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Cover design and publications consultant
Michael M. Tamaru, OURD
Two large library buildings serve the Manoa Campus: Thomas Hale Hamilton Library at 2550 The Mall, and Gregg M. Sinclair Library on University Avenue.

Hamilton Library was opened in June, 1968. It houses the main research collection of the University of Hawaii. It is an open stack library, available to faculty members, graduate students, undergraduates and members of the community. Construction of an addition to Hamilton Library is scheduled to begin in early 1975.

Sinclair Library was built in 1956. It now houses the Undergraduate Library. Also in Sinclair are the Asia Collection and Special Collections which will move into the addition to Hamilton Library when it is completed.

**BUILDING HOURS.** During the academic year and summer sessions, both buildings are open 7 days a week, but hours vary. Hours are posted at the entrances. Hamilton Library hours may be obtained by telephoning 948-7203 or 948-7213.

**TELEPHONE NUMBERS**

**Hamilton Library:**
- Reference & Information
- Humanities & Social Science
- Science & Technology
- Circulation
- Administration

948-7203
948-7214 or 948-8568
948-8263

**Sinclair Library:**
- Reference & Information
- Circulation
- Office

948-7438
948-8308
948-8371
COLLECTIONS

GENERAL CIRCULATING COLLECTION. The general circulating collection is shelved in a single alphabet throughout Hamilton Library according to the Library of Congress classification.

REFERENCE COLLECTIONS. The Humanities and Social Science Reference collection is on the main floor, mauka of the card catalog. The Science-Technology Reference collection is at the head of the stairs on the second floor. These collections include encyclopedias, dictionaries, handbooks, bibliographies, directories, indexes, abstracts, and other reference materials which may be consulted in the reference rooms; they do not circulate.

PERIODICALS. Periodicals and journals are shelved by call number in the general circulating collection. However, periodicals may not be checked out. Selected current periodicals are displayed near the reference desks.

NEWSPAPERS. Hamilton Library subscribes to a selection of domestic and foreign newspapers. Current issues are displayed in the main lobby near the elevators. Back issues are nearby. Microfilm copies of selected newspapers are kept in room 4 (ground floor). Asian, Hawaiian and Pacific newspapers are in Sinclair Library in the special collections for these areas.

PAMPHLET FILES. General Pamphlets, on the main floor, Diamond Head of the reference desk, provide up-to-date information on topics of current interest in the Humanities and Social Sciences. They are arranged alphabetically by subject. A card file listing the subject headings used is on top of the cabinets. (Pamphlets are not listed in the card catalog). They circulate for two weeks.

Planning Pamphlets, at the mauka end of the main floor, cover all aspects of city and regional planning including recreation planning, transportation, urban renewal, etc. They circulate for two-weeks.

Annual reports of corporations on the American and New York Stock Exchanges are on the main floor next to room 104. They do not circulate. Earlier reports are on microfiche in room 4 (ground floor).

ERIC (EDUCATIONAL RESOURCES INFORMATION CENTER). ERIC microfiche files are on the main floor next to room 103. Indexes to them are in index Carrel 3. Micro-
fiche readers are near the main floor reference desk. Users are requested to fill out an ERIC User form.

RAND CORPORATION COLLECTION. These documents, primarily in the fields of social science and science and technology, are at the mauka end of the main floor, and circulate for two weeks. Selected Rand Abstracts, an index to Rand publications, is kept with the files.

FOUNDATION COLLECTION. The University is one of 40 member institutions in the U.S. which receives publications from the Foundation Center. These are on the main floor in Index Carrel 5, by the service elevator, along with other related foundation and fund-raising materials.

HUMAN RELATIONS AREA FILES. HRAF materials (complete to June, 1974), designed for research in cross-cultural and comparative studies, are on the main floor. The files may be used whenever reference service is available.

LAW COLLECTION. Law material supporting the Law School program is on the second floor. Law librarians are available for reference assistance, at hours posted on the door of their office at the ewa-makai end of the second floor. Other times, inquire at the Humanities and Social Science Reference Desk on the main floor. Additional law material is located at the Law School, presently in the Quarry.

