George Craddock joined the staff at the beginning of the program and remained with us as Reference-Coordinator for four years. He was succeeded by Dr. Alan Zoellner, an equally competent librarian, for the final year of the program.

Dr. Fred Roper was in charge of all of the summer workshops. Therefore, he soon became thoroughly familiar with the members of the library staff, members of the faculty, and the resources of the library. Because of this he was able to adjust his courses to suit local conditions (one summer the emphasis was on scientific materials).

PARTS OF THE PROGRAM WHICH WILL BE RETAINED

So clearly has the need for a full-time Reference-Coordinator been demonstrated during the past five years the College has readily agreed to continue Dr. Zoellner in his present position with the same responsibilities and at the same salary.

Since a large proportion of the faculty has already had the advantage of the Roper summer program, the Librarian has recommended that in the future the summer workshops be held on a triennial basis.

CONCLUSION

In summing up our experiences during the past five years, one might say that the bond between the faculty and the library has grown stronger, our students are more knowledgeable about library materials, and our staff is better equipped to deal with reference problems than ever before. We believe that the grant has been responsible for making the library a more active force in the educational process at Hampden-Sydney College.

Paul L. Grier

Paul L. Grier
Librarian

November 30, 1978

Summary and Evaluation of Reference Services

Provided by Grant from

Council on Library Resources - National Endowment for the Humanities

Final Report of the Reference Librarian

Eggleston Library

Hampden-Sydney College

December 1, 1978

Final Report of the Reference Librarian.

Introduction

The report is divided into three sections: a review of the reference services initiated during the grant period; a description of the plans for continuing and developing these services; and an evaluation of the degree of success attained in meeting the objectives of the grant proposal.

I. Review of Reference Services Implemented to Date

Instructional Services

Course-related instruction: The major innovation and the outstanding feature of the program funded by NEH-CLR has been the combination of faculty workshops and course-related instruction in library use for students. The workshops stimulated interest among the faculty for library instruction in their courses. In the past twelve months, the reference librarian has taught research methods and techniques to 384 students in twenty-one courses. This total represents approximately one-half the student body. Altogether, forty one-hour sessions

of instruction encompassing 542 student contact hours were offered by the reference librarian at the invitation of faculty members from ten of the sixteen academic departments at the college. These figures will increase in the future. Beginning in the spring semester of 1979, course-related library instruction will become a regular feature of Rhetoric 102, a new course focused on the writing of research papers and required of all freshmen. The instruction sessions in other courses vary according to the needs and desires of the individual instructor, but all involve one to four hours of teaching and cover the formulation of a research strategy, the evaluation of research materials, and the features of specific research works.

Bibliography courses: A series of independent, one-credit-hour courses are being offered on various topics. Some (Medical Bibliography, Legal Bibliography) are designed for students in pre-professional programs. Others (Government Documents, English and American Literature Sources) offer intensive instruction to students in major fields with frequent research paper assignments. One course is offered each semester on a rotating subject basis.

Library orientation: Informal tours by the reference librarian acquaint new students with the services and resources of the library at the beginning of the school year.

Library handbook: A new printed handbook (Attachment A) has been developed and distributed to students. The handbook is designed as a self-help teaching tool, rather than the usual compendium of circulation regulations and rules of behavior.

Reference lists: Subject oriented reference lists (Attachment B) have been prepared with an emphasis on explanatory annotations.

Reference assistance: On-demand reference assistance has been upgraded by the availability of a full-time reference librarian. He serves as the focus for students' reference inquiries and can devote more time than other library personnel to detailed consultations on problems involving student or faculty research projects.

Non-instructional Services

Collection development: During the grant period, the reference librarian's major contributions have been in the following areas:

1. Strengthening of reference materials in law and medical science.
2. Creation and development of a listening collection of almost 1000 record albums of classical and folk music, opera, drama, and poetry readings.
3. Upgrading of the library's government document depository program, including the selection of additional documents, acquisition of

important index tools, and improvement of physical access to and supervision of the documents collection.

4. Weeding of old, superseded titles from the reference collection.
5. Creation of a paperback browsing collection of popular titles.

Interlibrary loan service: The reference librarian has assumed supervisory responsibility for the interlibrary loan service, promoting its use by students in the instructional sessions, implementing the new record keeping procedures required by the Copyright Act of 1976, and distributing information to the faculty about the effect of the new regulations on their use of borrowed material.

Library participation in curricular changes: The reference librarian planned and is currently implementing a program of library instruction as a regular component of the new Rhetoric program in basic communications skills. A copy of the proposal accepted by the Rhetoric Committee is included (Attachment C). The reference librarian has also worked closely with faculty to coordinate the library's activities and resources with an emerging Fine Arts program. Steps taken so far include acquisition and supervision of cassette recorders and audio tapes, expansion of music reference materials, and joint planning with Fine Arts faculty for bibliographic control of listening materials.

Library participation in college resource development: The reference librarian

has represented the needs and interests of the library while serving on an Ad Hoc Committee on Computer Needs at Hampden-Sydney. Because of this involvement, the computer system recommended by the committee includes a configuration of hardware which will make possible, if programming funds can be found, eventual automating of all library bibliographic files.

Library participation in state, regional, and national conferences: The grant permitted the reference librarian within the past year to attend a special workshop on library instruction methods (The Southeastern Conference on Bibliographic Instruction, at Charleston, South Carolina, March 16-17, 1978). In contributing support for the reference librarian's position, the grant also permitted the library to be represented at state and national library association conferences. Ideas gained at these meetings led to improved methods of library instruction--especially with regard to planning objectives and developing audiovisual aids--and improved control over government documents.

II. Current Plans

Development of systematic library instruction program: Beginning in the spring semester of 1979, basic library instruction will be offered to all freshmen in the Rhetoric 102 course. Course-related instruction will continue to be offered in other courses when requested by faculty. In the future,

such instruction will build upon the foundation established by the Rhetoric 102 instruction. Once the basic program has been successfully introduced, the reference librarian will urge each academic department to designate appropriate courses where students could receive discipline centered research instruction as they begin work in their major field. This phase of the library instruction program will begin when a review and possible reorganization of the core curriculum, currently in progress, is completed. Independent courses will continue to be offered, one per semester, on a rotating subject basis.

Implementation of evaluation mechanism for library instruction: Diagnostic and proficiency examinations on the use of library resources are being planned in conjunction with the examinations on basic writing skills in the Rhetoric program. The diagnostic exam would be administered during the orientation period, the proficiency exam at the end of the sophomore year. Students with unsatisfactory scores on the diagnostic exam would receive remedial instruction from the reference librarian in the use of the card catalog and such basic periodical indexes as the Readers' Guide to Periodical Literature and Book Review Index. Students with failing scores on the proficiency exam would receive further tutorial assistance from the reference librarian. Opportunities for a retest would be provided in the junior year. Students would be required to pass the exam to gain senior standing. The general level of performance by the students on the proficiency exams should provide evidence of the degree of success achieved

by the library instruction program and should identify any areas of weakness.

Expansion of microforms resources: The library recently began participating in the Superintendent of Documents depository microfiche program and will soon begin efforts to acquire a microfilm-microfiche reader-printer to supplement existing reading equipment.

III. Assessment of Effects of Grant

The original proposal included no specific method or mechanism for evaluation. This may have been a wise, though unconventional, decision. The objectives of the program were broad and, in view of modern organizational frictions, somewhat quixotic: "to bring the library and the faculty into a closer teaching relationship" and "to expand the library-teaching role." Quantitative measurement of such goals is not easy or necessarily enlightening. Nevertheless, certain outcomes of the program at Hampden-Sydney College are clear:

1. The library and the faculty have been drawn into a closer teaching relationship through the program of course-related instruction. 384 students in twenty-one courses received instruction in the art of doing research papers within the structure of the course requiring the research paper. In effect, the reference librarian and the professor became partners, sharing their specialized knowledge to meet the needs of the students in

the most efficient manner. Altogether, sixteen professors, approximately one-third of the faculty, participated in the program during the past year. Questionnaires were sent to the thirteen teaching at Hampden-Sydney during the 1978-79 academic year. (One is on leave, two are no longer with the college). Twelve questionnaires were returned. A sample of the form is included. (Attachment D) Those returning the questionnaire unanimously agreed that the sessions met the needs of their students, that the timing of the sessions was appropriate, and that the sessions were worth the class time allotted for them. Eleven of the twelve reported that they intended to schedule such presentations in their courses in the future. One is undecided about such presentations in his other courses, but would schedule them for the same course in the future. Seven of the twelve said their decisions to request the presentations were influenced directly or indirectly by their participation in the summer library workshop.

2. The library has assumed an activist teaching role by supplementing traditional "reference question" assistance with course-related instruction, sponsorship of bibliography courses, and preparation of instructional literature. One quantitative measure of this activist role is the level of interlibrary loan activity. Incomplete records prior to the grant period make precise comparative figures impossible to obtain. However, the trend is clear. At the beginning of the grant period, requests by faculty and students for books and photocopies

of periodical articles from other libraries averaged fifty to seventy per year. In the last two years of the grant period, the total number of such requests had tripled to 180 and 191 respectively.

3. Demand for the library's resources and services has increased as the quality and visibility of these resources and services have improved. The interlibrary loan statistics are one good example. The presence of cassette recorders and their use in connection with the Fine Arts program has led to increased demand for use of the library's stereo system in the Metcalf Listening Room. In the next year, additional cassette recorders will probably be purchased to accommodate students with listening needs in literature and drama courses. After relocation of the documents collection and highlighting of recently received items on the "New Books" shelf, circulation of government documents has begun to slowly increase.
4. The library has gained higher academic stature on the campus. During the current semester, the faculty voted to confer special faculty status on librarians in positions nominated by the Head Librarian and approved by the Faculty Affairs Committee.

In summary, the program appears to have met its goals as stated in the original proposal and to be proceeding on a sound basis with support from the administration, faculty, and library staff. I look forward to continuing the development of the program in the coming years.



Alan Zoellner

Reference Librarian

Hampden-Sydney College
in Virginia

*Eggleston Library
Handbook*

*Published by
Eggleston Library*

LIBRARY HOURS

Monday-Friday	8:30 a.m.-midnight
Saturday	8:30 a.m.-5:00 p.m.
Sunday	12:30 p.m.-midnight

During exam periods, the library hours are extended. Check posted announcements. During football season, the library closes at 1:45 p.m. on Saturday for home games. Summer and vacation hours vary. A schedule will be posted.

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I. WHO WE ARE

INTRODUCTION AND HISTORICAL SKETCH

The library at Hampden-Sydney College is named after Joseph DuPuy Eggleston, the president of the college from 1918 to 1939. The collection, now numbering more than 110,000 volumes and 700 periodical titles, came into being in 1775 when the Board of Trustees, anticipating the beginning of classes, sent President Samuel Stanhope Smith to Philadelphia with 400 pounds sterling for the purchase of books and "mathematical and philosophical (scientific) equipment." By September 1775, in an advertisement in *The Virginia Gazette*, Smith could report that "a very valuable Library of the best writers, both ancient and modern, on most parts of Science and polite Literature, is already procured."

The present modern, air-conditioned building was opened in 1961 when the collection was moved from Winscon Hall. The rear portion was added in 1975.

This booklet is your guide to the people, materials, and services at the library. It should provide answers to some of your questions, but is not intended as a substitute for individual help. Whenever you need assistance, feel free to ask any member of the library staff.

STAFF DIRECTORY

Paul Grier, *Director of the Library* (the boss)

Anne Berry, *Circulation and Reserves* (enforces the fines) *

Jewel Fore, *Acquisitions and Cataloguing* (practical joker)

Eleanor Grier, *Acquisitions* (big spender)

Sandra Heinemann, *Catalogue Librarian* (dotes on decimals)

Elna Ann Mayo, *Serials* (expert on sports)

Florence Seamster, *Processing and Binding* (expert on Cumberland County)

Alan Zoellner, *Reference and Interlibrary Loan* (talentless Yankee)

Aided by a varying cast of student assistants.

II. WHAT WE HAVE

RESOURCES

The Eggleston Library collection includes more than 110,000 books as well as periodicals, newspapers, recordings, government documents, maps, and material in microform.

General Collection:

The general, circulating collection is shelved on the ground and second floors. The social sciences, religion, philosophy, and sciences are on the ground floor, while fine arts, literature, history, and biography are on the second floor. Works of fiction are also shelved on the second floor.

Reference Collection:

The reference collection, consisting of encyclopedias, dictionaries, bibliographies, handbooks, yearbooks, and similar materials designed for consultation rather than cover-to-cover reading, is located on the first floor across the lobby from the circulation desk. These books do not circulate.

Periodicals:

The most recent issues of periodicals are placed in the cabinets at the rear of the first floor. A few, very popular magazines, like *Time* and *Sports Illustrated*, are shelved behind the circulation desk and must be requested and signed for at the desk. When no longer current, periodicals are removed from the cabinets and sent for binding or, if not bound, placed in the ground floor cage area. Most bound periodicals are shelved in alphabetical order on the first floor. Bound science periodicals are shelved alphabetically on the ground floor. Unbound periodicals must be requested at the circulation desk.

Periodical Indexes:

The periodical indexes, such as *Readers' Guide*, *Social Sciences Index*, as well as other types of indexes, such as *Essay and General Literature Index* and *PAIS*, are located on the index tables in the center aisle of the first floor. A few specialized indexes, such as *Library Literature* and *Index of Economic Articles*, are located in the reference area. Specialized science indexes, such as *Chemical Abstracts* and *Biological Abstracts*, are located with the bound science periodicals on the ground floor. A file near the card catalogue identifies the location of all periodicals by title.

4.

Newspapers:

Current issues of newspapers are placed in the wooden bin in the current periodical lounge area at the rear of the first floor. The library subscribes to the *New York Times*, *Wall Street Journal*, *Washington Post*, and many Virginia newspapers. After one week, most newspapers are discarded. Back issues of the *New York Times*, *Wall Street Journal*, *Richmond Times Dispatch*, and *Farmville Herald* are available on microfilm. Back issues of these newspapers are stored in the Reserve Room until the microfilm copy arrives. Ask for them at the circulation desk. The *New York Times Index* is located in the center aisle of the ground floor. The *Wall Street Journal Index* is found on the index tables in the center aisle of the first floor.

Recordings:

Recordings are located in the Metcalf Listening Room on the first floor. The room is equipped with one stereo record player and one cassette player-recorder. The collection includes classical and folk music, opera, drama, and poetry. Students may use the room for up to two hours by signing the appointment book at the circulation desk.

Government Documents:

Eggleston Library has been designated a selective depository for United States government documents. Some documents of primary importance, such as the *U. S. Statutes-at-Large* and the *Congressional Directory*, have been catalogued and entered into the Reference or General collection. Large runs of an important series, such as the *Congressional Record* and *U. S. Reports*, are shelved in the government documents area of the ground floor. Most unbound documents are not catalogued by the Dewey system. They are shelved in the government documents area of the ground floor according to the Superintendent of Documents classification system.

Maps:

Maps are located in the map cabinet on the ground floor near the cage.

Microforms:

Microform materials are located in the microforms room at the front of the ground floor. The library has back files of periodicals and newspapers on 35-millimeter microfilm. The library also has some back issues of periodicals and government documents on microfiche. Microfilm and microfiche readers are available in the microforms room.

Atlases:

Large atlases are shelved in a wooden atlas cabinet near the current periodicals at the rear of the first floor. Smaller atlases are shelved by Dewey number in the reference collection.

National and Trade Bibliographies:

The library's general bibliographical tools, such as the *National Union Catalogues*, the *Library of Congress Catalogues*, and *Books in Print*, are shelved in the reference alcove by the card catalogue.

Special Collections:

Rare books, Hampden-Sydney memorabilia, and manuscript materials are kept in the Jones Room (also referred to as the Hampden-Sydney Room) and the Watts Room on the second floor. These materials are available for student research use. Ask a member of the library staff for assistance.

Children's Books:

A children's book area is located in the southeast corner of the first floor adjacent to the reference collection.

Genealogy:

A collection of genealogical materials with emphasis on Virginia cities and counties is shelved next to the entrance to the Jones Room on the second floor.

Interlibrary Loan Service:

Materials which are essential for faculty or student research projects and not owned by the library may be obtained from other libraries through the interlibrary loan system. Present your requests to the reference librarian. Most items can be received in two to three weeks.

Telephone Directories:

A collection of telephone directories for most Virginia cities and towns, several North Carolina cities, and some major U. S. cities including Washington, is located in the reference alcove. Also in the alcove are copies of the *Zip Code Directory* and the *Official Airline Guide*.

SPECIAL FEATURES

New Books:

A special shelf displaying recently acquired books and government documents is located on the first floor near the main entrance.

Reserve Books:

Books required by faculty as supplementary reading in specific courses are placed in the reserve room, located behind the circulation desk on the first floor. These books may be signed out for varying periods of time ranging from two hours to three days according to the wishes of the faculty. Larger than usual fines are imposed for tardy return of reserve materials. Full details about reserve policies are in *The Key*.

College Catalogues:

A collection of college catalogues is located on the bottom row of shelves near the current periodicals in the northeast corner of the first floor. A more extensive collection can be found in the Counseling and Career Planning Office in Bagby Hall.

Browsing Collection:

A collection of popular fiction and nonfiction paperbacks is located in the display rack near the current periodicals on the first floor. These uncatalogued books circulate on an honor basis.

Reference Lists:

Lists of basic reference sources by subject are available near the reference office.

Copying Machine:

A photocopying machine is located in the lobby near the front door. The charge is 10¢ per copy. Change may be obtained at the circulation desk.

Longwood College Periodical Holdings:

A list of the periodicals in the Lancaster Library collection at Longwood College can be found in the appropriately marked drawers of the Eggleston Library card catalogue. The card file for the Longwood periodicals is located after the "Z" section of the catalogue.

Study Carrels:

Student study carrels are located on each floor. They are not assigned to or reserved for individual students. Users are advised not to leave books or personal belongings on these carrels overnight.

Typing Areas:

A typing study is available near the center of the ground floor. Several typing carrels are located along the west wall of the second floor.

Faculty Studies:

A limited number of studies are provided for the use of faculty engaged in scholarly research. Requests for studies are made with the head librarian. All books and materials placed in the studies must be charged out at the circulation desk.

Seminar Rooms:

Two seminar rooms are available for class use. Faculty are requested to reserve the rooms in advance at the circulation desk. The rooms are located on the second floor.

