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Library

LIBRARY AND
DOCUMENTS SECTION

Services

Information & Computing Sciences



Lawrence Berkeley Laboratory
University of California

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Pioneering the use of computers in database searching for more than 20 years, the LBL library system is able to back up your research with fast, reliable delivery of information. Four libraries are located in major buildings. They constitute the library system and together provide the literature resources to support modern research. System resources include over 30,000 books, 1500 journals, and 200,000 reports and high-energy physics preprints.

The four libraries and their locations are

Main Library—Building 50-134

Donner Library—Donner-201

Engineering Library—Building 90P

MCS Library—Building 62-339

Each library provides a broad range of services and resources tailored to its users. Each has broad collections of books and journals; some have collections of scientific and technical reports, preprints, standards, manufacturers' catalogs, telephone books, or other specialized materials. The major subjects covered by each library are described on the back cover of this guide.

The staff members in each library are specially trained to assist you in your research. You don't have to go to the library for service. Just call the library nearest you or, for that matter, any of the LBL libraries. The staff will find the materials you need wherever they are located. Don't be afraid to ask for assistance—the library staff is here to help you find the information you need and save you time in doing it.

Some libraries are very crowded, so some materials may be shelved in another location nearby. Sometimes older materials are shelved separately to make room on the library shelves for the most-current materials. It's a good idea to visit the libraries that you will be using and find out

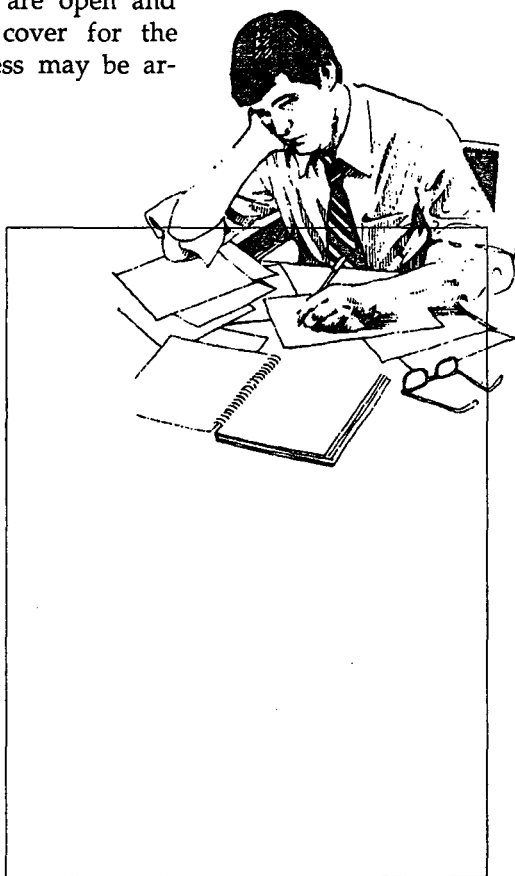
where things are located. When you have a question please ask the librarians for assistance—they're there to help.

HOURS OF OPERATION

The Main Library (Bldg. 50) is always open. The Main Library and the Donner Library are staffed during normal Laboratory working hours (8 a.m.-5 p.m.). The Engineering Library (Bldg. 90P) and MCS Library (Bldg. 62) are open and staffed part time; see the back cover for the schedule. After-hours library access may be arranged by consulting the librarian.

CIRCULATION OF LIBRARY MATERIALS

Books circulate for 3 weeks and may be renewed once. Books requested by another user may not be renewed. Journals (bound or unbound) from the Donner Library circulate for 1 week; journals from the other libraries do not circulate. LBL reports circulate for 2 weeks and may be renewed once. Full-sized and microfiche reports circulate for 6 months. All materials may be renewed by telephone. Full-sized copies of selected pages of microfiche reports and journals on microfilm may be made on the reader/printer machines in the libraries.



As in most libraries, the most popular material is usually in circulation at any given time and is not on the shelves. Although you are welcome

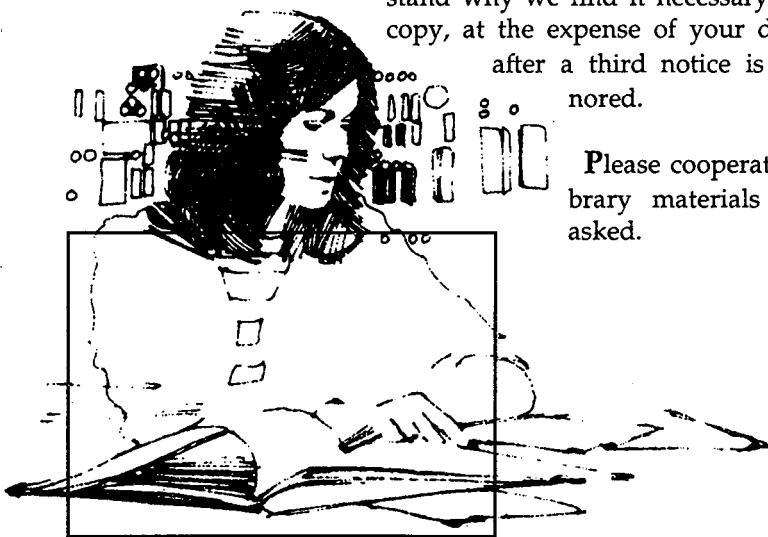
to browse through the stacks, doing so may not turn up the item you want, even if it is in the collection. That's why it's best to use the catalog or ask a library staff member if you don't find what you need.