TECHNICAL REPORTS. Selected reports of research funded by the federal government and distributed by the National Technical Information Service are on the second floor. Please inquire at the Science Technology Reference Desk.

MAPS. The Map Collection, on the second floor, is served by the librarian at the Science-Technology Reference Desk. Emphasis in the collection is on Pacific Ocean areas, but some world-wide coverage is included. The University is a depository for the U.S. Geological Survey, and the National Ocean Survey. Certain maps are received from the U.S. Defense Mapping Agency (originally the U.S. Army Map Service).

MICROFORM COLLECTION. Most of the Library's microform materials (except ERIC microfiche and some Technical Reports) are in room 4 (ground floor) with readers for viewing them. Please ask at Reprography, room 3, for service between 8:00 a.m. and 4:30 p.m. For evening service (until 9:00 p.m.) go to the Circulation Office, room 5.

MEDICAL LIBRARY RESOURCES. The University has no single separate medical library. Basic research materials in the biological and biomedical sciences are in Hamilton Library, second floor. Reference questions are handled at the Science-Technology Reference Desk, where MEDLINE service is also available to students and faculty on request.

The Hastings H. Walker Medical Library, at Leahi Hospital (3675 Kilauea Avenue. Phone 734-0221 x314), provides a ready resource for doctors, students and researchers working there, especially in tropical medicine, clinical medicine, tuberculosis, geriatrics and psychiatry. The Reichart Medical History Collection is housed here.

The School of Public Health maintains the Public Health Reference Collection in the Biomedical Building (BioD 207).
Since the clinical classes of the School of Medicine are held in the community hospitals, several other medical libraries cooperate in making their facilities available, in varying degrees, to biomedical students and faculty. These include Hawaii Medical Library, Tripler Army Medical Center Library, St. Francis Hospital Medical Library, and Hawaii State Hospital Medical Library.

FOR FURTHER INFORMATION ABOUT THESE COLLECTIONS
ASK AT THE NEAREST REFERENCE DESK

INFORMATION SERVICES

REFERENCE LIBRARIANS. A staff of professional librarians is prepared to help you use the Library to best advantage. Besides answering general reference questions, they will assist you to use the card catalog, to locate materials in the Library and to do research. The Humanities and Social Science Reference Desk is on the main floor, to the right of the elevators. Any questions and requests for aid in the use of humanities and social science materials should be directed to the librarians at this desk. The Science-Technology Reference Desk is on the second floor at the top of the stairs. Special assistance with information needs in the fields of science and technology including maps and technical reports is provided here.

REFERENCE SERVICE HOURS. Hours of service are posted at each desk. They vary in the summer, on holidays and during interim periods.

ORIENTATION TOURS AND CLASSES. A slide-tape program featuring an orientation to Hamilton Library is shown Mondays 2:30 p.m. and Thursdays 10:30 a.m. Interested patrons may sign up on the sheet posted on the bulletin board opposite the Circulation Desk. Faculty may make special arrangements for subject seminars on library materials by calling 948-8568 (Humanities and Social Sciences) and 948-7071 (Science and Technology).

NEW BOOKS. New books in the humanities and social sciences are displayed for one week on shelves to the left of the main floor elevators; new books in science and technology are displayed on shelves by the Science Technology Reference Desk. They may be borrowed at any time directly from these shelves.

EXHIBITS. Exhibits in the main lobby are prepared by the reference staff who welcome suggestions for exhibits from faculty and students.

IF YOU NEED TO KNOW MORE
PLEASE ASK THE REFERENCE LIBRARIANS
OTHER SERVICES & FACILITIES

CONFERENCE ROOMS. There are conference rooms on the second floor, for study groups, or for those wishing to tape materials or to type. Please ask at the Science-Technology Reference Desk if you wish to use a room between 8:00 a.m. and 5:00 p.m. Reservations for use during evening and weekend hours, may be made any time at the main floor reference desk.

