

JOURNALISM  
LIBRARY

Post-Intelligencer

THE JERUSALEM  
**POST**

CHICAGO DAILY NEWS

THE NATIONAL OBSERVER

Shreveport Journal

THE WALL STREET JOURNAL

EXCELSIOR

The Oregonian

THE TIMES

The Washington Post

The Dallas Morning News

ПРАВДА

The Miami Herald

Neue Zürcher Zeitung

CORRIERE DELLA SERA

The Atlanta Journal

The Evening Bulletin

University of Missouri  
Columbia, Mo.  
November 1975

## JOURNALISM LIBRARY

The Frank Lee Martin Memorial Library is housed in 117 Walter Williams Hall. More than half of the 35,000 journalism related volumes on the UMC campus are in this Library, with the remainder being shelved in Ellis Library. The Library currently receives about 200 periodicals, 70 U. S. newspapers, and 60 foreign newspapers.

### HOURS\*

#### Regular Semester

Mon.-Fri., 8 a.m. - 10 p.m.  
Saturday, 9 a.m.-12 noon and 1 p.m.- 5 p.m.  
Sunday, 2 p.m.- 5 p.m. and 7 p.m.-10 p.m.

#### Intersession

Mon.-Fri., 8 a.m. - 5 p.m.  
Sat. - Sun., CLOSED

#### Summer Session

Mon. - Fri., 8 a.m. - 10 p.m.  
Saturday, 9 a.m. - 12 noon and 1 p.m. - 5 p.m.  
Sunday, 2 p.m. - 5 p.m. and 7 p.m. - 10 p.m.

\*Subject to change, if student help is unavailable.

### LOAN PERIODS

Books: Undergraduates, 4 weeks. Graduates, faculty and staff, 4 months. May be called in after 2 weeks if needed by another borrower, or any time for reserve.

Journals, Periodicals, Magazines (Bound & Unbound): Overnight to everyone. May go out any time during the day, and must be returned by one hour after the Library opens the next day. Current periodicals do not circulate.

Newspapers: Three days to everyone. Last 3 issues received do not circulate.

Reserve Books: Most reserve books are 2-hour loan. They may be checked out for Overnight use 2 hours before the Library closes, and must be returned by 1 hour after the Library opens the next day.

Literature 403: 1 week to 403 students.

## CARD CATALOG

All books owned by the Journalism Library are listed in its card catalog. (They are also listed in the union card catalog in Ellis Library, the designation above the call number being JOUR.) The upper half of the Journalism catalog (yellow labels) has books listed by author and title, while the lower half (white labels) has the books listed according to subject matter.

Books received in the Library since 1960 are in the Library of Congress classification. For these, the top line of the call number (upper left-hand portion of the card) is composed of letters, with numbers on the second line:

PN	T	HF
1992	81	518
.C65	.K969	.R77

Books received by the Library prior to 1960 are in the Dewey classification, and the top line is composed of numbers:

029.6	629.05	785
W75	S16	M33

## STACK AREA

The stack area in the basement level is divided into three sections:

1. Bound journals (periodicals, magazines) shelved alphabetically by title.
2. Books in the Library of Congress classification, shelved by call number.
3. Books in the Dewey classification, shelved by call number.

Some journals (periodicals, magazines) received by the Journalism Library are housed in Ellis Library when bound, due to space limitations. Inquire at the desk for those titles you cannot locate.

## INTERLIBRARY LOAN

Graduate students and faculty may request material not available at UMC from another library through Interlibrary Loan. See the attendant at the desk about this service.

## NEWSPAPERS

Newspapers are received daily and shelved in the pigeonholes on the south side of the work area. Every Thursday all but the last two issues are taken to the shelves at the foot of the stairway just outside the Library. You may help yourself to any of these discards. About every two weeks, newspapers in the basement are sent to recycling. Not all newspapers received are discarded, some going to FOI, Language-Literature Library, designated professors, etc. Attendant at desk can tell you which are available for you to take.

## COPY MACHINE & MICROFILM READER

A microfilm reader and copy machine are located in the basement of the Journalism Library. The copy machine costs 5 cents per page, and it makes change for quarters and dimes.

## MATERIAL KEPT BEHIND THE DESK

The following periodicals are kept behind the desk, because of heavy demand:

- Broadcasting
- Columbia Journalism Review
- Editor & Publisher
- ~~Esquire (latest issue)~~
- ~~Journalism Quarterly~~
- ~~The Quill~~
- TV Guide

Some reference materials are kept behind the desk:

- Broadcasting Yearbook
- Editor & Publisher Yearbook
- National ZIP Code Directory
- Working Press of the Nation
- World Almanac

## MISCELLANEOUS

1. NEW BOOKS are put on the New Book Shelf, just to the right of the card catalog, for about two weeks. They may be checked out at any time.
2. Latest issues of most MAGAZINES are shelved on the south wall of the reading room. Current issues are on the carousal.
3. Magazines which have been cataloged will have cards in the card catalog, but many of those received have not been cataloged. The latter are listed only in the Kardex file kept behind the desk. Ask the attendant for information about those you cannot locate.
4. All Xeroxed reserve material is kept behind the desk in manila folders. This material is signed out in notebooks at the desk.
5. Standard Rate & Data material is at the beginning of the reference section, just to the right of the card catalog.
6. Only a few telephone books are available in the Journalism Library. The Undergraduate Library in Ellis Library has a fairly complete file.
7. The Librarian is on duty to give assistance with reference and research, or with any problems which may arise. Please feel free to ask for help whenever needed.
8. Eating, drinking and smoking are not permitted in the Library at any time.
- 9.1 The Library telephone is a business phone, and usage is limited.
10. There is a typewriter in the basement for student use. Those behind the desk are for the use of the Library staff only.

Librarian: Mrs. Margaret N. Martin  
Telephone - - - - - 882-7502