

DEVELOPMENT OF THE RICHARD J. BROWN LIBRARY
INFORMATIONAL KIOSK

By

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ABSTRACT

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This paper follows the development of the “Richard J. Brown Library Information Center”, a computer-based informational kiosk. The information center was developed in response to a perceived need by the college’s Audio Visual (A/V) department. It was placed in service for a trial period early in February of 1998, and remained operational until the end of the semester in May of 1998. The information center was to answer basic questions the library patrons had about the Richard J. Brown Library. The library staff saw it as a place where questions regarding locations, features, and policies could be readily answered. The center would augment services provided by the circulation desk staff and serve as a backup during times when the staff was busy with other patrons. After an initial rush by the curious, utilization of the center was minimal and the library staff began to wonder about its usefulness. The information center was taken off line for evaluation at the end of the semester. Evaluation of the project lead to the conclusion that it was not meeting the library’s needs and should be discontinued.

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DEVELOPMENT OF THE RICHARD J. BROWN LIBRARY INFORMATIONAL KIOSK

Introduction

The “Richard J. Brown Library Information Center,” a computer-based informational kiosk, was placed in service for a trial period early in February of 1998, near the start of the spring semester, and remained operational until the end of the semester in May of 1998. The information center’s intended purpose was to answer basic questions that patrons had about the library. The library staff saw it as a place where questions regarding locations, features, and policies could be readily answered. The center would augment services provided by the circulation desk staff and serve as a backup during times when the staff was busy with other patrons. After the initial rush, utilization of the center was minimal and the library staff began to wonder about its usefulness. The information center was taken off line for evaluation at the end of the semester.

Method

The Problem

The library information center project grew out of a library staff retreat held in March of 1995 at the U. W. Stevens Point Tree Haven Center. The need for an alternative place where patrons could get answers to their questions was discussed. Each semester, the circulation desk staff are inundated with questions about the basic library services. “How do I get a library card?” “Where can I get onto the Internet?” “How long can I check out a book?” “Where are the videos located?” “How can I get E-mail?” The library staff thought that an

informational kiosk could give the answers quickly and conveniently to patrons. This would free up the circulation staff, allowing them to meet new demands for their time. As the library has moved away from books and into online services for reference, the circulation desk staff has been called away more often from the desk to work with patrons at the terminals. The expansion of the library's computer lab has also added to this problem.

The library staff voiced various concerns during the discussion phase of the project. The discussions took place at both monthly library staff meetings and one-on-one conversations with the A/V department staff in April and May of 1995. The concerns were:

- could it be easily developed with off-the-shelf software?
- would it be user friendly?
- would library patrons want to use it?
- what is the best location?

These concerns would have to be answered as the project's development phase moved forward (A. Mussehl, S. Brant, B. Heiffner, M. McCloskey, personal communication, April, 1995). The library director and staff assigned the A/V Department the responsibility to move ahead with the development and implementation of the information center.

Background

Located in northern Wisconsin, the Richard J. Brown Library serves the students and staff of Nicolet Area Technical College, a small community college that is part of the Wisconsin Technical College System. The library considers

itself a district resource and encourages all students, staff, and district residents in the area to use its resources. The library contains about 45,000 books, over 1500 paper and on-line periodicals, and approximately 7000 videotapes and audiotapes. Each year the number of computers that access online services has grown. The library currently has one station dedicated to the online catalog, four stations for e-mail, two stations for online database research, and a twenty-station computer lab where patrons can access various online databases, instructional software, and the Internet.

The A/V department discussed with the library staff how they were dealing with the basic library service questions. The method used was a library handbook that was first developed in the mid 1980's. The handbook is given out during tours and to new patrons when issued a library card, passed out to new students in the orientation package, and left on display in the library. The handbook is updated as needed with 1000 copies printed. This method has proved somewhat successful but the staff was not sure how often it was used by patrons. Other than those handbooks given out during tours, not many were taken. With the constant changes in the library's capabilities, it was often out of date within a year. This meant frequent updating and sending it to a printer, which made it a costly proposition. The computer based information kiosk was seen as a way to minimize these costs. A software solution could be easily updated anytime a need arose. Admittedly, the software solution was also viewed as something that would give the library a high tech look. It was seen as something "cool" to show off to visitors from other libraries (A. Mussehl, personal communication, April, 1995).

The library staff also discussed how the information center's success or failure could or would be judged. A brief feedback form (see appendix A) was developed and the staff planned on gathering information from it. The other form of judging success or failure would be casual observation by the circulation desk and other library staff. The staff would have to judge if the information center was serving its intended purpose. Were many patrons using it and were the patrons finding it useful? No set or fixed usage guidelines were ever developed. The final determination for continuation of the project would be by the library staff. This would be based upon the staff's feeling if the time spent in keeping the center up to date equaled, was less than, or was more than the time spent by the patrons using the center. The trial period was initially set for one semester.

A stand-alone computer at a single location was chosen as the best alternative. The circulation desk would be the location. This is the point of entry to the library and the place where most questions were asked. Locating the information center on the college's network server was discussed. This would allow many sites in the library and across campus to access the information center each computer could not be given a specific reference as to its current location. A single location would allow for a "You Are Here" arrow to be placed on the floor plan. (see Appendix C)

Procedure

Five software programs - Astound 2.0, Freelance Graphics, Visual Basic, Power Point, and HSC Interactive were selected for testing based upon reviews in various computer magazines (Gold Disk Astound, 1995; Haskin, 1995; HSC

Interactive, 1995; Joss, 1996; Lindstrom, 1995; Simone, 1994). The Audio Visual staff judged each for ease of programming and the software's ability to perform the required task.

Astound 3.0 for Windows 3.1 (an upgrade from 2.0 was made available during the late stages of the test period) was chosen after investigation and proved to be an easy-to-use tool for developing the library information center. The supplied reference manual (Searl & Pollak, 1996) was studied and we set to work. After the design for 12 template pages was completed, individual pages were easily constructed. Linking between pages within the information center was easy to program. Just a few clicks in the drop-down menu and the buttons on the pages were linked to anywhere you wanted to go. Animation features were available and easy to use. The program proved to be a very flexible tool for development and met most of the staff's expectations. The software ran well on an old 486 computer with Windows 3.1 operating system. This allowed the library to utilize old computer resources for new needs.

Problems, however, did arise and had to be dealt with. Most of the problems could be overcome. A problem occurred when trying to return using a button from pages within a defined range in the program to a specific starting point. This problem was overcome by duplicating the starting page and having it return to a specific one. The "play next" feature allows the program to return to the starting page after a designated period of time and was one of the features of this software that was highly praised during the evaluation phase. This would be very advantageous when patrons left the center without returning to the beginning page

because the program would automatically return to the starting page after 60 seconds of idle time. It would then be ready for the next user.

Experiments with this software package before it was chosen failed to discover that the “play next” feature would not work when you are within a defined range. It would have to advance through the entire range before returning to the start. Most of the ranges used were just two to three pages (see Appendix B, C, &E) so it was not a problem. However the “LC Classification” (see Appendix D) section was another matter because it was very long. Here the “play next” would cycle to the next page and all following pages in the range until it reached that last page. Then it would return to the start. I have been in contact with technical support at Astound and they tell me this may be rectified in a future version.

Evaluation

The initial users observed at the information center during the first days of operation and the ones who filled out the feedback forms were library staff and college faculty. These users had a strong base of knowledge about the library and were not the intended audience. They looked at it in terms of what it looked like and how it operated. For them it was like playing with a new toy. The suggestions and comments they gave were on how they thought the center could be improved. The information center did not show them anything they did not already know. Their interest was short lived.

I discussed the usage of the center with the Circulation Desk Manager in mid-semester. Her observation was that after the first week very few patrons were using it (M. McCloskey, personal communication, March, 1998). We added new signage around the library to inform patrons of its existence. I worked at a table

in the library for two days in a row to observe usage of the information center. This very unscientific method allowed me to observe some limited usage. The few patrons who used it did so when the circulation desk staff was busy. Some found answers and moved on while others went to the circulation desk and asked questions. A few were just curious and played with it. They did not seem to be seeking specific information.

The low usage and the observed pattern of patrons stopping at the desk to ask questions and not using the information center lead the staff to believe that the center's location was wrong. It was located at the circulation desk where staff are always available for questioning. The Circulation Desk Manager concurs with this assessment (M. McCloskey, personal communication, April, 1998). The staff is thinking about other possible locations and will make this a part of the reevaluation. A more centralized location within the library may prove to be a better location. This would move it away from the circulation desk area. Another possibility would be to locate it on the library server which would make the information center available at all library computer terminals, although this would make the "You are here" feature difficult to incorporate (see Appendix C). The college is planning on developing informational kiosk for students and locating them in all campus buildings. Another possibility would be to incorporate the information center on the library's web page.

After spending time during the summer of 1998 reviewing the project, the library staff decided not to bring the center back into operation for the 1998 fall semester. The staff could not justify the time it would take to rework it in order to relocate the center to a new location. The staff decided to wait until the school

determines when or if to implement a campus-wide informational kiosk system and move with them. Placement on our web page is what many are starting to see as the right location.

Conclusion

Overall this project proved to be an educational one for me. My interest was mainly in the development stage. Finding and working with the software proved to be the most interesting. Initially I was disappointed with the usage. I expected more people to use the system and generate more feedback that I could use to improve it. It turned out that was not the case and it was best to let the project end for the time being.

The primary reason for the information center's removal was low usage. Needed space on the circulation desk was also a factor. Additionally, the information center's location on the circulation desk may have interfered with the library's theft detection system. A service representative for the theft detector's manufacturer blamed the occasional false reading on emissions from the computer monitor. The decreased number of false alarms after its removal seems to confirm this analysis.

References

Gold disk Astound 2.0. PC World. (1995, August). pp. 145-146

Haskin, D. (1995, June 13). Astound adds multimedia pizzazz. PC Magazine, p. 48

Joss, M. (1996, January). Multimedia presents! CD-ROM Professional, p. 62

Lindstrom, R., (1995, August). Multimedia is the message. PC World, pp. 143-157

HSC InterActive lowers cost of desktop presentations. PC Magazine (1995, October 27), p60

Searl, H., & Pollak, A, (1996). Astound 3.0 for Windows 3.1. Mississauga, Ontario: Astound Inc.

Simone, L. (1994, February 22). Two roads to kiosk creations. PC Magazine, pp. 250-251

Appendix A: Evaluation Form

Richard J. Brown Library Information Center
FEED BACK FORM

The library is attempting to develop a self-help Information Center which can answer your basic questions about the library's services and policies. Please take time to try out the Center and give us your feedback on what we can do to improve it.

Did you find the Information Center useful? Yes - No (circle one)

What additional topics would you add?

How could it be improved?

Comments

You navigate through the Library Information Center by clicking on command buttons and BLUE text

Command Buttons



= Exit the program



= Topic list



= Next page (if available)



= Previous page (if available)

BLUE text = more information on that topic.



Remember to click on the right arrow to get to next page

*Welcome to the
Richard J. Brown Library
Information Center*

click mouse anywhere on screen for instructions

- ITV Classroom
- LC Classifications
- Library Card
- Loan Period
- Loan Restrictions
- Mission Statement
- Music CD's
- Newspapers

Remember - Click on the TOPIC of interest

- On-Line Catalog
- Pamphlet File
- Pathfinders
- Periodicals
- Photocopier
- Quiet Study
- Reference
- Reference Librarian

- AV Department
- Audio Tapes
- Best Sellers
- Books
- Campus Map
- Card Catalog
- CD-Rom Databases
- Children's Books

Remember - Click on the TOPIC of interest

- Children's Videos
- Computer Lab
- Elevator
- Fines
- Floorplan
- Gift Policy
- Hours
- ILC/BE
- Internet access



Remember - Click on the TOPIC of interest



Restrooms

Teleconference Room

Telephone Books

Telephone

Typewriters

Vending Machines

Video Tapes

Video Tape Players

Wisconsin Documents

Word Processing



Appendix C: Location Map Kiosk Pages

Audio tapes are located here and are arranged by Library of Congress Classification

You may browse through the audio tapes or use the On-Line catalog to locate specific titles, authors, & subjects.

