
History of the O'Meara Mathematics Library, University of Notre Dame

Karen Lanser, Parker Ladwig

Publication Date

08-12-2023

License

This work is made available under a Exclusive rights in copyrighted work license and should only be used in accordance with that license.

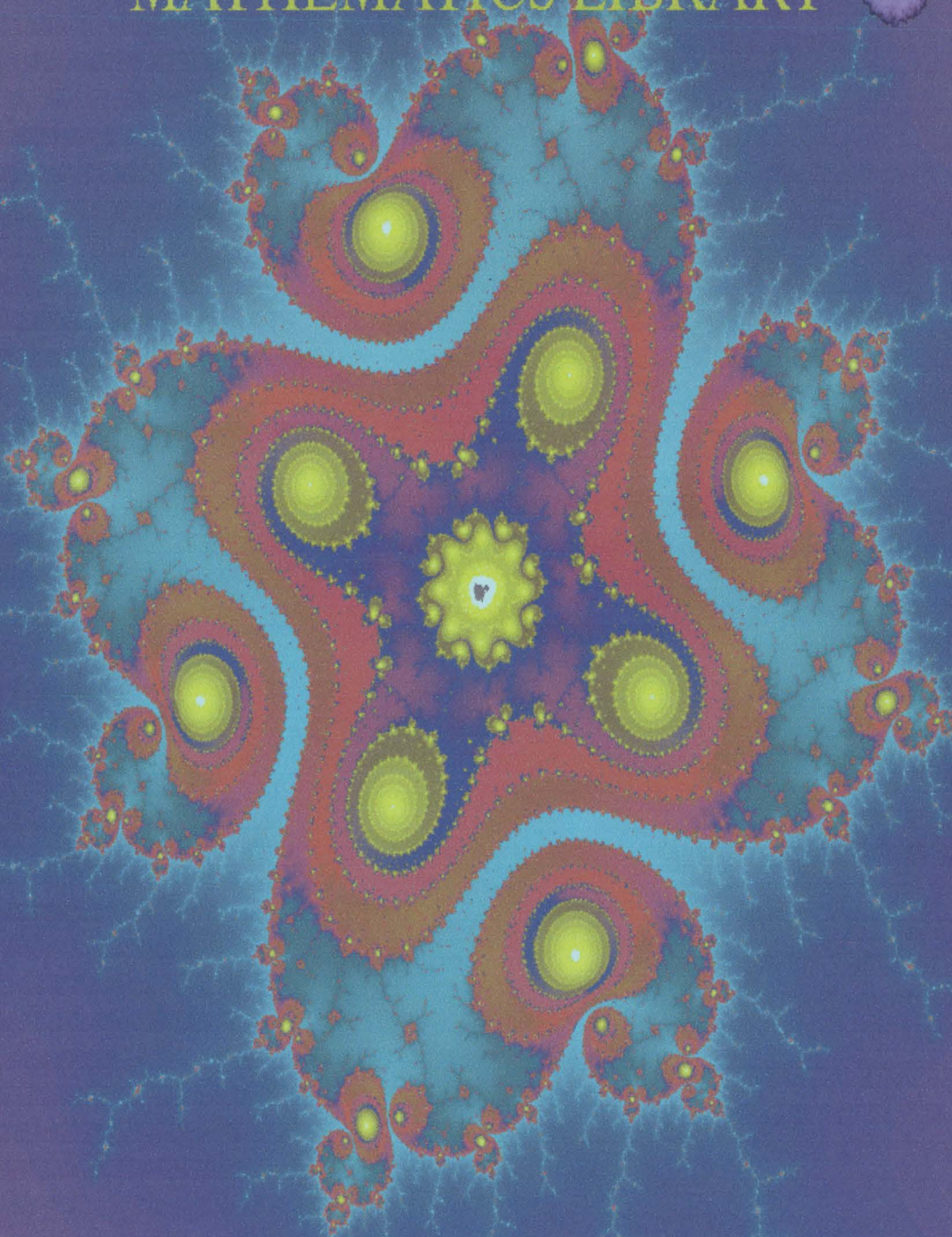
Citation for this work (American Psychological Association 7th edition)

Lanser, K., & Ladwig, P. (2021). *History of the O'Meara Mathematics Library, University of Notre Dame* (Version 1). University of Notre Dame. <https://doi.org/10.7274/r0-ep66-nx42>