PHOTOCOPYING SERVICE. Available for a fee to patrons who do not wish to make photocopies on the coin-operated machines provided. Forms are available at the Circulation Desk, and should be submitted, with the materials to be copied, there or in Reprography, room 3 (ground floor). For a charge of 15¢ per exposure, paper copy of microfilms and microfiche can also be obtained from Reprography.

PHOTOGRAPHIC SERVICES. Slides, prints, overhead transparencies and lantern slides needed for teaching and research purposes can be supplied for a fee to all patrons. Apply in Reprography.

SPECIAL SERVICES FOR FACULTY & GRADUATE STUDENTS

CARRELS. Carrels may be assigned, for a specified length of time, to graduate students and faculty who are working on dissertations or research papers. Books and personal possessions should not be left in these carrels as they are free for others to use when their “owners” are not present. For assignment of carrels, inquire at the reference desks.

INTERLIBRARY LOAN. This service enables faculty and graduate students engaged in serious research, to obtain books, periodical articles and other materials which are not part of the Library collections. For information about costs of postage and any photoduplication, inquire at the reference desks or room 104 (main floor).

LOCKERS. Faculty and graduate students may apply for lockers. Personal books and charged-out materials may be kept in them. A key deposit is required. Apply in the Administration Office, room 7, (ground floor).
Locating Books and Other Library Materials

CARD CATALOGS. Books, periodicals, microforms and newspapers in both libraries are usually represented in the main card catalog in Hamilton by one or more cards. The cards are filed in one alphabet, under the author's name, distinctive titles, and subjects. (Note: materials in the Sinclair Undergraduate Library and the Asia Collection are usually represented in the Hamilton card catalog by author card only). Sinclair Undergraduate Library, the Asia Collection, the Hawaiian Collection and the Pacific Collection also have their own card catalogs.

EXPLANATION OF A CATALOG CARD

1. Call number: LB1607 — indicates subject
2. Rollins, Sidney Philip, 1920-
4. vi, 278 p. illus. 24 cm. (Rand McNally education series)
5. Includes bibliographies.

1. Education, Secondary.
2. I. Unruh, Adolph, joint author.
3. II. Title.
4. LB1607.R6
5. 373
6. 64-14115
7. Library of Congress
8. Paging
9. Illustrative material
10. Size indicated in centimeters of height
11. Series note
12. Notes further explaining the book
13. Headings for other cards in the catalog for this book
14. Library of Congress call number
15. Dewey Decimal call number
16. Technical notations for use by librarians
LOCATING A BOOK. To find a book, obtain the call number from one of the Library's card catalogs. If you consult the main card catalog in Hamilton, you will find that if the first part of the call number is one or two letters (except for M) followed by a number, the book will be in the open stacks in Hamilton. If the call number begins with a word or an abbreviation, check the Location Chart (page 10).

If the book is not in its correct place on the shelf, please check the sorting shelves on that floor. (Recently circulated books are collected there ready for re-shelving). If the book is not found, go to Hamilton Circulation Office, room 5 (ground floor) or Sinclair Circulation Desk. A staff person will be able to tell you if it has been checked out and when it is due back. If it has been out for over two weeks, it can be recalled for you.

LOCATING A PERIODICAL. Most periodicals are listed in the Hamilton card catalog and the card catalog of any other collection in which they may be located. Periodicals currently received by the Library (except the Asia Collection) are also listed in the Alphabetical list of current serials, a library publication found near the reference desks in both buildings. Periodicals do not circulate. An efficient way to find articles on particular topics is by using indexes and abstracts. Ask a reference librarian for those appropriate to your subject interests.
**LOCATION CHART**

