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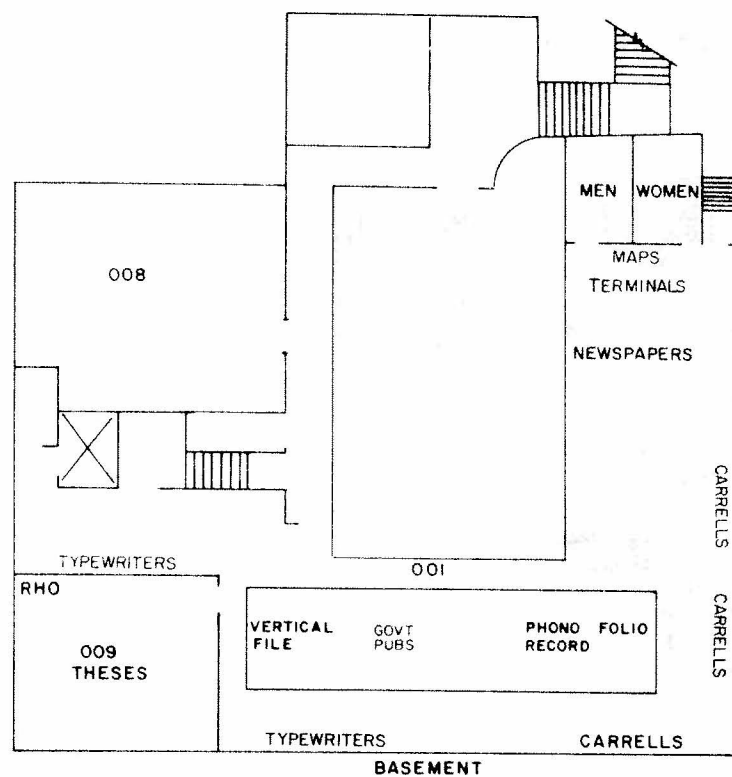


Calhoun is the Naval Postgraduate School's public access digital repository for research materials and institutional publications created by the NPS community. Calhoun is named for Professor of Mathematics Guy K. Calhoun, NPS's first appointed -- and published -- scholarly author.

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Monterey, California USA 93943**

<http://www.nps.edu/library>

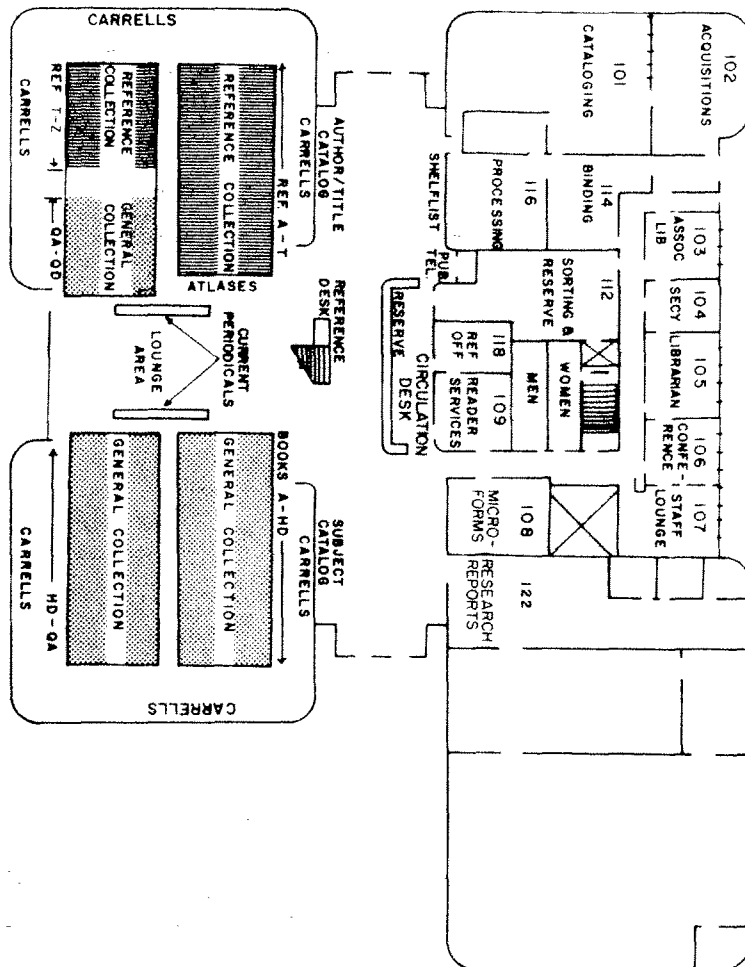
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DUDLEY KNOX LIBRARY