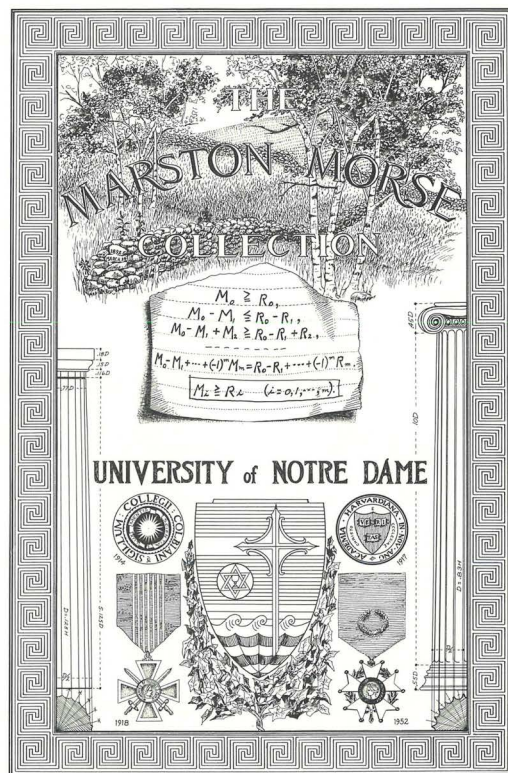
This work was downloaded from CurateND, the University of Notre Dame's institutional repository.

For more information about this work, to report or an issue, or to preserve and share your original work, please contact the CurateND team for assistance at curate@nd.edu.

UNIVERSITY OF NOTRE DAME MATHEMATICS LIBRARY



»Einsichten in die Mandelbrotmenge«
Uwe Krüger, Heinz Wolf
Institut für Betriebs- und Dialogsysteme
Universität Karlsruhe



*Special thanks to Emily Snow, Mathematics Library Senior Student Assistant,
for her effort in compiling this handbook.*

Emily C. Snow ☺

MATHEMATICS LIBRARY
200 CCMB
631-7278

Hours

Fall and Spring Semesters:

Monday–Thursday: 8 a.m.–10 p.m.

Friday: 8 a.m.–5 p.m.

Saturday: 1 p.m.–5 p.m.

Sunday: 1 p.m.–10 p.m.

Closed on Saturdays of home football games.

Summer and Intercessions:

Monday–Friday: 8 a.m.–5 p.m.

Closed Saturdays and Sundays

Staff

Thurston Miller, Physical Sciences Librarian

Karen Lanser, Library Supervisor

Annegret Marshall, Library Specialist

The Mathematics Library is one of the five branch Libraries in the University Library system. It had its beginning in 1953 when the Nieuwland Science Library opened to house collections in the areas of Chemistry, Physics and Mathematics. In the 1962-63 academic year the Mathematics Computing Science Research Library opened in room 200 of the Computing Center/Mathematics Building (CC/MB), with the first librarian, Vernon W. Vogel, proposing that the primary function was to “forward the teaching and research program of the Mathematics Department.” At the end of the 1967 fiscal year the collection was comprised of approximately 11,708 bound volumes (7,071 books and 4,637 bound journals), and 240 journal subscriptions. The annual budget was \$9,000: \$5,000 for books and \$4,000 for subscriptions. This was supplemented with funds from special NDEA and NSF grants. From 1978-1989 there was a “Computer Laboratory” on the ground floor of the CC/MB, that housed books and journals, which were purchased, cataloged and bound by the Library. It was phased out in 1989. Since the Computer Science and Engineering Department was established in 1990 most of the computer literature is purchased for the Engineering Library.

In 1979 the name of the library was changed to the Mathematics Library, to better reflect the nature of the collection. In 1985 an adjacent classroom was joined to the main library area to allow for expansion of the collection. At the end of the 1999 fiscal year the collection consisted of approximately 35,000 bound volumes, 287 journal subscriptions and an annual budget of approximately \$150,000. The primary patrons of the Library are the faculty and graduate students from the Math Department. The collection and services are also used by patrons from the departments of Engineering, Chemistry, Physics, Business, Economics and Philosophy. The main focus of the collection is at the research level. There are more basic level books housed in the Hesburgh Library. There is some computer literature, dealing mainly with the theoretical aspects of computing. The Mathematics Library is currently identifying Math books that are old and in fragile condition, but not eligible for the Hesburgh Rare Books Collection, which houses pre 19th Century items, and placing them in the Index/Reference Room in an attempt to better preserve them. They

are identified on the Web catalog with a location of Mathematics Library, Index. The Mathematics Library coordinates the exchange of the Mathematics Department Preprint Series with preprint series from seven international universities and institutes.