To check out, take the tape to the circulation desk with your library card.

The loan period is for 1 week. There are some restrictions on the quantity of tapes you can check out.

Circulation Desk

You are here

STOP INDEX

Books (non-reference) and media are located here.

Video tapes, audio tapes and best sellers are shelved separately

They are arranged by Library of Congress Classification.

Specific titles, authors, and /or subjects can be located by using the On-Line Catalog.

To check them out, take the book to the circulation desk with your library card.

The loan period is for 4 weeks. There are some restrictions on the quantity of books you can check out.

Circulation Desk

You are here

STOP INDEX

The AV department is located here.

The department is home for AV services, desk top publishing, and video/multi-media production.

Circulation Desk

You are here

STOP INDEX

Best sellers and new book titles are located here.

To check one out, take the book to the circulation desk with your library card.

The loan period for best sellers is 2 weeks. Other new titles is 4 weeks.

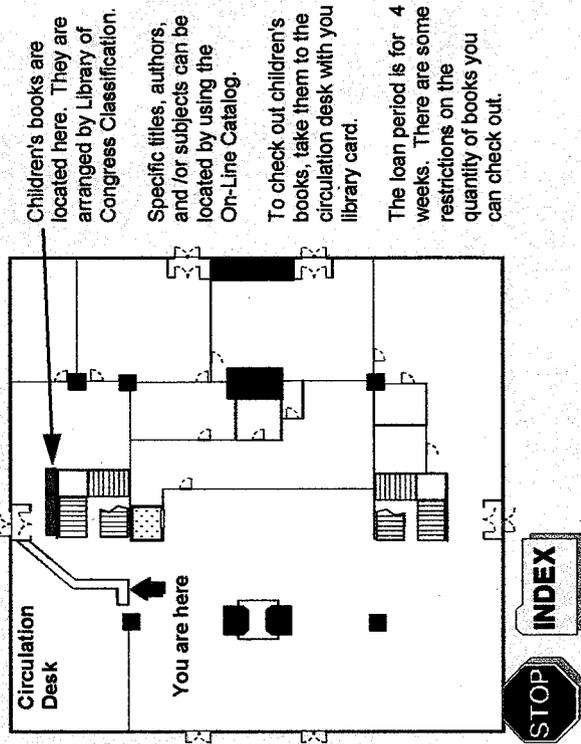
There are some restrictions on the quantity of books you can check out.

Circulation Desk

You are here

STOP INDEX



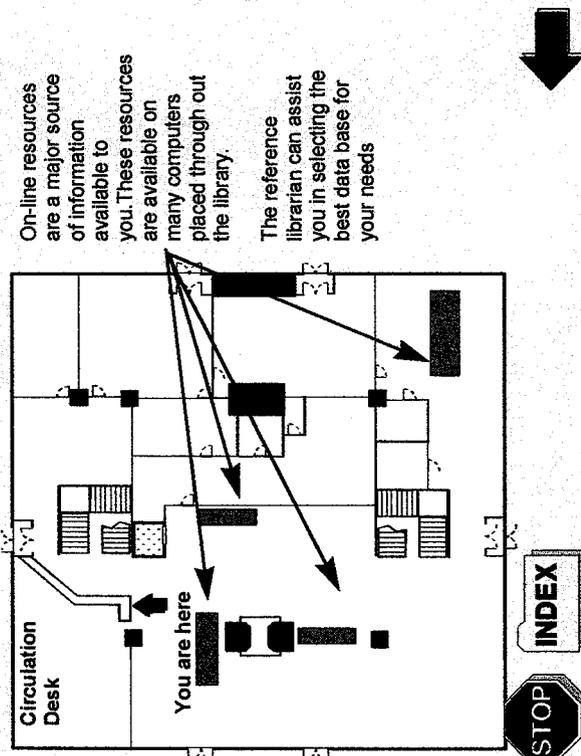


Children's books are located here. They are arranged by Library of Congress Classification.

Specific titles, authors, and /or subjects can be located by using the On-Line Catalog.

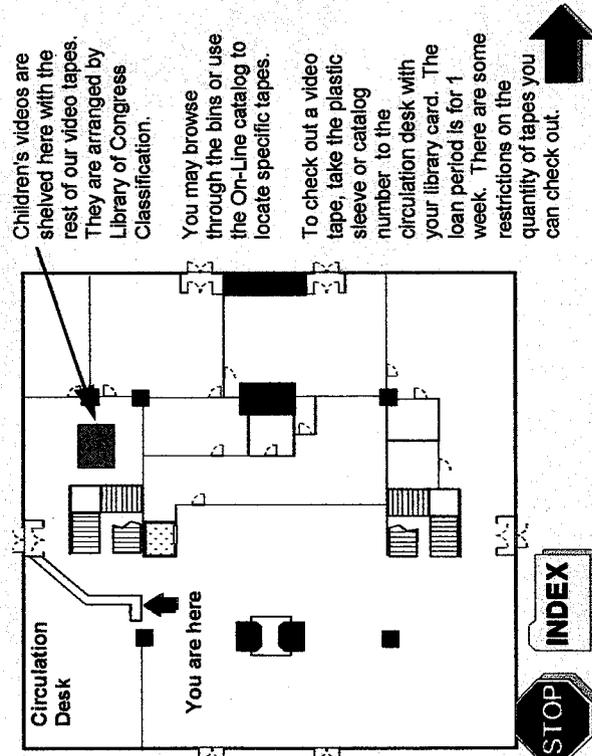
To check out children's books, take them to the circulation desk with you library card.

The loan period is for 4 weeks. There are some restrictions on the quantity of books you can check out.



On-line resources are a major source of information available to you. These resources are available on many computers placed throughout the library.

The reference librarian can assist you in selecting the best data base for your needs



Children's videos are shelved here with the rest of our video tapes. They are arranged by Library of Congress Classification.

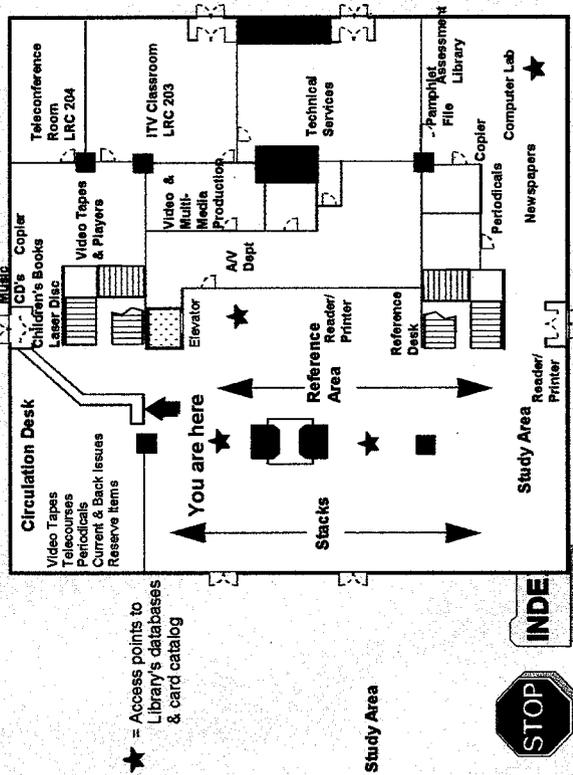
You may browse through the bins or use the On-Line catalog to locate specific tapes.

To check out a video tape, take the plastic sleeve or catalog number to the circulation desk with your library card. The loan period is for 1 week. There are some restrictions on the quantity of tapes you can check out.

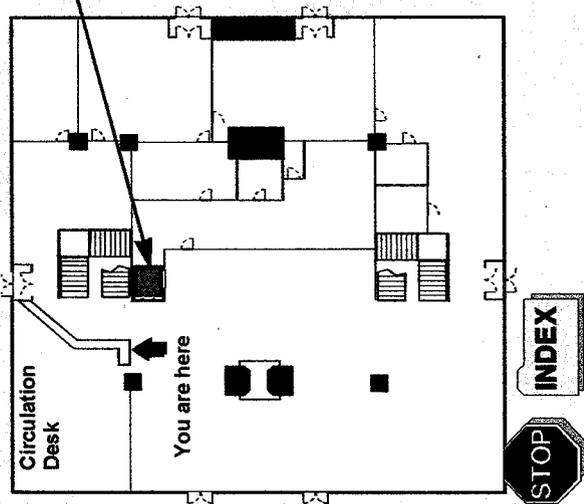
The library staff recommends you look in the following LC Classifications for children's videos

- PN1994.5 - Juvenile Literature
- PN 1997.5 - Cartoon Play, Scenarios
- PZ -7 - Juvenile Belles Lettres

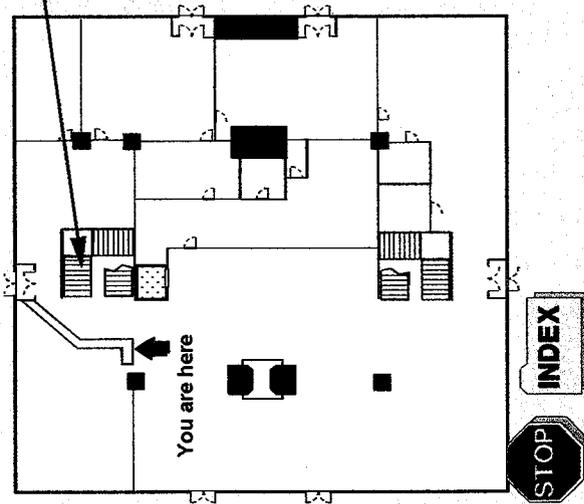




An elevator is located here. A key is available at the circulation desk. The staff will assist when you want to have access. The elevator is kept locked for security reasons.



The Independent Learning Center is located up the stairs to your right

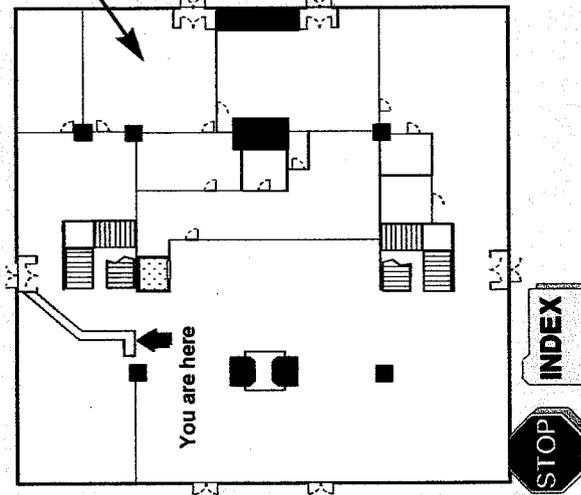


Independent Learning Center
 The Independent Learning Center (Third floor, LRC) serves students through the Basic Education (BE) program.
 The BE program provides students and district residents with the opportunity to learn, review, or improve the basic academic skills of reading, writing, math and study skills. BE prepares adults for employment or post-secondary education.
 Adults without high school diplomas may earn a GED certificate or High School Equivalency Diploma through the BE program. Adults who are currently enrolled or planning to enroll in occupational programs may use BE courses to upgrade and refresh basic skills. In addition, Nicolet District residents whose native language is not English may enroll in BE English as a Second Language courses.

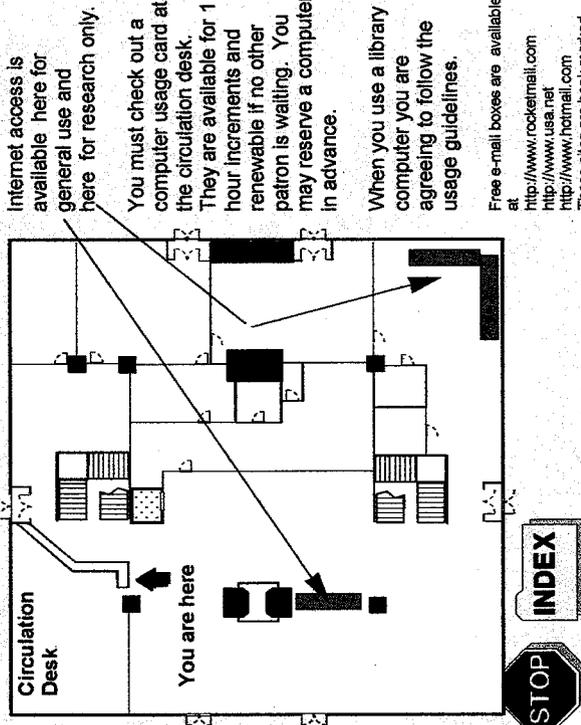


BE developmental courses (preparation for post-secondary education) are available in the classroom at the Rhinelander and Lakeland campuses. Students taking developmental courses should register through the office of Academic Advising before classes begin or through the first week of classes.