Naval Postgraduate School
 Monterey, California

CONTENTS



FIRST DECK

	Page
Foreword	4
Hours of Service	5
Telephone Numbers	5
Resources of the Library	6
Locating Library Material	10
Borrowing Library Materials	16
Computer Terminals	16
Dial Retrieval Program	16
Interlibrary Loans	17
Lost Books	17
On-Line Reference Services	17
Study Carrels	18
Study Rooms	18
Typing Facilities	18
Non-Smoking Areas	18

FOREWORD

The following pages provide a brief introduction to the Dudley Knox Library.

During your tour of duty at the Naval Postgraduate School, you will have at your disposal the resources of a university library and also an information center. The library profession is now in a transitional state inasmuch as older concepts are giving way to comparatively recent breakthroughs in the field of information science, one example being on-line bibliographic searching. Your Library is making every effort to keep abreast of these new trends. Most important, you will find a highly competent and dedicated staff ready and able to assist you whenever you avail yourself of our services.

On behalf of the Library staff, I therefore extend to you a cordial invitation to make the fullest possible use of the Dudley Knox Library.

PAUL SPINKS
Director of Libraries

HOURS OF SERVICE

Reference and Research Library

Monday through Thursday	0800 - 2200
Friday	0800 - 1800
Saturday	1200 - 1600
Sunday	1330 - 2200

Research Reports and Classified Materials Collection

Monday through Friday	0800 - 1630
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(Some temporary changes in these schedules occur during the summer and other School vacations and holidays. Notice of such schedule changes will be posted on windows between entry doors.)

TELEPHONE NUMBERS *

Acquisitions	2986
Associate Librarian	2341
Cataloging	2263
Circulation Desk	2947
Librarian	2341
Paging Service	2920
Processing	2963
Reader Services Librarian	2344
Reference Desk	2485
Research Reports	2061

* For persons calling from off-Campus:
Area Code: 408
Prefix (all numbers) 646
Autovon Prefix (all numbers): 878

RESOURCES OF THE LIBRARY

The Dudley Knox Library is a growing collection of books, periodicals, research reports, and classified documents. Whatever your immediate interest may be, you are likely to find something of significance in the Library, and the Library staff is ready to help you.

Book Collections

The general book collection is housed on the first and second decks in open stacks so that you may browse freely. The books here are arranged by the Classification number that has been assigned to each book.

The Library uses the Library of Congress Classification, an alphanumeric system used by most of the large libraries in the nation. The following is a brief outline of the Library of Congress Classification (the complete schedules may be consulted in the Cataloging Division, Room 101):

- A General Works
- B Philosophy & Religion
 - BF Psychology
- C History, Auxiliary Sciences
 - CT Biography
- D History (Except America)
- E General American & U.S. History
- F U.S. (local), Canadian & Latin American History
- G Geography, Anthropology, Folklore
- H Social Science
 - HB-HJ Economics
 - HM-HX Sociology
- J Political Science
 - JF-JX Constitutional History, International Law
- L Education
- M Music
- N Fine Arts
- P Language & Literature
- Q Science
 - QA Mathematics
 - QB Astronomy
 - QC Physics
 - QD Chemistry
 - QE Geology

- QH Natural History
- QK Botany
- QL Zoology
- QP Physiology
- R Medicine
- S Agriculture & Allied Sciences
- T Technology
 - TA Engineering (general), Civil Engineering
 - TC Hydraulic Engineering
 - TJ Mechanical Engineering
 - TK Electrical Engineering
 - TL Motor Vehicles, Aeronautics
 - TN Mining Engineering
 - TP Chemical Technology
 - TS Manufactures
- U Military Science
- V Naval Science
- Z Bibliography & Library Science

New Books

Newly cataloged books with recent publication dates are displayed in the Library's lobby for one week, during which time they do not circulate. They are also listed in the Library's bulletin, **New on the Shelf**. Submission of "hold cards" or forms from the bulletin's back page will reserve books upon removal from display.