**MATERIALS WITH CALL NUMBERS BEGINNING:**

<table>
<thead>
<tr>
<th>Call Numbers</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-B-C-D</td>
<td>Hamilton ground floor (basement)</td>
</tr>
<tr>
<td>E-F-G-H</td>
<td>Hamilton 1st (main) floor</td>
</tr>
<tr>
<td>J-K-L-N</td>
<td>Hamilton 2nd floor</td>
</tr>
<tr>
<td>M, P</td>
<td>Sinclair 2nd floor</td>
</tr>
<tr>
<td>Q-R-S-T-U-V</td>
<td>Hamilton 3rd floor</td>
</tr>
<tr>
<td>Z</td>
<td>Hamilton 2nd floor</td>
</tr>
<tr>
<td>ARCHIVES</td>
<td>University Archives, Sinclair 3rd floor</td>
</tr>
<tr>
<td>ASIA</td>
<td>Asia Collection, Sinclair ground floor</td>
</tr>
<tr>
<td>CLOSED SHELVES</td>
<td>Hamilton ground floor. Fill out charge card for item you want, present card at Circulation Desk. Ignore designation. Separate Education Collection no longer maintained.</td>
</tr>
<tr>
<td>EDUC.</td>
<td>East-West Center, in one of its institute resource collections. Folio shelves, for books too tall for regular shelves. Check floor maps for locations of folio sections.</td>
</tr>
<tr>
<td>EWC</td>
<td>Listening Center, Sinclair main floor</td>
</tr>
<tr>
<td>f, ff</td>
<td>Hawaiian Collection, Sinclair 3rd floor</td>
</tr>
<tr>
<td>FILM, FILMSTRIP</td>
<td>Juvenile Collection, Sinclair 2nd floor</td>
</tr>
<tr>
<td>HAWN.</td>
<td>Listening Center, Sinclair main floor</td>
</tr>
<tr>
<td>JUV.</td>
<td>Map Collection, Hamilton 2nd floor</td>
</tr>
<tr>
<td>KIT</td>
<td>Walker Medical Library, Leahi Hospital</td>
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<tr>
<td></td>
<td>Microform collection, Hamilton, room 4 (ground floor).</td>
</tr>
<tr>
<td>MED</td>
<td>Pacific Collection, Sinclair 3rd floor. (Periodicals). Ignore this designation.</td>
</tr>
<tr>
<td>MICROCARD,</td>
<td>Listening Center, Sinclair main floor</td>
</tr>
<tr>
<td>MICROFICHE,</td>
<td>Hamilton Reference Collection, main floor. REF Q thru REF V (Science), 2nd floor.</td>
</tr>
<tr>
<td>MICROFILM,</td>
<td>Rare Books Collection, Sinclair 3rd floor</td>
</tr>
<tr>
<td>MICROPRINT</td>
<td>Hamilton 2nd floor, Sci-Tech reference collection.</td>
</tr>
<tr>
<td></td>
<td>Interfiled with reference collection, Hamilton main floor</td>
</tr>
<tr>
<td>NEWSPAPER STACKS</td>
<td>Sinclair Undergraduate Library</td>
</tr>
<tr>
<td>PAC.</td>
<td>Sinclair Undergraduate Library. Reference Alcove main floor</td>
</tr>
<tr>
<td>PER.</td>
<td>Listening Center, Sinclair main floor</td>
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<tr>
<td>PHONODISC</td>
<td></td>
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<tr>
<td>REF.</td>
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<tr>
<td>RARE BOOKS</td>
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<tr>
<td>SCI REF Z</td>
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<td>SOC REF Z</td>
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<td>SL</td>
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<tr>
<td>SL REF</td>
<td></td>
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<tr>
<td>SLIDE, TAPE, TRANSPARENCY</td>
<td></td>
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</tbody>
</table>
BORROWING BOOKS. Borrowers from the University of Hawaii must present a current UH identification card or a current registration fee slip to check out library materials. Borrowing privileges are also extended to other state residents over 18 years of age, who may apply for an off-campus borrowers card at the Circulation Desk in either library.

CHARGE CARD. This is the loan transaction form, printed on an IBM card. You must complete this form in order to borrow a book. Blank cards are available at the Circulation Desks. Fill out the author, title, and call number. If you have a plastic ID, use the charging machine at the desks to imprint your name and address on the charge card. If not, then write in your name and address. Give the book and card to the circulation staff at the desk, who will then complete the transaction.