The BE program offers free basic skills refresher sessions and GED/HSED preparation in an open lab setting at the Rhinelander and Lakeland campuses and at Adult Basic Education Centers throughout the district. Students may enroll in these labs at any time during the semester, provided space is available.

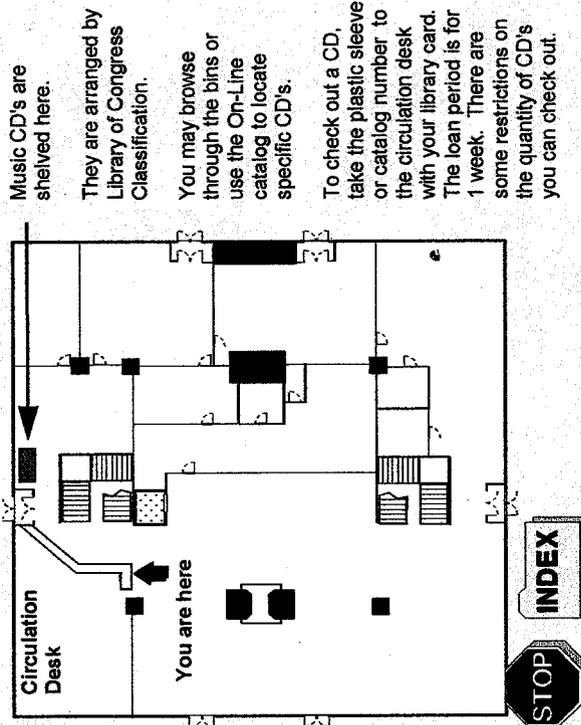


The ITV Classroom is located here.
The classroom is the origination/reception point for distance education classes on this campus.

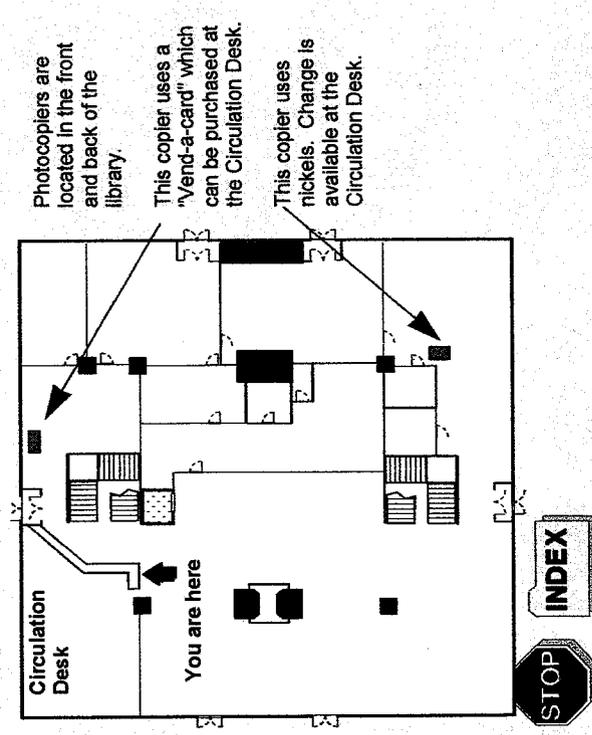
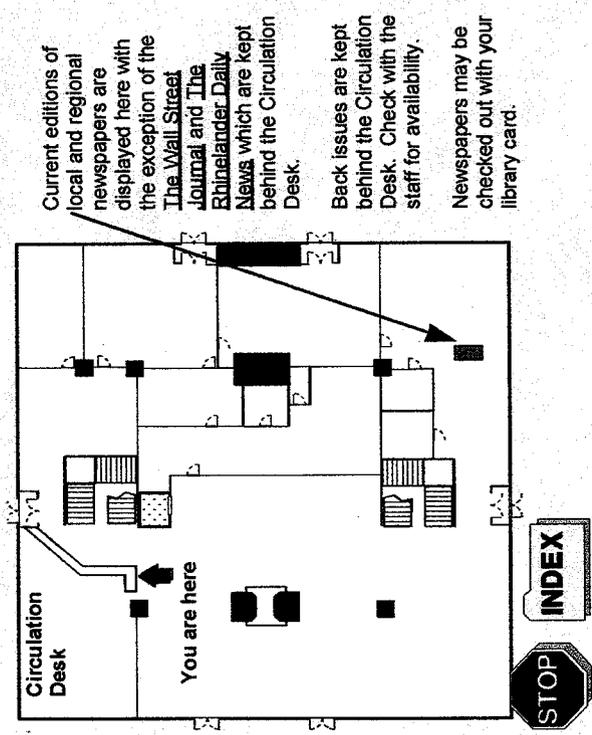
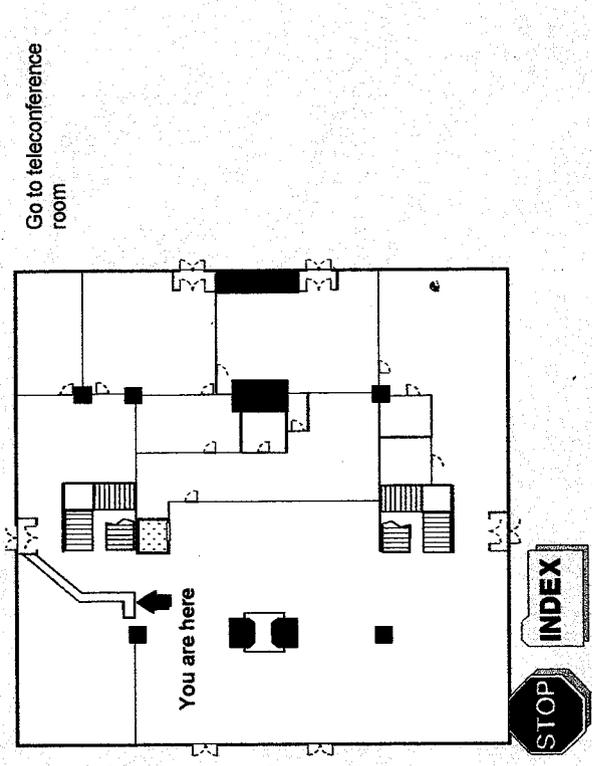
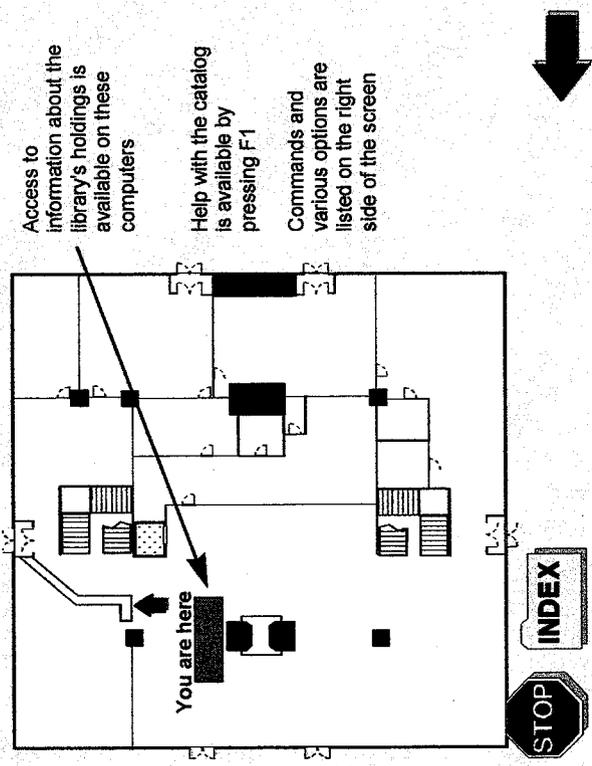


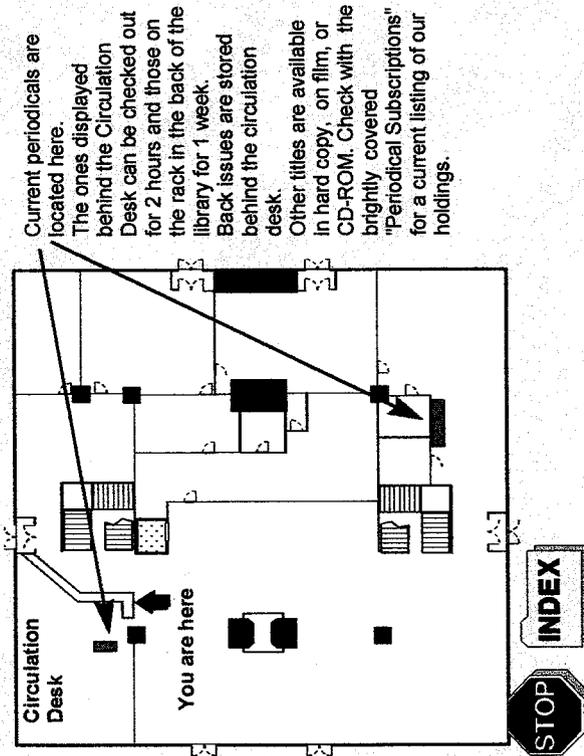
Internet access is available here for general use and here for research only.
You must check out a computer usage card at the circulation desk. They are available for 1 hour increments and renewable if no other patron is waiting. You may reserve a computer in advance.
When you use a library computer you are agreeing to follow the usage guidelines.

Free e-mail boxes are available at
<http://www.rockemail.com>
<http://www.usa.net>
<http://www.hotmail.com>
These sites are book marked

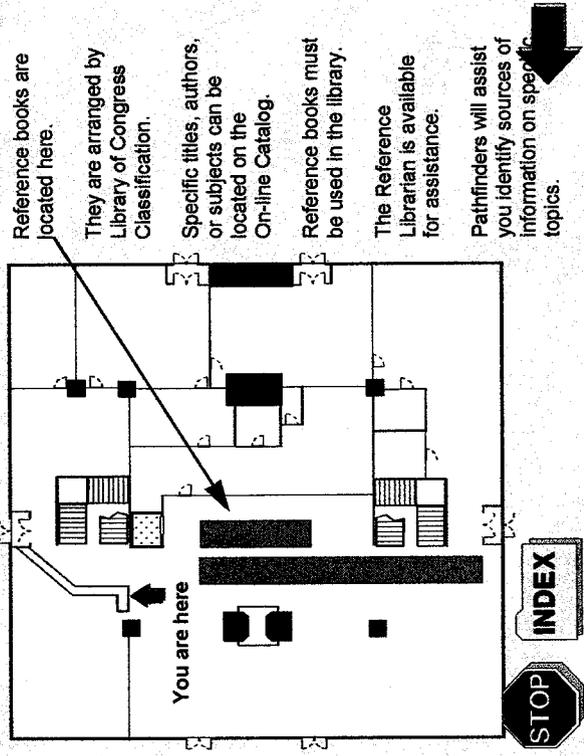


Music CD's are shelved here.
They are arranged by Library of Congress Classification.
You may browse through the bins or use the On-Line catalog to locate specific CD's.
To check out a CD, take the plastic sleeve or catalog number to the circulation desk with your library card. The loan period is for 1 week. There are some restrictions on the quantity of CD's you can check out.

