



The Libraries  
Massachusetts Institute of Technology  
Cambridge, Massachusetts, 02139

Office of the Director  
Room 14S-216

8-13-70

Dear Mr. Sundara,

In the name of the Library staff I am happy to welcome you to the M. I. T. Libraries. Enclosed is your Library Privilege Card with a number to be used when you sign for each book you wish to borrow. Incidentally, members of your immediate family may also use the Libraries. They have only to ask for a card at any circulation desk.

Also enclosed is a copy of "The Libraries" with brief descriptions of our facilities, hours, and regulations. It should assist you in finding materials of interest to you in the Library system.

May I draw your attention to the fact that at M. I. T., unlike most universities, the same rules on loan periods, renewals and fines apply to all, faculty, staff, students and employees.

Finally, in the name of the Library staff I welcome you to the M. I. T. Libraries. We shall be happy to help you.

Sincerely yours,

William N. Locke  
Director of Libraries

WNL/jeb

Enclosures

## ENGINEERING LIBRARY GUIDE

The Engineering Library, located on the 4th - 8th floors of Building 10 has collections in Civil, Electrical and Mechanical Engineering, Naval Architecture and Marine Engineering and Materials Science and Engineering. There are close to 160,000 volumes in the library including 62,000 books; 7,000 MIT theses; and 41,000 technical reports. The library subscribes to approximately 1,100 journal titles.

Below, a general directory of the library is provided followed on the next pages by a more detailed list of what is located on each floor. Finally, there is a plan of each floor provided for your convenience.

This guide is intended to serve as a brief introduction to the library. We encourage you to ask members of the staff for further information. We are anxious to hear your comments and suggestions about our operation. A suggestion book is located next to the card catalog for this purpose.

<u>Item</u>	<u>Floor</u>
Books*	7
Copy Machines	5,6
Films	4
Information Transfer Collection	4
Intrex Consoles	5
Journals*	6
Library Offices	4
Manufacturer's Catalogs	5
Microform Service Area	5
Model Library Office	5
New Books	5
Project Intrex	4
Reference Collection	5
Reports	7
Reserve Books	4
Rest Rooms	4,6,7
Society Papers	7
Telephones	5
Theses	8

\*Ask at Catalog Information Desk for books with Dewey numbers and for journals dated 1949 or earlier.

## 4th FLOOR

### INFORMATION TRANSFER COLLECTION

The Information Transfer Collection is a specialized collection of books, journals, and technical reports on information science and information systems, emphasizing specific applications for libraries. This material does not circulate but duplicate copies of books in the collection are located in the 7th floor stacks.

### RESERVES

Shelved here by call number are copies of texts and reserve books for all courses and seminars in CE, EE, ME, and Naval Architecture. Also included are course notes and miscellaneous assigned reading (shelved by course number). Recommended reading titles are shelved in the stacks. One copy of all reserve material is purchased for classes having 10 students or less. For classes having between 11 and 24 students a circulating copy is also purchased for the stacks. A second reserve copy is purchased for courses having 25 or more students.

For your convenience, a notebook listing reserves for each course is shelved at the beginning of the collection. Call numbers are provided.

### FILM ROOM

Here are stored films used for course assignments. Viewers are also available in this location.

Please feel free to ask any staff member on the fourth floor for assistance in using these collections.

## 5th FLOOR

### CIRCULATION

Books, technical reports, theses and society papers circulate for two weeks and can be renewed. Journals (bound and unbound) and reserve books circulate overnight from 4 p.m. until 10:00 a.m. Second copies of journals marked "Copy 2" circulate for one week. Reference books, course notes and Information Transfer books do not circulate.

### CARD CATALOGS

The Card Catalogs contain records for all materials in the library. Remember that there are separate author-title and subject catalogs. Also there are separate catalogs

## 5th FLOOR

### CARD CATALOGS cont.

for the Library of Congress Collection (materials purchased or reclassified since 1 January 1963) and Dewey Decimal Collection (materials purchased before 1 January 1963).

### CATALOG INFORMATION DESK

The staff member at this desk will assist you in interpreting records and answering general questions about the use of the library.

### REFERENCE DESK

The staff members at this desk will assist you with more complex literature problems: using the Reference Collection, conducting literature searches dealing with incorrect or incomplete citations and locating material not in the Engineering Library.

### INTREX CONSOLE

This console provides access to a computer catalog of over 10,000 documents in areas of materials science and engineering - an experiment of Project Intrex. It is available daily for use in conducting literature searches. A schedule is posted in the orientation room.

### MICROFORM SERVICE AREA

Here are stored all materials in the collection on microfiche or microfilm. Copies of most MIT theses in Civil Engineering, Electrical Engineering, Mechanical Engineering and Naval Architecture from 1947-67 are available as well as technical reports and some journals published in microfiche form. Filming of theses from 1967-70 is now in progress. Records in the Card Catalog indicate specific holdings in microform. Viewers and copying machines are also available to provide you with fiche or hard copies (fiche is free; hard copy is 10¢ a page.).

### CURRENT JOURNALS

The latest issue of all English language journals in the collection are shelved on racks in the reading room. Latest issues of foreign language journals and earlier holdings (1950 to date) are shelved on the 6th floor.

### COPY MACHINE

Library materials may be copied here for 5¢ a page. Another copier is located on the 6th floor.

5th FLOOR cont.

## REFERENCE COLLECTION

Here are located data books (handbooks, tables, dictionaries, etc.) and works which provide access to the literature in the collection (indexing and abstracting services and bibliographies). The latter are shelved 1950 to date on the fifth floor. Earlier volumes are on 6.