LOAN PERIODS

UH Undergraduates: one month, no renewals.

UH Graduate Students: Hamilton, Asia Collection, and music books in Sinclair without the “SL” symbol above the call number: one month, two renewals per semester. Sinclair Undergraduate Library: one month, no renewals.

UH Faculty: Hamilton, Asia collection, and music books in Sinclair without the “SL” symbol above the call number: one academic year, all books due July 1. Sinclair Undergraduate Library: one month, no renewals.

Off-campus Borrowers: one month, no renewals.

The Reserve Book Room and Special Collections in Sinclair have special policies. Certain books in high demand from Hamilton circulate for two weeks with no renewals. Periodicals and Reference material are for library use only and do not circulate.

RETURNING BOOKS. Books may be returned at any time to either library. You can use the outside book return chutes whenever the buildings are closed. There are also book return bins at four campus locations: Bachman Hall, Dean Hall, Kuykendall Hall, and Wist Hall.

HOLDS. Any student or faculty member may request a “hold” for a book which is not on the shelf but is listed in circulation records at either library. You will be notified by mail when the book is returned and it will be held for ten days for you at the appropriate Circulation desk.
SEARCHES. If you cannot find a book on the shelves, we suggest that you look for it more than once. Then if you cannot locate it and it is not in circulation, you may request that it be searched and held for you. You will be notified by mail about the status of the book.

FINES. The Library assesses fines on overdue books. Please check with the Circulation desks for the schedule of charges. Fines are halved if paid at the time the books are returned. Fines for Reserve Book Room and Special Collections may differ. Accumulations of unpaid fines or bills for lost books are noted at the University Treasury Office, and may result in delay or denial of registration, transcripts and/or graduation.

EXIT CONTROLS. When you leave the buildings, your books and the contents of any briefcase or carrying case will be inspected. This procedure is a small inconvenience compared to the advantages of open stacks and unrestricted use of the Library’s collections.
COLLECTIONS

GENERAL CIRCULATING COLLECTION. The undergraduate collection is housed on the main and second floors of Sinclair Library. It is designed to meet the needs of students taking undergraduate courses by providing current, basic and popular works, and also to stimulate students to read beyond their classroom needs. The card catalog, which contains only books found in Sinclair Undergraduate Library, is in the lobby. It is an open stack collection with multiple copies of many titles available.

REFERENCE COLLECTION. The Reference Collection is in the Reference Room, on the right of the main entrance, off the lobby. The reference collection contains dictionaries, directories, atlases, bibliographies, indexes, etc.

PERIODICALS. Periodicals and journals are arranged alphabetically by title and are located on the mezzanine within the Reference Room. The latest issue is displayed separately in the center of the Reference Room.

PAMPHLET FILES. General Pamphlets, arranged by subject, give current information not readily available in books and magazines.

The Hawaiian Pamphlet file covers various topics on Hawaii, including clippings from local newspapers and magazines.

The Occupational Pamphlets cover a wide range of job information, and fellowships and scholarships.

All these pamphlet files are in the Reference Room. Pamphlets do not circulate.

ARCHITECTURE COLLECTION. Books and periodicals about architecture and planning are located in the Reference Room Mezzanine, Alcove 4. The books may be borrowed for two days.

BROWSING COLLECTION. This area is in the lobby and contains circulating paperbacks on popular subjects, such as science fiction, ecology, mysteries, etc.

COLLEGE CATALOGS. Catalogs for United States and foreign schools, and pamphlets about specific subject areas and schools are in Alcove 4 on the main floor of the Reference Room. They do not circulate.

CURRICULUM GUIDES. These guides, arranged alphabetically by subject, include materials received from Hawaii and mainland school districts. They circulate for one
month, except for Art which is limited to two days, and are located on the 2nd floor following the “Z” section.

**HAWAIIAN AND PACIFIC MATERIALS IN UNDERGRADUATE LIBRARY.** You may not have to go to the Special Collections for many basic books in Hawaiian or Pacific Islands studies. Many of the basic titles are also in the Undergraduate Library. Some circulate for one month, others are reference copies available in the Reference Room, Alcove I. Remember also that many of them may be found in the Reserve Room.