When you take out library materials in person, please be certain to sign the circulation cards legibly. Directions are at the circulation desk—please follow them. Most people find it best to pick up materials in person at the library rather than receiving them through the mail.

RECALL OF MATERIAL IN CIRCULATION

Overdue material will be recalled one day after it is due; a second notice will be sent one week later. A recall notice will be sent to you for materials requested by another user after an initial loan period has expired. We need your cooperation in returning materials that have been requested by another user. You know that it's really frustrating when someone doesn't return the book you need, so you will understand why we find it necessary to order another copy, at the expense of your division, 48 hours after a third notice is sent, if it is ignored.

Please cooperate by returning library materials promptly when asked.



JOURNALS

We recognize that journals are the lifeblood of research and the newspapers of science and that everyone wants to read the latest issue as soon as it arrives. The latest issues of journals are displayed in the libraries. We do not route journals, but we do make them conveniently available around the clock. Many users make a habit of stopping by the library during the week to do their reading.

Unfortunately, certain journals tend to "disappear" mysteriously! The availability of such journals is announced on the journal display shelves, and the librarian will check them out to you for use in the library.

NEW BOOKS

New books, reports, and preprints are displayed in each library for one week after they are received. They don't circulate during that time, but you may examine them and sign your name on the circulation card to receive the book when it is circulated.

WHERE THE NEW BOOKS COME FROM

We select new books for purchase from a variety of sources—reviews in journals, advertisements, announcements from book dealers and publishers, and recommendations from library users. Some books in certain categories are received automatically on approval when they are published. You may find that the books you need are already in the library collection; if not, ask the librarian about ordering them.

NEW JOURNALS IN THE COLLECTION



We receive information about new journals as they are announced by their publishers. We are glad to learn of your interest in new journals that are of sufficient quality and relevance to be included in the collections. Because each library covers only certain subjects, we will not normally have more than one subscription to a journal. We review our subscriptions periodically to keep the collection relevant to the research programs at the Laboratory.

Journal subscriptions represent the most expensive aspect of the library collection. Journal prices increase each year far beyond the general increase of inflation. Some increases are exaggerated by the increases in the value of certain foreign currencies in relation to the dollar, since many journals are published in Great Britain, Holland, and Germany.

SCIENTIFIC AND TECHNICAL REPORTS

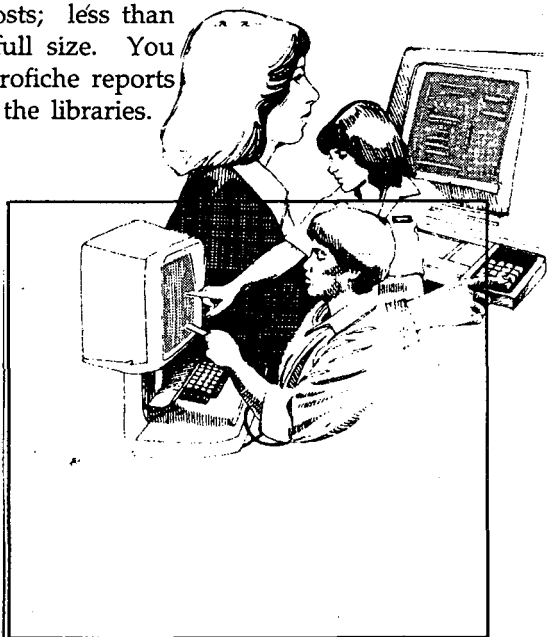
The collection of LBL-published reports is located in the Main Library. A card index (providing access by LBL report number) is located in the library, and the reports are shelved across the hall in room 114. A collection of over 200,000 reports from other DOE-related laboratories is also located in the Main Library; these reports may be available full sized, if received in that format, or in microfiche. Microfiche reports are filed in the Main Library in two separate locations; no new microfiche reports have been added since 1980.