Reserve Books

Books put on Reserve by the Faculty for class use are kept at the Reserve Book Desk in the lobby. Two-hour reserves are for Library use only, except that they may generally be checked out for home use two hours before the Library closes and must be returned by the next opening of the Library. Books may be reserved also for overnight, three-day or two-week use. The Library requires a minimum 24-hour advance notice to put material on Reserve and 3 days advance notice if the work must be recalled from current circulation. Express permission of copyright holders is required before multiple photocopies of copyrighted material can be placed on Reserve. If requested, the Library will seek copyright releases for such material. Otherwise, file copies of releases must be submitted to the Library by the requester.

Other Material

The Vertical File (pamphlet collection) is located in the basement. Down the hall to the right of the Circulation Desk is the Microforms Room, where you will find a file of back issues of the New York Times, the Times of London, The Wall Street Journal, and other newspapers, periodicals, reference services, etc., in microform; equipment for reading and reproducing text material; and printed indexes to the newspapers. The Reference Librarian will be happy to help you in your use of these materials and equipment. The Library also houses a "Leisure Collection", consisting of light reading materials deposited with us by the Naval General Library Services Program. This is located in the basement.

Buckley Collection

The Christopher A. Buckley, Jr. Collection is a special collection of books relating to the sea and to naval history. It contains about 8,000 volumes and is housed on the second deck directly at the head of the main stairway. Its holdings are listed in the Library's catalogs. Borrowing and reference service is the same as in the other collections. The Rare Books in this collection may be used only with permission of the Librarian.

LOCATING LIBRARY MATERIAL

The Library provides you with a key to its holdings to help you make use of the wealth of material stored here. This key for book material is the card catalog in the main lobby, while the periodical indexes and abstracting services located on the second deck will generally serve this purpose for journal material. The Research Reports Collection is provided with a card catalog arranged by source; computer searches can also be made.

The Card Catalog

Our Library has a divided catalog, located in the lobby. The catalog listing **authors** and **titles** is separated from the one listing **subjects**. This arrangement simplifies your search. Nevertheless, you may encounter some points needing clarification; you should feel free to call on any one of the librarians to help you.

As indicated above, you may approach the catalog in several ways, such as by author, by title, or by subject, depending on what information you have. Sometimes you may have to use several approaches if your information is incomplete or if your purpose is an extensive search. In most cases, there will be a card for each of these aspects of a particular book and frequently for other aspects as well; for example, the series to which the book belongs.

In the author-title catalog you will find entries for governmental agencies, institutions, and societies (referred to by librarians as "corporate authors"), as well as personal authors and titles, all interfiled in one dictionary arrangement. Likewise, the subject catalog is an alphabetic arrangement of subject headings, including cross references to direct you from headings not used to others that are used (for example, **CONVERTERS, ELECTRIC** see **ELECTRIC CURRENT CONVERTERS**) or from one related heading to another (for example, **MINIATURE ELECTRONIC EQUIPMENT**, see also **PRINTED CIRCUITS**).

The sample catalog card on page 13 will illustrate the variety of entries for a single book (other older cards in the catalog may have a rather different appearance but will convey the same information in general).

A card will appear in the shelflist in the main lobby under the call number (1); this card will also show the number of copies of the book in the Library's collection. There will be cards in the author-title catalog for (2) the author, (3) the title, (4) the series, and (6) the second author. The cards for (5), being subject entries, will be found in the subject catalog. Some books may require several different subject cards in the subject catalog, others only one.

Catalog Cards

The catalog card gives you more information than you might realize. It will give you the date of publication, the edition, the number of pages, and whether the book has illustrations, diagrams and the like. Another important feature of the catalog card is the "bibliography" note, which will often indicate the existence and extensiveness of "references" in the book in question. You may find such a bibliography useful in extending your search to other material. In this connection, you may also find it worthwhile to search the subject catalog under the various subject headings shown on the author catalog card for related material (on many catalog cards this information appears on the back of the main author card).

The catalog card also will tell you where the desired book is located. This is done by the use of the "call number", a combination of a classification number and in most cases an author number. Thus, the call number (1) for "Diffusion processes and their sample paths" by Ito and McKean is QA273.I9, a combination of the Library of Congress Classification number for probabilities (algebra) (QA273) and the author number for Ito (I9). Not all call numbers have this author feature, however.

