

RESPONSIBILITIES OF THE LIBRARIAN
Department of Physiology

1. Return books to proper places after replacing cards with name of most recent borrower crossed off.
2. Check to see that all books are in proper order.
3. Check overdue books and make out late notices.
4. Make sure there is an adequate supply of reprint cards, blank sign/ out cards, 4 x 6 cards, book and journal request forms.
5. Check journals to be sent to the bindery.*
6. Determine that the library is generally in good order. Be sure that the door is locked. (Especially after staff lunch and after special meetings.)
7. Place catalog numbers on new books.
 - a. Place inside pockets, sign out cards in the pocket, and if appropriate a "REFERENCE" sticker.
 - b. Make out cards for call no., author index, and subject index files.
 - c. Note on "Current Book List" that the book has been catalogued.
8. Make out requisitions for new books.
 - a. Be sure to obtain call no. and subject index notation from responsible member of Library Committee.
 - b. Note on "Current Book List" that new book has been ordered.
9. When books come in, be sure to note this on the "Current Book List".
10. Catch up on unfinished projects, e.g., subject index, call no. files, etc. (Plan to work first hour of day on the library.)

Weekly responsibility:

1. Return and pick up current journals from Quine Library.

Monthly responsibility:

1. At the beginning of each month, each staff member and graduate student should be sent:
 - a. A Book and Journal Request Form.
 - b. A Current Book List, made out from your "Current Book List". Have member of Library Committee approve this and add appropriate comments. We may include a delinquent's list, i.e. books out for more than 2 weeks.
2. Inventory books. Inform Library Committee of current situation.

*Journals:

1. Note on your "Current Book List" when journals are sent to bindery.
2. Journals are generally to be bound by volume number. Exceptions are those which are too bulky in one volume, e.g. Journal of General Physiology. which should be bound with Vol. ___, Parts 1-2-3 or 4,5,6. When in Doubt, be sure to consult with member of Library Committee.
3. Make out a separate sheet in your folder for a calendar, indicating when journals should be ordered, including Annual Reviews and other annual books.

CHARGES TO LIBRARY COMMITTEE AND LIBRARIAN

The Library Committee of the Department of Physiology is charged as follows:

1. To recommend general policies of operation of the library.
2. To prepare and promulgate regulations concerning the use of the library.
3. To recommend purchase of appropriate books and journals or other needed materials within budgetary allowances; to recommend disposal of superfluous materials.
4. To classify books and assign call numbers.
5. To arrange for yearly inventory and to provide an annual written report on library affairs, in June, to the Head of the Department.
6. To provide general supervision of the librarian and ascertain that her duties are being properly discharged.

The Library is under the immediate direction of the Librarian who will serve under the guidance of the Library Committee and in accord with its regulations.

The Librarian is charged as follows:

1. To insure good service and maintenance in the library and to ascertain compliance with its regulations.
2. To keep books, journals, shelves, catalog, bulletin board, and furniture in good order.
3. To keep the periodical rack properly stocked and operating in compliance with regulations of both the departmental and Quine libraries.
4. To order all books and journals and binding as requested by the Library Committee.
5. To acquisition and catalog new materials.
6. To check on books overdue or otherwise missing.
7. To handle "Reserve" volumes as requested by staff members.

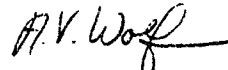
Page 2.

Charges to Library Committee and Librarian

8. To handle inquiries of, and to advise, users of the library concerning its operation.

9. To assist in preparation of yearly inventory and report on library affairs (June).

10. To apprise the Library Committee members, in writing, of any matters concerning the operation or condition of the library requiring the Committee's attention, advice, or action.



A. V. Wolf, Ph. D.,
Professor of Physiology and
Head of the Department

7/1/66

DEPARTMENTAL LIBRARY

The Library (E-208) of the Department of Physiology is for the express use of the departmental staff and graduate students. Except in connection with departmental course or class work, it is not for the use of medical or other professional or undergraduate students.

Authorization for the use of Room E-208 as library or seminar by technical assistants or other nonacademic personnel may be granted by their supervisors on the Physiology Staff. However, no one is to be given or loaned a key to E-208 without a record of official permission through the Physiology Office.

