

A universe of information

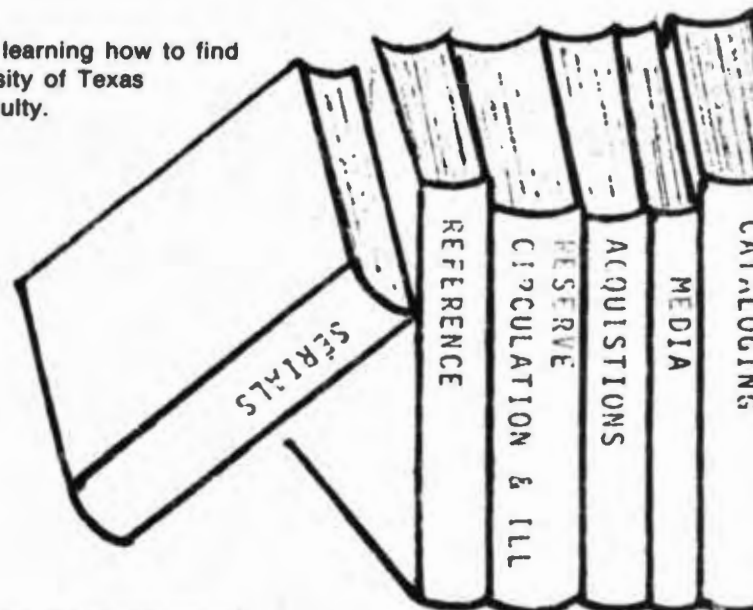


EDWARD M. WALTERS
DIRECTOR OF LIBRARIES
Library Administration
McDermott 3.318
690-2959

An important part of a student's education is the continuing process of learning how to find information required for study and research. The librarians of The University of Texas at Dallas can play an important role in this process in concert with the faculty. In an effort to make students, faculty, and staff aware of the wide range of collections and services offered by the university libraries.

The universe of information is a highly complicated environment, and information sources are so vast as to appear almost infinite. It is estimated, for example, that there may be as many as 75,000 scientific and technical periodicals published worldwide. To deal with this complexity, the university libraries are organized into specialties with each department concentrating on one or more types of information. The ability to be successful in an information search often requires a knowledge of the specialties of the various librarians who are a part of the library system. The information contained in this sheet is designed to familiarize you with the UTD librarians and to indicate the nature of their functional specialties.

We hope this information will be useful in meeting your information needs, whether you require books, periodicals, and manuscripts, or films, videocassettes, and computer tapes.



The Special Collections Department maintains special library collections devoted to a particular subject, as well as rare and important volumes. Among the many Special Collections are the Art Catalog Collection, the History of Aviation Collection, the Cecil H. Green Latin American Collection, and the Wineburgh Philatelic Research Library.

A large gallery area features rotating art exhibits such as the E. E. Cummings' paintings, historic aviation memorabilia, and philatelic displays, such as the Confederate Stamp Alliance exhibit. It is the general policy of the Department to change main exhibits approximately every six weeks.

The department is extremely proud of the Wineburgh Philatelic Research Library, which was started by and is still being generously supported by Helen and Harold Wineburgh. This collection contains over 3,000 volumes and thousands of periodicals, catalogs and other research aids to assist serious stamp collectors and students of postal history.

Much of the material in the Special Collections Department does not appear in the library catalog.



LARRY D. SALL
ASSISTANT DIRECTOR FOR
SPECIAL COLLECTIONS
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690-2570

vices—the CIS: Congressional Information Service (1970–) and ASI: American Statistics Index (1974–)—which provide thorough access to federal congressional documents and federal statistics respectively.

The Library has also been a depository for Texas State documents since 1974. Those Texas documents which are not distributed to depositories are available through interlibrary loan from the Texas State Library. The Index to Current Urban Documents provides access to municipal and county documents; the accompanying documents on microfiche are available for Texas and ten major urban centers.

Since 1972, the Library has been a depository for U.S. Geological Survey maps from Louisiana, New Mexico, Oklahoma, Arkansas, Utah, Texas, California, Arizona, and Colorado. A collection of wall maps primarily for classroom use includes historic and relief maps for Texas, the United States, and some other parts of the world. The document office also houses some additional maps. Documents and maps circulate unless otherwise marked.