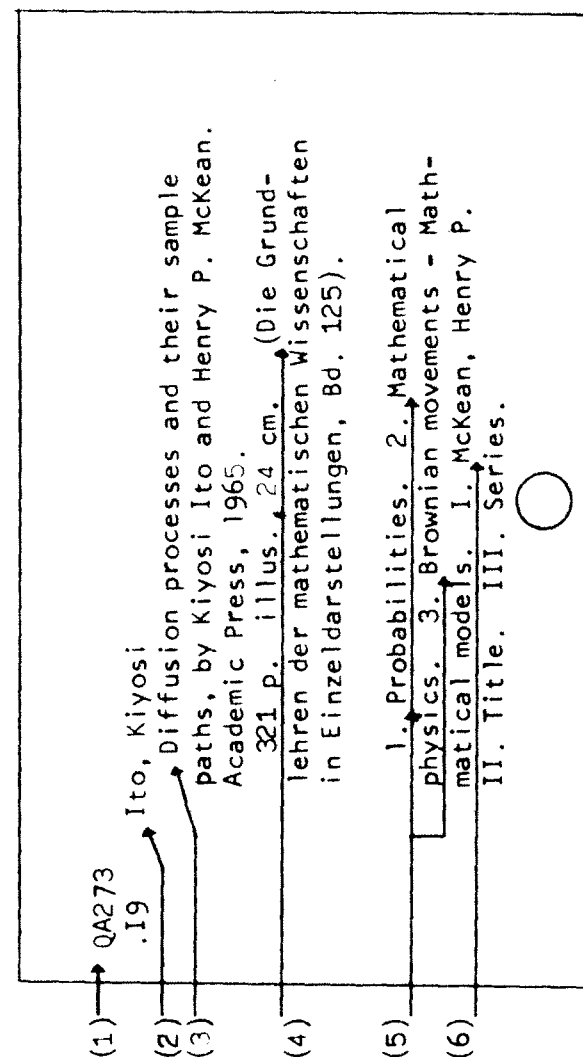
Some catalog cards bear a special location symbol above the call number. For example, the designation "Ref." means that the book is shelved, not in the general collections, but in the "Reference" collection. Other special locations have similar designations, which will be found on a chart at the main catalog.

Filing Arrangement

Although the filing in the catalog is comparatively simple, a few words of explanation are in order. The arrangement is as simply alphabetic as we can make it, and it is word for word. Thus "New York" is filed before "Newark" and "SOUND WAVES" before "SOUNDPROOFING". The articles "a", "an" and "the" are disregarded at the **beginning** of a title. All names beginning with Mc or Mac are filed together, as though spelled out Mac. Sets of initials and acronyms are filed as if they were regular words. Later editions are filed after earlier editions of the same work. For more detailed information on filing see the **Filing Rules** for this Library, available from the Reference Librarian.

Locating Periodical Articles

Periodicals holdings in the Library's collection are indicated in copies of the Library Periodicals Listings found at the Reference and at the ends of many periodical stacks, the "Periodicals Kardex" in the Lobby, or ask at the Circulation Desk. To locate **specific articles** in the journals you should use the wide variety of periodical indexes maintained in the Periodical Index Collection adjacent to the Periodicals on the second deck. The most familiar and the most general of these is the well-known **Readers' Guide to Periodical Literature** published twice monthly with periodic cumulations throughout the year and two-year cumulations. It indexes articles in the more general periodicals such as **Fortune**, **National Geographic Magazine**, **Science**, and **Time**. Both author and subject entries are included, in an alphabetic arrangement. The sample below will illustrate the interpretation of these entries:



Science, and Time. Both author and subject entries are included, in an alphabetic arrangement. The sample below will illustrate the interpretation of these entries:

SPACE flight simulators
Re-entry simulator will employ MHD.
D.L. Zylstra. II Miss & Roc 16:24+
Ap 5 '65

This entry indicates that there is an article
on: SPACE flight simulators
titled: "Re-entry simulator will employ MHD"
by: D.L. Zylstra
in: **Missiles and Rockets** (a guide to abbreviations is given at
the front of Reader's Guide)
volume: 16
on page: 24 and later pages of the same issue (+)
Issue date: April 5, 1965

Some other useful indexes in our Library are:

International Aerospace Abstracts a separate abstracting and indexing service covering the world's published literature in the fields of aeronautics, space sciences and space technology, issued semimonthly. It replaces **Aero/Space Engineering Index** (formerly **Aeronautical Engineering Review**).

Index to Military Periodicals, published by the Air University Library, indexes the English language military and aeronautical periodicals of more than local interest not indexed in other standard indexing services.