Don't hesitate to ask the library staff for help in locating the reports you need. Although our report collection is not completely comprehensive, we can locate and obtain those that you require. Within the DOE laboratory community, most re-

ports are now published only in microfiche to reduce printing and distribution costs; less than 10% of reports are published in full size. You may make full-sized copies of microfiche reports on the reader/printer machines in the libraries.

THE CARD CATALOG

The card catalog in the Main Library is the master catalog for all books in the Main Library and the branches. It has entries for authors, titles, subjects, and the city or location at which many conferences (represented in the collection by published proceedings) were held. Each branch library catalog (Donner, Engineering, MCS) shows only the holdings in that branch library. If you need location information for books found in the Main Library catalog, you should ask the librarian in the circulation area, who will consult the library shelf list. Books are cataloged promptly, and the cards are filed in the catalog on a weekly cycle without delay; there is no cataloging backlog.



The libraries have access to the University-wide online MELVYL™ system, which shows holdings for all nine campuses as well as LBL materials added during the past 10 years. We also have access to the RLIN (Research Libraries Information Network) online system, which has records for over 20 million titles at major libraries such as Stanford, Yale, and the Library of Congress.

The Library Department is currently developing an integrated online research-information management system, to provide computerized catalog access and other services through a central database system accessible remotely through the

Laboratory networks as well as locally within the LBL libraries.

LIST OF JOURNAL HOLDINGS

The LBL Libraries Journal Holdings List shows the journal holdings of all four libraries, together with helpful cross references. It is updated periodically in response to the volume of changes in the journal holdings. There are several copies at the reference desks and in the stacks.

REPORTS CATALOG

The card catalog of LBL-published reports is located in the Main Library. The card catalog of all non-LBL scientific and technical reports in the collection is also located in the Main Library.

NEW MATERIALS IN THE LIBRARIES

A list of new books and journal titles added to the libraries is issued every three months (*Berkeley New Titles*). It's a good way to see what is being added to all of the libraries; you may request items on the list by contacting the Main Library or the library to which the material is assigned. If you'd like to have your name added to the distribution list call ext. 4622.

INTER-LIBRARY LOAN

Let's face it—we'll never have every book and journal that is needed. The campus libraries provide nearby access to many materials. We borrow others or obtain photocopies from a variety of sources that can supply them quickly and reliably. Your librarian will verify the refer-

ence for the item that you need and obtain it for you. The charge for each item is the actual cost of photocopies or other charges made by the source from which the materials are obtained.

PHOTOCOPIES AND COPYING

The libraries do not provide photocopy service, but there is a photocopy machine in or near each library for your use. You may use the same access card to activate the machine in the Main Library as you use in the Copy Centers. Copyright law restricts copying to single copies for research. Check with the librarian if you need to remove a book or journal from the library for a short time for photocopying.

LITERATURE SEARCHING

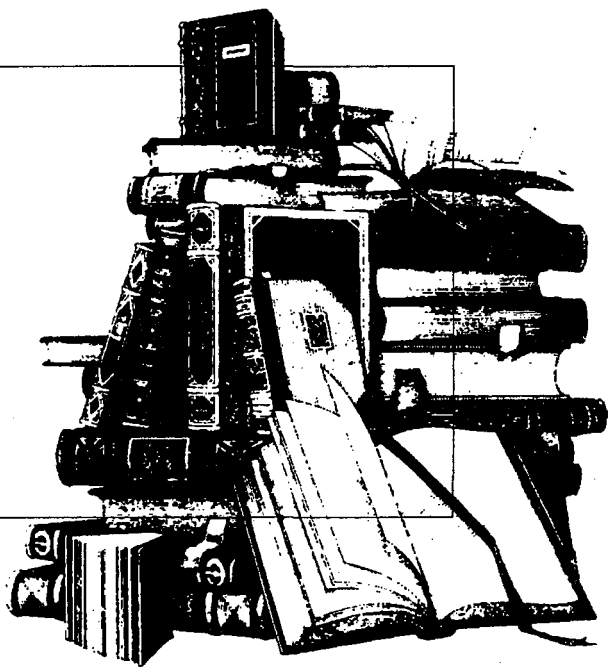
We subscribe to many abstracting and indexing services (e.g., *Chemical Abstracts*, *Biological Abstracts*, *Energy Research Abstracts*) in hard-copy editions, and they are available in the appropriate libraries. Most are also available as online databases, which we search via computer terminals in each library.

Many of these online files aren't available in hard copy, and all are more current than their printed counterparts. The librarians know which databases are available and appropriate for different needs, and they are skilled in searching these databases. Computer-based systems provide a fast, accurate method of literature searching or citation verification. For online searching the charges billed to LBL by the vendor are passed on to the requestor. The librarian can assist in providing an estimate of the cost of a search. Costs depend upon the database(s) used (different databases have different fee schedules),

the amount of actual computer time used in the search, and the number of citations printed.