The future direction of the Math Library is to “provide a world of information at the patron’s fingertips.” This means continuing to build on the strength of a solid print collection, filling in the gaps in the collection as new research interests emerge. It also means expanding access to electronic resources such as full-text journals and abstracts on the Web. This will need to be accomplished while staying within the budget structure the University provides the Library. The future also includes a move to a new space in the summer of 2001. The Mathematics Library in the Hayes Healy building will have 2.5 times the floor space, shelf space, and seating, 5 group study rooms, and adequate staff work space.

The Marston Morse Collection

The private collection of Marston Morse (1892-1977) was given to Notre Dame in 1978 by Morse’s widow. It consists of 630 volumes and 48 research journals, which are actively used by the Math faculty. Many of the books are signed by the original author, generally with some expression of regard to Prof. Morse. Many of the books are particularly valuable because they are lectures or research notes of various mathematicians, which are difficult to purchase.

Morse was one of the world’s leading theoretical mathematicians. He taught at Harvard, Cornell, Brown and the Institute for Advanced Studies in Princeton, where he was a colleague of Einstein. Morse was also a “statesman of science,” and along with Fr. Hesburgh, he represented the Vatican at the “Atoms for Peace Conference” at the UN in 1952. He received over 20 honorary degrees from all over the world.

The bookplate for his collection was designed by Thomas Fern of the ND art department. Prof. Fern wanted to show both the donor’s interests and the symbol of the library. The top represents Morse’s experiences in New England, and his pleasure in Robert Frost’s poetry with the stone walls and birch trees. The center shows symbols of the Morse Mathematical Theory—the Calculus of Variations in the Large. The lower portion has images symbolic of important events in his life: the seal of his undergraduate school, Colby College, the seal of his graduate school, Harvard, and medals he received for military service. The ND Library seal is in the center of the lower portion of the bookplate.

There is a plaque of the bookplate located next to the library office window.

The Wilhelm and Marilyn Stoll Mathematics Library Endowment

The University of Notre Dame established the Wilhelm and Marilyn Stoll Mathematics Library Endowment in 1984 on the occasion of the Conference in Several Complex Variables held at the University in honor of Prof. Stoll’s 60th birthday. This was established to pay tribute to Prof. Stoll for his creative work in mathematics and his efforts in helping to build the Notre Dame Mathematics Department into the fine department that it is. All income from this endowment is dedicated in perpetuity to the purchase of books for the Wilhelm and Marilyn Stoll Collection of the Mathematics Library.

PHYSICAL LAYOUT

MAIN ROOM

CIRCULATION DESK

Counter

- *Green search/recall slips, photocopying forms, and reserve checkout slips are located together on the front counter.
- *Interlibrary Loan and Document Delivery forms and campus maps are on the side counter.
- *A black binder with listings of the reserve material is located behind the forms.
- *Tape and a stapler are on the counter for public use.

Front Shelf

The following reference materials are located on the front shelf next to the reserve books:

- *the Library of Congress (LC) classification outline, which lists brief subject classifications for all areas
- *the 1991 *Mathematical Subject Classifications*, which lists classification numbers and subject abbreviations used in *Mathematical Reviews*.
- *a listing of journal title abbreviations used in *Math Reviews*

JOURNALS

The **unbound** journals (most recent issues) are on the display shelving in **alphabetical**, by title, order. The colored tabs on the title cards indicate the day of the week the journal was received. (red=Mon., orange=Tues., yellow=Wed., green=Thurs., blue=Fri.). The most current issue is always on display.

Bound journals, dating from 1951 to the present, are arranged in **call number** order in the main room and on the first bookcase in the monograph room.

Journal volumes dating PRIOR to 1951 are located on the fifth floor of Hesburgh Library.

An alphabetical listing of the journals with their call numbers is located in the metal **kardex** at the circulation desk. Portions of some titles are highlighted. In such cases the unbound journal can be found under the highlighted title.

The *Memoirs of the American Mathematical Society* is a special series **shelved with the journals**. Each issue is an extensive article. Because of US copyright law complete issues cannot be photocopied, therefore, the whole article cannot be photocopied. To allow enough time to read the whole article, each issue can be **checked out** for 2 days.

NEW BOOK SHELF

This shelf is located on the center front shelves of the circulation desk. The current New Book List

is posted on the bulletin board outside the Library and is e-mailed to interested patrons, usually twice a month. Past lists are located in the blue binder on the circulation counter. Current and past lists are posted on the Math Library Home Page.