Applied Science and Technology Index, an extensive indexing service offering a subject approach to English language engineering and science periodicals soon after they are published. (Before 1958 a part of **Industrial Arts Index**.)

Biography Index examines about 1500 periodicals for biographic articles, is published quarterly with an annual cumulation. It also includes references to books.

Book Review Digest indexes and gives brief quotations from book reviews in a wide variety of periodicals.

Business Periodicals Index provides a subject approach to articles in leading American business periodicals about three months after original publication. (Before 1958 a part of **Industrial Arts Index**.)

Engineering Index, a monthly index of world engineering literature found in leading periodicals and publications of societies, government bureaus, engineering colleges, and research laboratories; includes author index. It is also published in an annual cumulative volume.

New York Times Index consists of abstracts of news stories and editorials in the Late City Edition of the New York Times, including the Sunday supplements.

Public Affairs Information Service indexes many kinds of publications in the fields of economics and public affairs, including selected articles in more than one thousand periodicals each year.

Science Citation Index is a highly specialized reference tool whose main purpose is the locating of current journal articles that reference specific known articles from earlier journals. It has several other side uses.

These are examples of some of the more common indexes of particular use at the undergraduate level. The Library also maintains files of other indexes and abstracting services that will be especially useful to graduate students in locating the latest as well as retrospective information in journals. A more complete listing of these is kept at the Reference Desk, giving current location symbols and call numbers. In addition, the Library can access periodical and report literature through the data bases in the on-line information retrieval services mentioned on page 18.

BORROWING LIBRARY MATERIALS

Books and other materials may be borrowed from the Library on borrowers' cards, which are issued routinely to all students of the School and to faculty and staff as required. It should be noted that, since 1972, at the request of the faculty and students, the Library has not circulated its periodical literature. The borrower's card must be presented at the Circulation Desk each time material is to be withdrawn. The loan period for most material is two weeks. However, except in the case of certain types of material, such as the Recreational and Buckley collections and Reserve books, the borrowed items may be kept beyond the due date until recalled, up to a period of six months. As material is normally recalled only when requested by another reader, **it is essential that it be returned promptly upon recall.** If required material is already on loan to another borrower, a "hold" card may be left at the Circulation Desk. The same procedure may be followed for new books on display and for books that have been received but have not yet been cataloged. (This latter category is identified by an order slip in the "In Process" drawer in the Shelflist.) You are encouraged, however, to return all books when your need for them has ceased, **even though they have not been recalled.**

COMPUTER TERMINALS

The Library houses in its Basement several IBM 3278-2 video screen terminals which are owned and maintained by the Computer Center for use by NPS faculty, students, and staff.

DIAL RETRIEVAL PROGRAM

Audiovisual monitoring instruments are installed in many of the Library's study carrels and are available for use without formal arrangement. By use of a dial on the instrument, a user may access any of the currently scheduled programs (lectures, demonstrations, etc.). The schedule of available programs is changed twice each week, in accordance with the requests of the faculty members who wish to use the system in their instructional programs. The schedule is posted on the first bookstack in the Reference Section and in other locations throughout the Library. The Educational Media Department is responsible for the operation of this service, which is called the Dial Retrieval System.

INTERLIBRARY LOANS

For required books and other materials not in our collections we can frequently resort to interlibrary borrowing, a courtesy extended between libraries, unless it appears that the Library should procure a copy for retention. It should be borne in mind that such a courtesy requires a strict responsibility on the part of the individual reader, as well as the borrowing library, to handle the material with due care and to return it promptly, as well as to abide by other conditions imposed by the lending library, such as library use only, renewal, etc. Reference books and books currently available from commercial publishers are generally not available on interlibrary loan. The usual interlibrary loan period is **two weeks, which may be extended by the lending library when the situation warrants.** Your need for interlibrary loan service should be discussed with the Reference Librarian, who will have you submit complete identifying information on the prescribed form if an interlibrary loan is agreed upon.

LOST BOOKS

Books and other library materials lost, defaced, or mutilated by borrowers must be replaced or the borrower released from responsibility by the designated School official. This release can be effected by the use of a form memo which is available at the Circulation Desk. If the borrower prefers to replace the lost item, rather than to secure official release, he may do so. The Library will act as an agent of the individual in this purchase, if he so desires.

