Husson College

Library Handbook

Bangor, Maine 04401

LIBRARY STAFF

Berneice Thompson, B.S., M.Ed., M.L.S.
Head Librarian

Anne Brooks, B.A., M.L.S.
Cataloger

Amy Averre, B.S., M.L.S.
Library Aid

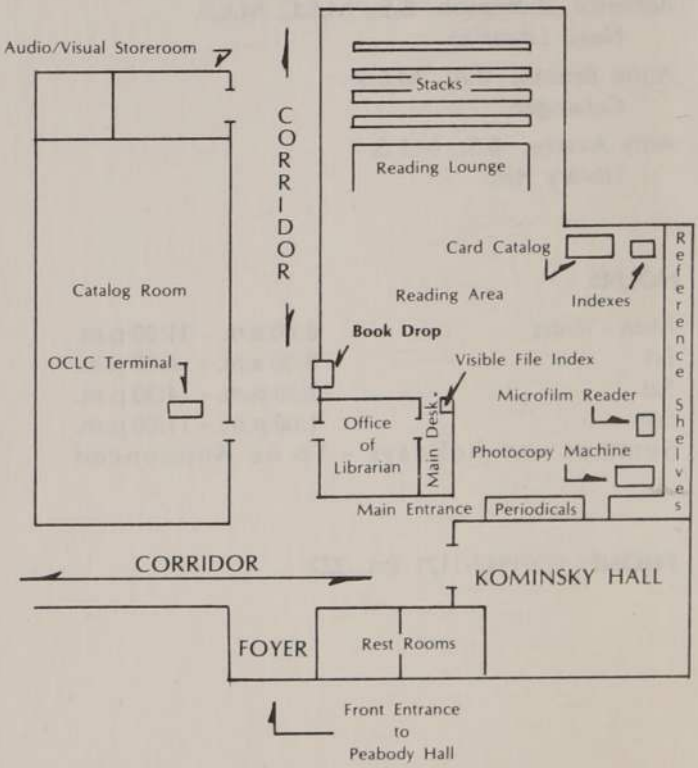
HOURS

Mon - Thurs	8:00 a.m. - 11:00 p.m.
Fri	8:00 a.m. - 4:00 p.m.
Sat	12:30 p.m. - 4:30 p.m.
Sun	1:00 p.m. - 11:00 p.m.

Summer and holidays - To Be Announced

PHONE: (207)947-1121 Ext. 222

FLOOR PLAN


Audio/Visual Storeroom
CORRIDOR
Stacks
Reading Lounge
Card Catalog
Reference Shelves
Catalog Room
Reading Area
Indexes
Book Drop
OCLC Terminal
Visible File Index
Microfilm Reader
Office of Librarian
Main Desk
Photocopy Machine
Main Entrance
Periodicals
CORRIDOR
KOMINSKY HALL
FOYER
Rest Rooms
Front Entrance to Peabody Hall

WHAT IS IN THE LIBRARY?

Books
There are over 30,000 volumes in the Husson College library. These volumes include books on accounting, business, business eduation, economics, education, finance, law, history, literature, politics, psychology, government, biography, and literary criticism. Also included are reference books, dictionaries, and encyclopedias.

Periodicals
The Husson Library regularly receives more than 400 periodicals, journals, and magazines.

Newspapers
Many local, state and major city newspapers are available on a regular basis.

Special Collection
First editions, out-of-print sets, and miscellaneous books of some scarcity are kept in the Special Collection area of the Catalog Room. These books may be requested and checked out at the Main Desk.

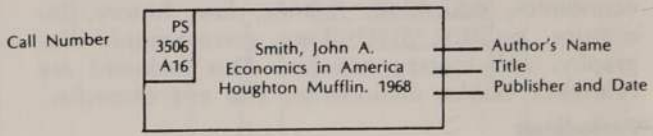
Non-Print Materials
Records and tape cassettes are available and may be checked out.

Audio-Visual Equipment
Overhead projectors and screens, 16 mm movie projector, 35 mm slide projector, reel-to-reel tape recorder, record player, opaque projector, and Thermofax machine are available for faculty use.

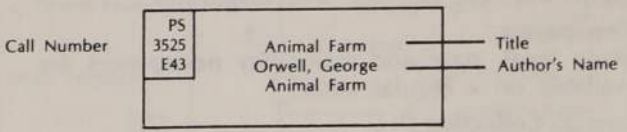
HOW TO FIND BOOKS

For every book in the library there is a card in the catalog. You can locate a book by looking in the card catalog under:

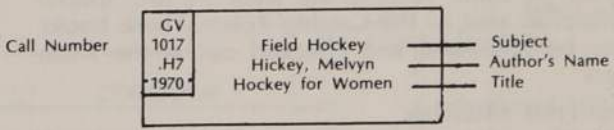
1. **The author's last name**



2. **The title of the book**



3. **The subject**



The most important information is the CALL NUMBER found in the upper left corner of the card. When you locate the card in the catalog, jot down the CALL NUMBER and go to the stack area. Books are arranged in the stacks alphabetically by the top letters of the CALL NUMBER. If you are unable to find the book, ask for help at the Main Desk.