NEWSPAPERS

The Library receives *The New York Times* as a gift subscription.

Daily issues are located on the first study table, opposite the New Book Area. Older issues, up to one week prior, are on the bottom shelf of the first range of unbound journals.

The Library also receives *The Chronicle of Higher Education*, a weekly newspaper for colleges and universities. It is located on the shelf of the dictionary stand, under the clock.

PUBLIC ACCESS TERMINALS

Patrons can access the Library Web Catalog through either of two computers. The pc in front of the window only allows access to Netscape and specified library indices. Patrons may access their own afs space with the pc next to the office.

RESERVE BOOKS

Faculty members may put books or class notes on reserve in the Library, so that the material is always available to the whole class. Reserve materials are located on the front shelves of the circulation desk. A black binder with listings by professor of reserve items are located at the circulation counter.

VIDEOS

The Library collection includes several videos, located on the front shelf of the circulation desk, next to the new books.

MONOGRAPH ROOM

BOOKS

All circulating books (monographs) are arranged in call number order beginning in this room and ending on the side bookshelf of the main room.

There is an **emergency fire exit** located on the back wall.

INDEX/REFERENCE ROOM

Books in this room have "index" instead of "general" for the location on the Aleph record.

DISSERTATIONS

Dissertations written for the Math Department are located together in alphabetical order by author. The call number (LC class) is Q 111.

PREPRINTS

Notre Dame

Original research of the Mathematics Department faculty and their colleagues is published in preprint format by the Notre Dame Math Dept. and bound with blue covers. These preprints are kept in the lounge for 1-2 weeks before being moved to the index room where they are arranged by year.

Other Universities

The Math Library exchanges preprints with several other universities. They are placed in the lounge for 1-2 weeks before being moved to the index room. They are kept for 1 year and are not cataloged.

RECENT DEPARTMENTAL PUBLICATIONS

Articles published by the faculty are copied and collected in these binders. They are organized by the year and then by the professor. Graduate students may find these books helpful in determining an advisor in a particular area, and visitors may browse faculty research interests.

REFERENCE

Reference books can be found in the Index Room and are marked with a red and white reference sticker. The reference collection includes comprehensive foreign language dictionaries for French, German, Italian, Russian, and Spanish (LC class P).

MATH CLASSICS COLLECTION

Books which are of seminal importance to the Library, often in fragile condition, but not eligible for the Rare Books Collection, are removed from the general collection and placed together in the index room in an attempt to better preserve them. These books have a **yellow sticker** on the spine to denote this status and appear on the Web Catalog with a collection of Index/Abstracts.

ABSTRACT ROOM (Room 216)

This room contains paper copies of *Mathematical Reviews*, *Current Mathematical Publications*, and *Zentralblatt Math*, formerly *Zentralblatt fur Mathematik*. The most recent issues of *Current Mathematical Publications* are located in the Index Room. Because these indices are available in a searchable database form on the web, the Library does not encourage the use of the paper copies.

HESBURGH LIBRARY

APPROVAL BOOKS

Our approval plan vendor is Blackwell North America (BNA). BNA has agreements with many publishers: commercial, society, and academic. The Math Library has created a profile of our subject interests and non-subject parameters for Blackwell. When a publisher sends BNA a book, they compare the book with our profile. Biweekly the Library receives either books which fit into this profile, or *forms* for titles that do not match the profile exactly, but may be of interest. The books selected for the Math Library from each shipment are purchased from the Approval Book Fund, which is a Library wide fund separate from the Math Library Book Fund. Items selected from the *forms* will be paid for from the Math Library Book Fund.

Before the Library acquires a book from the approval plan, it is put on a list for faculty members and graduate students to approve its purchase.

Patrons may express their approval in three ways:

1) An email list of approval books is sent to interested patrons every two weeks. Patrons may reply to this list with the books desired for the math library selected.

2) There are information slips displayed on the bulletin board by the door in the lounge, (across the hall from the library) for each book on the list. Patrons may initial the slip for a book they want the math library to acquire.

3) The approval books, which fit the profile, are available for viewing in the Hesburgh Approval Room, located on the first floor on the right side of the Reference Room. Patrons may put a purple colored marker in the desired book, which indicates it is selected for the Math Library. Every 2 weeks the library submits the selected books for purchasing.

Forms for books, which do not exactly fit the profile but may be of interest and are not available in the Approval Room or on the email list, are placed in an envelope on the bulletin board in the lounge. Those titles may be initialed for selection, and will be paid for from the Math Library Book Fund.