ON-LINE REFERENCE SERVICES

The Library subscribes to a number of on-line reference services (listed on page 18), through the use of which it has access to machine-readable files called data bases, which are stored in remotely located computer systems. The on-line searcher, by means of a computer terminal, is in direct contact, via a telecommunication link, with the computer system. Through a structured protocol established by the retrieval system and using subject descriptors, key words, and basic Boolean logic, the searcher can examine the contents of the data bases. When satisfied that relevant citations are being retrieved, the searcher commands the computer to print out the citations (off-line). A retrospective search is equivalent to the manual preparation of a bibliography and consists of a computer-aided search for references that match the interests and requests of the library patron. Interested persons should consult with the Reference Librarian concerning policies and restrictions on availability of on-line reference services.

BRS, Bibliographic Retrieval Services

CIRC (Central Information Reference and Control), Foreign
Technology Division, Wright-Patterson Air Force Base

Defense RDT&E (Research, Development, Test, and Evalua-
tion), Defense Technical Information Center

DIALOG, Lockheed Information Systems

NASA/RECON

NEXIS, Mead Data Central

RLIN (Research Libraries Information Network), Research
Libraries Group, Stanford University

STUDY CARRELLS

A small number of study carrells, located on the Second Deck, is reserved for assignment by Curricular Officers, in conjunction with the Plans Officer, to qualified individuals on a quarterly basis. Inquiries concerning such assignments are to be directed to Curricular Officers. Personal and government valuables should not be left unattended in study carrells or study rooms.

STUDY ROOMS

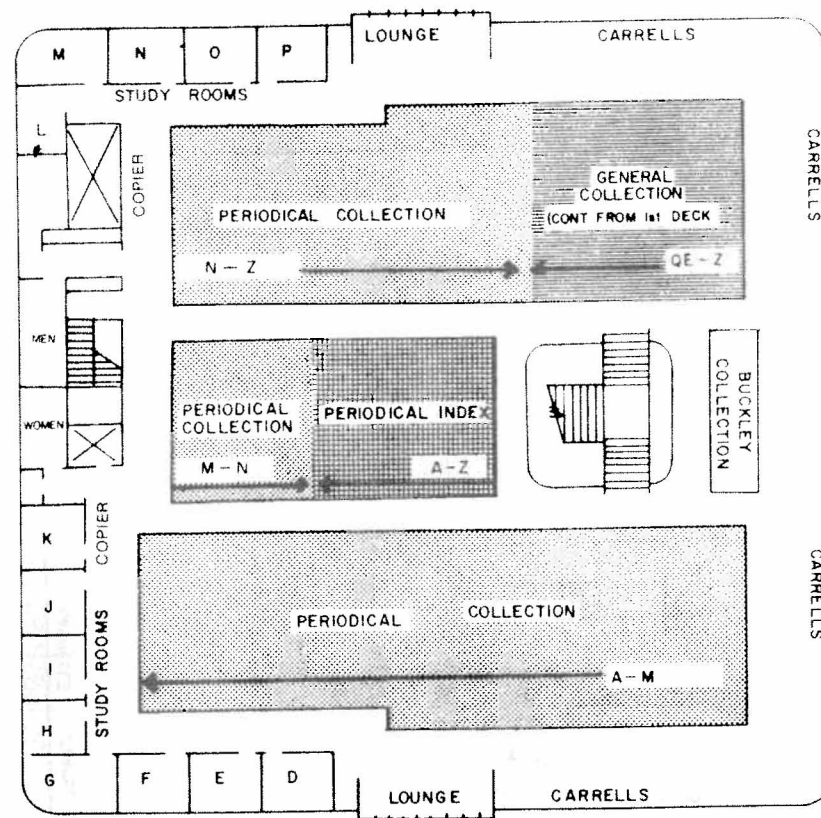
There are thirteen study rooms on the second Deck available to the students. Because of the small number of rooms, they must be restricted to group study, where such privacy and avoidance of distraction to others is a requirement. Most of the rooms are available on an hourly basis only. However, a few rooms have been set aside for weekly assignment for such needs as seminars and other official ongoing study arrangements. Keys for all study rooms are available at the Circulation Desk.

TYPING FACILITIES

The Library has a limited number of typewriters in the Basement, reserved for student use.

NON-SMOKING AREAS

Certain areas of the Library have been reserved for use of non-smokers. Consult the Reference Librarian on duty for location of such areas.



SECOND DECK