I. Types of Loans

- A. "7-day loan" applies to most general books and bound journals and will be indicated as such by label on the inner surface of the front cover. If there is no pending request (see II B) for the book, it may be checked out for an additional week (see II A).
- B. "3-day loan" applies to all texts in strong demand and to unbound journals. Upon request (see librarian - Miss Bolinger), specific books may be placed on a "3-day loan", either on a temporary basis or indefinitely, to make them more accessible.
- C. "Reference" books are not to be removed from the library under any circumstances.
- D. "Reserve" books are not to be removed from the departmental library and should be replaced on their appropriately marked shelf. Books may be placed on reserve by completing the "Reserve Book Request" cards which may be obtained from the librarian (Miss Bolinger).
- E. "Journals on Loan" from Quine Library are not to be removed from the departmental library. They should be replaced in the special rack provided for them.

- F. "New Books" will be made available for inspection and will be placed on appropriately designated display shelf. These books are not to be removed for 7 days, but may be preassigned for subsequent loan by placing name and date on the book card.

II. Borrowing Procedure

- A. When checking out text, write your name and the date completely and clearly on the 'white' book card only which is in the envelope on the inner front cover. This card should then be placed into the "Return Card" slot. Book loans may be extended for an additional 7 days, if there is no pending request for the book, by completing the "Extended Loan" book card (buff colored) in the envelope and placing it in the "Return Card" slot.
- B. Books not available (and apparently out-on-loan) may be requested for subsequent loan upon their return by completing the "Book Request" slip which is to be inserted into the "Return Card" slot. These slips will be made available in the receptacle on the shelf-top of the "Book Return" or can be obtained from the librarian.
- C. When returning books, periodicals, etc. merely place them in appropriately marked slots of "Book Return". Do not attempt to place them upon any open shelf. In the event that the "Book Return" container is filled or blocked, returns may then be placed on the shelf-top of such container. Also, please notify the librarian of the condition.
- D. Requests may be made for new texts by completing the appropriate forms, which may be obtained from the librarian.

III. General Regulations

- A. Doors are to be kept closed and locked at all times except during seminars, classes, conferences, etc. It would be very helpful if 'users' would check the set-buttons of the door lock as they leave the library, especially in the late afternoon and evening.

- B. Litter (paper cups, lunch wrappers, etc.) should be disposed of in the receptacle provided. Special consideration to the disposal of litter should be given to those occasions when classes, conferences, etc. are held in the library, in order to insure proper maintenance and cleanliness in the library.
- C. Large chairs should not be used to rest the feet nor should the chairs be pushed into the book shelves. It would also add to the appearance - and on many occasions, to the access - of the library, if individuals would place or replace chairs in an orderly arrangement.

The aforementioned scheme is an initial outline for the more efficient use of CUR library and will gradually take effect as the necessary supplies arrive. Any suggestions you may have would be particularly valuable at this time and assuredly most welcome. In any event, your cooperation in the above would be greatly appreciated.

William J. Moressi

July 1, 1966

Dr. Moressi:

Attached is a zerox copy and a first copy which was
put on the ditto machine. Is it satisfactory?

If not, would you suggest having the paper completely
re-typed?

Pat

RULES GOVERNING DEPARTMENT of PHYSIOLOGY LIBRARY

- 1.** The library of the Department of Physiology is intended as an informal library and conference room for the use of the DEPARTMENTAL STAFF and GRADUATE STUDENTS.
- 2.** ADMITTANCE is by key issued to DEPARTMENTAL PERSONNEL ONLY. The library door will be kept locked at all times except during authorized meetings.
- 3.** The following items are not to be removed UNDER ANY CIRCUMSTANCES:
 - a. Reference books.
 - b. Books on reserve.
 - c. Journals circulating on special loan from Quine Library.
- 4.** WITHDRAWAL of BOOKS and JOURNALS:
 - a. Books and journals may be borrowed for ONE WEEK with an extension privilege of one additional week.
 - b. The card found in the pocket of the inside front cover is to be dated, signed, and placed in front of all such cards in the file box on the corner table.
 - c. Unbound journals may be signed out by filling out a blank card and placing the card in the file box.
- 5.** Books removed from the shelves for use in the library as well as books returned after withdrawal SHOULD NOT BE RETURNED TO THEIR PLACES ON THE SHELVES but on the special shelf marked "FOR RETURNED BOOKS".
- 6.** FINES:
 - a. A fine of FIVE CENTS per day overdue will be imposed.
 - b. Lost books or other library material will be replaced by the borrower.
- 7.** SUGGESTIONS with regard to new books, obsolete books to be discarded, and to the efficient use of the library is strongly encouraged. The file box for signed-out cards may be used as a suggestion box.