HOW TO FIND PERIODICALS

Current periodicals, journals, and magazines are arranged alphabetically by title on the shelves located in the reading areas of the library. Some popular magazines are located in the lounge area or at the Main Desk.

Back issues are located in the Catalog Room. To obtain a back issue, you should write its title, year, day (if appropriate), and month on a slip of paper and ask for help at the Main Desk.

To be sure the periodical you need is available in the Husson library, you should check the **Visible File Index** located at the Main Desk. If the periodical is not listed here, you should check the **Maine Union List** located at the Main Desk to determine where it is available. The **Maine Union List** is a combined listing of all periodicals held in major libraries in Maine. Ask for the **Maine Union List** at the Main Desk.

To locate specific articles on a subject in periodicals, you should use the general and subject indexes and bibliographies located in the reference area of the library. Indexes are available for the following subjects: Business, Education, Literature, and Social Science and Humanities.

HOW TO FIND NEWSPAPERS

Current local, state, major city, and national newspapers are available in the lounge area of the library or at the Main Desk. Back issues are located in the Catalog Room. . . . ask for assistance at the Main Desk.

Back issues of **The New York Times** are available on microfilm. Also available on microfilm are selected back issues of **The Wall Street Journal, Barron's** and **Advertising Age.** To locate specific articles on a subject in **The New York Times,** you should use **The New York Times Index** located in the reference area of the library.

HOW TO FIND REFERENCE BOOKS

A reference book is designated by the "REF" found on the top line of the call number on the catalog card. Jot down this number. Reference books are shelved in the reference area of the library and are also available at the Main Desk.

Reference books available include subject and author bibliographies, statistical handbooks, federal and state laws and statutes, Standard & Poor's reports, Moody's manuals, encyclopedias, almanacs, and dictionaries. Corporate reports and pamphlets are housed in the file cabinet located in the reference area.

LIBRARY SERVICES

Reserve Shelf
Books and periodicals placed on reserve by the faculty may be obtained at the Main Desk.

Inter-Library Loan
Inter-library loan enables you to obtain items not available in the Husson library. You should first be sure that our library does not have the book or periodical. Then request at the Main Desk that the item be located through inter-library loan. It will generally take a week to ten days for delivery. Items obtained through inter-library loan should be returned on or before the due date.

The library also has a terminal that provides access to the Ohio College Library Center computer (OCLC). This system installed under a grant from the Kellogg Foundation provides shared cataloging information and location listings of over ten million records for inter-library loans.

Area Libraries
Husson students may use their ID cards to borrow books at the University of Maine at Orono (Fogler Library) as well as the Bangor Public Library. You are expected to return books and other materials to these libraries on or before the due date.

Photocopying
A photocopying machine is located in the library. You may serve yourself at 10¢ per page for either regular or legal size copies.

LIBRARY RULES

What materials can be checked out? All books in the stacks and Special Collection may be checked out. Some reserve books may be checked out overnight. Records and tape cassettes may also be checked out.

What materials cannot be checked out? No reference book may leave the library. Some reserve books may not be checked out. Also magazines, bound materials, and newspapers cannot be checked out.

Due Date. The date which a book or item is due should be strictly observed. Fines are assessed and collected for books not returned on time.

All books should be returned to the Main Desk. If the library is closed, books may be placed in the book drop located outside the library in the main corridor parallel to the library.

Overdue Books. Fines will be assessed according to the following rates:

Two-week books - 5¢ per day

Reserve books -50¢ for 1st hour
10¢ for each additional hour

Records - 5¢ per day

Tape cassettes - 25¢ per day

Lost/Unreturned Books. A student is charged for the cost of replacement of any item checked out of the library that has been lost or not returned.

The cost of replacing books is high. In some cases a particular book can not be replaced at all. Therefore, to ensure all materials checked out are returned, unpaid fines assessed for both loss and lateness result in inability to receive a transcript of grades.

LIBRARY ACQUISITIONS

The library acquires approximately 1,500 books each year for its collections. A faculty advisory committee recommends books for purchase. Gifts and donations also contribute significantly to the growth of the library.

Gifts and donations are tax deductible. Alumni, faculty, staff and friends are encouraged to contact the library if they have books and materials to contribute. Each item contributed is appraised and a list is prepared to be used by the donor for income tax deduction purposes.