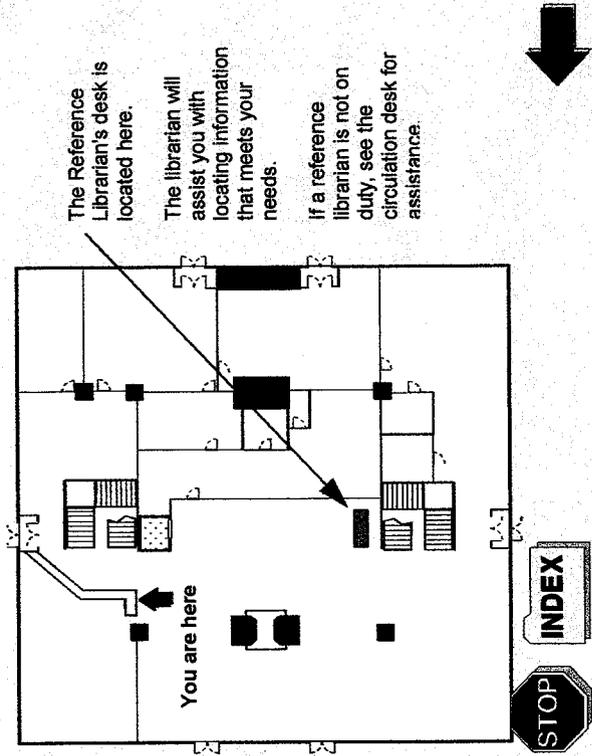




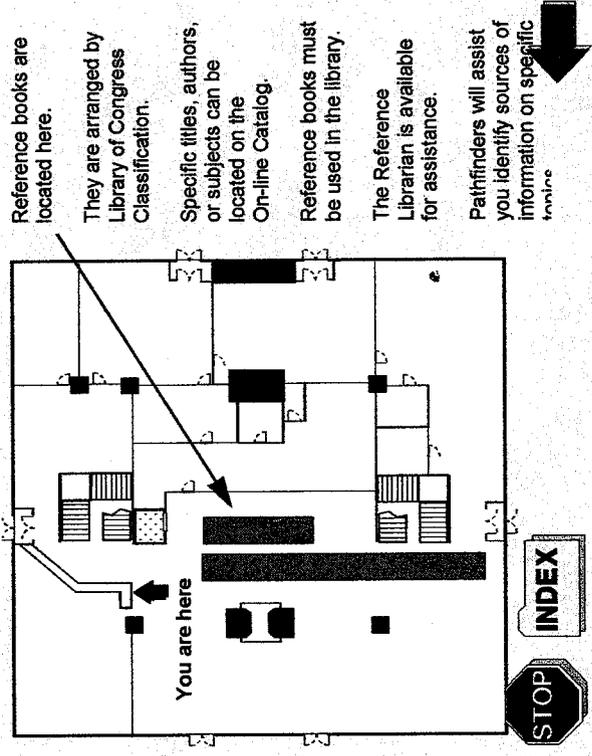
Current periodicals are located here. The ones displayed behind the Circulation Desk can be checked out for 2 hours and those on the rack in the back of the library for 1 week. Back issues are stored behind the circulation desk. Other titles are available in hard copy, on film, or CD-ROM. Check with the brightly covered "Periodical Subscriptions" for a current listing of our holdings.



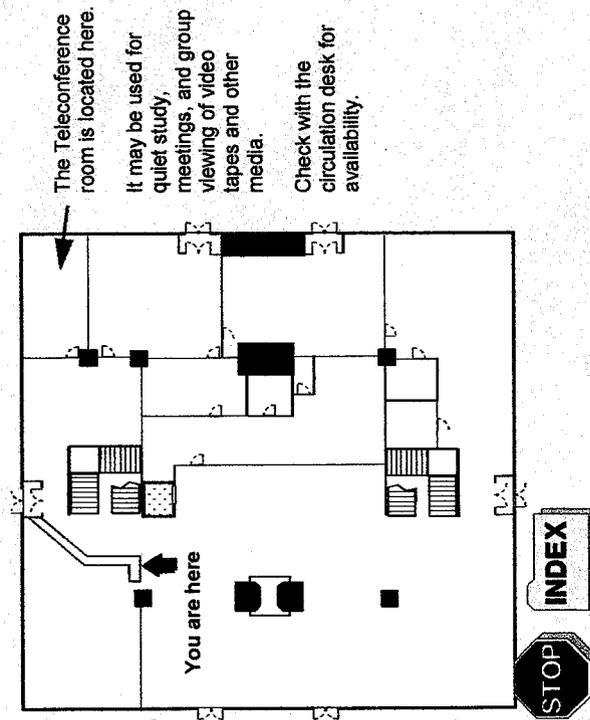
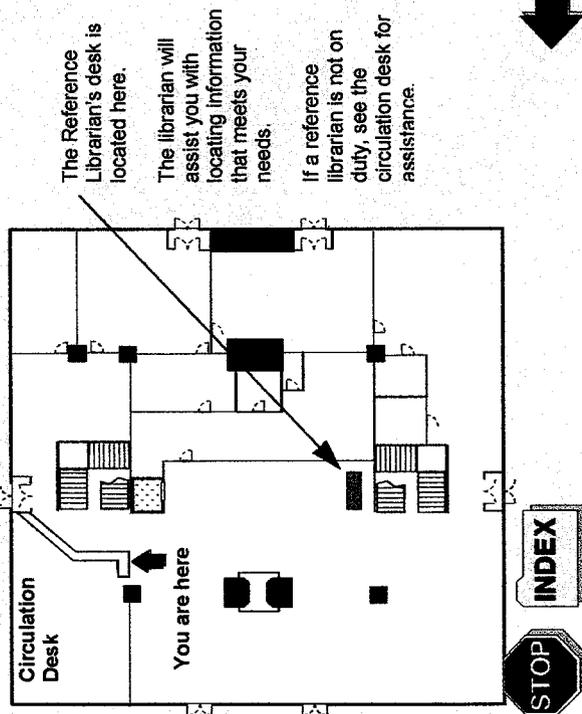
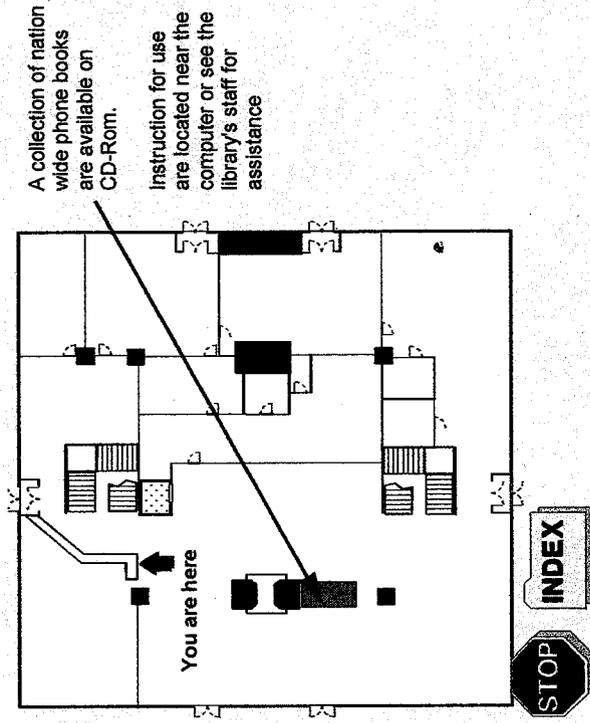
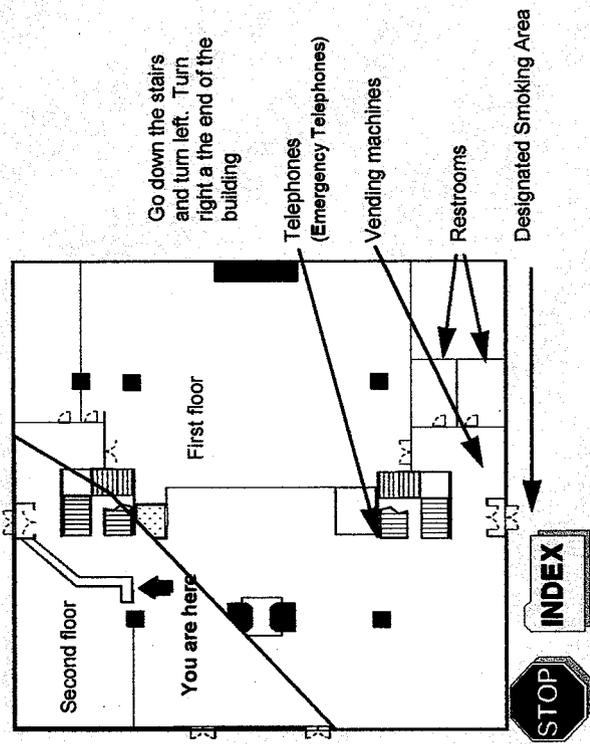
Reference books are located here. They are arranged by Library of Congress Classification. Specific titles, authors, or subjects can be located on the On-line Catalog. Reference books must be used in the library. The Reference Librarian is available for assistance. Pathfinders will assist you identify sources of information on specific topics.

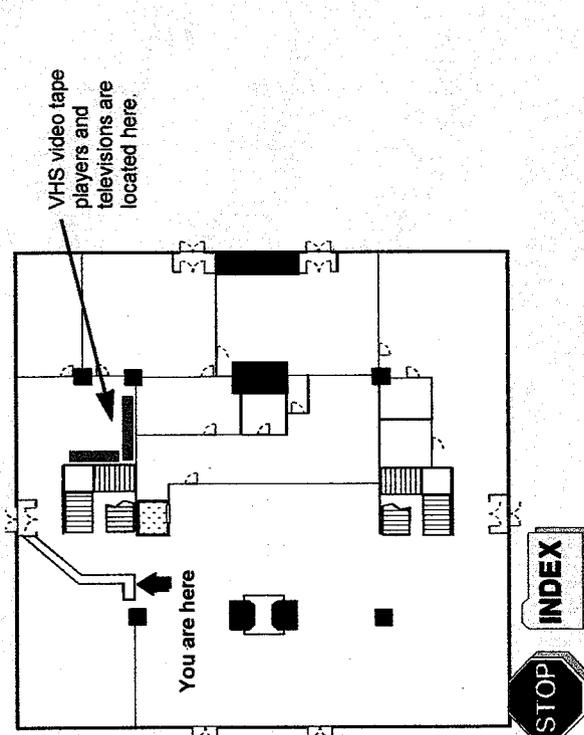
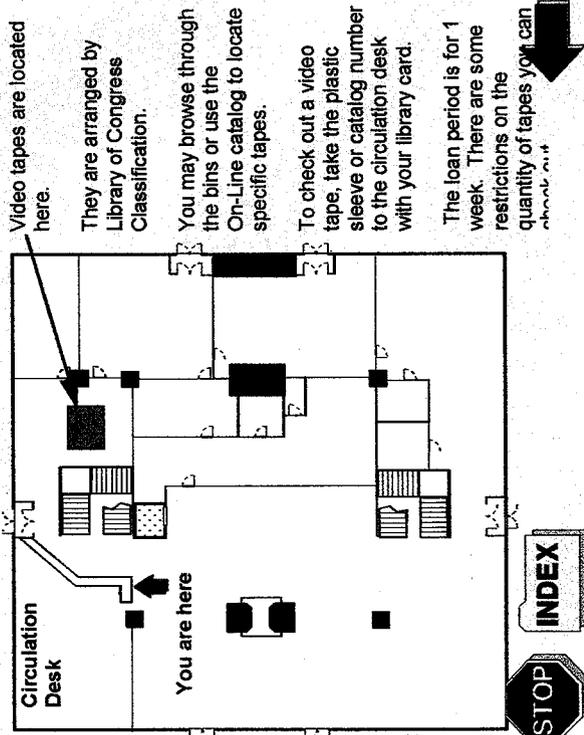
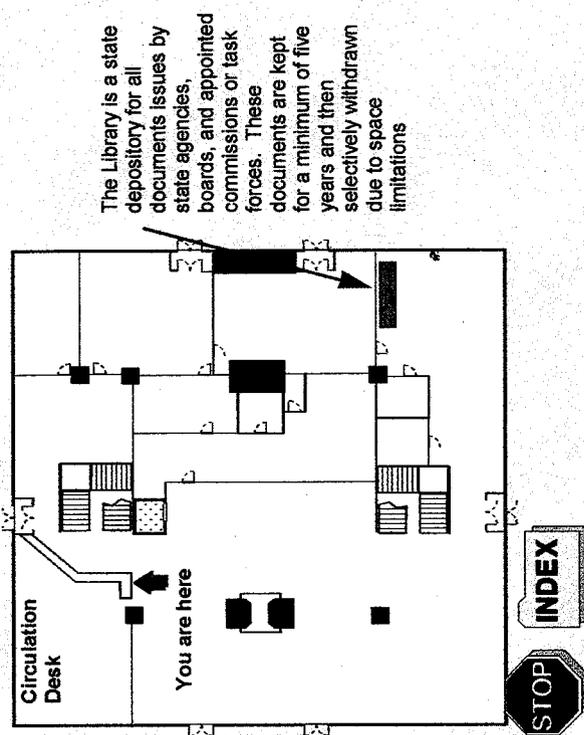
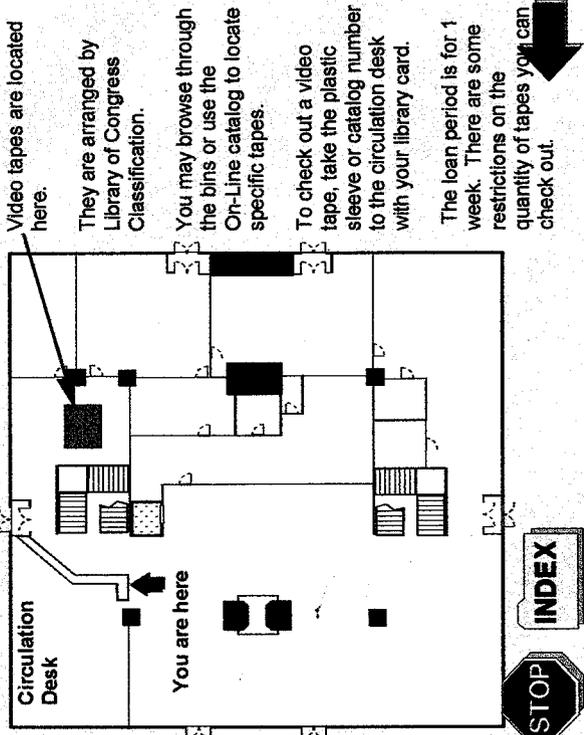