**JUVENILE LITERATURE COLLECTION.** This section, on the 2nd floor after the Curriculum Guides, contains children’s books which are used as a teaching collection. It has its own card catalog and a small reference section. The general and picture books are marked for one or two day loan.

**WOMEN’S STUDIES COLLECTION.** Books on women’s studies, taken from the circulating collection for the convenience of patrons interested in this subject, are in the lobby near the reference office.

*MUSIC COLLECTION. The UH Library’s major collection of materials on music, including books, periodicals and scores, is housed with the undergraduate circulating collection on the second floor of Sinclair. Sinclair circulation policy is followed with a few exceptions. Reference service is provided by a music reference librarian whose hours are posted at the reference desk.*

**SERVICES**

**REFERENCE DESK.** The Reference desk is in the lobby near the entrance to the Reference Room. A staff of professional librarians will answer reference questions and instruct both groups and individuals in the use of the library and its resources. Reference hours are posted at the desk.

**CIRCULATION.** Books from the undergraduate circulating collection may be borrowed for one month with no renewals. This applies to all borrowers. Any book without an “SL” notation above the call number will follow Hamilton Library circulation policy.

**RESERVE ROOM.** Books and reprints of periodical articles are placed in the Reserve Room on the main floor at the request of faculty to provide required and supplemental reading in connection with class assignments. Materials must be used in Sinclair Library only, unless specifically stating a definite home loan period. Instructions on the location and use of reserve materials may be found in the Reserve Room.

The Reserve Room is open for extended hours during the week, when the rest of the building is closed. It has a separate entrance on the Diamond Head end of the building. See hours posted at the entrance to the library. Hours are subject to change during holidays and between sessions.
AUDIO-VISUAL SERVICES:

Listening Center. The Center, in room 128 (main floor), has facilities for dial access to class assignments, and for individual tape, cassette, cartridge or record playing, and film, filmstrip or slide previewing. Hours of service are posted.

Film & Equipment Section. Films, projectors and portable equipment for all kinds of media are available to assist faculty members in teaching. The section is in room 16 (ground floor), open weekdays from 8:00 a.m. to 4:30 p.m.
Asia Collection

This collection (formerly the East-West Center Library) is housed on the ground floor of Sinclair Library, and contains materials from and about Asia in both Western and Asian languages. Included in the collection are books, microforms, journals and newspapers. Reference service is provided by librarians with Asian area and language competence. Circulation policy is the same as for Hamilton Library.

NOTE: MOST SCIENCE TECHNOLOGY MATERIALS FROM AND ABOUT ASIA ARE IN HAMILTON

Special Collections

On the Third Floor of Sinclair Library are a number of special collections. They contain books and other materials having specific subject and area value, or research interest, which necessitate keeping them together as separate collections. The materials do not usually circulate.

GOVERNMENT DOCUMENTS COLLECTION (Room 301). This collection contains United States government publications, arranged according to the Superintendent of Document numbers. Also housed here are United Nations publications in English, State agriculture publications, British documents, and some Australian and New Zealand documents. Reference services are provided to assist patrons in using the available resources.
HA WAI IAN COLLECTION (Room 305). This is the largest and most comprehensive collection of published Hawaiiana in the world. It is a research collection with controlled access to the stacks and has its own catalog. It issues Current Hawaiiana, a quarterly bibliography of Hawaiian material. Included also in the collection are the University of Hawaii theses and dissertations and a collection of faculty publications. Circulation of materials is by special permission.

PACIFIC COLLECTION (Room 305). This collection concentrates on providing research material pertaining to the islands of the Pacific. It is located with the Hawaiian Collection, but has a separate card catalog. Circulation of materials is by special permission.

RARE BOOKS, MANUSCRIPTS, AND OTHER SPECIAL COLLECTIONS (Room 305A). These collections include materials needing special care because of their value, fragility, uniqueness, or research value. Included are: Hawaii War Records Depository, Book Arts, Juvenile books, the Wist Collection of historical textbooks, Social Movements, Pornography and modern comics collections. They have their own card catalog.

