
2.

Exploring the library

In this chapter

- Library organization
- Library collections and services

Libraries tend to be large buildings with many resources organized in complex ways. This chapter will help you learn how libraries organize materials. The tour will help you become familiar with the physical arrangement of resources and services, highlighting the parts of the building that will help you become confident in finding your way through the library.

Library organization

There are two major components in the library — resources and services. Resources, primarily books and periodicals, are organized according to subjects and formats. Services are provided at various points throughout the library, mainly on the first floor and at the reference desks for each of the major collections.

Subject areas

Most books and periodicals in the library are organized by subject. This is done in two ways: First, there are collections in the library that house broad areas, such as the humanities and social sciences, science and technology, government documents, and area studies such as Asia, Pacific, and Hawaiian. Second, within each collection a classification and call number system is used to order/arrange the books by narrower subjects, such as history, music, sociology, and literature.

Call numbers

Call numbers generally function to classify materials by subject and to identify the location of items. There are several frequently used call number systems — Library of Congress, Dewey Decimal, Superintendent of Documents (SuDocs), accession numbers, etc. Most academic libraries including UH Manoa use the Library of

Congress classification system for books and serials and use accession numbers for microforms and audiovisual materials.

In the Library of Congress classification system, each subject is identified broadly by letter(s) of the alphabet (for example, BF for psychology) and narrowly identified by additional numbers and letters (for example BF173 to BF175 for psychoanalysis).

Note

See Appendix A for an outline of the Library of Congress classification system; see Appendix B for how to read a Library of Congress call number.

Formats

Library materials are also arranged by format. This means that microforms (microfilm and microfiche) and audiovisuals (videotapes, compact discs, etc.) are usually located in separate collections from the books and periodicals.

Library collections and services

Because of the recent renovations and frequently changing location of materials and services, ask at the main reference desk for current location information or if you need help finding your way around.

We encourage you to explore the library on your own. On each floor there will be a combination of resources and services. Don't worry about every detail on each floor. As you explore, simply make a mental note of the resources and services available to you.

Hamilton Library

RESOURCES AND SERVICES	FLOOR
Hawaiian and Pacific Collections books, periodicals, and reference desk	5
Asia Collection books, periodicals, and reference desk. (Note: You will see two location codes, "Asia" and "East" - both are part of the Asia Collection)	4
Business, Humanities, and Social Sciences Collection books and periodicals Asia Collection books and periodicals	3
Business, Humanities, and Social Sciences Collection books and periodicals	2
Business, Humanities, and Social Sciences Collection reference desk, library guides, reference/research tools, and current periodicals Business Office, Circulation Counter, Interlibrary Loan Office, Library Administration, and Microforms Room	1

Hamilton Library Addition

RESOURCES AND SERVICES	FLOOR
Archives and Manuscripts reading room	5
Science and Technology Collection books, periodicals, photocopiers	4
Science and Technology Collection books, periodicals, photocopiers	3
Science and Technology Collection books, periodicals, photocopiers	2
Science and Technology Collection reference desk and collection, current periodicals	1

Sinclair Library

RESOURCES AND SERVICES	FLOOR
Government Documents, Music Collection, Reserve Collection, and Wong Audiovisual Center -- videotapes, compact discs, books, periodicals, reference desk, circulation counter	3
Back issues of periodicals.	2
Back issues of periodicals and CLIC computer lab.	1

Frequently used services

Reference desks (where to get help)

- Asia Collection (Hamilton, 4th floor)
- Business, Humanities, and Social Sciences (Hamilton, 1st floor)
- Government Documents (Sinclair, 3rd floor)
- Hawaii and Pacific Collections (Hamilton, 5th floor)
- Maps (by appointment only 956-6199, mapcoll@hawaii.edu)
- Science and Technology (Hamilton Addition, 1st floor)
- Sinclair Library (3rd, floor)

Circulation counters (where to borrow books)

- Hamilton Library (1st floor)
- Hawaii and Pacific Collections (Hamilton, 5th floor)
- Sinclair Library (3rd floor)
- Wong Audiovisual Center (Sinclair, 3rd floor)

Summary

You have learned that libraries organize books and other research materials in systematic ways in order to manage and provide services for large amounts of information. This enables a library user, like you, to search and retrieve materials in an efficient manner. Once you are familiar with how information is organized within a library you can focus your time and effort on planning your research — the topic of the next chapter.

Tip

Remember that research takes a lot of time and you may need to spend many hours in the library. Make sure you know where study carrels, photocopiers, drinking fountains, restrooms, and telephones are located.

Workshop

Activities

1. Tour Hamilton library and identify the reference desks for the different collections in the library. Identify also the different circulation counters in the library.
2. Examine the Hamilton Library Floor Plans and Call number Locations (located near most elevators and reference desks). Use the guide to choose a collection and determine where the books and periodicals for that collection are located. Confirm the location(s) by going to the area(s) of the library indicated on the floor plans.

Questions

1. What two functions does the Library of Congress classification system perform?
2. To what does the term *format* refer in the library and why is it important to know?
3. You need a videotape for a class presentation. Would you expect to find this at Sinclair or at Hamilton Library?
4. In the blanks below, number the following call numbers in their proper sequence from left to right.

a.	b.	c.	d.	e.
DD 21 .A2	DD 20.5 .B17	DC 1 .S12	DD 2 .D31	DC 983 .B18
_____	_____	_____	_____	_____