The Reference Librarian's desk is located here. The librarian will assist you with locating information that meets your needs. If a reference librarian is not on duty, see the circulation desk for assistance.



Reference books are located here. They are arranged by Library of Congress Classification. Specific titles, authors, or subjects can be located on the On-line Catalog. Reference books must be used in the library. The Reference Librarian is available for assistance. Pathfinders will assist you identify sources of information on specific topics.



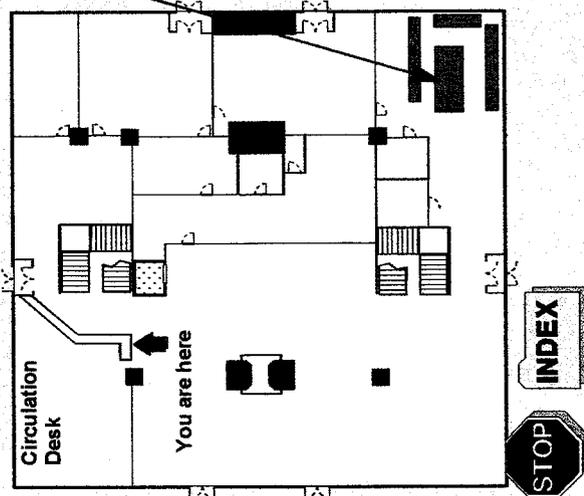


A computer lab is located here. Word processing and other programs taught on this campus are available. The computers also access the library's On-Line Resources

You must check out a computer works station at the Circulation Desk with your Library Card.

They are available for 2 hours blocks and can be reserved in advance

When you use a library computer you are agreeing to follow the usage guidelines.



The Library of Congress (LC) classifications separate knowledge into 21 classes using all the letters of the alphabet except I, O, W, X, & Y. Each class is designated by a capital letter of the alphabet. Division and subdivisions within each subclass are identified by integral numbers in ordinary sequence.

- A = General Works
- B = Philosophy
- C = History - Auxiliary Science of
- D = History - General & Old World
- E = History - America - US
- F = History - Local US & Americas - Non US
- G = Geography, Anthropology, Recreation
- H = Social Sciences
- J = Political Science
- K = Law
- L = Education
- M = Music
- N = Fine Art
- P = Language & Literature
- Q = Science
- R = Medicine
- S = Agriculture
- T = Technology
- U = Military Science
- V = Naval Science
- Z = Bibliography & Library Science



A - GENERAL WORKS

Here are classed works too general or comprehensive to be classed with any particular subject, however broad

- AC 1-199 Collections. Series. Collected works
- 1-195 Collections of monographs, essays, etc.
- 801-895 For collections published under the auspices of learned bodies (institutions or societies), see AS
- 901-995 Inaugural and program dissertations
- 999 Pamphlet collections
- Scrapbooks
- AE 1-90 Encyclopedias (General)
- AG 1-600 Dictionaries and other general reference books
- 1-90 Dictionaries. Minor encyclopedias including popular and juvenile encyclopedias
- 103-190 General works, pocketbooks, receipts, etc.
- 195-196 Questions and answers
- 240-243 Wonders. Curiosities
- 260 Pictorial works
- 305-313 Notes and queries
- 500-551 Clipping bureaus. Information bureaus
- AI 1-21 Indexes (General)
- 21 Indexes to individual newspapers



- AM 1-501 Museums (General). Collectors and collecting (General)
- 10-101 Museography. Individual museums
- 111-160 Museology. Museum methods, technique, etc.
- 200-501 Collectors and collecting. Private collections
- AN Newspapers
- For history and description of individual newspapers, see PN4891+
- AP 1-271 Periodicals (General)
- 101-115 Humorous periodicals
- 200-203 Juvenile periodicals
- AS 1-911 Academies and learned societies (General)
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- 2001 Directories
- Here are classed general works on theory, methods of compilations, etc



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- Including teleology, space and time, structure of matter, plurality of worlds



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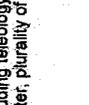
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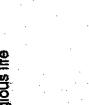


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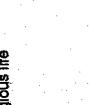
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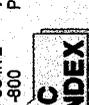


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KFP	2400-2999	Oregon	KGE	0-9980	Honduras
KFR	0-599	Pennsylvania	KGF	0-9800	Mexico
KFS	1800-2399	Rhode Island	KGH	0-8000	Nicaragua
	3000-3599	South Carolina		9000-9499	Panama
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	1200-1799	Tennessee			West Indies, Caribbean area
KFU	0-599	Texas	KGJ	0-999	General
KFV	0-599	Utah	KGK	7000-7499	Anguilla
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KFW	0-599	Virginia	KGL	1000-1499	Aruba
	1200-1799	Washington		0-499	Bahamas
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KFX	0-999	Wisconsin		2000-2499	Bonaire
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	0-999	Individual cities, A-Z		1000-4499	British Virgin Islands
	1800-2399	Northwest Territory		5000-5999	British West Indies
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KG	0-999	Latin America (General)	KGN	0-499	Cayman Islands
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KGP	0-499	Curacao	KH	0-999	South America (General)
KGQ	0-9800	Dominica	KHA	0-9800	Argentina
KGR	0-499	Dominican Republic	KHC	0-8200	Bolivia
	1000-1499	Dutch Leeward Islands (General)	KHD	0-9800	Brazil
	2000-2499	Dutch West Indies (Netherlands Antilles)	KHF	0-9800	Chile
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	4000-4499	French West Indies (General)	KHK	0-9990	Ecuador
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KGS	0-9000	Guadeloupe	KHM	0-9000	French Guiana
KGT	0-499	Haiti	KHN	0-9000	Guyana
	1000-1499	Jamaica	KHP	0-9700	Paraguay
KGU	2000-2499	Martinique	KHQ	0-9800	Peru
KGV	0-499	Montserrat	KHS	0-9000	Surinam
KGW	0-8200	Navassa Islands	KHU	0-9800	Uruguay
	0-499	Puerto Rico	KHW	0-9900	Venezuela
	2000-2499	Saba			
	3000-3499	Saint Christopher (Saint Kitts), Nevis, and Anguilla			
	5000-5499	Saint Lucia	KJ	2-1040	Europe
	7000-7499	Saint Vincent and the Grenadines	KJA	160-1040	History of Law
	8000-8499	Saint Eustatius	KJC	2-3660	Germanic law
KGX	0-499	Saint Maarten	KJE		Roman law
KGY	0-499	Trinidad and Tobago	KJG	0-4999	Regional comparative and uniform law
KGZ	0-499	Turks and Caicos Islands	KJH	0-499	Albania
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 KKT Spain
 KKW Switzerland
 KKY Turkey
 KZZ Vatican City
 KZZ Yugoslavia

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 Cyprus
 Czechoslovakia
 Denmark
 Finland
 France
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 Individual cities
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 Germany and West Germany
 East Germany

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Individual states, provinces, and cities
 Greece
 Hungary
 Iceland
 Italy
 Liechtenstein
 Luxembourg
 Malta
 Monaco
 Netherlands

0-4999
 0-499
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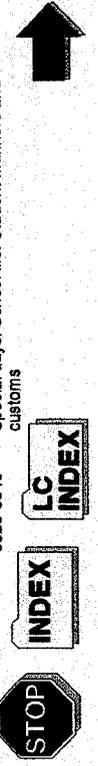
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 LG
 LH
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Education (General)
 History of education
 Theory and practice of education
 Systems of individual educators and writers
 Teaching (Principles and practices)
 Including programmed instruction, remedial
 teaching, nongraded schools, audiovisual educa-
 tion, methods of study, reading (General)
 Educational psychology
 Child study
 Psychological development
 Preschool education
 Kindergarten
 Primary education
 Elementary or public school education
 Secondary education, High schools
 Education and training of teachers
 Higher education
 School administration and organization
 School architecture and equipment
 School hygiene
 Special days, School life, Student manners and
 customs

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L - Education
 L
 LA
 LB



M - Music

Textbooks
Here are classed textbooks covering several subjects.
For textbooks on particular subjects, see
those subjects in Classes B-Z

LT 6-501

- 1-5000 Music
- 5-1490 Instrumental music
- 6-175.5 Solo instruments
- 177-990 Two or more solo instruments
- Including chamber music not orchestral
- Orchestral music
- Vocal music
- 1495-5000 Secular vocal music
- 1497-1998 Dramatic music
- 1500-1527.8 Choral music, part songs, etc.
- 1530-1610 Songs for one voice
- 1611-1626 Songs (Part and solo)
- 1627-1998 National music
- 1627-1853 Including primitive, folk, traditional, patriotic, political, and typical music, with or without accompaniment, and with or without words
- 1999-2199 Sacred vocal music
- 2000-2017 Oratorios, masses, services, etc.
- 2018-2101.5 Cantatas, anthems, part songs
- 2102-2114.8 Songs for one voice
- 2115-2146 Hymn, psalm, and choral books
- 2147-2188 Liturgy and ritual
- 2195-2199 Temperance, revival, rescue, and gospel songs
- 5000 Unidentified compositions



ML

- 1-3930 Literature of music
- 48-54.8 Librettos (Texts for music)
- 110-158 Bibliography
- 155-158 Sound recordings
- 159-3799 History and criticism
- Including biographies of individual composers
- Instruments and instrumental music
- 459-1380 Chamber and orchestral music. Band (Military music). Electronic music
- 1100-1380 Vocal music
- 1400-3275 Choral music (Sacred and secular)
- 1500-1554 Secular vocal music
- 1600-2881 Including dramatic music, cantatas, songs (Part and solo)
- 2800-3275 Sacred vocal music
- 3400-3465 Including church music, oratorios, cantatas
- 3469-3541 Dance music
- 3544-3776 Popular music
- 3800-3923 National music
- Including physiology, psychology, color and music, aesthetics, ethics, therapeutics
- 3928-3930 Juvenile literature