Reading Terrace:

For those who prefer an outdoor atmosphere when studying, a reading terrace is located outside the first floor near the current periodicals lounge area. Cushions for the seats may be picked up at the circulation desk.

Telephone:

A public telephone is located outside the library near the parking lot. Library telephones are for the use of the library staff only.



III. HOW TO FIND WHAT WE HAVE

HOW TO FIND A BOOK

Card Catalogue:

The card catalogue, located on the first floor just beyond the main lobby, is the basic tool for searching the library's collection. The cards are arranged in one alphabetical sequence just like a dictionary. You may look up books in the following ways:

1. By author: All books in the library by a particular author are listed in the catalogue under the author's name. Authors may be individuals (Shakespeare, William), companies (American Telephone and Telegraph Company), institutions (Smithsonian Institution), associations (American Sociological Association), or government agencies (U. S. Department of State, Historical Office).
2. By title: Most books are listed in the card catalogue under their titles. Look under the first word of the title disregarding articles "a", "an", or "the", or their foreign equivalents.
3. By subject: All books are listed in the catalogue under words or phrases (called subject headings) which describe the type of information to be found in them. Subject headings are printed either in red or in black capitals at the top edge of the card. If you are not certain which subject heading is used in the card catalogue for the type of information you need, consult the *Library of Congress Subject Headings*, the two large red volumes on the work counter next to the catalogue. These volumes will also identify related subject headings that might also be checked. Ask the reference librarian for assistance in using these volumes.

Information on Catalogue Cards (See Plates I & II):

The catalogue card contains information about the author, title, and other publication details of the book, its size and length, special features, the various cards for the book which are filed in the card catalogue, and the call number (unless a work of fiction).

Arrangement of Cards in the Catalogue:

Cards are filed alphabetically word by word according to the words on the top line. Note the following rules and exceptions:

1. Personal author cards are filed before subject or title cards beginning with the same word:
Richmond, Charles Wallace
Richmond, George Herbert
RICHMOND, VA. — HISTORY
RICHMOND, VA. — SOCIAL LIFE AND CUSTOMS
Richmond in by-gone days.

2. The articles "a", "an", "the" and their foreign equivalents are disregarded when they come at the beginning of a heading.
3. Dates and numbers are filed as though written out in full:
1984 = Nineteen eighty-four.
4. Initials and acronyms are filed at the beginning of the particular letter of the alphabet, before any words beginning with the same letter. (Periods in abbreviations are disregarded).
CIA, the inside story.
CRC handbook of radioactive nuclides.
C.R.C. standard mathematical tables.
CU buying guide.
A cab at the door.
Cabell, James Branch, 1879-
5. Some common abbreviations, such as "Dr.", "Mr.", and "St.," are filed in the catalogue as if they were spelled out in full.
Missouri compromise.
Mr. Justice Jackson: four lectures in his honor.
Mistral, Frederic.
6. "M' ", "Mc'", and "Mac'" are interfiled as if they were spelled "Mac."
7. Umlauts and other diacritical marks are disregarded.
8. Works *by* an author are followed by works *about* that author. Books of criticism about a particular work of an author immediately follow the cards for that work. (See Plate III.)
9. Within a single subject heading, there may also be a regular pattern of subdivisions as follows:
Simple subject heading
Subject with a form subdivision
Subject with a geographic subdivision
Subject with a qualifying adjective
Subject with a phrase

Examples:

ART
ART — YEARBOOKS
ART — BELGIUM
ART — BAROQUE
ART AND STATE

When period subdivisions are used under the subject headings for the history of a topic, the subject cards are arranged chronologically:

U.S. — HISTORY — REVOLUTION
U.S. — HISTORY — CONSTITUTIONAL PERIOD,
1789-1809
U.S. — HISTORY — War of 1812

Plate I: Example of an author card:

Call number	Author	Title	Publisher
328.442 M648	Miller, Glenn T., 1942-	Religious liberty in America : history and prospects / by Glenn T. Miller. Philadelphia : Westminster Press, c1976.	
		156 p. ; 21 cm.	Place of publication
		Bibliography: [153]-156.	Date of publication
		1. Religious liberty--United States. 2. Church and state in the United States. I. Title	

Bibliographical Note

Paging & height of book

*Subject cards for this book
in the catalogue*

Plate II: Example of subject and title cards:

Title card

328.442 M648	Religious liberty in America Miller, Glenn T., 1942- Religious liberty in America :
328.442 M648	RELIGIOUS LIBERTY--UNITED STATES Miller, Glenn T., 1942- Religious-liberty in America :
328.442 M648	CHURCH AND STATE IN THE UNITED STATES Miller, Glenn T., 1942- Religious liberty in America : history and prospects / by Glenn T. Miller. Philadelphia : Westminster Press, c1976. 156 p. ; 21 cm. Bibliography: [153]-156.
	1. Religious liberty--United States. 2. Church and state in the United States. I. Title

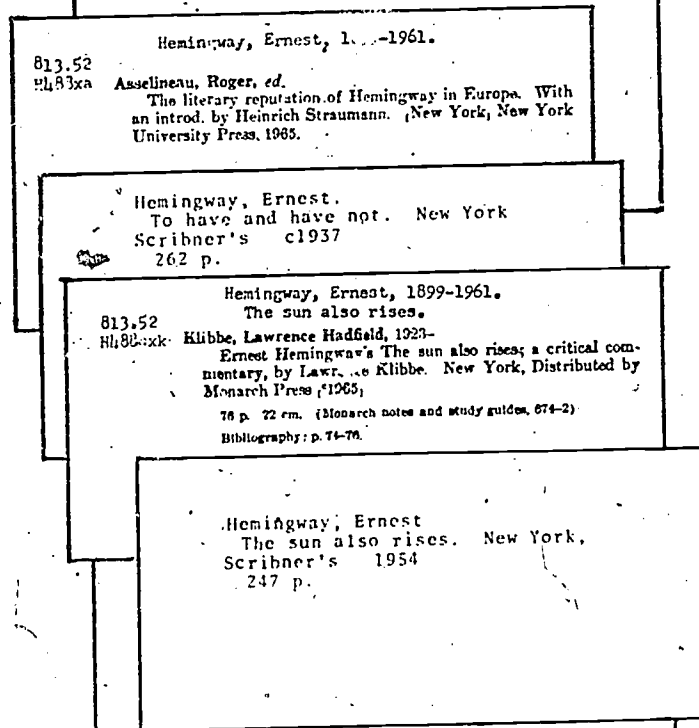
Subject card

Subject card

Plate III: Works by an author and works about an author

*Work about author's works
in general*

Novel



Work about novel

Novel

Location Symbols:

Once you have found the card for the book you want, copy down the full call number. Some cards have location symbols next to the call number. These symbols, listed below, identify special areas where the books are shelved. If no special area is indicated by a location symbol, the book is shelved in the regular stack area.

H. S. = Hampden-Sydney collection in the Jones Room

J = Juvenile book in the children's collection

O = Oversize book; shelved in oversized book areas

R = Reference collection

Bound period = Bound periodical; shelved on first floor

Microfilm or microfiche = Microforms room, ground floor.

Reference Alcove = Shelves in card catalog area

Science journal = Ground floor

Some letters which appear to be location symbols are merely indications of books written in a modern foreign language. These books are shelved in the general stack area.

F = French

G = German

Ru = Russian

S = Spanish

Look for other useful information on the card: length of book, presence or absence of a bibliography or index, and especially the subject headings assigned to this book. These are the terms following the Arabic numerals at the bottom of the card. Next check the location for books in this call number range on the signs posted on the end of the card catalogue. Or check the location chart in this handbook.

Arrangement of Books on the Shelf:

The books are arranged according to the Dewey Decimal Classification system. A summary of the system is printed in this handbook.

Example of shelving sequence: 863.8

863.801

863.810

863.9

864

If a book is not in its place in the stacks, ask for help at the circulation desk.

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LOCATION OF BOOKS SHELVED BY TYPE

OVERSIZE BOOKS, those too large for shelving in the regular stack location, are placed on the oversize shelves at the front of the second and ground floors.

BIOGRAPHIES are given the call number "92" and are located on the second floor, right after 919.99 and before 920. Within the number "92" they are arranged alphabetically by biographee.

FICTION is located on the second floor and is filed alphabetically by author. There is no call number for fiction, although some of the older cards in the public catalog have an "F"; others have the first initial of the author's last name.

DICTIONARIES AND ENCYCLOPEDIAS are located in the reference area. One dictionary can always be found on the stand in the lobby. In addition, there are several dictionaries on table-top holders in the study areas on each floor. General encyclopedias, such as *Encyclopedia Britannica*, and frequently consulted special encyclopedias, such as *McGraw-Hill Encyclopedia of Science and Technology*, are shelved in the encyclopedia area between the main lobby and the reference shelves.

BUFF CARDS in the card catalogue identify books which are on order or in the process of being catalogued. Ask a member of the staff about the availability of such titles.

HOW TO FIND A PERIODICAL ARTICLE

Periodical File:

Only periodicals which are bound are included in the card catalogue. To determine whether the library has a particular periodical, consult the periodical file near the index tables on the first floor. The file is an alphabetical list of the periodicals received by the library with information about where they are shelved and which years are included in the holdings. A color code identifies the locations: blue for main floor, green for ground floor, and buff for cage. Periodicals not yet bound but no longer current may be available. Ask a library staff member for assistance. If the library does not own the periodical, check the list of Longwood periodicals contained in the drawers of the card catalogue following the "Z's". If still unsuccessful, ask the reference librarian about obtaining the periodical through an inter-library loan.

Indexes:

To locate periodical articles on certain subjects or by a particular author, consult the periodical indexes in the center aisle of the first floor. If you do not know how to use these indexes, a library staff member will be happy to assist you.

HOW TO FIND A NEWSPAPER ARTICLE

Use the *New York Times* or *Wall Street Journal Index* to determine the date of issue of the newspaper which contains the desired information. Go to the microforms room on the ground floor and locate the reel of microfilm which contains that issue. A library staff member will be happy to show you how to use the microfilm readers.

HOW TO FIND A GOVERNMENT DOCUMENT

Only major series of government publications are catalogued and shelved in the reference or general collections. These items can be located through the card catalogue. Most documents are not listed in the catalogue, but are kept in a separate collection arranged by the Superintendent of Documents classification system. This system uses a combination of letters and numbers to arrange publications according to the agencies which issue them. For example, *Crime in the United States 1976*, a document which forms a portion of the FBI's annual Uniform Crime Report series, bears the classification number: J 1.1417:976. The first letter indicates the agency or department which issues the publication:

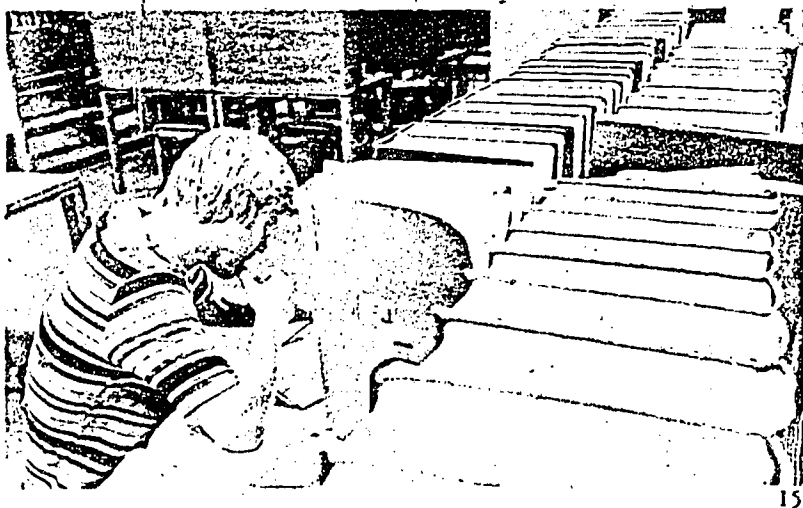
J = Justice Department

The following numbers indicate the subordinate agency, if any, which is directly responsible for writing the work and the category or type of publication:

1.1417 = Uniform Crime Reports of Federal Bureau of Investigation.

The final numbers often indicate the year of coverage of the document:
976 = 1976

The basic step in locating a document is to look in the *Monthly Catalogue of United States Government Publications*. This source lists government documents by author, subject, title, and series. Ask the reference librarian for assistance.



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IV. HELPFUL INFORMATION

DEWEY CLASSIFICATION

000		<i>General Works</i>
	010	Bibliographies and Catalogues
	020	Library and information, Sciences
100		<i>Philosophy and Psychology</i>
	110	Metaphysics
	150	General psychology
	160	Logic
	170	Ethics
	180	Ancient and medieval
	190	Modern philosophy
200		<i>Religion</i>
	220	Bible
	260-280	Christian church
	290	Other religions
300		<i>Social Sciences</i>
	301	Sociology
	310	Statistics
	320	Political science
	330	Economics
	340	Law
	370	Education
400		<i>Language</i>
	420	English and Anglo-Saxon
	430	Germanic languages
	440-460	Romance languages
500		<i>Pure Science</i>
	510	Mathematics
	530	Physics
	540	Chemistry
	570	Anthropology and biology
600		<i>Technology (Applied Sciences)</i>
	610	Medical Sciences
	650	Business
700		<i>The Arts</i>
	720	Architecture
	730	Sculpture
	750	Painting

	770	Photography
	780	Music
800		<i>Literature</i>
	810	American
	820	English
	830	Germanic
	840	French
	850	Italian
	860	Spanish; Portuguese
900		<i>History</i>
	920	Biography
	940	Europe
	970	North America
	973.7	Civil War
	975	South Atlantic States
	975.5	Virginia
	975.564	Prince Edward County
	980	South America

**SUPERINTENDENT OF DOCUMENTS CLASSIFICATION
OF U. S. GOVERNMENT DOCUMENTS**

A		Agriculture Department
AC		Arms Control & Disarmament Agency
C		Commerce Department
CC		Federal Communications Commission
CR		Civil Rights Commission
D		Defense Department
E		Energy Department
EP		Environmental Protection Agency
FA		Fine Arts Commission
FE		Federal Energy Administration
FR		Federal Reserve System
GA		General Accounting Office
GP		Government Printing Office
GS		General Services Administration
	GS 4	National Archives and Records Service
HE		Health, Education, & Welfare Department
	HE 19	Education Division
	HE 20	Health agencies
HH		Housing and Urban Development Department
I		Interior Department



J	Justice Department
JU	Judiciary
L	Labor Department
LC	Library of Congress
NAS	National Aeronautics & Space Administration
NF	National Foundation on the Arts & Humanities
NS	National Science Foundation
P	Postal Service
Pr	President of the United States
PrEx	Executive Office of the President
S	State Department
SI	Smithsonian Institution
T	Treasury Department
T 22	Internal Revenue Service
TD	Transportation Department
Y	Congress and Special Commissions/Agencies

A HANDY LOCATOR

Books in the general stack areas, shelved by Dewey decimal number:

000's (General works, including bibliography)	Ground Floor
100's (Philosophy and psychology)	Ground Floor
200's (Religion)	Ground Floor
300's (Social sciences, economics, government)	Ground Floor
400's (Language and linguistics)	Ground Floor
500's (Biology, chemistry, physics)	Ground Floor
600's (Applied science, medicine, business)	Ground Floor
700's (Fine arts, music, theatre, sports)	Second Floor
800's (Literature)	Second Floor
900's (History and geography)	Second Floor
92's (Biography)	Second Floor
Atlases	First Floor
Biological Abstracts	Ground Floor
Chemical Abstracts	Ground Floor
Children's Books	First Floor
Encyclopedias	First Floor
Fiction	Second Floor
Genealogy	Second Floor
Government documents	Ground Floor
Indexes (except New York Times Index)	First Floor
Jones Room (Rare Book Room)	Second Floor
Maps	Ground Floor

Microform room	Ground Floor
New books	First Floor
New York Times Index	Ground Floor
Newspapers	First Floor
Periodicals:	
Current (in lounge area)	First Floor
Bound (other than science periodicals)	First Floor
Science periodicals (bound)	Ground Floor
Unbound (other than current ones)	Ground Floor
Reference Books	First Floor
Rest rooms:	
Men's	All Floors
Women's	First, Second Floors
Seminar Rooms	Second Floor
Telephone directories (in alcove)	First Floor
Watts Room (Rare Book Room Annex)	Second Floor

RULES AND REGULATIONS

Library policies concerning the borrowing of books, fines for overdue books, and reserve books are printed in the current edition of *The Key*.

SMOKING is permitted only on the ground floor and in the smoking rooms of the first and second floors.

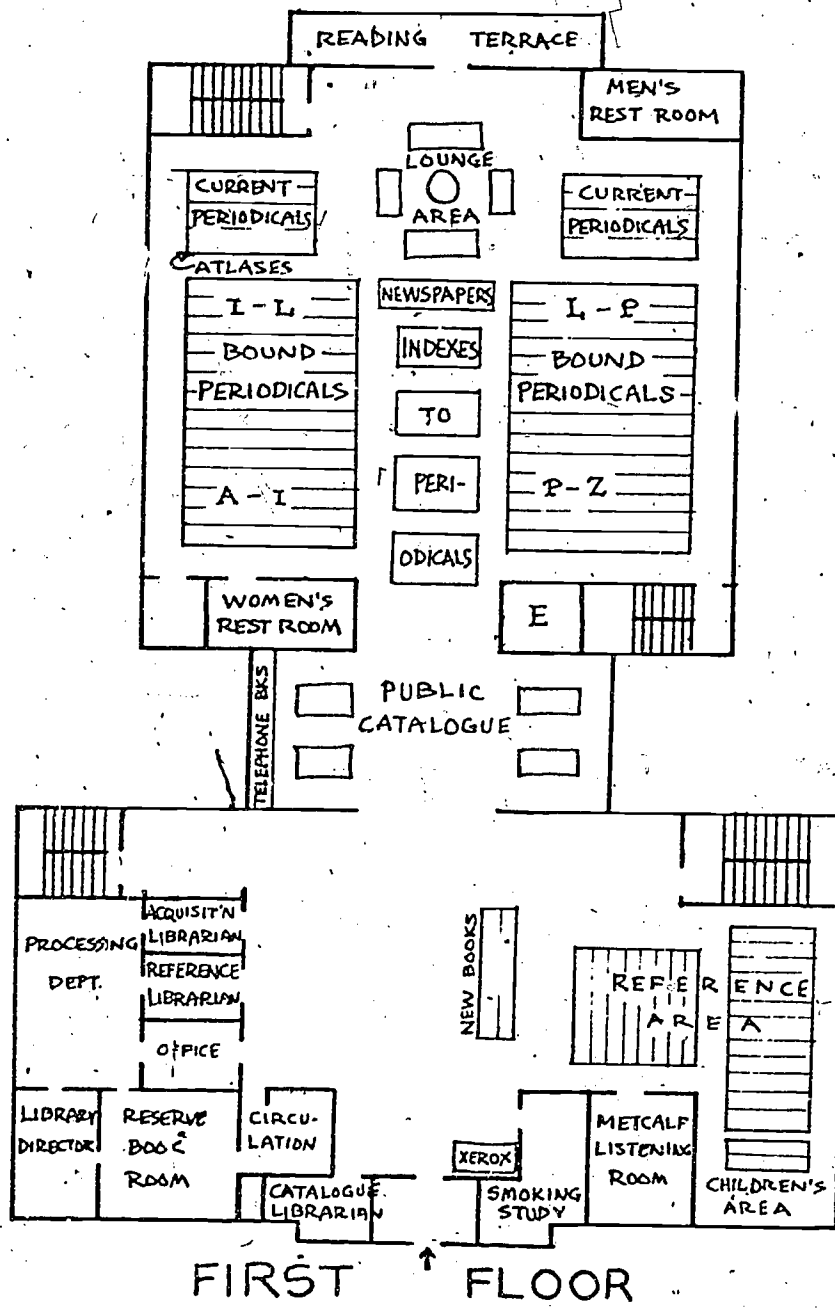
EATING AND DRINKING are not permitted in the library.

