PHOTOCOPIES

- Coin-operated copying machines available for personal use, Main Library, 1st, 2nd & 4th floors (5c)
- Duplication request forms available in Duplication Room (1st floor) and at Circulation Desk for materials for departmental use; approval of department chairman required before any copies are charged
- Staff in Microforms Department (ground floor) will photocopy microfilm or microfiche materials for personal or departmental use (10c)
- Staff in Government Documents (Old Library, 2nd floor balcony) will photocopy microprint or microcard materials for personal or departmental use (10c)

OTHER SERVICES

- Inquire at each branch library for special services offered
- Brochures describing library departments, branches, and services are available at the Circulation and Reference Desks (1st floor)
- Library has been a repository of U.S. government publications since 1966; non-depository publications available on microcard from 1953 to present; Rand Corporation publications; some state and regional documents; selected materials loaned
- Special collections include: Mississippi Valley history, Popular Entertainment, 1968 Memphis Sanitation Strike, Grundstein Public Management Science, Oral History, West Tennessee Historical Society, Memphis State University Archives, regional history and literature, and others
- Numerous aids for physically handicapped; Inquire at reference desk.

LEARNING MEDIA CENTER

- LMC is a division of the Center for Instructional Services and Research, but is a holding agency for the University’s non-print collection (audio-cassettes, films, transparencies) (Old Library, 2nd floor)

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BRANCHES

- Chemistry (316 Smith Chemistry Building, phone 2625); Engineering (202 Engineering Building, phone 2179); Mathematics (341 Dunn Building); Music (119 Music Building, phone 2556); Speech and Hearing (807 Jefferson Avenue, phone 525-2682)

FACTS

- Book collection ...................... 760,607
- Microform pieces ................... 1,426,855
- Current periodicals ................ 1,500
- Library faculty ..................... 30
- Total library staff (fte) ............ 110.75
- Circulation, 1978/79 ............... 283,621
- Library of Congress classification system used since 1966; books remaining in Dewey Decimal classification are being reclassified

HOURS

- Main Library (regular)
  - Monday-Thursday, 7:45 a.m. - 12 midnight
  - Friday, 7:45 a.m. - 10:00 p.m.
  - Saturday, 9:00 a.m. - 6:00 p.m.
  - Sunday, 1:00 p.m. - 12 midnight
- Holiday and inter-session hours posted in Main Library and branches
- Branch library hours listed in Faculty Handbook and posted in branches

ADMINISTRATORS

- Director .............................. 2201
- Coordinator of Public Services 2209
  Branch Libraries (See Branches)
  - Card Catalog Information .... 2207
  - Circulation ...................... 2205
  - Gov. Documents ................. 2206
  - Microforms ..................... 2019
  - Reference ....................... 2208
  - Reserve Room ................... 2205
- Coordinator of Technical Services 2209
  Acquisitions ...................... 2203
  Bookkeeping ...................... 2209
  Cataloging ....................... 2214
  Periodicals ..................... 2204
CIRCULATION

- Present a currently validated MSU I.D. or send a proxy borrower with a signed letter and faculty I.D.
- Faculty spouses issued permanent passes on request
- Loan period one semester for faculty (four weeks to all other borrowers)
- Bound periodicals loaned only to faculty for three days
- Current price plus processing fee assessed for lost books
- High School aged children of faculty are issued permanent passes on request

BOOK STACKS

- For security reasons, present I.D. at stack entrance
- Temporary stack passes available at Circulation Desk for visitors

RESERVES

- Overnight, closed, three day, and seven day reserves available
- Book Reserve Request Forms available at Circulation Desk (lobby) and Reserve Room (tower, 4th floor)
- To ensure availability, notify Periodicals Department prior to any reading assignment from a periodical (2nd floor, phone 2204)

INTERLIBRARY LOANS

- Interlibrary loan service available to MSU faculty, staff, and graduate students
- Interlibrary Loan Office (Main Library, Room 117) open Monday-Friday, 8:00 a.m. - 4:30 p.m. (phone 2207)
- Reciprocal borrowing privileges at libraries of University of Tennessee Center for the Health Sciences, Southwestern at Memphis, and Christian Brothers College

CARD CATALOG

- Three separate catalogs for authors, titles, and subjects
- Cards for all cataloged materials in Main Library and branches (except musical recordings which are listed only in the Music Library)
- Check posted signs regarding special filing rules
- Floor locations of books shown on signs atop each catalog and in the elevators

ORDERS

- Each MSU academic department has annual allocations for the purchase of books and media for the library
- For books and media, fill out an MSU Library request Form available from Acquisitions Department (1st floor, phone 2205) or departmental library coordinators
- For periodical requests, fill out the MSU Library Request Form and indicate year and volume with which subscription is to start
- Attach book review or brochure when available
- Items needed for reserve or research should be marked "rush notify (name and phone number"
- Submit request to departmental library coordinator

CARRELS AND LOCKERS

- Carrels available only to faculty engaged in writing projects
- Applications accept for carrels (waiting list) at Circulation Desk
- Lockers for temporary use available on ground floor, Main Library
- Lockers for long-term use available on ground floor, Main Library, apply University Center

TOURS

- Taped walking tour of Main Library (25 min.) available from Learning Media Center
- Taped walking tour of Reference Department (20 min.) available from Learning Media Center
- Tours of public service departments (government documents, special collections, microforms, Reference Department, branches) by appointment

BIBLIOGRAPHIC INSTRUCTION

- Lecture (30 min.) by a librarian in a library classroom is available by appointment for English 1102 classes
- Video-tape presentation on library use is available for classes or individuals in the Learning Media Center
- Library use exercise available for members of English 1102 classes who participate in the library instruction class sessions, with an answer key for instructors
- Formal course in The Use of Library Materials, Resources, and Bibliography (Library 210, two hours credit) offered each semester
- Subject reference tours emphasizing bibliographic resources at MSU available by appointment, primarily for upper division and graduate classes
- For scheduling or information on any of the above services, contact the Reference Department, Instruction Librarian (1st floor, phone 2208)

REFERENCE SERVICES

- Corporation Annual Report File and Vertical File of pamphlet materials including travel and vocational materials
- On-line searches to retrieve bibliographical citations in many subject areas. Inquire at Reference Desk. Index to selected articles and editorials in two local newspapers since 1964, Author, subject and chronological index to MSU theses and dissertations since 1951.