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Card Catalog

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CARD CATALOG

1970

The card catalog near the entrance to the Library is the source of information about materials in the Library Resources Center. It contains cards for books, periodicals, microforms, phonodiscs, and other media. It does not contain cards for uncataloged pamphlets and uncataloged government documents.

The catalog is divided into two parts. One part contains cards for authors and titles. The other part is for subject entries. Filing is alphabetically word-by word.

There is a card under the author's name (technically called the "main entry") and usually one or more subject entries (headings derived from the book's subject matter or form). There is also a card for the title, unless the title is so general that the card would be of little help.

Each card has in the upper left-hand corner the call number by which it is to be located on the shelves. Copy the complete call number, including all letters and numbers. Consult the map near the stairway for shelf locations. Many cards have plastic covers with location notations printed at the top, such as: REFERENCE, LATEST IN REFERENCE, BROWSING COLLECTION, SCI. TECH. REFERENCE, CIRCULATING & REFERENCE COPY, LATEST IN SCI. TECH. REF., & RESERVE. If you come upon a cross reference card reading "See" or "See also," go to the additional heading if you wish to continue your search. If a book is on order, an "ORDER" slip is filed under the author's name. When the book comes in and is ready for use, but catalog cards are not yet available, a "REPORT" slip is filed under the author's name giving the call number of the book.

Many cards for materials such as journals and annuals are stamped "See Serial Record". The complete information for these items is not maintained in the card catalog. Instead, the material is checked in daily at the Serial Record File which is located at the other side of the brown double doors near the Circulation Counter. This file also indicates what periodicals are currently at the bindery. See the hand-out, PERIODICALS.

CATALOG CARDS

AUTHOR CARD

DA
16
M23
1949
McInnis, Edgar, 1899—
The English-speaking peoples, a modern history
[by] Edgar McInnis and J. H. S. Reid. [1st ed.]
New York, A. A. Knopf, 1949 [c1948]
xiii, 513, xix p. maps. 22cm.
"Selected bibliography": p. 511-513.

SUBJECT CARD

DA
16
M23
1949
GREAT BRITAIN—HISTORY
McInnis, Edgar, 1899—
The English-speaking peoples, a modern history
[by] Edgar McInnis and J. H. S. Reid. [1st ed.]
New York, A. A. Knopf, 1949 [c1948]
xiii, 513, xix p. maps. 22cm.
"Selected bibliography": p. 511-513.

TITLE CARD

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16
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1949
The English-speaking peoples
McInnis, Edgar, 1899—
The English-speaking peoples, a modern history
[by] Edgar McInnis and J. H. S. Reid. [1st ed.]
New York, A. A. Knopf, 1949 [c1948]
xiii, 513, xix p. maps. 22cm.
"Selected bibliography": p. 511-513.

JOINT AUTHOR
CARD

DA
16
M23
1949
Reid, J. H. Stewart, 1909— Joint author
McInnis, Edgar, 1899—
The English-speaking peoples, a modern history
[by] Edgar McInnis and J. H. S. Reid. [1st ed.]
New York, A. A. Knopf, 1949 [c1948]
xiii, 513, xix p. maps. 22cm.
"Selected bibliography": p. 511-513.

Subject entries also under: GREAT BRITAIN — COLONIES — HISTORY; U. S. — HISTORY; and ANGLO-SAXON RACE.