CIRCULATION POLICIES

CIRCULATING ITEMS:

*Regular monographs (books) and videos and their supplements

The loan period is dependent upon the borrower's status: faculty and administrative staff, up to one year; graduate students up to six months; undergraduate students and staff, 28 days.

*Reserve Items (books and class notes)

Unless noted, these may be checked out for **2 hours**. They may be used in the Library for longer than 2 hours as long as another patron does not need them.

A patron may borrow an item overnight if the item is taken out one hour or less before the Library closes. In such cases, the item must be returned within 1 hour after the Library next opens.

Patrons must put their name and id number on the blue card in the book and will be given a gold slip with the due time and date.

**Memoirs of the American Mathematical Society*
(shelved with the journals)

These may be checked out for **2 days**.

NON-CIRCULATING ITEMS:

*Journals, bound or unbound

*Reference books

*Books on the New Book Shelf

Books are placed on the new book shelf as they arrive and remain there for 2 weeks. A recall can be placed on them, and the patron will be notified when the book becomes available.

BORROWING PRIVILEGES

*All Notre Dame, St. Mary's, Holy Cross, and Bethel students, faculty, emeritus faculty, and staff presenting valid ID cards are entitled to use the Library services.

*Notre Dame faculty members may also obtain **proxy borrower cards** for their student research assistants. Items checked out by the student with this card are placed on the faculty member's record and become his/her responsibility.

*Patrons with a valid Notre Dame Special Borrower's card

Special borrowers are patrons whose affiliation with Notre Dame is outside the academic community (e.g. alumni). These cards are issued by the Circulation Department at Hesburgh Library

LOAN PERIODS:

*Faculty/Administrative staff: yearly renewal (October)

*Grad. Students: renewal twice a year (February and August)

*Undergraduates and staff: 28 days

*Special Borrowers have dates dependent on their status. The loan period is usually 28 days.

ELECTRONIC FORMS

A patron may renew items, recall items, put books on reserve, request in process/on order items, and request an ILL using the forms available on the Hesburgh or Math Libraries' homepages.

<http://www.nd.edu/~ndlibs/services/forms/shtml> or <http://www.nd.edu/~mathlib>

When Aleph is non-functional, patrons may access the research catalogue on the **Library of Congress** web page. In most cases the LC call numbers will match Notre Dame call numbers or will at least assist in giving an approximate location.

The page can be found at:

<http://www.lcweb.loc.gov/>

<http://www.lcweb.loc.gov/catalog> (for researchers)

SERVICES OFFERED BY THE LIBRARY/DEPARTMENT

CONFIDENTIALITY/DISCLOSURE POLICY

When a patron wishes to know who has a particular item, the Library will disclose the borrower's name to the patron. A name is released only to a patron having a valid **Notre Dame ID**.

If a patron does not wish to have his name disclosed at any time, he may request to make his record confidential by filling out a confidentiality form at the circulation desk of any of the University Libraries.

DOCUMENT DELIVERY

If a Notre Dame **faculty member** wants a book or copy of an article that is in Hesburgh or another branch library, the Math Library can obtain it through Document Delivery. The faculty member must fill out the appropriate form (located on the side circulation counter) and attach a printout of the web record if possible.

****When a photocopy request arrives, it is put in the patron's departmental mailbox.**

****When a book request arrives, it is placed on the hold shelf, and the patron is notified. The patron must sign the form in the book to verify pick up. (The book has already been loaned out in the patron's name at the holding location.)**

INTERLIBRARY LOAN

If a Notre Dame patron wants a book or a copy of an article that the Notre Dame Libraries do not own, it is often possible to obtain this from another library through InterLibrary Loan.

There are **three different kinds** of loans: book requests, photocopy requests, and fax requests. A form for each request is located on the circulation counter.

****Photocopy or fax requests will be put in the patron's departmental mailbox upon arrival.**

****When the book request arrives, it will be placed on the hold shelf, and the patron will be notified. The patron must sign a loan form upon pick up. There will also be a form that comes with the book indicating the due date. This stays in the book.**

PHOTOCOPYING

The Math Department provides photocopying for journal articles (because journals do not circulate) and small portions of books. This service is provided for the **Math faculty and grad students** and is done upstairs on the departmental copy machine by the departmental staff.

Copies are usually made within a day and are placed in the patron's mailbox.