MT

- 1-960 Musical instruction and study
- 40-67 Composition
- Including rhythm, scales, melody, harmony, modulation, counterpoint
- 68 Improvisation
- 70-86 Orchestra and orchestration, conducting, etc.
- 90-146 Analytical guides, etc. (Hermeneutics)
- Here are classed works on how to listen to and how to understand special musical compositions.
- For historical, biographical, critical, or aesthetic works, see ML410 under the composer
- 170-810 Instrumental techniques
- 820-849 Singing and voice culture
- 955-960 Production of operas. Music in theaters

e

N - Fine Arts

- N 1-9165 Visual arts (General)
For photography, see TR
- N 400-4042 Art museums, galleries, etc.
Arranged by country, subarrangement by city
- N 4390-5098 Exhibitions
- N 5198-5298 Private collections and collectors
- N 5300-7418 History of art
- N 7429-7-7433 Technique, composition, style, etc.
- N 7475-7483 Art criticism
- N 7575-7624.5 Portraits
- N 7790-8199 Religious art
- N 8554-8685 Examination and conservation of works of art
- N 8600-8675 Economics of art
- N 8700-9165 Art and the state. Public art
- NA 1-9428 Architecture
- NA 190-1614 History. Historical monuments
- NA 2695-2793 Architectural design and drawing
- NA 2835-4050 Architectural details, motives, decoration, etc.
- NA 4100-8480 Special classes of buildings
- NA 9000-9428 Aesthetics of cities. City planning and beautification



- NB 1-1952 Sculpture
- NC 1-1940 Drawing. Design. Illustration
Commercial art. Advertising art
1300-1766 Caricature. Pictorial humor and satire
1800-1850 Posters
- ND 25-3416 Painting
1290-1460 Special subjects
including human figure, landscapes, animals,
still life, flowers
1700-2495 Watercolor painting
2550-2888 Mural painting
2890-3416 Illuminating of manuscripts and books
- NE 1-3002 Print media
1-978 Printmaking and engraving
1000-1352 Wood engraving. Woodcuts. Xylography.
Block printing
1400-1879 Metal engraving. Copper, steel, etc.
including color prints
1940-2232.5 Etching and aquatint
2236-2238.7 Scriography
2250-2570 Litnography
2800-2890 Printing of engravings

NK

- NK 1-9955 Decorative arts. Applied arts. Decoration and ornament
Including antiques in general
- NK 1135-1149.5 Arts and crafts movement
- NK 1700-3505 Interior decoration. House decoration
- NK 3600-9955 Other arts and art industries
- NK 3700-4695 Ceramics. Pottery. Porcelain
- NK 4700-4890 Costume and its accessories
- NK 4997-6060 Enamel. Glass. Glyptic arts
Including gems, jade, ivory, bone
- NK 6400-8459 Metalwork
Including armor, jewelry, plate, brasses, pewter
- NK 8800-9505.5 Textile arts and art needlework
- NK 9600-9955 Woodwork
Including carvings, fretwork, inlaying
- NX 1-820 Arts in general
Including works dealing with two or more of the fine
arts media, i.e. literature, performing arts, and
the visual arts. For works on any one of these
subjects, see the subject, i.e. GV, M, N, P, TR
- NX 654-694 Religious arts
- NX 700-750 Patronage of the arts
- NX 798-820 Special arts centers



P - Language and Literature

- P 1-1091 Philology and linguistics (General)
- P 37-37.5 Relation to psychology (General).
Psycholinguistics
- P 40-40.5 Relation to sociology. Sociolinguistics
- P 87-86 Communication. Mass media
- P 101-410 Language (General)
- P 101-120 Philosophy, origin, etc. of language
- P 121-149 Science of language. Linguistics
- P 201-299 Comparative grammar
including origin of the alphabet, phonetics, mor-
phology, parts of speech, syntax
- P 301-301.5 Style. Composition. Rhetoric
- P 306-310 Translating and interpreting
- P 311 Prosody. Metrics. Rhythms
- P 327-385.5 Lexicography
- P 375-381 Linguistic geography
- P 501-769 Indo-European philology
- P 901-1091 Extinct (Ancient or Medieval) Asian and European
languages
- PA 1-8595 Classical languages and literature
- PA 227-1179 Greek philology and language
- PA 2001-2915 Latin philology and language



PA (cont)	Greek literature 3051-4500 4505	Ancient (Classic) to ca. 600 A.D. Medieval and modern authors writing in classical Greek Byzantine and modern Latin literature Ancient Roman Medieval and modern	1001-1350	Germanic languages Old Germanic dialects Including Gothic, Vandal, Burgundian, Langobardian Scandinavian, North Germanic Old Norse, Old Icelandic and Norwegian Icelandic Norwegian Danish Swedish English
PB	1-431	Modern European languages General works Celtic languages and literatures Irish Gaelic, Scottish Gaelic Manx Pict Bythonic group Including Welsh, Cornish, Breton, Gallic	1501-5929 2201-2392 2401-2489 2571-2999 3001-3929 5001-5929 1-3729	West Germanic Dutch Flemish Frisian language and literature German
PC	1-5498	Romance languages Romanian language and literature Italian French, Provençal Catalan language and literature Spanish Portuguese	1-7925 615-716 801-1199 1201-1696 1801-1962 2001-3987	Slavic, Baltic, Albanian languages and literature Slavic Church Slavic Bulgarian, Macedonian Serbo-Croatian Slovenian Russian, White Russian, Ukrainian



PJ (cont)	5201-5329 5403-5909 6001-8517 8991-9293	Aramaic Syriac Arabic Ethiopian	5201-5329 5403-5909 6001-8517 8991-9293	Indo-Iranian Including Vedic, Sanskrit, Pali, Assamese, Bengali, Hindi, Urdu, Hindustani, Sinhalese, Persian Armenian Caucasian, Georgian
PK	1-6996		1-6996	
PL	1-8844	1-8844	1-8844	Languages and literatures of Eastern Asia, Africa, Oceania Ural-Altaic languages Japanese language and literature Korean language and literature Chinese language and literature Oceanic languages and literatures African languages and literatures
PM	1-95 101-7358 8001-9021	1-95 101-7358 8001-9021	1-95 101-7358 8001-9021	Hyperborean, Indian and Artificial languages Hyperborean languages of America American Indian languages Artificial languages



PG (cont)	4001-5546 5631-7446 8001-9146 8501-8772 8801-9146 9501-9665	Czech, Slovak Polish, Sorbian Baltic Lithuanian Latvian Albanian	4001-5546 5631-7446 8001-9146 8501-8772 8801-9146 9501-9665	
PH	1-5490 101-1109 101-405 601-671 701-735 801-836 1201-3445 5001-5490	Firno-Ugrian, Basque languages and literatures Finnish Finnish (Proper) Estonian Lapp Mari Ugrian, Hungarian, Basque	1-5490 101-1109 101-405 601-671 701-735 801-836 1201-3445 5001-5490	
PJ	1-995 1001-2199 2353-2367 2369-2399 2401-2594 3001-9293 3101-4083 4501-5192	Oriental languages and literatures General works Egyptian, Coptic Libyan group Berber Cushitic Semitic Assyrian, Sumerian Hebrew	1-995 1001-2199 2353-2367 2369-2399 2401-2594 3001-9293 3101-4083 4501-5192	



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PN Literary history and collections (General)
 Criticism
 Authorship
 Literary history
 Including folk literature, fables, prose romances
 Poetry
 The performing arts. Show business
 Drama
 Dramatic composition
 Special types of drama
 Including tragedy, comedy, vaudeville, puppet plays, pantomimes, ballet, radio and television broadcasts, motion pictures
 Dramatic representation. The theater
 Including management, the stage and accessories, amateur theatricals, tableaux and pageants
 Prose. Prose fiction
 Oratory. Elocution, recitations, etc.
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 Probabilities
 Mathematical statistics
 Numerical analysis
 Analysis
 Including analytical methods connected with physical problems
 Geometry
 Topology
 Analytic mechanics
 For non-theoretical mechanics, see QC120+

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 For non-theoretical mechanics, see QC120+

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QB Astronomy
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PZ Juvenile belles lettres
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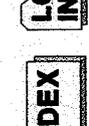
PZ Juvenile belles lettres
 Works classed here are in English and in foreign languages
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<p>QB (cont)</p> <p>349-421 460-466 468-480 485-991</p> <p>QC</p> <p>1-999 81-114 120-168.86 170-197</p> <p>220-246 251-338.5 350-467</p> <p>474-496.9 501-766 770-798</p> <p>801-809 811-849 851-999</p>	<p>Theoretical astronomy and celestial mechanics Including perturbations, tides Astrophysics Non-optical methods of astronomy Descriptive astronomy Including stellar spectroscopy, cosmogony</p> <p>Physics Weights and measures Descriptive and experimental mechanics Atomic physics. Constitution and properties of matter Including quantum theory, solid-state physics Acoustics. Sound Heat Optics. Light Including spectroscopy Radiation physics (General) Electricity and magnetism Nuclear and particle physics. Atomic energy. Radio-activity Geophysics. Cosmic physics Geomagnetism Meteorology. Climatology</p>	<p>1-999 23.3-26.5 71-142 146-197 241-441 450-731</p> <p>901-999</p> <p>1-996.5 351-399.2 20-499 500-625 640-699 701-996.5</p> <p>1-278.5 75-77 201-278.5</p>	<p>Chemistry Alchemy Analytical chemistry Inorganic chemistry Organic chemistry Physical and theoretical chemistry Including quantum chemistry, stereochemistry, chemical reactions, surface chemistry, thermo-chemistry, solution chemistry, electrochemistry, radiochemistry, radiation chemistry, photochemistry Crystallography</p> <p>Geology Mineralogy Petrology Dynamic and structural geology Stratigraphic geology Paleontology Including paleozoology and paleobotany</p> <p>Natural history (General). Biology (General) Natural history (General) Nature conservation. Landscape protection Microscopy</p>
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<p>QC (cont)</p> <p>349-421 460-466 468-480 485-991</p> <p>QD</p> <p>1-999 23.3-26.5 71-142 146-197 241-441 450-731</p> <p>QE</p> <p>901-999</p> <p>1-996.5 351-399.2 20-499 500-625 640-699 701-996.5</p> <p>QH</p> <p>1-278.5 75-77 201-278.5</p>	<p>Theoretical astronomy and celestial mechanics Including perturbations, tides Astrophysics Non-optical methods of astronomy Descriptive astronomy Including stellar spectroscopy, cosmogony</p> <p>Physics Weights and measures Descriptive and experimental mechanics Atomic physics. Constitution and properties of matter Including quantum theory, solid-state physics Acoustics. Sound Heat Optics. Light Including spectroscopy Radiation physics (General) Electricity and magnetism Nuclear and particle physics. Atomic energy. Radio-activity Geophysics. Cosmic physics Geomagnetism Meteorology. Climatology</p>	<p>1-999 23.3-26.5 71-142 146-197 241-441 450-731</p> <p>901-999</p> <p>1-996.5 351-399.2 20-499 500-625 640-699 701-996.5</p> <p>1-278.5 75-77 201-278.5</p>	<p>Chemistry Alchemy Analytical chemistry Inorganic chemistry Organic chemistry Physical and theoretical chemistry Including quantum chemistry, stereochemistry, chemical reactions, surface chemistry, thermo-chemistry, solution chemistry, electrochemistry, radiochemistry, radiation chemistry, photochemistry Crystallography</p> <p>Geology Mineralogy Petrology Dynamic and structural geology Stratigraphic geology Paleontology Including paleozoology and paleobotany</p> <p>Natural history (General). Biology (General) Natural history (General) Nature conservation. Landscape protection Microscopy</p>
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<p>QD (cont)</p> <p>1-999 23.3-26.5 71-142 146-197 241-441 450-731</p> <p>QE</p> <p>901-999</p> <p>1-996.5 351-399.2 20-499 500-625 640-699 701-996.5</p> <p>QH</p> <p>1-278.5 75-77 201-278.5</p>	<p>Theoretical astronomy and celestial mechanics Including perturbations, tides Astrophysics Non-optical methods of astronomy Descriptive astronomy Including stellar spectroscopy, cosmogony</p> <p>Physics Weights and measures Descriptive and experimental mechanics Atomic physics. Constitution and properties of matter Including quantum theory, solid-state physics Acoustics. Sound Heat Optics. Light Including spectroscopy Radiation physics (General) Electricity and magnetism Nuclear and particle physics. Atomic energy. Radio-activity Geophysics. Cosmic physics Geomagnetism Meteorology. Climatology</p>	<p>1-999 23.3-26.5 71-142 146-197 241-441 450-731</p> <p>901-999</p> <p>1-996.5 351-399.2 20-499 500-625 640-699 701-996.5</p> <p>1-278.5 75-77 201-278.5</p>	<p>Chemistry Alchemy Analytical chemistry Inorganic chemistry Organic chemistry Physical and theoretical chemistry Including quantum chemistry, stereochemistry, chemical reactions, surface chemistry, thermo-chemistry, solution chemistry, electrochemistry, radiochemistry, radiation chemistry, photochemistry Crystallography</p> <p>Geology Mineralogy Petrology Dynamic and structural geology Stratigraphic geology Paleontology Including paleozoology and paleobotany</p> <p>Natural history (General). Biology (General) Natural history (General) Nature conservation. Landscape protection Microscopy</p>
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<p>QD (cont)</p> <p>1-999 23.3-26.5 71-142 146-197 241-441 450-731</p> <p>QE</p> <p>901-999</p> <p>1-996.5 351-399.2 20-499 500-625 640-699 701-996.5</p> <p>QH</p> <p>1-278.5 75-77 201-278.5</p>	<p>Theoretical astronomy and celestial mechanics Including perturbations, tides Astrophysics Non-optical methods of astronomy Descriptive astronomy Including stellar spectroscopy, cosmogony</p> <p>Physics Weights and measures Descriptive and experimental mechanics Atomic physics. Constitution and properties of matter Including quantum theory, solid-state physics Acoustics. Sound Heat Optics. Light Including spectroscopy Radiation physics (General) Electricity and magnetism Nuclear and particle physics. Atomic energy. Radio-activity Geophysics. Cosmic physics Geomagnetism Meteorology. Climatology</p>	<p>1-999 23.3-26.5 71-142 146-197 241-441 450-731</p> <p>901-999</p> <p>1-996.5 351-399.2 20-499 500-625 640-699 701-996.5</p> <p>1-278.5 75-77 201-278.5</p>	<p>Chemistry Alchemy Analytical chemistry Inorganic chemistry Organic chemistry Physical and theoretical chemistry Including quantum chemistry, stereochemistry, chemical reactions, surface chemistry, thermo-chemistry, solution chemistry, electrochemistry, radiochemistry, radiation chemistry, photochemistry Crystallography</p> <p>Geology Mineralogy Petrology Dynamic and structural geology Stratigraphic geology Paleontology Including paleozoology and paleobotany</p> <p>Natural history (General). Biology (General) Natural history (General) Nature conservation. Landscape protection Microscopy</p>
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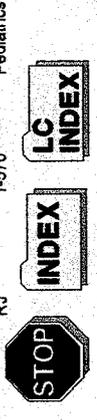