CURRENT AWARENESS SERVICE

Many of the computer-based database services also provide an automatic periodic search of new material as it is added to the database. These current-awareness searches provide timely notification of new information from a broad spectrum of sources, sometimes several weeks in advance of publication. It's a good way to keep up with the literature from sources that you do not scan regularly. Charges for this service are structured similarly to those for online database searching in that they depend upon the fee schedule for the database, the number of citations retrieved, and the frequency with which the database is updated (and therefore how often the recurring search is run). Ask the librarian for an estimate.



DESK COPIES OF BOOKS/JOURNAL SUBSCRIPTIONS

The Library Technical Processing Section obtains copies of nonlibrary publications and charges the cost to your account. Requests for such material are made on the Library Purchase Request form, which can be obtained by calling ext. 6922. Scientific and technical books, usually obtained from the publisher, take from 14-45 days to obtain; rush service is available at cost if specified on your request. Journal subscriptions will be addressed to your Laboratory location. For information about ordering journals call ext. 4623; for information about book and nonjournal orders call ext. 6922.

The ordering process will be expedited if you furnish whatever information you have at hand (such as an advertisement, citation) to help verify the description of the material requested and identify the appropriate supplier.

LBL purchasing regulations require that desk copies of books and journal subscriptions for official use be purchased through the Library. Purchase of books personally for use as desk copies cannot be reimbursed. (See the LBL Procurement guide, Section B, 8.I.C.)

TRANSLATIONS

If you need a translation of foreign-language material, consult the librarian first. We subscribe to some journals in cover-to-cover translation. We have an up-to-date list of translations and prompt access to current sources of existing translations. If we can't find an existing translation, we can help you obtain a quotation, arrange for the translation, and charge the cost to your account.

THESES AND DISSERTATIONS

The Main Library has Dissertation Abstracts on microfiche and online, as well as other sources of information. They will arrange to obtain the needed material on inter-library loan if possible or as a desk copy.

STANDARDS AND SPECIFICATIONS

We have a current and comprehensive collection of standards and specifications (with excellent indexes) in the Building 90 Library. The main file is on microfilm. It is updated monthly so is very current. A microfilm reader/printer is conveniently available for reading the microfilm and making copies of desired standards. Many standards are available in hard copy. We can obtain standards not in the collection promptly as they are needed.

MANUFACTURERS' CATALOGS

A collection of manufacturers' catalogs in hard-copy and microfilm is located in the Building 90 Library. The microfilm collection may be consulted easily and hard copies obtained on the microfilm reader/printer.

HANDBOOKS AND REFERENCE MATERIALS

The libraries have collections of standard reference materials in their fields. Landolt-Bornstein and Kirk-Othmer are a few of the major handbooks found in the Building 50 Library.



Most general reference materials are in the Main Library in Building 50, but each library has a collection of specialized and necessary reference materials. Appropriate handbooks, encyclopedias, biographical directories, and collections of constants and statistics are all listed in the catalog and often shelved in the reference section of the library where they are located.

UC-BERKELEY LIBRARY CARDS

LBL staff members may obtain a library card to use the campus libraries by applying at the Doe (Main) Library on campus 9-5. The card must be renewed in person on campus each year. Senior LBL staff members may obtain an annual card through the Head of Public Services of the LBL Libraries, ext. 6307.

We hope that you will find the libraries easy to use and responsive to your needs. Please let us know when you don't find what you need; we'll be glad to get it for you. If you see how we can improve or extend our service or our resources to better serve your research needs, please let us know.

This is a brief outline of the major subjects and service hours for each library collection. It is not exhaustive. There is some overlap between collections, and sometimes the right topic is in the wrong library because the research started in that building and the researchers moved.

Main Library—Bldg. 50, room 134, ext. 5621:

Mathematics, physics, chemistry, earth sciences, computer science, and the general reference collection; high-energy physics preprint collection; scientific and technical reports; LBL-published reports. Open 24 hours a day, 7 days a week.

Donner Library—Bldg. 1, room 201, ext. 6201:

Biophysics, biochemistry, radiation biology, cancer research. Open 8:00-5:00 Mon.-Fri. Arrange with librarian for after-hours access.

Engineering Library—Bldg. 90P, ext. 5091:

9/15c
Non-nuclear energy, engineering materials, manufacturers' catalogs; large, up-to-date U.S. telephone directory collection; standards. Open 1:10-4:00 Mon.-Fri. Arrange with librarian for after-hours access.

MCS Library—Bldg. 62, room 339, ext. 5971:

Materials science, surfaces, interfaces. Staffed 1:00-4:00 Mon.-Fri. Arrange with librarian for after-hours access.