****To have an article photocopied, the patron must fill out *both portions of the white perforated photocopy form* (located on the circulation counter) and place it in the item on the circulation counter by the journal kardex.**

Patrons from **other departments** have two options:

- 1) A patron can take the item to their own department and return it within 2 hours. The colored 2-hour charge-out slip must be filled out and given to a staff member.
- 2) A patron with a charge fund number may use the Math Library copy card. The patron must fill out a photocopy request form (located on the circulation counter) with his **charge fund number** and the copy card count at the **start/end** (this allows us to determine the number of copies made).

RECALLS or HOLDS

If a patron wants a book that is checked out to someone else, the Library will ask the borrower of the book to return it. When a *recall* is placed on a book, the borrower receives a notice to return the book within two weeks. When the book is returned, it is placed on the hold shelf, and a letter and an email message are sent to the patron notifying him/her of the book's availability. If a *hold* is placed on an item, when it is returned or renewed a notice will be given that it is needed by another patron. The patron requesting the hold will receive a notice and an email that the item is available.

Recalls can be placed on **any** circulating Notre Dame book and can be done for ND, SMC, Holy Cross, or Bethel patrons. For example, a SMC professor could place a recall/hold on an engineering book while in the Math Library.

******When a book has been sent to ILL, only a hold can be placed on it.

Patrons wishing to recall a book from the SMC, Holy Cross, or Bethel collections must contact the respective library.

Electronic recall forms are available on the University Libraries' homepage under "collections and services." <http://www.nd.edu/~ndlibs/services/forms/shtml>

MATH LIBRARY HOMEPAGE

The following are available on the web at:

<http://www.nd.edu/~mathlib/>

*access to the University Libraries home page, <http://www.nd.edu/~ndlibs>

*access to the Library Web Catalog

*access to web journals and journal databases (see following page)

*links to math-related websites (institutions, history of math, biographies)

*electronic forms for renewals, recalls, ILL requests, and reserve books

*useful websites for Mathematics

*special library hours, e.g. breaks

Web Journals

Some of the journals that the Math Library subscribes to are also available in electronic form. It is possible to **search** as well as **browse** individual journals. If an article is unavailable in the library, you can access this link and **print its full text**.

MathSciNet

This searchable database provides the full text of the reviews and listings contained in *Mathematical Reviews* and *Current Mathematical Publications*. (1940 to the present).

Current Mathematical Publications is a subject index of bibliographic data for recent and forthcoming publications. This data is updated daily on MathSciNet.

Mathematical Reviews provides timely reviews or summaries of approximately 1600 current serials and journals. Its reviews are added monthly to MathSciNet.

***The Math Library can **order** most of the **original articles** covered by MathSciNet for you through **CISTI**. (Canadian Institute for Scientific and Technical Information).

Zentralblatt Online

Zentralblatt Math, formerly *Zentralblatt für Mathematik*, is available in electronic form. This link provides a searchable database of more than 1,500,000 abstracts published in *Zentralblatt* from 1931 to the present.

UnCover (CARL)

This is a searchable database of articles from over 18,000 multidisciplinary journals. It contains brief descriptive information for over 8 million articles which have appeared since Fall 1988, and five thousand citations are added daily. <http://uncweb.carl.org/>

***The Math Library will order **fax copies** of the articles from this database for you.

If an article or book is not available on campus or through the above resources, then it can be obtained from another library (**Inter-Library Loan**).

Please don't hesitate to contact a staff member for further assistance.

To browse the shelves for a specific subject area, a patron may use the Library of Congress (LC) classification system to find the appropriate location.

A full listing of subjects and LC classifications can be found in the book on the front shelf of the circulation desk.

Subject	LC Class
General Mathematics, Logic	
Collected Works	QA 3
Mathematical Logic	QA 8-104
Study and Teaching	QA 11-202
History, Biography	QA 21-35
Textbooks, Handbooks, & Tables	QA 36-63
Computer Science (Theoretical)	QA 76
Mathematical Recreations	QA 93-99
Arithmetic, Teaching Mathematics	QA 101-145
Algebra	
Abstract Algebra	QA 162
Combinatorics, Graph Theory	QA 164-167
Homological Algebra	QA 169
Group Theory	QA 171-172
Linear Algebra	QA 184-205
Algebraic Theory	QA 211-224
Number Theory	QA 241-247
Machine Theory	QA 255-268
Game Theory	QA 269-272
Probabilities, Mathematical Statistics	
Probabilities	QA 273-274
Mathematical Statistics	QA 275-295
Numerical Analysis	QA 297-299