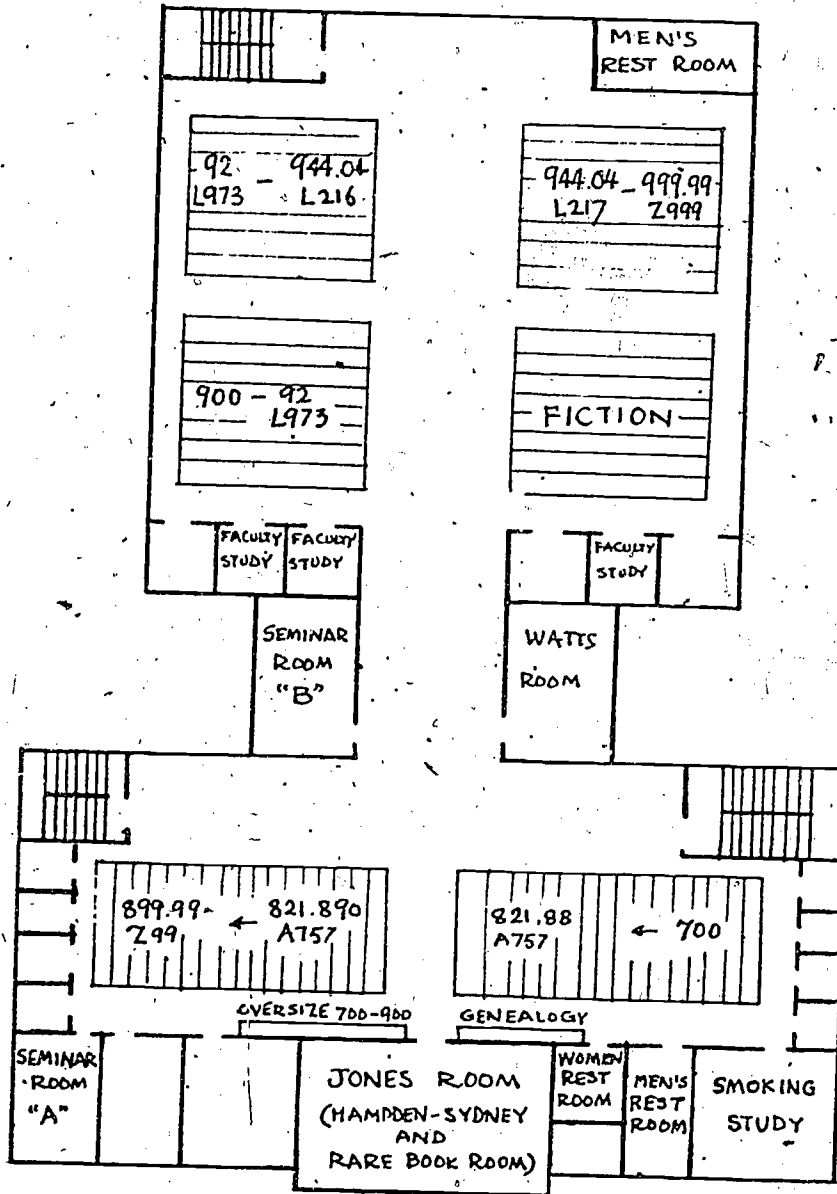
NOTES AND REMINDERS

A BOOK DEPOSIT chute is located next to the main door for the return of materials when the library is closed.

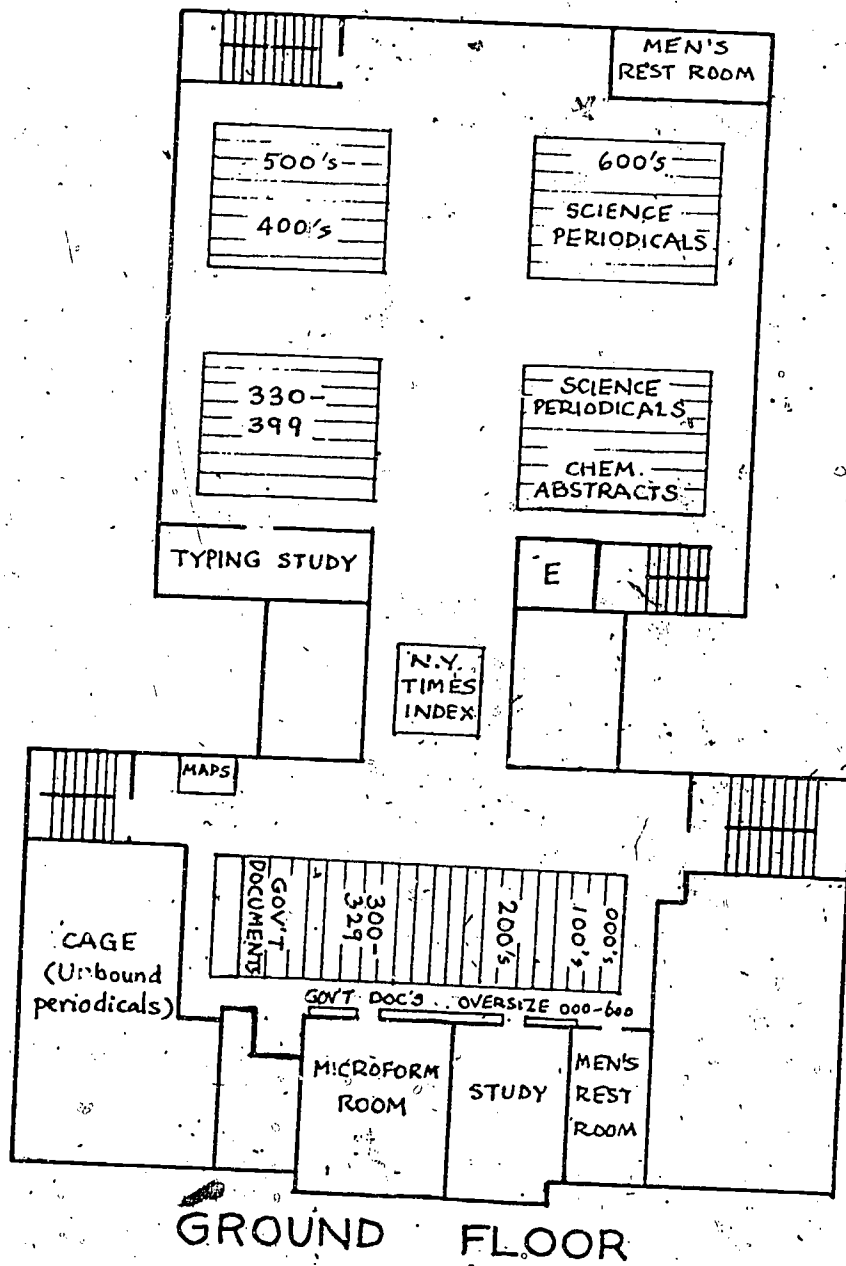
MEN'S REST ROOMS are located at the northeast corner on each floor and at the southeast corner of the ground and second floors. WOMEN'S REST ROOMS are located beyond the card catalogue on the first floor and next to the Jones Room on the second floor.

A LOST AND FOUND service is provided for valuable items. Inquire at the circulation desk. Misplaced notebooks and other such items are put on the shelves behind the new books area.





SECOND FLOOR



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Winston Hall 3
- Xerox: *See* Copy machine
- Yearbooks 4
Zip Code directory: 6

BASIC REFERENCE SOURCES IN EGGLESTON LIBRARY

Guides to reference sources

- R 016
W759
1976 Sheehy, Eugene P. GUIDE TO REFERENCE BOOKS, 9th ed. 1976. Most comprehensive guide to reference literature. Arranged by subject, subarranged by type of reference work.
- R 016
G738h
1974 THE READER'S ADVISER: A GUIDE TO THE BEST IN LITERATURE, 12th ed. 3 vols. 1974-77. Wide ranging guide to reference books and good reading in all fields.

Encyclopedias

- R 030
B862
1974
Ency Area. ENCYCLOPEDIA BRITANNICA, 15th ed. 30 vols. 1974. Divided into 3 parts: (1) the Propaedia or outline of knowledge (2) the Micropaedia (10 vols.) or brief articles for ready reference needs and (3) the Macropaedia which contains the long, in-depth articles. Bibliographies are included with articles in the Macropaedia.
- R 030
A512
1969
Ency Area. ENCYCLOPEDIA AMERICANA, 30 vols. 1969. Also an authoritative general encyclopedia. Single alphabetical arrangement of all material.
- R 031
C726
1967 COLUMBIA ENCYCLOPEDIA, 3d ed. 1963. Best one-volume encyclopedia for ready reference needs. (4th ed. on order--August 1977)

Modern general foreign language encyclopedias in the library include:

- R 033.1
B864 Brockhaus Enzyklopadie, 20 vols. 1966-74.
- R 034
L332g Grand Larousse Encyclopedique, 10 vols. 1960-64.
- R036
D545 Diccionario Enciclopedico Abreviado, 7th ed. 7 vols. & Appendix vol. 1957-65.

There are also many specialized encyclopedias which concentrate on one subject or field, such as THE ENCYCLOPEDIA OF THE SOCIAL SCIENCES or THE ENCYCLOPEDIA OF CHEMISTRY. See the subject reference lists.

Bibliographies

- R 016.01
B561 Besterman, Theodore. A WORLD BIBLIOGRAPHY OF BIBLIOGRAPHIES, 3d. ed. 4 vols, 1955. Records bibliographies on all subjects published through the early 1950s.

- R 016.016 BIBLIOGRAPHIC INDEX: A CUMULATIVE BIBLIOGRAPHY OF BIBLIOGRAPHIES, 1937-
 B582 . Appears semi-annually. A subject arrangement of bibliographies appearing in books or periodicals in both English and foreign languages. Provides year by year coverage of new bibliographies for all subjects.

National and Trade Bibliographies (for book publishing information)

- R 015 BOOKS IN PRINT, 1948- . Appears annually, with mid-year supplement.
 P976 Lists books currently in print from U.S. publishers. Arranged by author
 Alcove and title listings. Subject approach through companion volume, SUBJECT GUIDE TO BOOKS IN PRINT, 1957- . Books recently published or about to be published are listed in FORTHCOMING BOOKS, 1966- .
- R 015 PUBLISHERS' TRADE LIST ANNUAL, 1873- . Appears annually. An alphabetical
 P976 arrangement of publishers' catalogs. Index appears at front of first
 Alcove volume. Offers information about which books are available from which publishers and at what price.
- R 015 CBI: CUMULATIVE BOOK INDEX, 1928- . Appears monthly. The standard
 U581c national-trade bibliography of American books and of books in the English
 Work Room language published anywhere in the world. Single alphabetical listing by authors, subjects, and titles.
- R 015.73 AMERICAN BOOK PUBLISHING RECORD, 1960- . Appears monthly. A listing of
 A512 books recently published by American publishers. Arranged by Dewey
 Work Room classification numbers for easy subject approach. Collected annually under the title BPR.

Union Lists of Books and Periodicals (for verifying information about publications and for identifying their location in libraries)

- R 018.1 NATIONAL UNION CATALOG, 1953- . Lists by author (or title if no author)
 C357 all books published anywhere in the world and received and cataloged by
 Alcove the Library of Congress or other major American libraries. Entries include symbols which identify libraries holding copies of the work.
- Bound
 Periodicals NATIONAL UNION CATALOG, PRE-1956 IMPRINTS, 1968- . In progress, to be completed in 610 vols. Covers books published prior to 1956.
- R 016.05 UNION LIST OF SERIALS, 3d. ed. 5 vols. 1965. Identifies the holdings of
 U58 157,000 journals and periodicals in 956 U. S. and Canadian libraries.
 1965 Coverage ends at 1950. See next item.
- R 016.05 NEW SERIAL TITLES, 1950-1970. 4 vols. 1973. Covers periodicals beginning
 N532 publication on or after January 1, 1950.
- R 016.05 VIRGINIA UNION LIST OF SERIALS, 1974. Contains information on periodicals
 R496 held by 54 college, university, special, and public libraries in Virginia.

Indexes (In call number listed, Ind Tab = Index Tables)

- R 050 READERS' GUIDE TO PERIODICAL LITERATURE, 1900- . Appears twice monthly.
R286 An author, subject, and title index to about 150 popular magazines.
Ind Tab Does not cover specialized and academic periodicals and journals.
- R 050 SOCIAL SCIENCES INDEX, 1974- . Appears quarterly. An author and subject
S678 index to general and academic periodicals carrying articles related to
Ind Tab the social sciences. Prior to 1974, combined in one single index with
HUMANITIES INDEX under the title SOCIAL SCIENCES AND HUMANITIES INDEX.
(R 050/R287) Before that, from 1907 to 1965, the index was entitled
International Index (R 050/R287 in regular reference area).
- R 050 HUMANITIES INDEX, 1974- . Appears quarterly. An author and subject
H918 index to general and academic periodicals carrying articles on the
Ind Tab humanities. For information about coverage prior to 1974, see the
preceding item.

For coverage of 19th century periodicals, see:

- R 050 POOLES INDEX TO PERIODICAL LITERATURE, 1802-1907. 7 vols. 1882-1908. A
P822 subject index to 470 American and British periodicals. Difficult to
use. Includes book reviews listed under the subject of the book or
sometimes under the author of the book.
- R 050 NINETEENTH CENTURY READERS' GUIDE TO PERIODICAL LITERATURE 1890-1899, WITH
N714 SUPPLEMENTARY INDEXING, 1900-22. 2 vols. 1944. An author and subject
Ind Tab index to 51 American periodicals.

Other basic indexes with different types of coverage are:

- R 040 ESSAY AND GENERAL LITERATURE INDEX, 1900- . Appears semi-annually. An
E78 author-subject index to essays and articles in books on all subjects.
Ind Tab Covers books published year by year.
- R 016.3 PAIS: PUBLIC AFFAIRS INFORMATION SERVICE BULLETIN, 1915- . Appears
P976 weekly. A subject index to books, government publications, and periodical
Ind Tab articles on public and economic affairs. Useful for a broad range
of topics.

Atlases and Geographical Dictionaries

- R 912 TIMES ATLAS OF THE WORLD, MID-CENTURY EDITION, 2nd ed. 1955-59 5 vols.
T583 A comprehensive international atlas. Now somewhat dated.
Atlas Area
- R 910.3 WEBSTER'S GEOGRAPHICAL DICTIONARY, 1964. A dictionary of names and places
W385 with geographical and historical information.
1964

- R 910.3
C726
1952 COLUMBIA-LIPPINCOTT GAZETTEER OF THE WORLD, 1952. A geographical dictionary which offers basic information on over 130,000 geographical locations.
- R 912
O98w OXFORD WORLD ATLAS, 1973. A recent, handy atlas featuring topographic, population, economic, and meteorological coverage.
- R 910.3
T583 INDEX-GAZETTEER OF THE WORLD, 1966. Includes latitude and longitude map references to the TIMES ATLAS OF THE WORLD.

Biographical Sources

- R 016.92
E616
Ind Tab BIOGRAPHY INDEX, 1946- . Appears quarterly. An index to biographical material in books and periodicals on persons of all times and places.
 - R 929.3
N532 NEW YORK TIMES OBITUARIES INDEX 1858-1968, 1970. An index to obituaries in the New York Times. Good source for locating biographical information on deceased individuals.
 - R 920
C976 CURRENT BIOGRAPHY, 1940- . Appears monthly. A continuing series of biographical articles on famous, significant contemporary people. There are ten year indexes and cumulated indexes in each volume for the period since the previous ten year index appeared.
 - R 920.02
ML47 MCGRAW-HILL ENCYCLOPEDIA OF WORLD BIOGRAPHY, 12 vols. 1973. A collection of brief biographical articles on noteworthy persons of all places and times.
 - R 920.C2
P314 CHAMBERS'S BIOGRAPHICAL DICTIONARY, rev. ed., 1969. Handy, one volume universal biography.
- American biographical dictionaries, current and retrospective:
- R920.073
W628 WHO'S WHO IN AMERICA, 1899- . Appears biennially. A biographical dictionary of notable living American men and women.
 - R 920.073
W62 WHO WAS WHO IN AMERICA, 1897-1976, 6 vols. Contains sketches removed from WHO'S WHO IN AMERICA because of death, 1897-1976. Supplemented by WHO WAS WHO IN AMERICA: HISTORICAL VOLUME 1607-1896, 1963, which contains over 13,000 biographies of prominent Americans who died prior to 1896.
 - R 920
D554 DICTIONARY OF AMERICAN BIOGRAPHY, 20 vols. & supplements, 1937- . The leading scholarly American biographical dictionary. Excludes living persons. Note: WHO'S WHO, WHO WAS WHO, and the DICTIONARY OF NATIONAL BIOGRAPHY are the British equivalents.
 - R 920.72
N899 NOTABLE AMERICAN WOMEN, 1607-1950, 3 vols. 1971. A response to the exclusion of all but a few women from the DICTIONARY OF AMERICAN BIOGRAPHY.