The UTD Library has been a partial depository for federal documents since 1972. Containing approximately 100,000 volumes, the federal document collection includes older material from the Code of Federal Regulations, the U.S. Serial Set, the U.S. Census of Population, the U.S. Department of State Foreign Relations Papers, several U.S. Geological Survey series, and several National Aeronautics and Space Administration series. The depository collection is complimented by two important commercial ser-



YVONNE LEV,
DOCUMENTS LIBRARIAN
Government Documents/Maps
McDermott 2.508
690-2918

The reference collection consists of works of a general nature such as dictionaries, encyclopedias, directories, handbooks, bibliographies, indexes, and abstracts. These materials do not circulate outside the library.

They are listed in a card file under the name of the instructor. A number of frequently-used, popular periodicals are also kept on Reserve to insure availability. For library users who require extended use of segments of the reference materials, photocopy facilities are available throughout the library.



ABBY R. KRATZ
HEAD OF REFERENCE
McDermott 2.502
690-2955

The three major services of this department, Circulation, Reserve, and Interlibrary Loan, all are a part of the library's system of delivering information directly to users. Books in the general collection circulate for three weeks. Books placed on reserve circulate for a period determined by the instructor.

The Reserve Department exists for the purpose of providing students with material needed for required reading. Materials on reserve are located at the Circulation Desk.

This department also coordinates UTD graduate student use of other libraries in the Metroplex. Graduate students and faculty are eligible for a card that permits borrowing from other libraries in the region, a valuable service made possible by the cooperating libraries of the Association of Higher Education. Check with the Circulation Department to obtain an application for a borrowers card.

The Interlibrary Loan Department coordinates all borrowing and lending for UTD faculty,



CAROLYN MARTINDALE
COORDINATOR OF
COLLECTION MANAGEMENT
Circulation, Reserve, and
Interlibrary Loan
McDermott 2.206 690-2900

staff, and students. Borrowing from institutions in the Metroplex is well established, the library has an on-line list of the more than 30,000 periodical titles available for use in the area, and the institutions are linked by a daily courier service and an on-line national computer network. The average delivery time for Interlibrary Loan is approximately two weeks but is often much faster for the Metroplex area.



PEGGY OLSSON,
REFERENCE LIBRARIAN
Library Instruction
McDermott, MC2.250
690-2914

Library instruction at UTD is done in three major ways: tours, publications, and personal instruction. Class tours or instruction are available at the request of faculty members. General tours are given at the beginning of each semester.

The McDermott Library Reference Department is staffed 70 hours per week by a professional librarian who assists with information requests and is eager to aid in all information retrieval, from finding the simplest fact to constructing intricate bibliographies. In addition, the reference staff will help you master the use of library tools required to undertake research.

Instructional publications include a handbook, film catalog, on-line brochure, maps, and instruction sheets.

Reference librarians will help you learn to use the library. Library use techniques are transferrable to other libraries, so time spent at UTD makes information increasingly accessible to you now and in the future.

UTD librarians focus on more than books

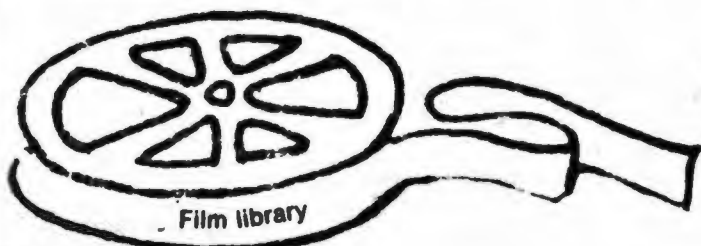
LIBRARY HOURS

MON-THURS 9:00AM-10:00PM

FRIDAY 9:00AM-5:00PM

SATURDAY 10:00AM-3:00PM

SUNDAY 2:00PM-7:00PM



TOMMIE WINGFIELD,
REFERENCE LIBRARIAN
Computer-Assisted Reference
Service
McDermott MC2.518
690-2957

One of the growing services of the university libraries is computer-assisted reference service. It consists of retrieving information using on-line databases that are remote from the

The Serials Department manages the task of keeping up with approximately 4500 periodicals, standing orders, and continuations that the university libraries receive annually. It has the responsibility for placing subscriptions, financial record keeping, checking in of issues received daily, preparation of material to be bound, and cataloging of serials.

Information on what periodicals our library holds is regularly updated and included on computer printouts that are available in the Reference Department. Because periodical

publication is complicated and periodicals change titles, merge with other journals, or split off, it is a good idea to check with a Reference Librarian or the Serials Department when problems arise in a search for a periodical. Other departments in the library, such as Government Documents and

campus. These databases contain citations to books, journal articles, technical reports, statistical data, and directory information. Last year the library performed more than 500 on-line searches. The demand is growing.

