HERE IS
YOUR KEY
to the
Beaufort
County Technical Institute
LIBRARY
LIBRARY STAFF

Mrs. Lois Clifford Stroud, Director
Mrs. Pamela Scheutzow Price, Library Technician
Mrs. Mima Satterthwaite Dixon, Library Technician

LIBRARY HOURS

Monday through Friday  8:00 a.m. - 5:00 p.m.
                   7:00 p.m. - 10:00 p.m.

Schedule variations for institute holidays and between quarters are announced on library bulletin boards and special memorandums.

SMOKING AND DRINKING ARE NOT ENCOURAGED IN THE STUDY AREA OF BTL.

CONTENTS

Library Staff and Library Hours.................. Inside Front Cover
A Message from the President..........................2
How This Key Can Help You..........................3
Library Organization...............................4
Organizational Chart for BTL Library................5
Index System.......................................6
Locating Facts.....................................7-9
Locating Books......................................10-12
Locating Periodicals and Newspapers.................13-14
Locating Audio-Visual Materials.....................15
How to Check Out Library Materials..................16
Library Fines and Regulations.......................17-18
Building Arrangement................................19
A MESSAGE FROM THE PRESIDENT

In no area are we more committed to broadening the occupational and cultural horizons of our students than we are. Similar sentiment is voiced by all institutional members that our students' aptitude, ability and occupational aspiration must be accommodated in the institute library. It is always an initial part of the library committee's deliberations to examine ways in which the library may be more fully and effectively utilized. In doing so the committee and institutional members have staked out their concern for the kind and volume of materials that the students will read. The need for multiplying the number of volumes and broadening the comprehensive nature of the library's offerings, is apparent to all persons developing the library.

We invite our students and the citizens of the area who desire a satisfactory pursuit of further education to do so through the resourcefulness of the library staff and the materials provided. It is incumbent upon every student and citizen to explore this worthwhile experience.

Charles H. Byrd
President

HOW THIS KEY CAN HELP YOU

In the Space Age college, attention is focused on the utilization of library resources. A growing knowledge of these resources is essential for every college student, faculty, and citizen.

The Beaufort County Technical Institute Library in Washington, North Carolina has been growing rapidly and will continue to grow; therefore, some understanding of the location, arrangement, and content of this collection will save you many hours for your study, research, and recreational reading.

This guide has been prepared to answer these needs. It is hoped that you will orient yourself by scanning through this booklet. Please do not hesitate to ask a librarian for help whenever difficulty is encountered in locating needed library information.

Lois C. Stroud
Director of Library Services
Library Organization

Publications and information are issued in many different forms, such as books, periodicals, government documents, pamphlets, maps, films, filmstrips and microforms. Beaufort County Technical Institute is organized into sections, and each section has custody of one or more of those forms of publications. For instance, the Reference Section handles fact-type books (such as encyclopedias, dictionaries, statistical yearbooks) government documents, maps, pamphlets. The periodicals Section has custody of magazines, college catalogs, and serials. The A-V Section has custody of films, filmstrip, microforms. The Circulation Section maintains and services the open stack book collection. The Reserve Section has custody of books which faculty want to put on reserve from time to time.

The information you want in the library could be in any one of these forms, or in several of them; but in order to find it, you need to know something about locating information in each type of publication.
INDEX SYSTEM

The Library of Congress Classification system which is adopted in this library uses both letters and numbers. The following is an example of this type of number:

QC 171 .B7

The main classes of this classification system are as follows:

A General works: Polygraphy
B Philosophy and Religion
C-D History
E-F History: America
G Geography, Anthropology, Folklore, etc.
H Social sciences
J Political Science
K Law
L Education
M Music
N Fine Arts
P Philology and Literature
Q Science
R Medicine
S Agriculture, etc.
T Technology
U Military Science
V Naval Science
Z Bibliography and Library Science

Books are on the shelf in alphabetical order according to the number in the upper left-hand corner of the catalogue card. Example:

QC 171 .B7

LOCATING FACT

If you are searching for a fact (a date, statistics, definition of a word, biographical information, location information) or having difficulty in using the card catalog or indexes, you should then go to the Reference Section and its collection. All the books containing these facts are on open shelves around the Reference Section; for instance:

1. Encyclopedias
   A. General
      Encyclopedia Britannica
      Encyclopedia Americana
      World Book
   B. Special
      Encyclopedia Dictionary of Physics
      Encyclopedia of Associations
      Encyclopedia of Chemistry
      Automotive Encyclopedia
      The Fun Encyclopedia

2. Dictionaries
   A. Unabridged
      Webster's New International Dictionary of the English Language
   B. Abridged
      Webster's New Collegiate Dictionary
   C. Special Subject
      Dictionary of Philosophy
      Mathematics Dictionary
      Condensed Chemical Dictionary
      Dictionary of Hymnology
Dictionary of Education
Webster's Biographical Dictionary
Computer and Data Processing Dictionary and Guide
Dictionary for Accountants
Webster's Geographical Dictionary
Dictionary of Technical Terms
Electricity and Electronics Dictionary

D. Language
- Cassell's New French Dictionary
- Roget's Thesaurus
- American Thesaurus of Slang
- Webster's Dictionary of Synonyms

3. Handbooks
- Crofts American Electricians Handbooks
- Handbook of Chemistry

4. Yearbooks, Annuals
- The World Almanac and Book of Facts
- The Statesman's Yearbook
- Statistical Abstract of the United States

5. Indexes and Anthologies
   A. General
      - Reader's Guide to Periodical Literature
   B. Special
      - Essay and General Literature Index

6. Atlases
   - Rand McNally New Comopolitan World Atlas

If you wish to inform yourself further concerning either general reference books or those on any specific subject, we suggest that you consult Constance M. Winchell's Guide to Reference Books.
The term "book" as used here is intended to mean any publication that is listed separately in the card catalog of the library. It contains separate author, subject, and title cards for all books including government documents and pamphlets in the BTL Library. All of the cards in the card catalog are filed by author, title, and subject separately. They are not interfiled in one alphabetic sequence.