Directories

Of people:

- R 923.773
C368
1974 DIRECTORY OF AMERICAN SCHOLARS, 6th ed. 4 vols. 1974. Profiles of nearly 40,000 scholars in various academic disciplines except the sciences.
- R 925.0973
A512
1976 AMERICAN MEN AND WOMEN OF SCIENCE, 13th ed. 7 vols. 1976. Profiles of more than 12,000 currently active scientists.

Of groups:

- R 061.3
G152
1972 ENCYCLOPEDIA OF ASSOCIATIONS, 7th ed. 2 vols. 1972. Covers more than 15,000 American organizations and groups, including business, religious, labor, scientific, and educational organizations. Contains basic information about the location and membership of the group and its activities.

Of publications:

- R 016.05
UL5
1973/74 ULICH'S PERIODICALS DIRECTORY: A CLASSIFIED GUIDE TO A SELECTED LIST OF CURRENT PERIODICALS, 15th ed. 1973, 2 vols. Offers basic information on more than 55,000 American and foreign periodicals. Arranges periodicals by subject.

Statistical Collections and Almanacs

- R 317.3
W927 WORLD ALMANAC AND BOOK OF FACTS, 1868- . Appears annually. A collection of factual information on wide range of topics and review of events of previous year.
- R314.2
Al445 WHITAKER'S ALMANACK, 1869- . Appears annually. British emphasis.
- R 031
K16
1964 Kane, Joseph N. FAMOUS FIRST FACTS, 3d ed. 1964. Records first happenings, discoveries, and inventions.
- R 032
G964 GUINNESS BOOK OF WORLD RECORDS, 1955- . Appears annually.
- R 305
S797 STATESMAN'S YEAR-BOOK: STATISTICAL AND HISTORICAL ANNUAL OF THE STATES OF THE WORLD, 1864- . Appears annually. Focuses on political matters but includes a variety of other information and statistics on the countries of the world.
- R 317.3
F714 STATISTICAL ABSTRACT OF THE UNITED STATES, 1879- . Appears annually. A compilation of statistics from all U.S. government agencies. Contains the most frequently cited government statistics with references to the publications which contain the complete statistical series.

Subject heading guides

- R 025.3
U58
1975
Alcove
LIBRARY OF CONGRESS SUBJECT HEADINGS, 8th ed. 2 vols. 1975. Identifies the established subject headings used by the Library of Congress and relates unused headings to the corresponding established headings. Extremely valuable aid to the use of the card catalog.
 - R 025.33
A874
Ind Tab.
CROSS-REFERENCE INDEX: A SUBJECT HEADING GUIDE, 1974. Identifies related subject headings used in key periodical indexes.
- Newspapers--Indexes, Union Lists, and Directories.
- R 071
N532
Ind Tab
Ground Flr.
THE NEW YORK TIMES INDEX, ¹⁹⁷¹⁻~~1973~~. Appears twice monthly. A detailed subject index to daily issues of the New York Times. Serves as general index to all newspapers for events of national and international significance.
 - R 016.071
B855
Brigham, Clarence S. HISTORY AND BIBLIOGRAPHY OF AMERICAN NEWSPAPERS, 1690-1820, 2 vols. 1947. Lists over 2000 newspapers published between 1690 and 1820 by state and includes brief history and location of copies in libraries.
 - R 016.070
A512
AMERICAN NEWSPAPERS, 1821-1936, A UNION LIST OF ~~INDEX~~ FILES AVAILABLE IN THE UNITED STATES AND CANADA, 1937. Continues coverage begun by preceding item.
 - R 016.071
A976
AYER'S DIRECTORY OF NEWSPAPERS AND PERIODICALS, 1880-. Annually. Lists about 20,000 newspapers and periodicals currently published in America, its territories, and Canada. Arranged by states and cities, with detailed information about the publications and economic descriptions of the cities in which they are published.

as Aug 27



Dictionaries

- R 423
W382n
1971
WEBSTER'S THIRD NEW INTERNATIONAL DICTIONARY, 1971. A standard but controversial dictionary because of its acceptance of slang and other popular usages. No entries for people or places. Arranges meanings of words in chronological order with earliest meanings first.
- R 423
R192
RANDOM HOUSE DICTIONARY, 1966. Includes entries for people and places. Arranges definitions in order of importance with most frequently used meanings first.
- R 423
M982
THE OXFORD ENGLISH DICTIONARY, 1933, 13 vols. + supplements. The great dictionary of the English language. Presents the history of every word introduced into the English language since 1150. Gives differences in meaning, spelling, pronunciation, and usage at different periods of the last 800 years.
- R 424
M462
ROGET'S INTERNATIONAL THESAURUS, 3rd ed. 1962. A dictionary of synonyms with words grouped according to categories of ideas.
- R 808.8
O98
OXFORD DICTIONARY OF QUOTATIONS, 2nd ed. 1953. Arranges quotations alphabetically by author, with an index of key words.
- R 423
F786
1965
Fowler, Henry W. DICTIONARY OF MODERN ENGLISH USAGE, 2nd ed. 1965. A guide to the usage of the English language. Contains brief entries on grammar, sentence patterns, word choice, spelling, punctuation, pronunciation, etc.
- R 427.09
W478
1975
Wentworth, Harold. DICTIONARY OF AMERICAN SLANG, 2nd supplemented ed. 1975. Defines American slang terms, with supplementary sections for terms which have come into use since 1967.
- R 423.1
G151
ACRONYMS & INITIALISMS DICTIONARY, 4th ed. 1973. An alphabetical listing of organizations, concepts, substances, etc. by their initials or acronyms.
- R 421.8
D467
1967
DeSola, Ralph. ABBREVIATIONS DICTIONARY, rev. ed. 1967. Similar to above entry with special section in back for identification of symbols, signs, and marks of all sorts.

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**BASIC REFERENCE SOURCES IN GOVERNMENT AND FOREIGN AFFAIRS
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Guides to the use and location of government documents and manuscript material

- R 015
B789
1952 Boyd, Anne. UNITED STATES GOVERNMENT PUBLICATIONS, 3rd ed. rev., 1949, 1952. An annotated list of government documents, tracing them from colonial times. Descriptions of the more important documents. Arranged by issuing agency. Detailed index. Now dated but useful as guide to older publications.
- R 015.73
M486 Mechanic, Sylvia. ANNOTATED LIST OF SELECTED UNITED STATES GOVERNMENT PUBLICATIONS AVAILABLE TO DEPOSITORY LIBRARIES, 1971. An annotated list of major depository items of government publications. Arranged by item numbers (numbers used by depository libraries to order documents). Also includes an explanation of the Superintendent of Documents classification system, and a list of catalogs, indexes, and guides to U.S. government publications.
- R 025.173
S347
1969 Schmeckebier, Laurence, and Roy Eastin. GOVERNMENT PUBLICATIONS AND THEIR USE, 2nd rev. ed., 1969. A detailed guide to the history and use of government documents. Explains, describes, and gives the history of major titles such as the Congressional Record, pointing out title changes, coverage differences, etc. Arranged by topic areas of government publications, such as Constitutions, Laws, Presidential papers, etc.
- R 353
U58 U.S. National Archives. GUIDE TO THE RECORDS IN THE NATIONAL ARCHIVES, ¹⁹⁷⁴1948. Describes kinds of noncurrent records of the U. S. government available in the national archives. Arranged by agencies.
- R 025.171
U58 Hamer, Philip, ed. GUIDE TO ARCHIVES AND MANUSCRIPTS IN THE UNITED STATES, 1961. Describes manuscripts and archival material in libraries in the United States. Serves as a guide to the location of manuscript materials, arranged by state and city and type of document material. Subject and name index.
- R 016.091
N277
Ref. Alcove NATIONAL UNION CATALOG OF MANUSCRIPT COLLECTIONS, 1959/61- . Appears annually. Reproduces catalog cards of manuscript collections in U. S. libraries to show who owns what. Beginning in 1970, also includes oral history and other sound recording materials.

Catalogs and Indexes to U. S. Government and State Documents

- R 015.73
P823
Ref. Alcove Poore, Benjamin. A DESCRIPTIVE CATALOGUE OF THE GOVERNMENT PUBLICATIONS OF THE UNITED STATES, SEPTEMBER 5, 1774-MARCH 4, 1881, 2 vols., 1885, repr. 1970. An incomplete list of the government publications of the period. Gives title, author, date, and a brief summary of each document. Arranged geographically by date of issuance.
- R 015.73
U58
Ref. Alcove Ames, John. COMPREHENSIVE INDEX TO THE PUBLICATIONS OF THE UNITED STATES GOVERNMENT, 1881-1893, 2 vols., 1905, repr. 1970. An index of the publications of the U. S. government for the years 1881-1893. Not comprehensive, omits some departmental publications. Arranged by subject with personal name index.
- R 015.73
U58c
Ref. Alcove CHECKLIST OF UNITED STATES PUBLIC DOCUMENTS, 1789-1909. 3rd ed., 1911. Cites Congressional documents through the 60th Congress and executive branch publications to Dec. 31, 1909. Includes also American State papers and papers of the revolutionary period. Congressional tables identify the Serial Set number of all Congressional journals, reports, and documents. Arranged by Congressional session and serial set number. Departmental publications are arranged by Superintendent of Documents Classification number. Proposed index volume, so-called Vol. II, was never issued.

Bd. Per. **MONTHLY CATALOG OF UNITED STATES GOVERNMENT PUBLICATIONS, 1895*** . The primary
Main flr. reference tool for government publications. Lists U. S. government publica-
 tions by issuing agency. Author, title, subject, and series indexes now in
 each monthly issue. Cumulated indexes now appear semiannually, formerly
 annually. Library has issues from 1941 to date. Bound volumes are lettered
 and shelved as United States Government Publications. Monthly Catalog.

Bd. Per. **MONTHLY CHECKLIST OF STATE PUBLICATIONS, 1910-** . A record of state documents
Main flr. issued within the most recent five year period which have been received by
 the Library of Congress. Arranged geographically by state, then alphabetically
 by issuing agency.

Congressional proceedings

Grd. flr. **CONGRESSIONAL RECORD: PROCEEDINGS AND DEBATES OF THE CONGRESS, 1789-** . Appears
Near cage. daily. A record of the daily proceedings of Congress. In four sections: the
 proceedings of the House and of the Senate; the Extensions of Remarks (added
 material such as newspaper editorials inserted into the Record by members of
 Congress); and, the Daily Digest. Issued also in a permanent bound edition.
 Biweekly index to the unbound daily edition and annual master index to bound
 edition. Indexes are in two parts: a subject-name index to the Proceedings
 and the Extensions of Remarks sections; and a History of Bills and Resolutions.
 Issues prior to 1939 on microfilm. The titles and dates of the predecessor
 volumes are:

Annals of Congress. 1st to 18th Congress 1789-1824

Register of Debates. 18th to 25th Congress 1824-1837.

Congressional Globe. 23rd to 42nd Congress 1833-1873

The Extension of Remarks section was formerly entitled the Appendix, and was
 not included in the bound edition from 1955 to 1968.

328.7301 **HOUSE JOURNAL. SENATE JOURNAL, 1789-** . The official documents for the
 U58h and proceedings of Congress. Issued at end of each Congressional session. Each
 328.7301 has a History of Bills and Resolutions, and a name-subject-title index. More
 U58s concisely arranged and easier to access but less detailed than Congressional
 Record. Library has volumes beginning with 94th Congress, 1st session, 1975-

Cage **DIGEST OF PUBLIC GENERAL BILLS AND RESOLUTIONS, 1936-** . Brief summaries of
 bills and resolutions introduced in Congress. As bills become law or receive
 action, status and summary are given in preliminary sections. Includes
 sponsor, subject, bill name, and identical bill indexes. Each sessions
 cumulations and supplements result in a permanent volume. Library has
 issues beginning with 93rd Congress, 1st session, 1973-

Laws

R-348.022 **UNITED STATES STATUTES AT LARGE, 1789-** . The official text of all public
U58 and private laws and concurrent resolutions. Arranged chronologically by
 date of passage. Also contains "Guide to Legislative History of Bills
 Enacted into Public Law" and subject index. Library has volumes 87- , 1973-

Slip Laws. First publication, in pamphlet form, of text of bills passed into
 law. Shelved next to and eventually incorporated into the Statutes at Large.

UNITED STATES CODE, CONTAINING THE GENERAL AND PERMANENT LAWS OF THE UNITED STATES, 1926- . The consolidation and codification of the laws of the U. S. Rearranges the texts of the statutes into 50 titles based on subjects such as Public Health and Welfare, War and National Defense, Internal Revenue, etc. Library has 7th ed. 1964, most volumes of 8th ed. 1970. 9th ed. 1976 began to appear in December 1977.

CODE OF FEDERAL REGULATIONS, 1938- . The codification of the rules and regulations established by executive branch departments and agencies to carry out the provisions of statutory law. Arranged in 50 titles. Revised annually. Library began receiving these issues in 1977.

The Presidency

Current per. **WEEKLY COMPILATION OF PRESIDENTIAL DOCUMENTS, 1965-** . Transcripts of the President's news conferences, messages to Congress, public speeches and statements, and other materials released during the week by the White House.

353.03
U58p **PUBLIC PAPERS OF THE PRESIDENTS OF THE UNITED STATES, CONTAINING THE PUBLIC MESSAGES, SPEECHES, AND STATEMENTS OF THE PRESIDENT, 1958-** . Appears annually. Covers recent administrations with coverage also extended back to 1945. Coverage of all Presidents from Truman to the present. Indexes in each volume. For earlier administrations, see below.

973.08
P933 Richardson, James D., ed. **A COMPILATION OF THE MESSAGES AND PAPERS OF THE PRESIDENTS, 1789-1902.** 10 vols., 1896-1899. Supplement 1903. Contains proclamations, addresses, messages and communications to Congress of Presidents Washington through McKinley, and some from the T. Roosevelt administration.

Constitutions

R 342.733
U58 **THE CONSTITUTION OF THE UNITED STATES OF AMERICA: ANALYSIS AND INTERPRETATION: ANNOTATIONS OF CASES DECIDED BY THE SUPREME COURT OF THE UNITED STATES TO JUNE 30, 1972, 1973.** An analysis of the meaning of all provisions of the U. S. Constitution and its amendments. Details the history of judicial interpretation of the various provisions. Also contains a list, in chronological order, of acts of Congress held unconstitutional by the Supreme Court to 1943. A table of cases cited and a subject index at end. 1970

R 342.738
C726 **CONSTITUTIONS OF THE UNITED STATES, NATIONAL AND STATE, 2 vols., 1962-69.** Texts of the U. S. Constitution and of the 50 states. Also contains Model State Constitution at end of Vol. 2.

R 342.738
C726i **INDEX DIGEST OF STATE CONSTITUTIONS. 2nd ed., 1959.** A subject index to the state constitutions in the above entry. Indexes documents by article and section for purposes of comparison.

R 342.73
B287 Bartholomew, Paul. **SUMMARIES OF LEADING CASES ON THE CONSTITUTION, 9th ed. 1974.** The leading cases to June 1973 arranged alphabetically by plaintiff, stating briefly the issue involved, the decision, the reason, and corollary cases. There is an alphabetical list of cases by plaintiff, by defendant, and by popular name at the front, and an index of cases by subject at the back.

The Supreme Court

- R 345.4
U58r
Shelved near
cage.
- UNITED STATES REPORTS: CASES ADJUDGED IN THE SUPREME COURT, 1754-. The official record of the opinions and decisions of the U. S. Supreme Court. List of cases in the front, subject index at end. First appearance in pamphlet form in SLIP OPINIONS.
- R 348.73
A543
- Anderman, Nancy. UNITED STATES SUPREME COURT DECISIONS: AN INDEX TO THEIR LOCATIONS, 1976. Identifies books which reprint full text or major excerpts of Supreme Court decisions. Also has chronological listing of Supreme Court decisions 1792-1973; case name index, and subject index.
- 347.9922
F911
- Friedman, Leon, and Fred Israel, comps. THE JUSTICES OF THE UNITED STATES SUPREME COURT 1789-1969: THEIR LIVES AND MAJOR OPINIONS, 4 vols., 1969. Biographical essays on the justices of the Supreme Court. Appendix in Vol. 4 has statistics on the court, a list of Acts of Congress held unconstitutional by the Court, and Court decisions overruled by subsequent decisions.
- R 340.02
S547
- SHEPARD'S UNITED STATES CITATIONS, 1943-. A citation index in two parts: the Cases identifies federal and state court decisions which affect previous Supreme Court cases; the Statutes part identifies federal court decisions which affect the Constitution, the U. S. Code, the statutes, treaties, or court rules.

Directories and Manuals

- R 330.9
U58
- UNITED STATES GOVERNMENT MANUAL, 1935-. The official handbook and directory of the federal government. Describes the purposes and programs of most federal government agencies and lists top personnel. Also includes organization structure charts, description of executive agencies and functions abolished, transferred or terminated, and name, subject, and agency indexes. Appears annually. Library has 1941 to date.
- R 328.738
C749
- OFFICIAL CONGRESSIONAL DIRECTORY, 1864-. More comprehensive than title indicates. Appears annually. Includes biographical sketches of members of Congress, state delegations, committee and subcommittee assignments, administrative assistants and secretaries; governors of states, biographical sketches of cabinet officers and lists of officials in each department, biographies of members of the Supreme Court, officials of independent agencies, foreign and U. S. diplomatic officers, the press corps, and maps of Congressional districts.
- R 923.273
U58b
1961
- BIOGRAPHICAL DIRECTORY OF THE AMERICAN CONGRESS, 1774-1961, 1961. Biographical sketches, arranged alphabetically, of members of the Continental Congress and of the Congress from the first to the 86th. Also contains lists of executive officers of all Presidential administrations from 1789-1961 and lists of members of each Congress by state delegation.
- R 923.273
B615
- BIOGRAPHICAL DIRECTORY OF THE UNITED STATES EXECUTIVE BRANCH 1774-1971, 1971. Biographical sketches of all cabinet heads from all American Presidential administrations, plus biographies of the presidents, vice-presidents, and the presidents of the Continental Congress.