The library has access to databases in every major field in which it offers academic programs. Because of the nature of this service, the library must charge a fee for use of the databases, but consultation with a Reference Librarian can often make the searches quite economical.

Further information about this service is available through the Reference Department.



RHODA BURGESS, HEAD OF THE SERIALS DEPARTMENT
McDermott MC3.302C
690-2964

Microforms, also contain periodical literature that can be retrieved in a variety of ways.

The binding of periodicals occupies considerable time for the Serials Department. Periodicals are sent to the bindery approximately every five weeks, and for preservation purposes, it is unavoidable that they be off the shelves during this time. The library will do all it can to minimize these delays.

The Acquisitions Department is responsible for ordering, receiving, and initiating processing of the more than 15,000 volumes of monographs purchased by the library each year. The department maintains an on-line acquisitions system that allows orders to be transmitted directly to the state contractor for book purchases via computer link. The system also handles a number of other library functions such as fund accounting, on-order files, and duplicate checking.

The department also monitors and manages the selection of books that are sent on approval to the library each year in certain fields in which the university has academic or research programs. Librarians and faculty review the books that are sent and determine those most appropriate for the UTD library collection. The approval plan insures that the collections generally grow toward a predetermined design with a measure of balance.

The acquisitions department also receives gifts, responds to inquiries on the status of books ordered, and keeps up with allocation of book funds.



TOM NISONGER,
COLLECTION DEVELOPMENT
COORDINATOR and HEAD of
ACQUISITIONS DEPARTMENT
Acquisitions Department
McDermott MC3.302C
690-2961



RUTH SOUTHARD
MEDIA COORDINATOR
Media Services
McDermott 4.304A
690-2958

The Media Services Department provides several support services for students, faculty, and staff of the university. It distributes equipment to the faculty for instructional use, provides a film rental service, maintains facilities for previewing films and videotapes, houses and maintains the university collection of films and videotapes, and offers audiovisual production services in the areas of photography, audio, and videotaping.

Because audiovisual equipment is complex and rapidly changing, it is a good idea to

consult with the Media Services staff to determine the capabilities and limitations of UTD Media Services hardware for projects that are contemplated. Because of the department's backlog of orders, the normal turnaround time for photography is approximately two weeks unless an order is placed RUSH. UTD Media Services is also a depository for Educational Captioned Films for the Deaf under a grant from the Associates for Education of the Deaf. For information on any of these services, contact Media Services

The Instructional Media and Curriculum Materials Library is a support service for several specialized UTD programs in education, art, and music, and the policies of the department are of necessity dictated by the requirements of the programs they serve and by the format of the material.

The library contains a collection of more than 40,000 slides, primarily but not exclusively, in the field of art. For obvious reasons there is limited circulation of the slide collection to faculty and students doing special projects and presentations.

The record collection consists of both musical selections and the spoken arts. Circulation of the records is limited, but material to be used for course assignments can be placed in reserve in the IMCM office.

The curriculum collection consists of textbooks approved for use in the public schools, sets of curriculum guides from local school districts, a selection of children's books, and educational activity kits. Equipment necessary for using these items is available.



ANN AMIOT, FINE ARTS AND CURRICULUM LIBRARIAN
Instructional Media and Curriculum Materials
McDermott, MC2.428
690-2993

The library adds about 20,000 new titles each year. The largest percentage of these titles are books, but there are also sound recordings, kits, tests, films, etc.

Cataloging and Processing is responsible for each new item coming into the library from the time it is released by the Acquisitions Department until it is to be placed on the shelf.

All books are cataloged via OCLC (Online Computer Library Center) which is located in Dublin, Ohio. This system provides access to over 8 million on-line records, and is added to daily. Nationwide, over 3,200 libraries of all types

and sizes contribute to this database. When a book is cataloged on this system, the UTD symbol (ITD) appears on the first line. Anyone looking at the record can quickly see that this title is in this library.

Another product coming from this system is a machine-readable tape, which becomes the microform catalog for UTD. The catalog is divided into three sections—author, title, and subject. Located throughout the campus are both film and fiche versions of the catalog. They contain exactly the same information. The film version of the catalog is encased in a machine called a ROM reader.



NANCY WHITT,
HEAD OF CATALOGING
McDermott MC3.302C
690-2963