Analysis

Calculus	QA 303-316
Functional Analysis	QA 319-329
Theory of Functions	QA 331-355
Differential Equations	QA 370-379
Continuous Groups	QA 385-387
Analytical Methods	QA 401-425

Geometry, Trigonometry, Topology

Elementary Geometry	QA 451-469
Descriptive Geometry	QA 501-521
Trigonometry	QA 531-538
Analytic Geometry	QA 551-563
Algebraic Geometry	QA 564-609
Topology	QA 611-614
Infinitesimal Geometry	QA 615-639
Differential Geometry	QA 641-699

Analytical Mechanics

Statics	QA 821-839
Kinematics	QA 841-842
Dynamics	QA 843-871
Fluid Mechanics	QA 901-930
Elasticity	QA 931-939

Logic	BC
Astronomy	QB
Physics	QC
Chemistry	QD
Geology	QE
Engineering	T

INTERLIBRARY LOANS FACT SHEET

PURPOSE

ILL is a service for borrowers which obtains materials for research and course work that are not available in the Notre Dame collection from other libraries.

LOCATION AND HOURS

Rm. 116 - first floor of Hesburgh Library at the rear of the Reference Dept.

Hours: 8-5 Monday thru Friday

Phone: Linda Gregory 239-6260

ELIGIBLE USERS

Faculty, students and staff of Notre Dame.

SUBMITTING REQUESTS

Request forms may be obtained in the ILL office, or from the Reference Desk when the office is closed. Patrons of branch libraries should submit all borrowing requests through their branch library.

All information required on the form should be PRINTED, WITHOUT ABBREVIATION. If your bibliographic citation is incomplete, the staff in the ILL office or at the Reference Desk may be able to help you locate the missing data.

TIME REQUIRED

It will take a minimum of two to three weeks to obtain most materials, if there are no complications.

SERVICE LIMITATIONS

The ILL office reserves the right to limit the number of requests placed by an individual at any one time.

The lending library decides whether or not to loan a particular item. Traditionally certain types of material are not loaned: reference works; rare or valuable materials; fragile or bulky items; and material on reserve or in heavy demand at the lending institution.

NOTIFICATION

A notice is mailed to requesters when books or microfilm arrive. Please pick up material promptly as the length of loan is generally limited to two weeks. Photocopies are mailed directly to the borrower upon arrival.

RENEWALS

Requests for renewals must be made prior to the due date, either by phone or in person. Some materials cannot be renewed due to the policies of the lending library.

FINANCIAL RESPONSIBILITY

There are no charges for ILL service. The borrower is responsible, however, for any damage to or loss of the materials while in his possession, including any damage to the item caused by photocopying.

FOR YOUR INFORMATION

UNIVERSITY LIBRARIES AT NOTRE DAME
RECALL POLICY

This is the first line of access to material that is checked out to another user. The libraries believe quick response to the needs of other users is a critical responsibility of all library users. Accordingly,

1. A recall notice is sent to the original borrower establishing a new "recall due date" 14 days after the date of the notice. It is expected that the requested material will be returned as quickly as possible.
2. If the item is not returned by the "recall due date," a \$10 overdue charge is assessed immediately and an "overdue recall notice" is sent. This charge is due even if the material is subsequently returned.
3. After an additional 30 days, if the material is still not returned, the original borrower will be billed for the cost of the material and a \$25 overdue recall fine. If the material is subsequently returned, only the cost of the material will be excused: the \$25 overdue recall charge will still be owed.
4. The library may block the borrowing privileges of patrons who consistently fail to return recalled items on time, and who fail to pay overdue recall charges.

Please note that these conditions apply to ALL categories of users: undergraduates, graduate students, faculty, staff, and special borrowers.

DISCLOSURE POLICY ON REVERSE SIDE

FOR YOUR INFORMATION

UNIVERSITY LIBRARIES AT NOTRE DAME
DISCLOSURE POLICY

The University of Notre Dame Libraries' Disclosure Policy is designed to respond to the library needs of Notre Dame faculty, staff, and students and to provide reasonable protection for the confidentiality of circulation records.

In order to protect patron confidentiality while offering colleagues an opportunity to share library resources, the University Libraries permits disclosure within the following guidelines.

The name of the patron who currently has a library book will be disclosed only when a faculty member, staff member, or student (with a current University of Notre Dame ID) requests this information regarding a specific title and when that request is addressed in person to a library staff member. LIBRARY STUDENT WORKERS ARE NOT AUTHORIZED TO RELEASE THIS INFORMATION.