Statistics

- R 317.3
F714 **STATISTICAL ABSTRACT OF THE UNITED STATES, 1879-** . . . Appears annually. A compilation of statistics from all U. S. government agencies. Contains the most frequently cited government statistics with references to the publications which contain the complete statistical series.
- R 317.3
F714
1976 **HISTORICAL STATISTICS OF THE UNITED STATES, 2 vols. 1975.** Short introductory essays and tables of historical statistics on population, economic, educational, and governmental matters from colonial times to the present.
- R 317.3
F714
Suppl. c **COUNTY AND CITY DATA BOOK, 1949-** . . . Basic statistical information broken down by counties, standard metropolitan statistical areas, and cities. Numerous appendices and a section of maps for the states showing counties, SMSAs, and cities having 25,000 inhabitants or more. Appears periodically. Latest issue available is 1972.
- R 317.3
F714
Suppl. G **CONGRESSIONAL DISTRICT DATA BOOK, 1965-** . . . Offers basic statistical information broken down by congressional districts; maps for each state showing counties and congressional districts; and recent election statistics for each district. Appears periodically. Latest issue available is that for 93rd Congress, 1973.
- R.336.73
U58 **THE BUDGET OF THE UNITED STATES GOVERNMENT, 1922/23-** . . . Contains, in summary tables, the budget by major divisions. Also contains explanation of the budget system and the budget message of the president. Library has 1949 to date. Appears annually. Library also now receives three related publications: **APPENDIX TO THE BUDGET**, more detailed information, breaking down the budget by sub-agencies and functions; **BUDGET IN BRIEF**, a summary of budget figures; and **SPECIAL ANALYSES**, analytical information on selected program areas such as federal social programs and federal aid to state and local governments.
- R 329.023
C749 **CONGRESSIONAL QUARTERLY'S GUIDE TO U. S. ELECTIONS, 1975.** Narrative discussions and election statistics for all major American political offices since 1824. Includes presidential, gubernatorial, Senate, House elections, party nominating conventions, and Southern primaries. Includes election related data in appendix and indexes for candidates.

Summaries of governmental activities

- Current
per. **CQ: CONGRESSIONAL QUARTERLY WEEKLY REPORT.** Reviews the week's developments in all branches of the federal government.
- R 328.73
C749 **CONGRESSIONAL QUARTERLY ALMANAC, 1945-** . . . Appears annually. Excellent summary of the year's congressional activities. Arranged by general subject areas such as Energy and Environment, Economic Policy, Foreign policy, etc. Also offers reviews of elections, list of public laws, lobby index, roll-call charts, presidential messages and vetoes, and an excellent subject index.
- Current
per. **NATIONAL JOURNAL, 1969-** . . . Another weekly summary of federal activities. Library holdings begin with 1977.

- Bd. Per.** CONGRESSIONAL DIGEST, 1921- . More pro and con view of major issues before
Main fir. Congress than a digest. Each issue is devoted to a major controversial topic.
 A factual background is followed by a pro and con section. Also includes a
 summary of the month's activities in Congress. Appears monthly.
- R 320.973** CONGRESS AND THE NATION, 1965- . A series of volumes, first issued in 1965, which
C749 offer comprehensive summaries of presidential, legislative, and general political
 developments during the period. Vol. I covers 1945-64, Vol. II 1965-68,
 Vol. III 1969-72. Variety of useful information in the appendix including key
 congressional votes, biographical information, and presidential inaugural and
 state of the union addresses.

Treaties, Foreign Relations, and International Law

- 327** FOREIGN RELATIONS OF THE UNITED STATES: DIPLOMATIC PAPERS, 1861- . Appears
US8 annually. Important series, constituting the official record of the foreign
 policy of the United States. Contains the text of diplomatic communications,
 exchanges of notes, reports, some treaties, and other official papers relating
 to the foreign relations and diplomacy of the U. S. Appears in several parts
 for each year, arranged by geographical area. Index in each volume. Two
 general indexes cover the periods 1861-1899 and 1900-1918. Two drawbacks:
 record is not complete, with omission of some sensitive items; time lag of
 more than 25 years. Library has fairly complete coverage from 1895. Other
 volumes are issued in special series for peace conferences or relations with
 a particular country for a selected group of years. These volumes are
 individually cataloged.
- 341.273** Bevans, Charles, comp. TREATIES AND OTHER INTERNATIONAL AGREEMENTS OF THE UNITED
US8 STATES OF AMERICA, 1776-1949, 12 vols., 1968-74. Convenient compilation of
 all treaties involving the U. S. to 1950. Vol. 1-4 contain multilateral
 treaties (U. S. & two or more other countries) arranged by date; Vol. 5-12
 contain bilateral treaties (U. S. & one other country) arranged by country.
 For treaties since 1950 see next item.
- R 341.273** UNITED STATES TREATIES AND OTHER INTERNATIONAL AGREEMENTS, 1950- . Appears
US8 annually. Contains the official text of all agreements and treaties from
 1950 to which the U. S. is a party. Prior to 1950, the official text was
 included in Statutes at Large. Treaties are printed in the languages
 appearing in the original. Arranged by numerical order as originally published
 in pamphlet form in Treaties and other International Acts Series.
- R 341.2** Miller, Hunter, comp. TREATIES AND OTHER INTERNATIONAL ACTS OF THE UNITED STATES
US8t OF AMERICA, 8 vols., 1931-48. Contains complete texts, and also extensive notes
 on the circumstances of the negotiations, for all treaties involving the U. S.
 from 1776-1863. Arranged chronologically.
- 327.73** Sparks, Jared, comp. THE DIPLOMATIC CORRESPONDENCE OF THE AMERICAN REVOLUTION,
US8d 12 vols., 1829-30. Contains the correspondence of American leaders and the
 foreign ministers of other countries during the revolution. No index. See
 also: THE DIPLOMATIC CORRESPONDENCE OF THE UNITED STATES OF AMERICA FROM THE
 SIGNING OF THE DEFINITIVE TREATY OF PEACE TO THE ADOPTION OF THE CONSTITUTION,
 7 vols., 1833-34. These are erratically edited, not always reliable.

- R 341.02
W615 Whiteman, Marjorie, comp. DIGEST OF INTERNATIONAL LAW, 15 vols., 1963-73. Reflects the status of international law through digests of documents of international bodies and national agencies. Arranged by international law concepts. Reflects U. S. view of practice in international law. Vol. 15 is a general index.
- R 341.02
R875 DIGEST OF UNITED STATES PRACTICE IN INTERNATIONAL LAW, 1973- . Appears annually. Describes developments in U. S. practice of international law over the past twelve month period. Subject index at end of each volume.
- Cage
S 9.14: TREATIES IN FORCE: A LIST OF TREATIES AND OTHER INTERNATIONAL AGREEMENTS OF THE UNITED STATES IN FORCE ON JANUARY 1, 1929- . Appears annually. Lists bilateral treaties (by country and subject) and multilateral treaties (by subject) active as of January 1 each year. Library has issues beginning with 1977.
- 327
D637 AMERICAN FOREIGN RELATIONS: A DOCUMENTARY RECORD, 1971- . Appears annually. Combines a narrative account of America's foreign relations during the year with a selection of the important documents for that year. Attempts to provide a comprehensive and authoritative nongovernmental record of American foreign policy. Issued by the Council on Foreign Relations as a continuation of two older series:
- 327
D637 DOCUMENTS ON AMERICAN FOREIGN RELATIONS, 1939-1970. An annual record of key documents on American foreign relations but no narrative commentary. Library has volumes which cover 1938-1965.
- 329
U58 THE UNITED STATES IN WORLD AFFAIRS, 1931-1970. An annual collection of essays surveying and interpreting major events and developments affecting U. S. foreign policy. Library has volumes which cover 1964-67 and 1970.
- Bd. per.
Main flr. DEPARTMENT OF STATE BULLETIN, 1939- . Appears weekly. Provides current information on developments in American foreign relations. Includes press releases on foreign policy, statements and addresses of the president and officers of the state department, special articles, and information pertaining to treaties and international agreements. Library has older issues (1939-1950) on microfilm, recent issues in bound periodicals section.

Other highly useful periodicals are: INTERNATIONAL LEGAL MATERIALS, a bi-monthly collection of current international documents, 1962- ; AMERICAN JOURNAL OF INTERNATIONAL LAW (library has Vol. 41, 1947-), articles on matters of international law; and FOREIGN AFFAIRS, 1922- , articles on foreign relations and a bibliography in two parts: "Recent books on international relations" arranged by subject and annotated with brief comments; and "Source material" a selective, unannotated list of official documents and pamphlets. The latter two periodicals appear quarterly.

United Nations

- R 341.13
U58 United Nations. YEARBOOK, 1946/47- . An annual summary of the activities and decisions of the UN. Appendix gives roster of country members, charter and structure. Subject and name index at end.
- Bd. per.
Main flr. U. N. MONTHLY CHRONICLE, 1964- . Articles and discussion of recent U.N.-related events

- 311.31 United Nations. STATISTICAL YEARBOOK: ANNUAIRE STATISTIQUE, 1964-. . Summaries
U58 of international statistics on population, business and trade, education, etc.
- 341.3 BASIC FACTS ABOUT THE UNITED NATIONS, 1970. Information on the origin, purpose,
U58b structure, and activities of the U. N.
- 341.13 EVERYMAN'S UNITED NATIONS, 8th ed., 1968 & Supplement. Subtitle conveys content:
U58 A Complete Handbook of the Activities and Evolution of the United Nations
1968 during its first twenty years, 1945-1965. Supplement carries coverage to 1970.
Appendices in basic volume contain U.N. Charter, the Statute of the International
Court of Justice, the Universal Declaration of Human Rights, and a
list of U. N. information centres. Subject and name index at end.

Some Related Political Science Reference Sources

Guides to the literature

- R 016.32 Brock, Clifton. THE LITERATURE OF POLITICAL SCIENCE, 1969. Discusses basic
B864 sources in the field.
- R 015.42 Ford, Percy. A GUIDE TO PARLIAMENTARY PAPERS: WHAT THEY ARE, HOW TO FIND THEM,
F711 HOW TO USE THEM, 3rd ed., 1972. Discusses English government documents and
their use.
- R 016 White, Carl. SOURCES OF INFORMATION IN THE SOCIAL SCIENCES: A GUIDE TO THE
W583 LITERATURE, 2nd ed. 1973. Chapter on political science discusses the origin
and nature of the field, and then provides well-annotated lists of basic
literature sources.
- R 011 Winton, Harry. PUBLICATIONS OF THE UNITED NATIONS' SYSTEM: A REFERENCE GUIDE,
W793 1972. Provides annotated list of selected reference publications by subject
and also a list of U.N. periodicals.

Encyclopedias and Dictionaries

- R 303 ENCYCLOPEDIA OF THE SOCIAL SCIENCES, 8 vols., 1937. A dated but still useful
E56 survey of the social sciences as of the 1930s. Brief biographical articles
are useful because of absence of such articles in next item below.
- R 303 INTERNATIONAL ENCYCLOPEDIA OF THE SOCIAL SCIENCES, 17 vols., 1968. Focuses on
I61 concepts, principles, terms, theories, and methods in political science and
Ency. area other disciplines of the social sciences during the 1960s.
- R 031 MARXISM, COMMUNISM, AND WESTERN SOCIETY: A COMPARATIVE ENCYCLOPEDIA, 8 vols.,
M392 1972. Lengthy articles on the political, economic, military, and cultural
differences between East and West. Lengthy bibliographies at end of articles.
- R 303 Gould, Julius. A DICTIONARY OF THE SOCIAL SCIENCES, 1964. Covers approximately
G697 one thousand concepts and terms used in the social sciences. More narrowly
focused dictionaries include:

- R 320.973
P712 Plano, Jack, and Milton Greenberg. THE AMERICAN POLITICAL DICTIONARY, rev. ed. 1967. Arranges terms by subject areas and also lists important cases, statutes, and agencies related to each of the subject areas.
- R 320.973
S646
1968 Smith, Edward, and Arnold Zurcher. DICTIONARY OF AMERICAN POLITICS, 2nd: ed., 1968. Terms arranged by alphabetical order. Appendix includes chart of information on the fifty states, list of presidents, and the Constitution.
- R 327.03
P699 Plano, Jack, and Roy Olton. THE INTERNATIONAL RELATIONS DICTIONARY, 1969. Terms arranged by twelve subject groupings. Index of terms in alphabetical arrangement at end.
- R 340.3
B627
1968 Black, Henry Campbell. BLACK'S LAW DICTIONARY: DEFINITIONS OF THE TERMS AND PHRASES OF AMERICAN AND ENGLISH JURISPRUDENCE, ANCIENT AND MODERN. rev. 4th ed., 1968. Nearly 2000 pages of definitions of legal terms. List of abbreviations used in such legal documents as U. S. Reports at end.

Yearbooks and Handbooks

- R 327
V772 Vincent, Jack. A HANDBOOK OF INTERNATIONAL RELATIONS: A GUIDE TO TERMS, THEORY, AND PRACTICE, 1969. A survey of the principal theories, structures, and practices of the contemporary international system.
- R 341.184
E89 THE EUROPA YEARBOOK: A WORLD SURVEY, 2 vols. 1959-. Appears annually. Offers detailed information about the nations of the world and about international organizations. Excellent source for current information.
- R 305
S797 THE STATESMAN'S YEARBOOK: STATISTICAL AND HISTORICAL ANNUAL OF THE STATES OF THE WORLD. Another source of current information on the international organizations and countries of the world.
- R 909.82
A615 THE ANNUAL REGISTER: A RECORD OF WORLD EVENTS. Essays which review the events of the year. Emphasis on Great Britain. Includes a chronology for the year and some texts of important documents.
- R 327
P769 POLITICAL HANDBOOK AND ATLAS OF THE WORLD, 1927-. Political and statistical information on the countries and international organizations.
- R 353.905
B724 THE BOOK OF THE STATES, 1935-. Excellent source of information on the structure, working procedures, financing, and activities of the state governments. Extensive statistical information broken down by state. State pages give basic facts and list major officials. Appears every two years. Two supplements are issued in odd-numbered years: a directory of state administrative officials, and a directory of elected state officials.
- R 352
M966 THE MUNICIPAL YEARBOOK. A handbook of statistical information on cities of the U. S. Includes profiles of individual cities; administrative, legislative, and judicial trends affecting municipalities; and directories of city organizations and officials. Sources of information on cities at end.
- R 329.94
E89 EUROPEAN POLITICAL PARTIES: A HANDBOOK, 1970. Analyses of political parties by country.

AREA HANDBOOKS. Handbooks on various countries prepared by Foreign Area Studies program of American University. Each volume gives a survey of the social, political, and economic characteristics of a country, including information on population, ethnic groups and languages, living conditions, organization of the government, foreign relations, financial system, industry, trade, national defense, etc. Includes maps, tables, a glossary, bibliography, and index. To determine the library's holdings, check the card catalog under the title "Area handbook for _____."

Bibliographies

- R 016.327
F714 FOREIGN AFFAIRS BIBLIOGRAPHY: A SELECTED AND ANNOTATED LIST OF BOOKS ON INTERNATIONAL RELATIONS 1932-1962, 3 vols. Based on bibliographic notes in the quarterly periodical Foreign Affairs, but with additional titles. Covers books on history, politics, diplomacy, economics, international law, world organization, social problems, racial problems, etc. Very brief annotations.
- R 016.327
F714f THE FOREIGN AFFAIRS 50-YEAR BIBLIOGRAPHY: NEW EVALUATIONS OF SIGNIFICANT BOOKS ON INTERNATIONAL RELATIONS 1920-1970, 1972. A selective bibliography of outstanding books on international relations published between 1920 and 1970. The entries are reviews of the books.
- R 016.32773
B455 Bemis, Samuel, and Grace Griffin. GUIDE TO THE DIPLOMATIC HISTORY OF THE U.S. 1775-1921, 1935. Part I contains the bibliographic chapters, topically and chronologically arranged. Includes documents, histories, letters, maps, and manuscript materials. Part II analyzes printed state papers and locates manuscripts.
- R 016.329
W985 Wynar, Lubomyr. AMERICAN POLITICAL PARTIES: A SELECTIVE GUIDE TO PARTIES AND MOVEMENTS OF THE 20TH CENTURY, 1969. A misleading subtitle. Actually covers political parties and movements of the 19th and 20th centuries with emphasis on the 20th century. Also covers major reference sources for political science and government documents, and offers chapters on American political theory and behavior. In list form, some annotations.

Legal research and writing

- R 328.1
R641
1970 ROBERT'S RULES OF ORDER, rev. ed., 1970. Guidebook for the conduct of meetings. Rules, description of motions, definitions of terms, etc. Contains summarizing charts, tables, and lists section, and a subject index.
- R 340.072
P776 Jacobstein, J. Myron, and Roy Mersky. POLLACK'S FUNDAMENTALS OF LEGAL RESEARCH, 4th ed., 1973. A guide to the legal process and the publications connected with that process. Includes a section on conventions of legal citation, abbreviations used in legal writing, and a title-subject index.
- R 340.072
P946 Price, Miles, and Harry Bitner. EFFECTIVE LEGAL RESEARCH: A PRACTICAL MANUAL OF LAW BOOKS AND THEIR USE, 1953, repr. 1969. Similar to the Jacobstein item, more detailed, but more dated.
- R 808.066
P691 Pittoni, Mario. BRIEF WRITING AND ARGUMENTATION, 3rd ed., 1967. Discusses the trial brief, the appeal brief, and the oral argument. Contains specimen briefs.

For other useful sources in Government and Foreign Affairs, see the lists for Basic Reference Sources and for Basic Reference Sources in History.

BASIC REFERENCE SOURCES IN HISTORY IN THE EGGLESTON LIBRARY

Techniques for Research and Composition

- 907
B296
1970
- Barzun, Jacques, and Henry F. Graff. **THE MODERN RESEARCHER**, rev. ed. 1970. Good reading for any subject area, but a "must" for historical researchers. Discusses the nature of historical research--the sources available, their reliability, etc. Also covers the technique of historical writing such as organization of materials, searching for information, and so on.

Guides to the Literature

- R 016
W583
1973
- White, Carl M. **SOURCES OF INFORMATION IN THE SOCIAL SCIENCES: A GUIDE TO THE LITERATURE**, 2nd ed. 1973. White's chapter on history provides an excellent overview of the field. He first notes the basic sources for each of the various periods of history. The second part of the chapter lists guides to the literature, including bibliographies, indexes, and other important types of reference works. A good starting point for historical research.
- R 016.9
P876
- Poulton, Helen J. **THE HISTORIAN'S HANDBOOK**, 1972. Not as comprehensive as White, but more useful for the beginning researcher. Covers all categories of reference materials in the field of history.
- R 016.016973
F497
- Fingerhut, Eugene R. **THE FINGERHUT GUIDE: SOURCES IN AMERICAN HISTORY**, 1973. Part I lists bibliographies by topics in American history. Part II lists other types of reference materials of general usefulness. Tips on gathering information for a research paper are found on pp. 121-122.