All books are represented in the card catalog by a "main entry" card. This is usually an author card filed under the last name of the individual author.

Please keep the following rules in mind when you are looking for a book:

1. Go to author file if you know the Author's full name correctly spelled.

2. If you aren't sure of the author's name, go to Title file if you know the exact title of the book. Skip the article ("the", "A," or "an") go to the next word of that title. For example: "The Miracle of Television" is alphabetized under the word "Miracle," not under the word "The."

3. If you are not able to think of the name and or term for your subject as the one used in the catalog, look under various synonyms for your subject. Also, you should watch for the frequent "see" or "see also" reference cards that have been filed into the catalog that lead you from subject headings or synonyms not used to terms that have been selected and used consistently to distinguish a particular topic.

Four sample cards are reproduced on the next pages for your convenience.
LOCATING PERIODICALS AND NEWSPAPERS

The periodicals are arranged according to subject in the Periodical Section. At present time, we are subscribing about one hundred periodicals. Please check Kardex File for further information.

Here is a list of examples:

AUTOMOTIVE
Motor Trend

BUILDING
Southern Building

COMMUNITY COLLEGE
Open Door

COSMETOLOGY
National Beauty School Journal

EDUCATION
Junior College Journal

ELECTRICITY
Electrical World

GOVERNMENT
Popular Government

HEALTH
Today’s Health

INDEXES
Cumulative Book Index
Essay and General Literature Index
Fiction Catalog
Reader’s Guide
Technical Book Review Index
LABORS
   Occupational Outlook Quarterly

LIBRARY
   Choice

LITERARY AND POPULAR
   Life

MECHANICS AND SCIENCE
   Popular Mechanics

NEGRO
   Ebony

NEWS REVIEW
   Time

NURSING
   Journal of Practical Nursing

SCIENTIFIC
   Scientific American

SPORTS AND GAME
   Field and Stream

STATE INTEREST
   The State

WELDING
   Welding Journal

The newspapers are arranged alphabetically by titles in the newspaper rack. For example:

New York Times
News & Observer

LOCATING AUDIO-VISUAL MATERIALS

Ask at the Circulation Section for these collections:

1. Films
2. Filmstrips
3. Microforms
   a. Microfilms
   b. Microfiche
   c. Microcards
4. Tapes
5. Records
6. Slides
7. Movie Projectors
8. Overhead Projectors
9. Microfilm Readers
10. Slide Projectors
HOW TO CHECK OUT
LIBRARY MATERIAL

A. Books: Since our library is an open stack collection, patrons may like to browse the collection first, then determine if he wants to check some books out. In checking out books please see that you have completed the following:

1. Copy the Call Number in the upper left corner of call slip.

2. Copy the author's name and short title of the book in space provided.

3. Sign your name and local address.

4. Present call slip and ID Card to an assistant at Circulation Desk.

B. Periodicals: Use the same procedure except where there is no call number for periodicals.

C. Audio-Visual Materials: Use the same procedures except use serial number of A-V equipment as call number.

LIBRARY FINES
AND REGULATIONS

Library fines and regulations are intended to make it possible for us to equalize library services to all patrons.

1. Please present your ID Card at Circulation Section when checking out library materials.

2. Patrons may borrow library materials from the library for different periods of time depending nature of materials:

A. Reference books may not be taken out without the approval of the professional librarians.

B. Books may be checked out for a two-week period.

C. Periodicals:
   a. Back issues may be checked out for a one-week period.
   b. Current issues may be checked out for a one-day period.

D. Films and filmstrips and their projectors may be checked out for a short period of time depending on the individual needs.

E. Microforms may be used in the library only.

F. Reserve books may be used in the library only.
G. Newspapers may be used in the library only.

3. In addition to the above privileges, faculty and staff are allowed to check books out for one-quarter period.

4. Failure to return a book on the date due may result in a two cents (2¢) a day fine.

5. Patrons losing library materials will be expected to pay for the cost of replacing the materials.

6. Study Area should be quiet at all times.

7. Willful mutilation or destruction of library materials, which are the property of the State of North Carolina, is a misdemeanor and will justify prosecution under the State's law.
YOUR SUGGESTIONS ARE INVITED

Although the institute library attempts, through its regular acquisition program, to order promptly the basic publications it needs, students, faculty, and citizen alike are invited to suggest for specific purchase any books or magazines they would like to have the library acquire, either titles not now in the library or additional copies of books already in the library. Order slips are available at the Circulation Section.

At the same time of course, suggestions as to how the library might improve its facilities and services will also be welcome by discussing the idea with the professional librarians.

COPYING SERVICE

Copies can be made quickly and inexpensively of book pages or periodical articles. If library users will regularly take advantage of this service, much of the frustration in getting at needed information will be eliminated. Five cents per page is charged.
COMPUTER SERVICE

In the scores and services of the Library

Computer services are provided for the use of students and faculty of the University.

The Library provides access to various computing resources, including computers, software, and Internet access.

For more information, please visit the Library's website or contact the Computer Service desk.

The Library also offers workshops on various computer skills and technologies.

For any questions or assistance, please contact the Computer Service desk.