The University Libraries WILL NOT:

Release the name of the patron who is recalling the book.

Release names to individuals who lack a current Notre Dame ID. A Special Borrowers card does not constitute a Notre Dame ID.

Release the name of any individual who requests confidentiality by completing a CONFIDENTIALITY FORM AT ANY CIRCULATION DESK.

Offer ND faculty access to any type of library records for the purpose of investigating student research behavior--such as the reading of reserve materials.

Offer any individual a list of materials charged to any other individual except under an official court order.

Reveal any telephone or address information about patrons.

RECALL POLICY ON REVERSE SIDE

UNIVERSITY LIBRARIES AT NOTRE DAME

Patron Confidentiality Form

In order to permit individuals to consult needed material in an efficient and timely manner without recalling the item from the original borrower, the University Libraries will reveal on request the names of borrowers of specific items to other members of the immediate Notre Dame community who urgently need these items. The University Libraries will not, however, release borrower information to any outside agencies or individuals except under court orders.

All library users are covered by the existing policy listed above unless they specifically request total confidentiality by returning this signed form to any ND Library Circulation desk.

I request that my patron record at the University Libraries be marked "confidential." This will indicate that my name should not be given out to any borrower under any circumstance.

NAME: _____

DEPARTMENT: _____

DATE: _____

STATUS: _____
(faculty, student, staff, or other)

HESBURGH LIBRARY LOCATIONS

RESEARCH TOWER CALL NUMBERS

AC - BJ 13

General Works (A's)
Philosophy (B-BD's & BH-BJ's)
Psychology (BF's)

BL - BX1999 12

Religion (BL-BQ's)
Church History (BR's)
Bible (BS's) & Theology (BT-BV's)
Denominations (BX1-BX1999)

BX2000 - DX 11

Denominations (BX2000-BX9999)
Genealogy (CS's) & Biography (CT's)
History (Eastern Hemisphere) (D's)

E - GV 10

History (Western Hemisphere) (E-F's)
Geography (G-GF's)
Anthropology (GN's)
Sports (GV's)

H - HJ 2

General Social Sci. & Statistics (HA's)
Economics (HB-HC's)
Business (HD-HJ's)

HM - HX 10

Sociology (HM-HX's)

J - LT 9

Political Science (J's) & Law (K's)
Education (L's)

M - NX 2

Music (M's) & Art (N's)

P - PM 9

Languages & Literatures (P-PM's)

PN - PZ 8

Languages & Literatures (PN-PZ's)

Q-QR 5

Science (Q's)

R - Z 4

Medicine (R-RZ's)
Agriculture (S's)
Engineering & Technology (T's)
Military Science (U-V's)
Library Science & Bibliography (Z's)

RESEARCH TOWER LIBRARY UNITS

Administrative Offices 221 (SE Corner)
Audio/Video Center 203 (SW Corner)
Copy Center 214 (N Wall)
Instructional Facility 222/222A
International Studies Resource Center 213 (N Wall)
Medieval Institute & Ambrosiana Collection 715
Music Seminar 201A (SW Corner)
Periodicals, Bound Floors 2-13
Reserve Book Room 220 (SE Corner)
Rest Rooms All Floors Except 1st
Serial Set Law School Library

FIRST FLOOR LIBRARY UNITS

Acquisitions 118
Cataloging 118
Circulation 144
Collection Development 109
Current Periodicals 111
Database Services Reference
Government Documents Reference
Handicapped Services Exit Control
Information Reference
Interlibrary Loan 116
Lost and Found Exit Control
Microtext 110
Rare Books and Special Collections (Concourse) 102
Reference 1st Floor Center
Sports Research Collection, Joyce (Concourse) 102

OTHER PERSONS AND UNITS

Archives, University 607
Auditorium (Concourse) 107
Campus Ministry (Concourse) 103
Career and Placement Center (Concourse) G
Center for Continuing Formation in Ministry 1201
Center for Pastoral Liturgy 1224
Center for the Study of Contemporary Society G
Computer Cluster (OUC) 249
Cushwa Center for the Study of
 American Catholicism 614
Faculty Lounge (Concourse) 105
Faculty Offices, Adjunct G
Hesburgh, C.S.C., Rev. Theodore M. 1315
Institute for Church Life 1201
Joyce, C.S.C., Rev. Edmund P. 1315J
Retreats International 1202

All call numbers are assumed to be in the research tower unless a different location is indicated.

"G" indicates the ground floor, i.e. the Basement. Please use the stairs at either end of the Concourse.

FIFTH FLOOR