Encyclopedias and handbooks

- R 902
L276
1968
- Langer, William L. **AN ENCYCLOPEDIA OF WORLD HISTORY**, 4th ed. 1968. Essentially a handbook of historical facts arranged chronologically. Major emphasis is on political, military, and diplomatic history. Has a very detailed index of persons, places, and events. Also has outline maps, genealogical tables, and lists of emperors, popes, presidents, etc.
- R 973.02
M877
1970
- Morris, Richard B. **ENCYCLOPEDIA OF AMERICAN HISTORY**, 1970. A handbook of American historical facts. In three sections: a chronological outline of major political and military events; a topical chronology of social, economic, and cultural events; and biographical sketches of notable Americans.
- R 303
I61
Ency.
- INTERNATIONAL ENCYCLOPEDIA OF THE SOCIAL SCIENCES**, 17 vols. 1968. Focuses on concepts, principles, terms, theories, and methods in history and other disciplines of the social sciences during the 1960s.
- R 303
E56
- ENCYCLOPEDIA OF THE SOCIAL SCIENCES**, 8 vols. 1937. A dated but still useful survey of the social sciences as of the 1930s. Brief biographical articles make up 20% of the contents.
- R 973.03
A214
1976
- Adams, James T. **DICTIONARY OF AMERICAN HISTORY**, rev. ed. 7 vols. 1976. Encyclopedic articles on American political, economic, social, industrial, and cultural history. Good detailed treatment and bibliographic citations at end of most articles. For biographical sketches, see **DICTIONARY OF AMERICAN BIOGRAPHY**.

- R 973.03
J69 Johnson, Thomas H. THE OXFORD COMPANION TO AMERICAN HISTORY, 1966. Brief articles on significant periods, events, and places, as well as biographical sketches of 1800 notable Americans.
- R 902.02
W725 Williams, Neville. CHRONOLOGY OF THE MODERN WORLD, 1966. Lists major events year by year from 1763 to 1965 according to topic categories. Has detailed name and subject index.
- R 973.02
C319
1970 Carruth, Gorton. THE ENCYCLOPEDIA OF AMERICAN FACTS AND DATES, 5th ed. 1970. A chronological listing in column form of political, intellectual, social, and popular historical events from 986 to the present.
- R 973.703
B662 Boatner, Mark M. THE CIVIL WAR DICTIONARY, 1959. Covers people and events. Includes a few sectional maps.
- R 973.303
B662 Boatner, Mark M. ENCYCLOPEDIA OF THE AMERICAN REVOLUTION, 1966. Short articles on people and events.
- R 031
M392 MARXISM, COMMUNISM, AND WESTERN SOCIETY: A COMPARATIVE ENCYCLOPEDIA, 8 vols. 1972. Covers areas of politics, economics, and cultural affairs which are associated with the confrontation between East and West.
- R 973
W395 WEBSTER'S GUIDE TO AMERICAN HISTORY: A CHRONOLOGICAL, GEOGRAPHICAL, AND BIOGRAPHICAL SURVEY AND COMPENDIUM, 1971. Three sections: chronology; elections, maps, popular songs, and books; biography.
- R 901.9
D554 DICTIONARY OF THE HISTORY OF IDEAS, 5 vols. 1973. Long, detailed essays on ideas and concepts important in intellectual history.
- R 303
G697 Gould, Julius. A DICTIONARY OF THE SOCIAL SCIENCES, 1964. Covers approximately one thousand concepts and terms used in the social sciences.

Bibliographies

- R 016.9
A512 American Historical Association. GUIDE TO HISTORICAL LITERATURE, 1961. A listing of the most significant books and articles relating to world history of various eras. Arranged by country and subject. Brief annotations are given for some items. Includes a subject and personal name index. The basic bibliography for the historical researcher.
- R 016.973
H236
1974 Freidel, Frank. HARVARD GUIDE TO AMERICAN HISTORY, rev. ed. 2 vols. 1974. The best overall bibliography of American history. Vol. I: Research-methods and materials; Biographies and personal records; Comprehensive and area histories; and Histories of special subjects. Vol. 2: Chronological arrangement of works on various periods of American history. Comprehensive index at end of Vol. II.
- R 016.9173
U58 U.S. Library of Congress. General Reference and Bibliography Division. A GUIDE TO THE STUDY OF THE UNITED STATES OF AMERICA, 1960 Supplement 1956-1965, 1976. An extensive bibliography of books reflecting the development of American life and thought. Arranged by subject categories. Lengthy annotations.

- R 016.973
G851 WRITINGS ON AMERICAN HISTORY, 1902-1960. Issued by various organizations in differing formats. Basically, a list of books and articles on American history appearing annually. Arranged by topics. No volumes have been issued for some years. Library has cumulative index for 1902-1940.
- R 016.942
R888 WRITINGS ON BRITISH HISTORY 1901-1933. 5 vols. in 7 parts. A bibliography of books and articles on the history of Great Britain from 400 to 1914, published during the years 1901 to 1933. Appendix of Vol. 5 contains a select list of publications on British historical events since 1914 which appeared in the years 1901-1933.
- Roach, John. A BIBLIOGRAPHY OF MODERN HISTORY, 1968. Cites books on modern history from the Renaissance through 1945. Issued as a supplement to the NEW CAMBRIDGE MODERN HISTORY, which appeared without a bibliography. Useful for earlier periods of history are the bibliographies at the end of each volume of the CAMBRIDGE MEDIEVAL HISTORY and the CAMBRIDGE ANCIENT HISTORY. (On order as of September, 1977)
- GOLDENTREE BIBLIOGRAPHIES IN AMERICAN HISTORY. A series of recent bibliographies on particular periods in American history. Some focus on topics. Typical titles are The Second World War and the Atomic Age 1940-1973, or The History of American Education. Ask the Reference Librarian for individual titles. Each title is catalogued separately.
- R 016.32773
B455 Bemis, Samuel, and Grace Griffin. GUIDE TO THE DIPLOMATIC HISTORY OF THE U. S. 1775-1921, 1935. Part I contains the bibliographic chapters, topically and chronologically arranged. Includes documents, histories, letters, maps, and manuscript materials. Part II analyzes printed state papers and locates manuscripts. Supplemented by next item.
- R 016.327
F714 FOREIGN AFFAIRS BIBLIOGRAPHY: A SELECTED AND ANNOTATED LIST OF BOOKS ON INTERNATIONAL RELATIONS 1932-1962, 3 vols. Based on bibliographic notes in the quarterly periodical FOREIGN AFFAIRS, but with additional titles. Covers books on history, politics, diplomacy, economics, international law, world organization, social problems, racial problems, etc. Very brief annotations.
- R 016.327
F714f THE FOREIGN AFFAIRS 50-YEAR BIBLIOGRAPHY: NEW EVALUATIONS OF SIGNIFICANT BOOKS ON INTERNATIONAL RELATIONS 1920-1970, 1972. A selective bibliography of outstanding books on international relations published between 1920 and 1970. The entries are reviews of the books.

Indexes and Abstract Journals

- Bound
Per. HISTORICAL ABSTRACTS, 1955-1974. Appears quarterly. Indexes and abstracts articles on the history of all areas of the world except North America. Now issued in two parts: Part A - Modern history abstracts, 1450-1914; Part B - Twentieth-century abstracts, 1914-Present. In past, time span covered has varied. Before 1932, the Modern history abstracts covered the period 1775-1914. Annual index for each part cumulates the quarterly indexes. Best source for articles on world history. For coverage of North America, see AMERICA: HISTORY AND LIFE.

- Bound Per.** **AMERICA: HISTORY AND LIFE, 1964-** . . . Appears quarterly. Indexes and abstracts articles on American and Canadian history and life. Volume 0 carries coverage back to 1954 by extracting articles on American history from issues of HISTORICAL ABSTRACTS, 1954-63. Abstracts are arranged by broad topics with detailed subject and author indexes. In 1974, AHL split into four parts: Part A - Article abstracts and citations (Spring, Summer, Fall); Part B - An index to reviews of new books on American history (Spring, Fall); Part C - An annual American history bibliography which lists the articles, books, and dissertations of the current year; and Part D - the Annual subject index to the items cited in AHL during the year. The best source to use to locate recent articles on American history.

(See also the indexes listed on the Basic Reference Sources list)

Statistics and Yearbooks

- R 317.3 F714 1976 HISTORICAL STATISTICS OF THE UNITED STATES, 2 vols. 1975. Short introductory essays and tables of historical statistics on population, economic, educational, and governmental matters from colonial times to the present.
- R 314 M681 EUROPEAN HISTORICAL STATISTICS 1750-1970, 1975. Tables of historical statistics. Covers population, climate, economics, education, and communications.
- R 317.3 F714 STATISTICAL ABSTRACT OF THE UNITED STATES, 1879- . . . Appears annually. A compilation of statistics on economic, educational, population, and other social and political topics from various government agencies.
- R 311.31 U58 United Nations. STATISTICAL YEAR BOOK, 1948- . . . Appears annually. A summary of international statistics.
- R 341.184 E89 THE EUROPA YEARBOOK: A WORLD SURVEY, 2 vols. 1959- . . . Appears annually. Offers detailed information about the nations of the world and about international organizations.
- R 305 S797 THE STATESMAN'S YEAR-BOOK: STATISTICAL AND HISTORICAL ANNUAL OF THE STATES OF THE WORLD. Appears annually. Offers descriptive and statistical information about the nations of the world.
- R 341.13 U58 UNITED NATIONS YEARBOOK, 1946/47- . . . Appears annually. Summarizes the activities, proceedings, and decisions of the United Nations and its agencies.

Historical Atlases

- R 911.2 S548h 1967 Shepherd, William R. HISTORICAL ATLAS, 1967. The standard and most used historical atlas. Covers period from 1450 BC to 1964. Maps of twentieth century developments somewhat inferior to earlier maps.
- R 911.73 A214 Adams, James T. ATLAS OF AMERICAN HISTORY, 1943. Covers political and military developments, and settlement patterns of U. S. to 1912.
- R 911.73 P329 Atlas area Paullin, Charles O. ATLAS OF THE HISTORICAL GEOGRAPHY OF THE UNITED STATES, 1932. Covers political, military, economic, and cultural development of the U. S. Best source for 18th and 19th century research.

(See atlas area of reference section for other atlases on special periods and topics)

Guides to Manuscripts

- R 025.171 Hamer, Philip M. GUIDE TO ARCHIVES AND MANUSCRIPTS IN THE UNITED STATES, US8 1961. A guide to the location of manuscripts, arranged by state and type of document material.
- R 016.091 NATIONAL UNION CATALOG OF MANUSCRIPT COLLECTIONS, 1959/61- Appears N277 annually. Reproduces catalog cards of manuscript collections in U. S. libraries to show who owns what. Beginning in 1970, also includes oral Ref. Alcove history and other sound recording materials.

Documents

- R 973 Commager, Henry S. DOCUMENTS OF AMERICAN HISTORY, 8th ed. 1968. Reprints C734 important documents from American history, including laws, letters, 1968 resolutions, and proclamations. Also gives source of document and explanation of background and significance.
- R 327.73 Schlesinger, Arthur M. Jr. THE DYNAMICS OF WORLD POWER: A DOCUMENTARY HISTORY S342 OF UNITED STATES FOREIGN POLICY 1945-1973, 5 vols. 1973. Reprints laws, treaties, speeches, correspondence, etc. related to American foreign policy from World War II to the end of the Vietnam War. Includes commentaries. Arranged by geographical regions and subject.
- R 341.026 Hurst, Michael. KEY TREATIES FOR THE GREAT POWERS 1814-1914, 2 vols. 1972. H966 Reprints of 194 treaties, including annexes and secret articles. Also has a Chronological index of references to treaties, and a General index. No commentaries on the treaties.
- R 327.42 Wiener, Joel H. GREAT BRITAIN: FOREIGN POLICY AND THE SPAN OF EMPIRE 1689-1971: W647 A DOCUMENTARY HISTORY, 4 vols. 1972. Reprints documents related to the major diplomatic and imperial themes of modern British history. Includes commentaries on the treaties. Arranged by subjects. Also has a chronological listing of principal British officials.
- 940.253 Cowie, Leonard W. DOCUMENTS AND DESCRIPTIONS IN EUROPEAN HISTORY, 1714-1815. C874 Offers short excerpts from treaties, letters, speeches, memoranda, etc. Brief introductions.
- 940 Kertesz, G. A. DOCUMENTS IN THE POLITICAL HISTORY OF THE EUROPEAN CONTINENT K39 1815-1939. Similar to Cowie, but a larger selection.

(These sources are a selection of some of the most widely useful historical reference materials. Other materials useful for historical research are mentioned in the other reference lists. See especially "Basic Reference Sources" and also "Reference Sources in Government and Foreign Affairs."

9/1/77

ENGLISH AND AMERICAN LITERATURE

Reference Sources in Eggleston Library

Guides	2
Handbooks and Encyclopedias	2
General Bibliographies	3
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Specialized Bibliographies of English Literature:	
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B. By genre:	
Poetry	5
Drama	5
Fiction	6
Short Fiction	6
Specialized Bibliographies of American Literature:	
A. By period and topic	6
B. By genre:	
Drama	7
Fiction	7
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Guides

- R 016.82
A468
1975 Altick, Richard D., and Andrew Wright. SELECTIVE BIBLIOGRAPHY FOR THE STUDY OF ENGLISH AND AMERICAN LITERATURE. 5th ed. (1975). Lists basic reference works by subject, country, period, and type, but offers no evaluations or explanations. Also has a glossary of terms encountered in literary research, a list of books every student should read, and a chapter explaining research procedure.
- R 016.82
B329g
1976 Bateson, Frederick W., and Harrison T. Meserole. A GUIDE TO ENGLISH AND AMERICAN LITERATURE. 3rd ed. (1976). Essays on the best reference works for each period of literary history coupled with preliminary chapters which provide an overview of leading themes and ideas for each period. Also has sections for individual authors which identify the best editions and most authoritative biographical and critical works.
- R 016.0168
P318 Patterson, Margaret C. LITERARY RESEARCH GUIDE. (1976). Lists important reference books and periodicals on American and English literature, plus useful sources for research in other national literatures and reference books in literature-related subject areas, such as "Folklore, Mythology, and Legend." Very detailed, helpful annotations and cross-references. More comprehensive than Altick or Bateson.
- R 016.81
K81 Kolb, Harold H., Jr. A FIELD GUIDE TO THE STUDY OF AMERICAN LITERATURE. (1976) Lists the most significant works currently available to the student of American literature. Lengthy annotations describe the contents and purpose of each title. Arrangement in very broad categories not so helpful. Developed for UVa students beginning study of American literature.

Handbooks and Encyclopedias

- R 820.3
H342
1967 Harvey, Sir Paul, ed. THE OXFORD COMPANION TO ENGLISH LITERATURE. 5th ed. (1967). Short articles which discuss authors, works, characters, terms, and allusions connected with English literature. Appendix has essays on censorship, the history of English copyright, and discussions and tables on the Julian and Gregorian calendars.
- R 810.2
H325
1965 Hart, James D. OXFORD COMPANION TO AMERICAN LITERATURE. 4th ed. (1965). Similar to Harvey entry. Includes a chronological table of literary and social history in America from 1577 to 1965.
- R 803
H747 Holman, Clarence Hugh. A HANDBOOK TO LITERATURE. 3rd ed. (1972). Most often cited handbook. Good brief explanations of literary terms, genres, and events. Coverage is international in scope with emphasis on English and American literature. Appendix has outline of English and American literary and historical events, plus lists of winners of National Book Award, Nobel, and Pulitzer prizes.
- R 803
B465
1965 Benet, William R. THE READERS' ENCYCLOPEDIA. 2nd ed., 2 vols. (1965). Short articles on authors, works, terms, trends, characters, and related subjects. Nice illustrations.

- R 821.003 Spender, Stephen, ed. THE CONCISE ENCYCLOPEDIA OF ENGLISH AND AMERICAN
S746 POETS AND POETRY. (1963)
- R 809.103 Preminger, Alex, ed. ENCYCLOPEDIA OF POETRY AND POETICS. (1965). Short
E56 and long articles on history, theory, techniques, and criticism of poetry.
No articles on individual authors or poems.
- R 016.82 ANNALS OF ENGLISH LITERATURE, 1475-1950. 2nd ed. (1961). A skeleton history
A613 which provides a quick way to check each year's outstanding publications and
literary events.
- R 803 Magill, Frank N., ed. CYCLOPEDIA OF LITERARY CHARACTERS. (1963). Brief
M194 identifications of 16,000 characters from more than a thousand literary
works from all cultures and periods. Arranged alphabetically by title
of work and then by character in order of importance. Author and character
indexes. Identifying descriptions include evaluations of the characters'
motivation, development, and flaws.
- R 803 Shaw, Harry. DICTIONARY OF LITERARY TERMS. (1972). Fewer examples and briefer
S534 definitions than Holman's Handbook (p. 2).

General Bibliographies

- R 016.82 NEW CAMBRIDGE BIBLIOGRAPHY OF ENGLISH LITERATURE (NCBEL). 5 vols. (1969-1977).
N532 The most comprehensive bibliography for the study of English literature to 1950.
Under each major author are listings for editions, translations, bibliographies,
letters, and finally critical books about the author's works. Restricted to
writers who were natives or residents of British isles. Works arranged
chronologically by date of publication. Vol. 5 is cumulative index. Older
CAMBRIDGE BIBLIOGRAPHY OF ENGLISH LITERATURE (CBEL), 4 vols. (1941) + Supplement
(1957) still useful because of broader coverage geographically (literature of
the British Commonwealth including India, Canada, and Australia) and topically
(covers books on political, social, scientific, historical, and psychological
subjects).
- R 810.9 Spiller, Robert E. and others. LITERARY HISTORY OF THE UNITED STATES (LHUS):
L776 BIBLIOGRAPHY. 4th ed. (1974). The bibliography is Vol. 2 of the two volume
1974 4th ed of LHUS. It is the most comprehensive bibliography for the study of
American literature. In an essay format which discusses and evaluates the
relative usefulness, strengths and weaknesses of many of the works cited.
Unfortunately, the bibliography is complicated to use because it appears in
three sections: the original bibliography published as part of the 1948 edition,
the 1959 supplement, and a 1972 supplement. These three parts are placed back
to back, but a single comprehensive index is provided. Thus, to research
books and articles on Whitman, the student is forced to look in three different
Whitman sections, but can locate the page numbers in one place in the index.
Editions and biographies of each author are identified and evaluated; critical
books and articles are listed for all important titles; library collections
of papers and manuscripts are noted; and bibliographies of author's works are
cited.