UNIVERSITY ARCHIVES (Room 305A). This is the depository for the official records of the University, its agencies and its staff which are deemed to have permanent value. It is open to qualified researchers.

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BULLETIN BOARDS. There are public bulletin boards outside the entrances of each library. You are welcome to use them for personal and organization notices. Advertisements of forthcoming campus events may be left with the Sinclair Undergraduate Library reference librarians for posting inside the Sinclair building.

EATING AND DRINKING. Please do not bring food or drinks into the library buildings. There are cafeteria facilities not far away.

LOST AND FOUND. Items that you find in either library should be turned in at the Circulation Desks. Lost articles are kept for a short time by the Circulation staff. Unclaimed items are then sent to the Bureau of Student Affairs in the Campus Center.

PLEASE DO NOT LEAVE VALUABLES UNATTENDED.

PHOTOCOPYING MACHINES. Coin-operated photocopy machines are located on several floors in each library. The charge is 5¢ per exposure. Change can be obtained at the Circulation Desks.

PUBLIC TELEPHONES. In Hamilton, phones are by the elevators on the ground floor. In Sinclair, phones are on the main floor by the entrance to the Listening Center.

SMOKING. Smoking is allowed only on the outside lanais.

SUGGESTION BOOKS. Each library has books for your suggestions, complaints and comments. In Hamilton there is one on a table in the main floor card catalog area. In Sinclair there is one near the card catalog and another on the counter in the Reserve Book room stacks.
Most books and magazines are classified and shelved according to the Library of Congress classification scheme. Each major field of knowledge is assigned a letter of the alphabet. Subdivisions are indicated by a second letter. For example, science is assigned the letter Q, with QA indicating materials in mathematics, QD, those in chemistry, QL, those in zoology, and so on.

**OUTLINE OF THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM**

A  GENERAL WORKS—POLYGRAPHY
B  PHILOSOPHY—RELIGION
   BF  Psychology
C  HISTORY—AUXILIARY SCIENCES
   CT  Biography
D  HISTORY AND TOPOGRAPHY
   (except America)
   DA  Great Britain
   DC  France
   DD  Germany
   DK  Russia
   DS  Asia
   DT  Africa
   DU  Australia & Oceania (Hawaii)
E  AMERICA (general) and
   UNITED STATES (general)
F  UNITED STATES (Local) and
   AMERICA except the U.S.
G  GEOGRAPHY—ANTHROPOLOGY
   GC  Oceanology and oceanography
   GN  Anthropology
      Ethnology
   GR  Folk-lore
   GT  Manners and customs
   GV  Sports & amusements
      Games
H  SOCIAL SCIENCES
   HA  Statistics
   HB  Economic theory
   HE  Transportation and communication
   HM  Sociology
   HQ  Family, Marriage, Home
   HV  Social pathology (drugs, crimes, social welfare)
   HX  Socialism, Communism
J  POLITICAL SCIENCE

K  LAW
L  EDUCATION
M  MUSIC
N  FINE ARTS
   NA  Architecture
   ND  Painting
   NK  Art applied to industry (ceramics, textiles, wood-working)
P  LANGUAGE & LITERATURE
   PL  Languages & literatures of Eastern Asia, Oceania, Africa
   PR  English literature
   PS  American literature
   PZ  Fiction and Juvenile literature
Q  SCIENCE
   QA  Mathematics
   QB  Astronomy
   QC  Physics
   QD  Chemistry
   QE  Geology
   QH  Natural history
   QK  Botany
   QL  Zoology
   QM  Human anatomy
R  MEDICINE
   RT  Nursing
S  AGRICULTURE—PLANT AND ANIMAL INDUSTRY
T  TECHNOLOGY
   TR  Photography
   TX  Domestic science (cooking)
U  MILITARY SCIENCE
V  NAVAL SCIENCE
Z  BIBLIOGRAPHY AND LIBRARY SCIENCE
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