R - Medicine

R	5-920 131-684 735-847 895-920	Medicine (General) History of medicine Medical education Medical physics. Medical radiology. Nuclear medicine	RC	31-1245	Internal medicine. Practice of medicine including diagnosis, individual diseases and special types of diseases, diseases of systems organs First aid in illness and injury Neurology and psychiatry Geriatrics Arctic and tropical medicine Industrial medicine Military medicine Transportation medicine Including automotive, aviation and space medicine Sports medicine
RA	1-1270 1-418.5 421-790.85 791-954 960-999 001-1171 1190-1270	Public aspects of medicine Including medical statistics, medical economics, provisions for medical care, medical sociology Public health. Hygiene. Preventive medicine Including environmental health, disposal of the dead, transmission of disease, epidemics, quarantine, personal hygiene Medical geography. Medical climatology and meteorology Medical centers. Hospitals. Clinics Forensic medicine Toxicology	RD	1-811 92-97.8 701-811	Surgery Wounds and injuries Orthopedics
RB	1-214	Pathology	RE	1-994	Ophthalmology
			RF	1-547	Otorhinolaryngology
			RG	1-991	Gynecology and obstetrics
			RJ	1-570	Pediatrics

S - Agriculture

RK	1-715	Dentistry	SB	950-954	Land conservation
RL	1-803	Dermatology	SB	1-1110 107-109 110-112	Plant culture Economic botany Methods for special areas Including dry-land and tropical agriculture, irrigation farming Seeds Nurseries. Nursery industry Propagation
RM	1-931 214-256 270-282 283-296 300-666 695-890 845-862	Therapeutics. Pharmacology Diet therapy. Diet and dietetics in disease Serum therapy. Immunotherapy Endocrinotherapy Drugs and their action Physical medicine. Physical therapy Medical radiology	S	1-954 560-572 563-589.6 590-599.9 604.8-621.5 622-627 631-667 671-760.5 900-954	Agriculture (General) Farm economics. Farm management Agricultural chemistry and physics Soils Reclamation and irrigation of farm land Including organic farming Soil conservation Fertilizers and soil improvement Farm machinery and engineering Conservation of natural resources For wildlife conservation, see QL; for marine resources conservation, see SH; for mineral resources conservation, see TN
RS	1-441	Pharmacy and materia medica			
RT	1-120	Nursing			
RV	1-431	Botanic, Thomsonian, and eclectic medicine			
RX	1-681	Homeopathy			
RZ	201-999 201-275 301-397.5 400-408	Other systems of medicine Chiropractic Osteopathy Mental healing			



<p>SB (cont)</p> <p>183-317 317.5-450.87 320-353.5 354-402 403-450.87 449-450.87 450.9-487 459-476.4 481-485 599-990.5</p>	<p>Field crops Horticulture Vegetables Fruit culture and orchard care Flowers, Ornamental plants Flower arrangement and decoration Gardens and gardening Landscape gardening Parks and public reservations Diseases and pests Including treatment and control</p>	<p>105-109 114-121 191-275 221-275 277-350.3 371-379 380-388 391-397.83 402-405 405.5-407 411-459 460-513</p>	<p>SF (cont)</p>	<p>Breeds and breeding Including artificial insemination, stock farms Exhibitions, judging, Stock shows Cattle Dairying, Dairy products Horses Including horsemanship, racing Sheep, Wool Goats Swine Fur-bearing animals Laboratory animals Pets Birds Including cage birds, pigeons, poultry, game birds Insects Including bees, silkworm, cochineal Veterinary medicine</p>
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<p>SD</p> <p>1-688 391-409.5 411-428 430-557 561-668</p>	<p>Forestry Sylviculture Conservation and protection Including forest reserves Exploitation and utilization Including timber trees, logging, transportation, valuation Forest policy and administration</p>	<p>1-681 401-691</p>	<p>SH</p>	<p>Aquaculture, Fisheries, Angling Including shellfish, lobsters, crabs, sealing, whaling Angling</p>
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<p>SF</p> <p>1-1100 91-92 95-99</p>	<p>Animal culture Housing and environmental control, Equipment and supplies Feeds and feeding, Animal nutrition</p>	<p>1-579 351-579</p>	<p>SK</p>	<p>Hunting Wildlife management, Game protection</p>
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<p>T - Technology</p> <p>T</p> <p>1-995 54-55.3 55.4-50.8</p>	<p>Technology (General) Industrial safety Industrial engineering Including operations research, systems analysis, management information systems, production efficiency, human engineering in industry, work measurement, methods engineering Patents, Trademarks Mechanical drawing, Engineering graphics Exhibitions, World's fairs</p>	<p>715-787 800-920 1001-1280 1501-1820</p>	<p>TA (cont)</p>	<p>Earthwork, Foundations Tunneling, Tunnels Transportation engineering (General) Applied optics, Lasers Including applied holography, optical data processing Plasma engineering, Applied plasma dynamics</p>
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<p>TA</p> <p>1-2040 166-167 168 177.4-185 349-359 401-492</p>	<p>Engineering (General), Civil engineering Human engineering Systems engineering Engineering economy Mechanics of engineering, Applied mechanics Materials of engineering and construction Including strength of materials, testing and properties of materials Surveying Structural engineering (General) Engineering geology, Rock mechanics, Soil mechanics</p>	<p>1-949 159-167 169-171.5 172-196 201-500</p>	<p>TD</p>	<p>Environmental technology, Sanitary engineering Municipal engineering Environmental protection Environmental pollution Water supply for domestic and industrial purposes Including water quality and pollution, treatment, saline water conversion, distribution systems Sewage collection and disposal systems, Sewerage Municipal refuse, Solid wastes Street cleaning, Litter and its removal Special types of pollution Including soil, air, noise pollution</p>
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<p>TC</p> <p>201-2040 1-1666</p>	<p>Hydraulic engineering Including harbors and coast protective works, water supply engineering, dams, canals, irrigation projects, drainage, ocean engineering</p>	<p>511-780 785-812.5 813-870 878-894</p>	<p>TC</p>	<p>Hydraulic engineering, Applied plasma dynamics</p>
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TH (cont)	6014-7975 9025-9745	Environmental engineering Including plumbing, heating, ventilation, lighting Protection of buildings Including protection from dampness, fire prevention and extinction, protection from burglary
TI	1-1570 212-225 268-740 1125-1345 1480-1486	Mechanical engineering and machinery Control engineering Steam engineering Including boilers, engines, locomotives Machine shops and machine shop practice Including machine and hand tools Agricultural machinery
TK	1-9971 1001-1841 2000-2891 3001-3521 4125-4399 5101-5720 7800-9360 7885-7895	Electrical engineering, Electronics, Nuclear engineering Production of electric energy, Power plants Dynamoelectric machinery Including generators, motors, transformers Distribution or transmission of electric power. The Electric power circuit Electric lighting Telecommunication Electronics Computer engineering

TD (cont)	895-899 920-931	Industrial sanitation, Industrial wastes Rural and farm sanitary engineering
TE	1-450	Highway engineering, Roads and pavements
TF	1-1620	Railroad engineering and operation, Including street railways and subways
TG	1-470	Bridge engineering
TH	1-9745 845-895 1000-1727 2031-3000 4021-4977 5011-5701	Building construction Architectural engineering, Structural engineering of buildings Systems of building construction Including fireproof, wood, masonry, concrete and steel construction Details Including foundations, walls, chimneys, roofs, floors Buildings: Construction with reference to use including public buildings, factories, dwellings, farm buildings Construction by phase of work (Building trades) Including masonry, carpentry, metalworking

TP (cont)	934-944 1080-1185	Paints, pigments, varnishes, etc. Polymers, plastics and their manufacture
TR	1-1050	Photography
TS	1-2301 155-194	Manufactures Production management Including quality control, production control, inventory control, product engineering, process engineering, plant engineering Packaging Metal manufactures, Metalworking Including forging, casting, stamping, instrument making, firearms, clocks, metal finishing, jewelry Wood technology Including lumber, furniture, chemical processing of wood Leather industries, Tanning Paper manufactures, Wood pulp industry Textile industries Rubber industry 1870-1935 1950-1982 2120-2159 2220-2283

TK (cont)	9001-9401 9800-9871	Nuclear engineering, Atomic power Electricity for amateurs
TL	1-4050 1-390 500-778 780-785.8 787-4050	Motor vehicles, Aeronautics, Astronautics Motor vehicles Aeronautics Rockets Astronautics
TN	1-997	Mining engineering, Metallurgy Including the mineral industries
TP	1-1185 165-156 200-248 315-360	Chemical technology Chemical engineering Manufacture and use of chemicals Fuel
TP	388-456 480-498 500-660 690-692.4 751-762 785-888 890-933	Food processing and manufacture Low temperature engineering, Refrigeration Fermentation industries, Beverages, Alcohol Petroleum refining and products Gas industry Clay industries, Ceramics, Glass, Cement industries Textile dyeing and printing