- R 016.8109 L438 Leary, Lewis. ARTICLES ON AMERICAN LITERATURE, 1900-1950. (1954). Also:
ARTICLES ON AMERICAN LITERATURE, 1950-1967. (1970). Lengthy but unannotated
lists of critical articles on individual authors and general subjects.
Arranged alphabetically by authors and then by topics.
- R 016.81 B641 Blanck, Jacob, ed. BIBLIOGRAPHY OF AMERICAN LITERATURE. 6 vols. (1955-)
The most authoritative source for determining the editions of American
authors. Not useful for locating critical discussions of those works.
Covers authors who wrote between the American Revolution and 1930. Completed
to "Parsons" at Blanck's death.

Annual Bibliographies

- R 016.4 M689 Ind. tables MLA INTERNATIONAL BIBLIOGRAPHY OF BOOKS AND ARTICLES ON MODERN LANGUAGES
AND LITERATURES. (1921-) The best annual bibliography of literary
scholarship. Since 1969, it is divided into 4 parts. English and American
literature are covered in the first part. Lists but does not describe the
books and articles cited. Arrangement is chronological by literary periods
and major authors after introductory general sections. Best used in
connection with a specialized bibliography to bring a search for sources
up to the present. Before 1956, the bibliography was limited to critical
writings by Americans.
- 810.9 A512 AMERICAN LITERARY SCHOLARSHIP. (1963-). Very useful, evaluative survey of
of the year's scholarship in American literature. Arranged by chapters on
major writers or topics such as recent fiction. Covers books and articles
of criticism. Very helpful for identifying the best of recent scholarship.
- 420.9 B58 THE YEAR'S WORK IN ENGLISH STUDIES, (1919-). Similar to AMERICAN LITERARY
SCHOLARSHIP. Features scholarly essays which evaluate the best books and
articles of the year. Also covers American literature since 1958.

In addition to annual bibliographies, many periodicals devoted to special
authors or topics offer issue by issue bibliographies of recent books and/or
articles on these subjects. For example: "Articles on American Literature
Appearing in Current Periodicals" which is found in each issue of American
Literature (1929-).

Specialized Bibliographies of English Literature

A. By period

- R 016.8209 M442 Matthews, William. OLD AND MIDDLE ENGLISH LITERATURE. (1963).
- R 016.829 R659 Robinson, Fred. C. OLD ENGLISH LITERATURE: A SELECT BIBLIOGRAPHY. (1970).

- 820.9
S498 Severs, Jonathan B. A MANUAL OF THE WRITINGS IN MIDDLE ENGLISH 1050-1500.
3 vols. (1967-72).
- 809.02
F534 Fisher, John H. THE MEDIEVAL LITERATURE OF WESTERN EUROPE: A REVIEW OF
RESEARCH, MAINLY 1930-1960. (1966).
- R 016.82
E58 ENGLISH LITERATURE, 1660-1800: A BIBLIOGRAPHY OF MODERN STUDIES. 6 vols.
(1926-1970).
- 820.9
O 98 OXFORD HISTORY OF ENGLISH LITERATURE, in progress. (1945-). Extensive
bibliographies at end of volumes, which are focused on various periods of
British literary history.

Specialized Bibliographies of English Literature

B. By genre: Poetry.

- R 016.82109
A734 Arms, George, and Joseph M. Kuntz. POETRY EXPLICATION: A CHECKLIST OF INTER-
PRETATION SINCE 1925 OF BRITISH AND AMERICAN POEMS PAST AND PRESENT. (1950).
- R 016.8211
B877 Brown, Carleton, and Rossell H. Robbins. THE INDEX OF MIDDLE ENGLISH VERSE. (1943).
- R 016.8217
R277
1972 Jordan, Frank, ed. THE ENGLISH ROMANTIC POETS: A REVIEW OF RESEARCH AND
CRITICISM. 3rd ed. rev. (1972).
- 820.903
H844
1966 Houtchens, Carolyn Washburn, and Lawrence H. Houtchens. THE ENGLISH
ROMANTIC POETS AND ESSAYISTS: A REVIEW OF RESEARCH AND CRITICISM. rev. ed.
(1966).
- 821.809
F273 Faverty, Frederic E. THE VICTORIAN POETS: A GUIDE TO RESEARCH. (1956)

By genre: Drama.

- R 016.822
S898 Stratman, Carl J. BIBLIOGRAPHY OF ENGLISH PRINTED TRAGEDY, 1565-1900. (1966)
- R 016.822
G818 Greg, Walter W. A BIBLIOGRAPHY OF THE ENGLISH PRINTED DRAMA TO THE RESTORA-
TION. 4 vols. (1939-1959).
- R 016.8092
A229 Adelman, Irving, and Rita Dworkin. MODERN DRAMA: A CHECKLIST OF CRITICAL
LITERATURE ON 20TH-CENTURY PLAYS. (1967).
- R 016.8092
B832 Breed, Paul Francis, and Florence M. Sniderman. DRAMATIC CRITICISM INDEX: A
BIBLIOGRAPHY OF COMMENTARIES ON PLAYWRIGHTS FROM IBSEN TO THE AVANT-GARDE
(1972). Covers British, American, and foreign playwrights.

By genre: Fiction

- R 016.823 B433 Bell, Inglis F., and Donald Baird. THE ENGLISH NOVEL, 1578-1956: A CHECKLIST OF TWENTIETH-CENTURY CRITICISMS. (1953). Cites books and periodical articles which constitute the best twentieth-century criticism of English novels. No annotations. Supplemented by:
- R 016.823 B433p Palmer, Helen H., and Anne J. Dyson. ENGLISH NOVEL EXPLICATION: CRITICISMS TO 1972. (1973). and: Abernethy, Peter, Christian Kloesel, and Jeffrey Smitten. ENGLISH NOVEL EXPLICATION: SUPPLEMENT I. (1976).
- 823.03 D998 Dyson, Anthony E. THE ENGLISH NOVEL: SELECT BIBLIOGRAPHICAL GUIDES. (1974). Recommends best editions and best critical writings for 20 novelists from Bunyan to Joyce.
- 823.809 S847 Stevenson, Lionel. VICTORIAN FICTION: A GUIDE TO RESEARCH. (1964). Essays which discuss the scholarship and critical writings on the major Victorian novelists. Evaluations help the student avoid the worst and choose the best.
- R 016.823 W344 Watt, Ian. THE BRITISH NOVEL: SCOTT THROUGH HARDY. (1973). A brief guide to scholarship on major and minor Victorian novelists
- R 016.823 W714 Wiley, Paul L. THE BRITISH NOVEL: CONRAD TO THE PRESENT. (1973). Covers forty novelists, beginning with Galsworthy and running through major figures at mid-century.
- R 016.823 A229 Adelman, Irving, and Rita Dworkin. THE CONTEMPORARY NOVEL: A CHECKLIST OF CRITICAL LITERATURE ON THE BRITISH AND AMERICAN NOVEL SINCE 1945. (1972). A guide to the scholarship on almost 200 British and American novelists who published between 1945 and 1970.

Short Fiction

- R 016.808831 W186 Walker, Warren S. TWENTIETH-CENTURY SHORT STORY EXPLICATION: INTERPRETATIONS 1900-1960, of SHORT FICTION SINCE 1800. (1961) + Supplements. Lists critical books and articles on the short stories of about 400 British, American, and Continental European writers.
- R 016.80931 T542 Thurston, Jarvis. SHORT FICTION CRITICISM: A CHECKLIST OF INTERPRETATION SINCE 1925 OF STORIES AND NOVELETES (AMERICAN, BRITISH, EUROPEAN) 1800-1958. (1960). Older reference source than Walker and not supplemented by recent issues.

Specialized Bibliographies of American Literature

A. By period and/or topic

- 810.9 S889 1972 Woodress, James. EIGHT AMERICAN AUTHORS: A REVIEW OF RESEARCH AND CRITICISM. (1972). Outstanding, authoritative research guide which covers Poe, Emerson, Hawthorne, Thoreau, Melville, Whitman, Twain, and James. Evaluates the quality of bibliographies, editions, biographies, and critical studies on these writers. Emphasis on recently published works.

- R 016.8109 Rees, Robert A., and Earl N. Harbert. FIFTEEN AMERICAN AUTHORS BEFORE 1900:
R328 BIBLIOGRAPHIC ESSAYS ON RESEARCH AND CRITICISM. (1971). Covers important
18th and 19th century writers not covered in Woodress (such as Cooper,
Crane, Dickinson, Franklin, Howells, and others). Also contains chapters
on the literature of the old South and of the new South. Essays which
sort out the good from the mediocre scholarship.
- R 016.813 Gross, Theodore L., and Stanley Wertheim. HAWTHORNE, MELVILLE, STEPHEN
G878 CRANE: A CRITICAL BIBLIOGRAPHY. (1971). Excellent and quite comprehensive
guide to research on these authors. Lengthy descriptive and evaluative
annotations for the critical books and articles which are cited.
- 810.905 Bryer, Jackson R. SIXTEEN MODERN AMERICAN AUTHORS: A SURVEY OF RESEARCH AND
F469 CRITICISM. (1974). Evaluative essays on the scholarship on major twentieth
century American writers. Similar to Woodress in format. Best place to
start a research project on these writers.
- R 016.81 Jones, Howard Mumford, and Richard M. Ludwig. GUIDE TO AMERICAN LITERATURE
J77 AND ITS BACKGROUND SINCE 1890. 4th ed. (1972). Bibliographies and reading
1972 lists for students who want to locate the best sources on the social,
political, and intellectual events which served as the background for the
literature of this period. Few annotations.
- R 016.81 Rubin, Louis D. Jr. A BIBLIOGRAPHICAL GUIDE TO THE STUDY OF SOUTHERN
R896 LITERATURE. (1969). Part I arranged by topics such as "The South in
Northern Eyes"; Part II arranged by writers. Covers 135 individual
authors from the 18th century to the present.
- R 016.8108 Rush, Theresa G., and others. BLACK AMERICAN WRITERS PAST AND PRESENT:
R953 A BIBLIOGRAPHICAL AND BIOGRAPHICAL DICTIONARY. 2 vols. (1975).

B. By genre: Drama

- R 016.7020973 Palmer, Helen H., and Jane A. Dyson. AMERICAN DRAMA CRITICISM: INTERPRETA-
P114 TIONS, 1890-1965. (1967). A checklist of critical books and articles
in many popular and some scholarly periodicals concerning American
drama of all centuries.
- R 016.8092 Salem, James. A GUIDE TO CRITICAL REVIEWS. (1966-). Covers critical
S163 reviews in newspapers and popular periodicals of plays and movies.

See also Adelman and Dworkin, p. 5; and Breed and Sniderman, p. 5.

By genre: Fiction

- R 016.81309 Gerstenberger, Donna, and George Hendrick. THE AMERICAN NOVEL: A CHECKLIST
G883 OF TWENTIETH-CENTURY CRITICISM ON NOVELS WRITTEN SINCE 1789. 2 vols.
(1961, 1970). Lists critical studies but offers no evaluation.
- R 016.813 Woodress, James. AMERICAN FICTION, 1900-1950: A GUIDE TO INFORMATION SOURCES.
W893 (1974) Brief essays which identify and evaluate leading sources for each
author.

See also Adelman and Dworkin, p. 6. For checklists of criticism covering American short stories, see Walker, p. 6 and Thurston, p. 6.

Literary Histories

- 820.9
B346 Baugh, Albert C. A LITERARY HISTORY OF ENGLAND. (1948)

- R 810.9
L776
1974 Spiller, Robert, and others. LITERARY HISTORY OF THE UNITED STATES. 4th ed. 2 vols. (1974). Scholarly essays on major authors and major topics related to American literature. A table of authors identifies the writer of each chapter. Vol. 2 is the bibliography.

- 820.9
O 98 OXFORD HISTORY OF ENGLISH LITERATURE. (1945-). Nearing completion after a mere thirty years. Good bibliographies.

4/10/78



Note: Sample documents cited in the proposal have not been included.

Proposal for a Program of Library Instruction in Rhetoric 102

The Need

Hampden-Sydney students have been receiving little, if any, regular instruction in library research methods and sources because:

- a. few faculty have the time or inclination to squeeze such instruction into a calendar already crowded with subject material.
- b. independent bibliography courses have offered no systematic approach to library instruction and have reached only a small portion of the students.
- c. traditional reference assistance is limited in time and scope; it answers specific questions, rather than offering instruction in the research process.

The lack of such instruction seems especially regrettable at a time when conceptions of what constitutes a liberal arts education have been shifting from a nearly exclusive concern for the acquisition of particular subject matter regarded as the core of all knowledge to an interest in teaching students the basic processes of inquiry and evaluation in differing disciplines.

Possible Approaches

A program of library instruction could take one of three widely used forms: orientation tours, independent bibliography courses, or course-related instruction. Orientation tours provide a quick introduction to the arrangement and services of the library but offer little in the way of lasting instruction. Independent courses permit in-depth bibliographic instruction in a subject field, but they reach a limited number of students and result in a separation of research instruction from actual course research projects. Course-related instruction brings the research instruction together with the actual research project but becomes awkwardly repetitive when not carefully structured through a sequence of courses.

Problems of Present Program

During the past year, library instruction was offered on a course-related basis to sixteen classes in fields ranging from Freshman Honors to Senior Thesis in History. Some classes came to the library for just one session, others for three or four. The presentations by the reference librarian covered the use of the card catalog and other basic tools, the categories of reference materials, and the technique of devising a search strategy for a research project. Then reference materials in the specific subject field of the course were identified and described. Unfortunately, each presentation covered the same basic concepts before turning to subject sources. Students who heard the basic presentation in Economics 303 heard it again in Religion 202.

Structure and Methods of Proposed Program

I would like to propose a program of course-related library instruction for Rhetoric 102 which would introduce all Hampden-Sydney students to the basic techniques of library research and serve as a foundation for more advanced library instruction in courses in the various disciplines. In Rhetoric 102, the students would first view a videotape or overhead projector presentation covering the use of the card catalog and the Library of Congress Subject Headings, the basic categories of reference materials, and the art of devising a search strategy. The reference librarian would come to the class to offer the presentation and answer questions afterward. The students would then be assigned a series of exercises directing them to use various categories of reference materials, such as encyclopedias, dictionaries, biographical sources, periodical indexes, statistical handbooks, newspaper indexes and so on. The exercises would be related to the longer research papers required in the course. As the student learned to use each type of reference work, he would gradually be acquiring the information needed to write the research paper. Completion of the various research exercises would mark stages in the completion of the research project and prevent students from procrastinating. The basic types of reference materials would be grouped in combinations of four each with short introductory presentations on their features by the reference librarian. These presentations would require a portion of three class periods and would be offered in the library.

Such a sequence of library instruction would enhance the research skills of students by introducing them to the sources they need to know when they need to know them. It would enable them to see that research is a carefully planned process, not the fortuitous discovery of one or two helpful sources. It would also demonstrate the relationship between good research and good writing. Since Rhetoric 102 will be required of all students, the course offers the best opportunity for basic library instruction at Hampden-Sydney.

Diagnostic and Proficiency Examinations

Diagnostic and proficiency examinations in library research skills should accompany the examinations in Rhetoric. A sample of a short library skills quiz, used for placement purposes at Earlham College, is attached (Item 2). The sample quiz attempts to identify serious deficiencies. A more extensive examination would need to be developed for purposes of comparison with performances on the proficiency exam. The proficiency exam would determine whether students had acquired basic library research skills and would indicate the level of success of the library instruction program. To guide the student in his preparation for the examination, a list of objectives for library instruction would be given to him at the initial videotape session. The objectives would detail the types of research skills every student would be expected to acquire before the completion of the course. A sample of the library instruction objectives used at the University of Wisconsin-Parkside is attached (Item 3). Though it suffers from an excessive concern with the petty and an overabundance of educationist jargon, it represents worthwhile goals for a program of library instruction.

I have further information on library instruction programs in colleges and universities in the state and around the nation, the Directory of Academic Library Instruction Programs in Virginia, a sample of a self-paced library skills booklet used with basic English courses at the University of Arizona, and information on the southeastern regional and the national clearinghouses for library instruction materials. I would be glad to share these materials with members of the committee.

Alan Zoellner
19 May 1978

Questionnaire on library instruction sessions

1. Was your decision to use the librarian's presentation(s) in your course influenced by your participation in the summer library workshop?

2. Were you present during the librarian's session(s) with your students? If so, did the instruction meet the needs of your students?

3. Was the timing of the session(s) during the semester appropriate?

4. Was the instruction worth the time you allowed for it? In other words, are you satisfied with the concept of devoting some course time to instruction in the use of library resources by a member of the library staff?

5. Do you plan to schedule such presentations in your courses in the future?

6. Any comments about library use instruction at Hampden-Sydney?

SUMMER WORKSHOP REPORT

In 1973 the first of a series of summer workshops for faculty members at Hampden-Sydney College was held. The idea behind the workshops has been to involve the library more heavily in the teaching process at Hampden-Sydney through what has been described as a library refresher course. In reality, for most of the participants, the course has been an introduction to library materials.

There has been a familiar pattern in each of the workshops. At the first session, the feeling on the part of the participants has been that there is little they can be taught about the library or the literature in their field. Gradually during the first day, as the participants are working with the library materials, this attitude changes. By the end of the week, the comments run something like this: "I wish I had had this course while I was in graduate school." This pattern has been in evidence at each of the five workshops.

I feel that the workshops have given the faculty members a good opportunity to learn about materials in their field and general materials as well. In doing their projects, they have had an opportunity to assess the collection at Hampden-Sydney and to make suggestions for future purchase. They have become more actively involved in the actual building of the collection. Through this greater awareness of the materials that are available, they are more likely to make assignments that will involve greater use of the library on the part of the student. They also become aware of having the library staff spend some time in the classroom discussing materials that will be helpful for a particular course.

Those faculty members who were already literary oriented have become firmly oriented this way. Others who did not use the library very heavily seem to have a greater appreciation of what is available.