TT	1-999 161-170.7 180-200 205-267 300-385 387-410 490-695 697-826 950-979 980-999	Handicrafts. Arts and crafts Manual training. Industrial arts. School shops Woodworking. Furniture making. Upholstering Metalworking Painting. Industrial painting Soft home furnishings Clothing manufacture. Dressmaking. Tailoring Needlework. Decorative crafts Hairdressing. Barbers' work Laundry work			
					
					
TX	1-1107.4 301-339 341-641 643-840 901-953 955-985 1100-1107.4	Home economics The house Including arrangement, care, pests, finance, servants Nutrition. Foods and food supply Cookery Hotels, clubs, restaurants, etc. Food service Building operation and maintenance Mobile home living			
					
					

U - Military Science					
U	1-900 750-773 800-887	Military science (General) Military life, manners and customs History of arms and armor			
UA	10-997	Armies. Organization, description, facilities, etc. including the military situation, policy, defenses of individual countries			
UB	1-900	Military administration			
UC	10-780	Maintenance and transportation			
UD	1-495	Infantry			
UE	1-500	Cavalry. Armored and mechanized cavalry			
UF	1-910	Artillery			

UG	1-1530 1-620 622-1530 1500-1530	Military engineering. Air forces. Air warfare Military engineering Including fortification, chemical warfare, signaling Air forces. Air warfare Military astronautics. Space warfare			
					
					
UH		Other services Including medical and sanitary service, public relations, social welfare services, recreation			
					
					

V - Naval Science					
V	1-995 720-743 750-995 990-995	For naval history, see D-F Naval science (General) Naval life, manners and customs War vessels. Construction, armament, etc. Fleet ballistic missile systems			
VA	10-750	Navies. Organization, description, facilities, etc. including the naval situation and policy of individual countries			
VB	15-955	Naval administration			
VC	10-580	Naval maintenance			
VD	7-430	Naval seamen			
VE	7-500	Marines			
VF	1-580	Naval ordnance			

Z - Bibliography. Library Science

Z - Bibliography. Library Science

VG

20-2029 Minor services of navies including communities, bands, air service, medical service, public relations, social work, recreation

VK

1-1661 Navigation. Merchant marine
588-597 Marine hydrography. Hydrographic surveying
600-794 Tide and current tables
798-997 Sailing directions. Pilot guides
1000-1249 Lighthouse service
1250-1299 Shipwrecks and fires
1300-1491 Saving of life and property
1500-1661 Pilots and pilotage

VM

1-989 Naval architecture. Shipbuilding. Marine engineering
975-989 Diving

Z 4-8 Books in general
40-115.5 History of books and bookmaking
41-42.5 Writing
43-45 Autographs. Signatures
48 Calligraphy. Penmanship
48 Copying processes
48-51.5 Typewriting
52-52.5 Word processing
53-102 Shorthand
102.5-104 Cryptography
105-115.5 Paleography
116-265 Book industries and trade
266-276 Printing
278-549 Bookbinding
551-656 Bookselling and publishing
657-659 Copyright
662-1000.5 Freedom of the press. Censorship
679-680 Libraries and library science
687-718.8 Architecture and planning of the library
The collections. The books including acquisition, cataloging, classification, shelving, information storage and retrieval systems, reference work, circulation



Z (cont)

719-871 Libraries including histories, reports, statistics of individual libraries
881-980 Library catalogs and bulletins
987-997.2 Private libraries. Book collecting
998-1000.5 Booksellers' catalogs. Book prices
1001-8999 Bibliography
1041-1107 Anonyms and pseudonyms
1201-4980 National bibliography
5051-7999 Subject bibliography
8001-8999 Personal bibliography



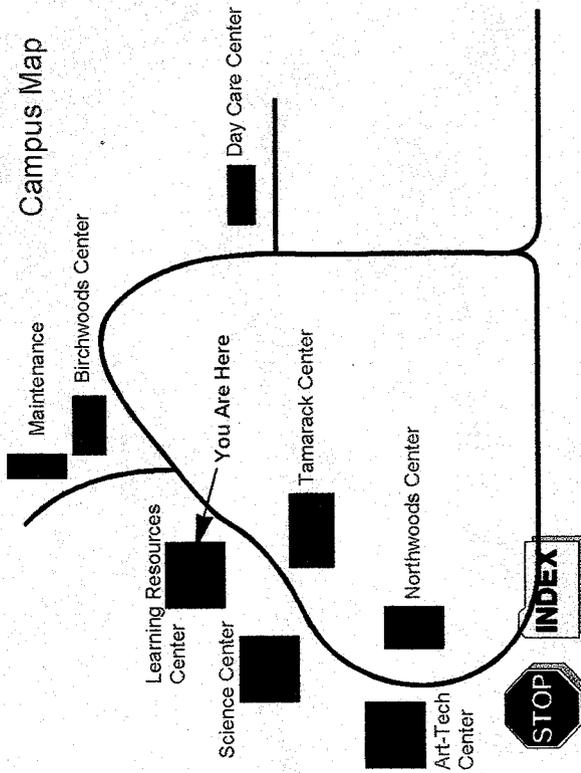
Appendix E: Policy & Miscellaneous Kiosk Pages

When using a library computers you agree to the following guidelines

1. To use the electronic information resources at the Nicolet College Library in a responsible manner, consistent with the educational and informational purpose for which they are provided
2. To not use the internet for any unauthorized, unethical, commercial or illegal purposes
3. To not attempt to modify or gain access to files, passwords, or data belonging to others
4. To not seek unauthorized access to any computer system or damage or alter software components of any network or database
5. To not make any changes to setup or configuration of the software or hardware
6. To use e-mail, participate in chat groups, or use the net for "recreational purposes" only on those internet computers reserved for those activities.



Campus Map



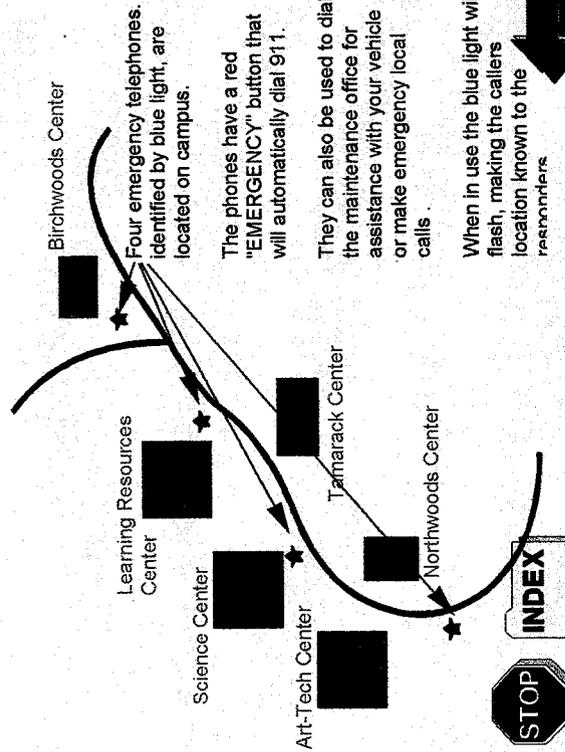
FINES

Reserve Items	\$1.00/day	Periodicals	\$.25/day
Interlibrary loans	\$2.50/day	Pamphlets	\$.10/day
Telecourses	\$1.00/day	Music CD's	\$.25/day
Books	\$.25/day	Miscellaneous Media	\$.25/day
Videotapes	\$.25/day		

There are no grace periods on fines.

Fines will be charged only for days the college is open. Items, except interlibrary loans and materials with holds, may be renewed by phone at 365-4479. Renewal should be on or before the date due to avoid fines. Remember there is a drop box in front of the library. Items returned after closing will be considered returned on the next day.

Fines will not exceed 1/2 the replacement value of the item. Students who do not return materials or pay fines will not be allowed to register for classes and will not receive financial aid monies, grades, transcripts, and/or diplomas.



Four emergency telephones, identified by blue light, are located on campus.

The phones have a red "EMERGENCY" button that will automatically dial 911.

They can also be used to dial the maintenance office for assistance with your vehicle or make emergency local calls.

When in use the blue light will flash, making the callers location known to the responders

The library encourages gifts and donations of useful materials or the money to purchase them. However, all gifts or materials are accepted with the understanding that they are added to the collection only after they have met the same selection criteria as materials which are to be purchased. The library will not accept gifts with conditions as to their disposition or location except by the express permission of the Library Director. The library retains the right to dispose of any material regardless of how it was acquired and will use the same procedure for discarding withdrawn materials. The library cannot legally appraise gifts for tax or inheritance purposes.

Although the library reserves the right to make exceptions whenever circumstances dictate, there are certain materials which are unsuitable as gifts.

1. Most textbooks except in those areas where the title represents the main body of knowledge or best available source of information.
2. Most complimentary desk copies or publishers samples.
3. Older editions of titles already owned by the Library.
4. Consumable materials including workbooks, laboratory manuals, and standardized tests.
5. Outdated titles.
6. Marked up or dilapidated materials.
7. Broken or defective runs of periodicals, unless the acquisition would complete an existing run.



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If you have any questions please contact the Library Director at 365-4489



97 98 99 00 01 02 03
 Nicolet College
 Richard J. Brown Library
 Box 518, Lake Julia Campus
 Rhinelander, WI 54501
 (715) 365-4478 or 1-800-544-3039

- CARD MUST BE PRESENTED TO BORROW ALL LIBRARY MATERIAL
 - PLEASE REPORT LOSS OF CARD, ADDRESS, OR NAME CHANGE PROMPTLY
 - A FEE WILL BE CHARGED TO REPLACE LOST CARD
 ACCEPT RESPONSIBILITY FOR ALL FINES AND FEES
 LOST OR UNPAID MATERIALS BORROWED ON THIS CARD
 SIGNATURE _____



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During Fall and Spring Semesters

Monday - Thursday 8:00 a.m. - 8:00 p.m.
 Friday & Saturday 8:00 a.m. - 4:00 p.m.
 Closed Sundays and Holidays

During Summer Session

Monday - Thursday 8:00 a.m. - 6:00 p.m.
 Friday 8:00 a.m. - 4:00 p.m.
 Closed Weekends and Holidays

During Breaks

Monday - Friday 8:00 a.m. - 4:00 p.m.

Special hours as posted.



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A library card is needed to check out library materials. They are available to all Nicolet College students, staff, faculty, and district residents.

Application forms are available at the Circulation Desk. You need to show a valid driver's license or other form of identification and a social security card. The first card is free, a replacement card is \$5.00.

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 Telecourse
 Government documents
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 Pamphlets
 Video tapes
 General AV equipment

4 weeks
 2 weeks
 discretion of lending library
 discretion of instructor
 16 weeks
 1 week
 1 week
 1 week
 1 week
 1 week
 as requested



INDEX



- Audio Tapes - limited to 5
- Books - limited to 25
- Periodicals - limited to 10
- Pamphlets - limited to 10
- Music CD - limited to 3
- Video Tapes - limited to 5 tapes total
(a maximum of 3 popular titles)



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Nicolet Area Technical College Mission
In service to the people of Northern Wisconsin, we deliver superior community college education that transforms lives and enriches communities.

Richard J. Brown Library Mission Statement
In support of the Nicolet College Mission, the Richard J. Brown Library provides a gateway for its users to access local and world-wide information resources, and ensures that any user can easily search the resources and obtain materials and /or information in a timely, economical fashion.

- Biographical Information
- Business Resources
- Career Information, Job Hunting, and Resume Writing
- Early Childhood Education
- Educational Resources
- English Composition
- Fine Arts, Theatre, Photography, Film and Television
- Food Preparation
- Geography
- Hospitality Management
- Law Enforcement and Legal Information
- Native American Studies
- Nursing and Medical Information
- Scholarships, Loans, Grants, and \$ for Business
- Science Information
- Statistical Resources
- U. S. History
- Wisconsin
- Women's History/Women's
- World, Federal, State, and Local Government



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You may renew materials in person or by calling 715 365-4479. Please have your library card handy when you call.
Interlibrary loans and materials requested by another patron cannot be renewed.

- Renewal Limits
- Video tapes - twice
- Best sellers - once
- Music CD's - twice
- Books - 12 times