My own feeling about the workshops is that they have worked out because of the climate at Hampden-Sydney. The workshops have been given support by the administration and by the library staff. They have been kept small. A certain amount of enthusiasm has been generated by those faculty members who were excited by what they did. Quite frankly, I feel that the Hampden-Sydney approach is the most logical one in the quest for greater involvement of the library in the teaching process. Until the faculty are convinced, the students will not be. The faculty attitudes and approaches must be changed before the situation is likely to change appreciably. I am very glad to have had the opportunity to be associated with the Hampden-Sydney program.

Fred W. Roper
Assistant Dean
School of Library Science
University of North Carolina
Chapel Hill, N.C. 27514

November 21, 1978

MEMBERS WHO HAVE COMPLETED THE SUMMER REFRESHER COURSE

Department

Bagby, George F., Jr.	English
Bliss, Willard F.	History
Clower, Joseph B.	Bible and Religion
Crawford, Edward A.	Biology
Crawley, T. Edward	English
DeWolfe, Thomas E.	Psychology
Elmore, Albert E.	English
Espigh, Merrill A.	Mathematics
Farrell, Alan	French
Fitch, Keith W.	History
Franke, Gustav H.	Mathematics
Harris, Robert B.	Economics
Heinemann, Ronald L.	History
Hubard, Robert T.	Government
Hughes, William G.	Psychology
Hunt, Lance O.	Biology
Iverson, Vincent A.	Philosophy
Jagasich, Paul A.	German
Johnston, Mrs. Wayne	Biology
Laine, Amos Lee	History
Lund, Anne C.	Biology
Martin, Lawrence H.	English
Mayo, Thomas T.	Physics
Musoke, Moses S.	Economics
Norment, Owen L.	Bible and Religion
O'Grady, Thomas J.	English
Ortner, Donald R.	Psychology
Rogers, Robert G.	Bible and Religion
Sanders, Jack P.	Mathematics
Schrag, Brian E.	Philosophy
Shear, William A.	Biology
Silveira, Jorge A.	Spanish
Simes, Frank J.	Psychology
Simms, James Y.	History
Simpson, Hassell A.	English
Smith, Homer A., Jr.	Chemistry
Thompson, Douglas S.	Chemistry
Tucker, C. Wayne	Latin
Turney, Tully H., Jr.	Biology
Whitted, Joseph W.	Spanish

LIBRARY STAFF MEMBERS WHO HAVE COMPLETED THE COURSE

Berry, Anne S.	McGeachy, John A.
Fore, Jewel D.	Mayo, Elma Ann W.
Grier, Eleanor M.	Seamster, Florence P.
Grier, Paul L.	Ryan, Elizabeth D.
Keys, Marshall	

Hampden-Sydney College
August, 1978

LIBRARY WORKSHOP

Monday, August 7

AM Introduction
Bibliographic sources for books

PM Periodical indexing and abstracting services
Newspapers

Tuesday, August 8

AM Other bibliographic materials
Dictionaries

PM Encyclopedias and Yearbooks
Handbooks and manuals

Wednesday, August 9

AM Biographical sources
Other types of reference materials

PM Selection tools
Begin Project I

Thursday, August 10

AM Work session on Project I
Begin Project II

PM Individual appointments with FR about Project I

Friday, August 11

AM Work session on Project II
Begin appointments with FR on Project II

PM Appointments

Hamden-Sydney College
August, 1978

Subject Bibliographies, Literature Guides, Indexes to
Materials in Collections

1. Are there any paintings of Stonington, Maine?
2. Where can I find Gilbert Highet's essay on contemporary education?
3. What is the source of:

"On the idle hill of summer, / Sleepy with the flow of streams /
Far I hear the steady drummer / Drumming like a noise in dreams."

4. Locate a list of articles published in 1967 on Paul Valéry.
5. Can you locate information on the Jalna series of novels? I'd like a list of titles giving the chronological sequence and brief annotations.
6. Who wrote "The Widow's Cruise?"
7. Is D.H. Lawrence the author of an essay entitled "State of Funk," written prior to 1931? In what collection does this essay appear? Cite author, title of book, publisher, and date.

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Subject Bibliographies and Literature Guides

AA269	Hoffman, The Reader's Adviser	RO16/G738h
BC13,	BD9 MLA International Bibliography	Index Table
BD150	Fiction Catalog	RO16.8/W748/1971
-----	Rogers, Humanities: -A Selective Guide	RO16.0013/R724
CA6	White, Sources of Information in the Soc. Sciences	RO16.3/W583/1973
-----	Malinowsky, Science and Engineering Literature	On Order
DE11	Harvard Guide to American History	RO16.973/H236/1974
EC87	Smith, Guide to the Literature of the Life Sciences	RO16.59/S658/1972
EG2	Whitford, Physics Literature	RO16.53/W595/1968

Indexes to Materials in Collections

BD141	Ottomiller's Index to Plays in Collections	RO16.80882/089/1964
-----	New Cambridge Bibliography of English Literature	RO16.82/W532
BD145	Essay and General Literature Index	RO40/E78
BD142	Play Index	RO16.80882
BD160	Cook & Monro, Short Story Index	RO16.8/C771
BD169	Granger's Index to Poetry	R808.8/G758
BD172	Sears, Song Index	R781.97/S439
BD203	Bianck, Bibliography of American Literature	RO16.81/B641
EE30	Monro & Monro, Index to Reproductions of American Paintings	RO16.75913/M752
EE31	Monro & Monro, Index to Reproductions of European Paintings	RO16.759/M752
BF19	Monro & Cook, Costume Index	RO16.391/M752

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Indexing and Abstracting Services;
Union Lists; Bibliographies of Periodicals

AF13	Ayer, Directory of Newspapers & Periodicals	RO16.071/A976
IAF2	Ulrich's Periodicals Directory	RO16.05/U45
2AF3	Irregular Serials and Annuals	RO16.05/I71
AF98	Union List of Serials	RO16.05/U58/1965
AF99	New Serial Titles	RO16.05/N532
AG32	New York Times Index	Gr. Fl. Table
-----	New York Times Index	Index Table
AF119	Wall St. Journal Index	RO50/P822
AF121	Poole's Index to Periodical Literature	Index Table
AF122	19th Century Readers' Guide	Index Table
AF124	Readers' Guide to Periodical Literature	Index Table
AF124	Social Sciences Index	Index Table
AF124	Humanities Index	Index Table
2BA7	The Philosopher's Index	Index Table
F 25	Art Index	Index Table
CA22	P.A.I.S.	Index Table
CB27	Education Index	Index Table
EA63	Applied Science and Technology Index	Index Table
EC17	Biological Abstracts	Gr. Fl. Bound
EP17	Chemical Abstracts	Gr. Fl. Bound
EH15	Psychological Abstracts	Index Table
EJ30	Index Medicus	Gr. Fl. Bound

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August, 1978

Bibliographic Sources--Books

AA13	Besterman, World Bibliography of Bibliographies	RO16.01/P581
AA14	Bibliographic Index	index table
AA63-65	Library of Congress catalogs, current title National Union Catalog	
-----	Pre-56 Imprints	
AA67	British Museum, Catalogue... (Compact edition)	Bibliog. Alcove
-----	Winchell, Guide to Reference Books	Bound Periods.
AA311	Walford, Guide to Reference Materials	Bibliog. Alcove
AA333	Evans, American Bibliography.	RO16/W759/1967
AA334	Sabin, Bibliotheca Americana	RO11.02/W174
AA336	Shaw, American Bibliography	RO15/E92 (2A)
AA337	Shoemaker, Checklist of American Imprints	RO16.973/S116 (2A)
AA338	Roorbach, Bibliotheca Americana	RO15.73/S535 (2A)
AA339	Kelly, American Catalogue of Books	RO15.73/S535c (2A)
AA341	American Catalogue	RO15/R779 (2A)
AA342	United States Catalogue	RO15/K39 (2A)
AA343	Cumulative Book Index	RO15/A512 (2A)
AA344	American Book Publishing Record	Acq. Off.
AA346	Paperbound Books in Print	Acq. Off.
AA347	Publisher's Trade List Annual	Acq. Off.
AA348	Books in Print	RO16/P214 (2A)
AA349	Subject Guide to Books in Print	RO15/P976 (2A)
AA350	Weekly Record	RO15/P976 (2A)
AA360	Forthcoming Books	RO15/P976 (2A)
AA314	Book Review Digest (also Author/Title Index, 1905-1974)	BA, next to BIP Index Table Acq. Off.

Hampden-Sydney College
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Bibliographic Sources - Books

1. Can you locate a catalog of the Scrimshaw Press in San Francisco?
2. The University of California Press has published a book by Donald Richie called THE FILMS OF AKIRA KUROSAWA. Is this still in print and if so, what is its price?
3. Where may I go to find the author of the book INTRODUCTION TO FORESTRY FOR YOUNG PEOPLE? It was published in the early part of the 1930's.
4. Who printed the original Declaration of Independence?
5. What printing establishment published a facsimile of the Proclamation of the Accession of Edward VIII to the English throne?
6. I would like to know the price and publisher of THE NEW TESTAMENT IN MODERN ENGLISH, translated by J.B. Phillips.
7. What is the complete title of a book by Henry Eddy on bee-culture which was published in the U.S. in 1854?
8. Find a current list of the volumes in Everyman's Library published by E.P. Dutton and Co.
9. What is the title of Harry Emerson Fosdick's book published in 1961 which contains letters to a person perplexed about religion?
10. Which edition of THE SUN ALSO RISES by Hemingway has an introduction by Henry Seidel Canby?

BIBLIOGRAPHIC SOURCES - PERIODICALS AND
NEWSPAPERS

1. Have women done very well as architects? I understand something has been written on this subject.
2. Was Chairman Mao a collector of snuff bottles? I seem to remember an article on this subject.
3. Locate some recent articles about mercury poisoning in Japan. Are any of these available here?
4. What is the name of the student newspaper at Indiana University? It is a daily, I believe.
5. Get the subscription information for MAD.
6. The library doesn't have volume 2 of ZEITSCHRIFT FÜR PARASITENKUNDE. Where can I find it?
7. An article was published in 1969 (approx.) about the adhesion interaction between bond and metal. Where was it published?
8. Where can I find the speech which former Pres. Eisenhower delivered on January 17, 1961? It was entitled something like "Liberty at the Stake."
9. I am looking for an article entitled "A day in the life of a school psychologist." Who wrote it?
10. Years ago my grandfather used to quote several lines from Talfrey's poem, "Ernest's Trance." It was published in the CHRISTIAN EXAMINER, I think.
11. What became of the periodical, POETRY OF TODAY?
12. Is it true that Helen Bannerman's LITTLE BLACK SAMBO was banned in Rochester? It may have been in the early 1930's.
13. What is the focus of a magazine entitled FREEDOM HEADPHONES? How many languages are included in the text?
14. Where can I find a review of the motion picture, "Lady Caroline Lamb?"

Hampton-Sydney Coll.
August, 1978

Language Dictionaries

AE7 + 8	Webster's New International Dictionaries	
1AE2	Random House Dictionary	
AE20	Oxford English Dictionary	R 423/M982 & v. 1 Supp
1AE6	Oxford Dictionary of Etymology	R 422.03/058
AE27	DeSola, Abbreviations Dictionary	R 421.8/D467 1967
AE43	Evans, Dict. of Contemporary American Usage	R 427.9/E92
AE44	Fowler, Dict. of Modern English Usage	R 423/F786 1965
	Find it in Fowler	R 421/F786 1965 Index
AE67	Partridge, Dictionary of Slang	R 427.09/P725 1970
AE77	Roget's International Thesaurus	R 424/M462
	Roget's Thesaurus	R 424/R732 1964
AE79	Webster's New Dictionary of Synonyms	R 424 W382
AE80	Craigie, Dictionary of American English	R 427.9/C886
AE72	Wentworth & Flexner, Dict. of American Slang	R 427.09/W478
AE223	Larousse, Nouveau Petit Larousse Illustré	R 034/L332p
AE293	Liddell & Scott, Greek-English Lexicon	R 483/L712
AE366	Cassell's Italian Dictionary	R 453.2/C344
AE398	Cassell's New Latin Dictionary	R 473.2/C344
	Oxford Russian-English Dictionary	R 491.7321/W563
AE521	Cassell's Sp.-Eng., Eng.-Sp. Dictionary	R 463.2/C344

Hampden-Sydney College
August, 1978

Language Dictionaries

1. What will you give two people who are at odds over the use of the "split infinitive?"
2. What is the difference between "wit" and "humor?"
3. What does l.b.s., sometimes found in books and manuscripts, mean?
4. What do you buy in a "charcuterie?"
5. Why are ships referred to as "she?"
6. Who wrote, "Her artful hands the radiant tresses tied?"

University of Sydney College
August, 1978

Encyclopedias

AD1	Encyclopedia Americana	Ency Area
----	New Encyclopedia Britannica	Ency Area
AD4	Collier's Encyclopedia	Ency Area
----	New Columbia Encyclopedia	RO31/C726/1975
AD6	Lincoln Library of Essential Information	RO31/L737
AD8	Americana Annual	Ency Area
AD9	Britannica Book of the Year	Ency Area
3AD5	Brockhaus Enzyklopaedie	RO33.1/B864
----	Larousse du XXe Siecle	RO34/L332/1928
AD31	Grand Larousse Encyclopedique	RO34/L332g
AD69	Diccionario Enciclopedico Abreviado	RO36/D545
----	Great Soviet Encyclopedia	RO37.1/G786
----	Encyclopedia of Philosophy	R103/E56
BE33	Encyclopedia of World Art	R703/E56
2CA5	International Encyclopedia of the Social Sciences	Ency Area
2BB37	New Catholic Encyclopedia	R282.03/C363 Ency Area
EA86	McGraw-Hill Encyclopedia of Science and Technology	Ency Area

ENCYCLOPEDIAS

Select a topic in which you are knowledgeable, and compare the coverage of the major encyclopedias.

1. What approaches do you need to take in finding adequate coverage of the topic?
2. Is it covered in one essay, or are there a number of smaller articles which you need to use?
3. How effective is the index in giving you complete coverage?
4. What kinds of cross references are present in the articles themselves?
5. How accurate is the information which is included?
6. Are there important omissions?
7. Is the source of the article given, i.e., which expert in the field wrote it, and is he identified?

Hampden-Sydney College
August, 1978

Handbooks, Manuals, and Almanacs

-----	Kane, Famous First Facts	R031/K16/1964
BD18	Benet, Reader's Encyclopedia	R803/B465t
BD32	Holman, Handbook to Literature	R803/H747/1972
BD216	Hart, Oxford Companion to American Literature	R810.2/H325/1965
-----	Story, Oxford Comp. to Canadian Literature	R810.3/S887
BD335	Harvey, Oxford Comp. to English Literature	R820.3/H342/1967
BD75	Bartlett, Familiar Quotations	R808./B280/1968
-----	Oxford Companion to Art	R703/098
CI55	U.S. Government Organization Manual	R330.9/U58/1977/78
CJ152	Everyman's United Nations	341.13/U58/1968
CG55	World Almanac	R317.3/W927
CG109	Whitaker's Almanac	R314.2/A445
CG29	Statesman's Yearbook	R305/S797
CJ156	Yearbook of the United Nations	R341.13/U58
CI73	Book of the States	R335.905/B724

Hampden-Sydney College
August, 1978

Biography

1. Where did Dr. Joseph Van de Water get his residency training?
2. What were the last words of Daniel Webster?
3. Why did George Russell, the Irish poet, sign his poems "AE"?
4. In what field does Dr. Richard Phelps Dow specialize?
5. Is the Marshall Field who established the huge Chicago store of the same name still living?
6. Who was the "Man in the Iron Mask" supposed to be?
7. Give the address of Dr. Carleton S. Coon, anthropologist.
8. To what political party did Maurice Thorez belong?
9. How old was Billy the Kid when he was killed?
10. Is there a pediatrician in Farmville?
11. What was Brian Earnshaw writing in the late 1960's? What is the title of his science fiction novel?
12. In what work does William Caxton speak of his parents? Why is he indebted to them?

YEARBOOKS AND ALMANACS

1. What was rice production in Japan in 1955 as compared with the latest available figures?
2. What is the immigration quota for Greece?
3. How many tons of rubber did the US import in 1970?
4. Is the metric system used in Iran?
5. Has anyone won the Pulitzer Prize in Letters (Fiction) more than one time?
6. Where can I find a complete list of the British peers?
7. What percentage of the population of the Republic of Ireland is Catholic?
8. I am writing a novel about the British peerage, and I need to know if a Viscount has precedence over a Marquess.

Project I

Consider those materials with which a student majoring in your subject specialty should be familiar. Develop a brief guide to the most important reference and bibliographic materials, both general and specialized, which will aid the student who is majoring in your field. You do not want to prepare an exhaustive literature guide. Rather than overwhelming the student, you wish to begin his acquaintance with the reference and bibliographic materials which will make his use of the library an easier task.

- 1) Indicate major sources, both general and specialized, useful to the beginning major in your subject area, whether or not they are in the Hampden-Sydney Library.
- 2) What sources which are not available in the Hampden-Sydney Library do you feel would have been useful? Would you recommend that these tools be considered for future purchase? Consider the cost of each as opposed to the amount of use it might receive.
- 3) Browse in the circulating collection for your particular subject area. Are there titles that are not in the collection which you feel would be useful? Would you recommend their consideration for future purchase? Are there titles which you feel are out-of-date and no longer useful which you would like to recommend for withdrawal from the collection?

Hamden-Sydney College
August, 1978

Project II

Assume that you are one of your senior students in the process of preparing a senior honors paper. Select a topic. Identify the materials you will need--both books and periodicals--to conduct an extensive literature search on your topic. That is, you are to prepare a guide to sources you would need to consult in carrying out the literature search on your topic. That is, you are to prepare a guide to sources you would need to consult in carrying out the literature search; you are not to do the literature search itself.

Your project should be in the following format:

- 1) Scope--identification of the topic; limitations.
- 2) Subject headings to be consulted in the card catalog.
- 3) Appropriate browsing areas in the stacks which may contain monographs in this subject.
- 4) Introductory materials (textbooks, encyclopedias, etc.) which you feel may be of particular value in helping a student to orient himself to the structure of the literature of his area.
- 5) Reference materials (handbooks, encyclopedias, dictionaries, etc.) which a student working on this topic may find particularly useful.
- 6) Bibliographic sources, including indexing and abstracting services, which will be needed in the literature search.
- 7) Any other sources particularly appropriate for this topic.

Our purpose in this project is to come up with an organized introductory checklist of various types of sources of information on your specific topic--sources which will be particularly useful during the early stages of a literature search on this topic.