6th FLOOR

## JOURNALS

Journals, 1950 to date are shelved alphabetically by main entry. In most cases this means the title or issuing organization if it appears in the title. (Optical Society of America. Journal.) The journal shelf list section of the card catalog is the shelving authority for journals. Older journals are in storage and can be obtained within two hours. Make your request at the Catalog Information Desk.

## TELEPHONES

Both MIT extensions and internal (dorm line) phones are available for your convenience. Posted at the phones is a list of telephone extensions you may call if you require further information.

7th FLOOR

## LIBRARY OF CONGRESS COLLECTION

Library of Congress Books are shelved here. This collection includes all books (monographs and serials) purchased or reclassified since 1 January 1963. Serials 1950 to date only are shelved here. Earlier volumes are in storage, and are available within two hours. Make your request at the Catalog Information Desk.

## TECHNICAL REPORTS

Reports are shelved by library accession number (or technical report number for NASA reports). The technical report catalog provides access to this collection by technical

7th FLOOR

## TECHNICAL REPORTS cont.

report number, author, or originating agency (if no author is given). MIT technical reports are fully cataloged and shelved in the Library of Congress Collection.

## SOCIETY PAPERS

Some major engineering societies publish technical information in the form of individual papers (ASME, SAE, IEEE). They are arranged by Paper number except the current year which is arranged by author. The Society Papers Catalog lists all papers in the collection. They are fully indexed in Engineering Index (ZTA145 .E57 Reference).

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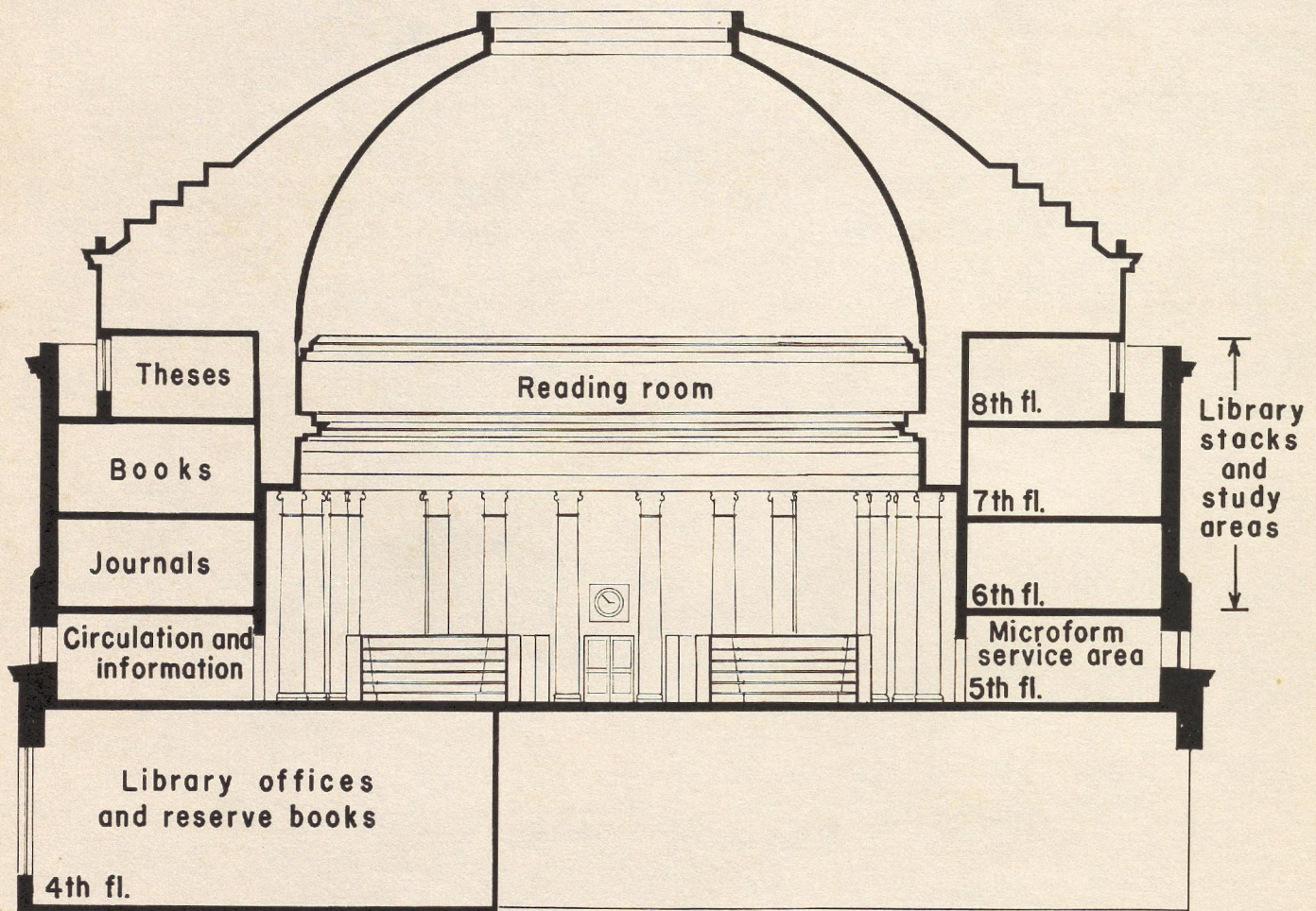
8th FLOOR

## MIT THESES

Here, shelved by department, year, and author are copies of MIT theses in the collection. MIT theses are fully cataloged. Since 1969 MIT students have been required to provide us with a copy of their thesis (in addition to the Archives copy). Before that date many duplicates in hard copy are available. Most theses from 1947-67 are also available in microfiche form in the Microform Service Area on the fifth floor.

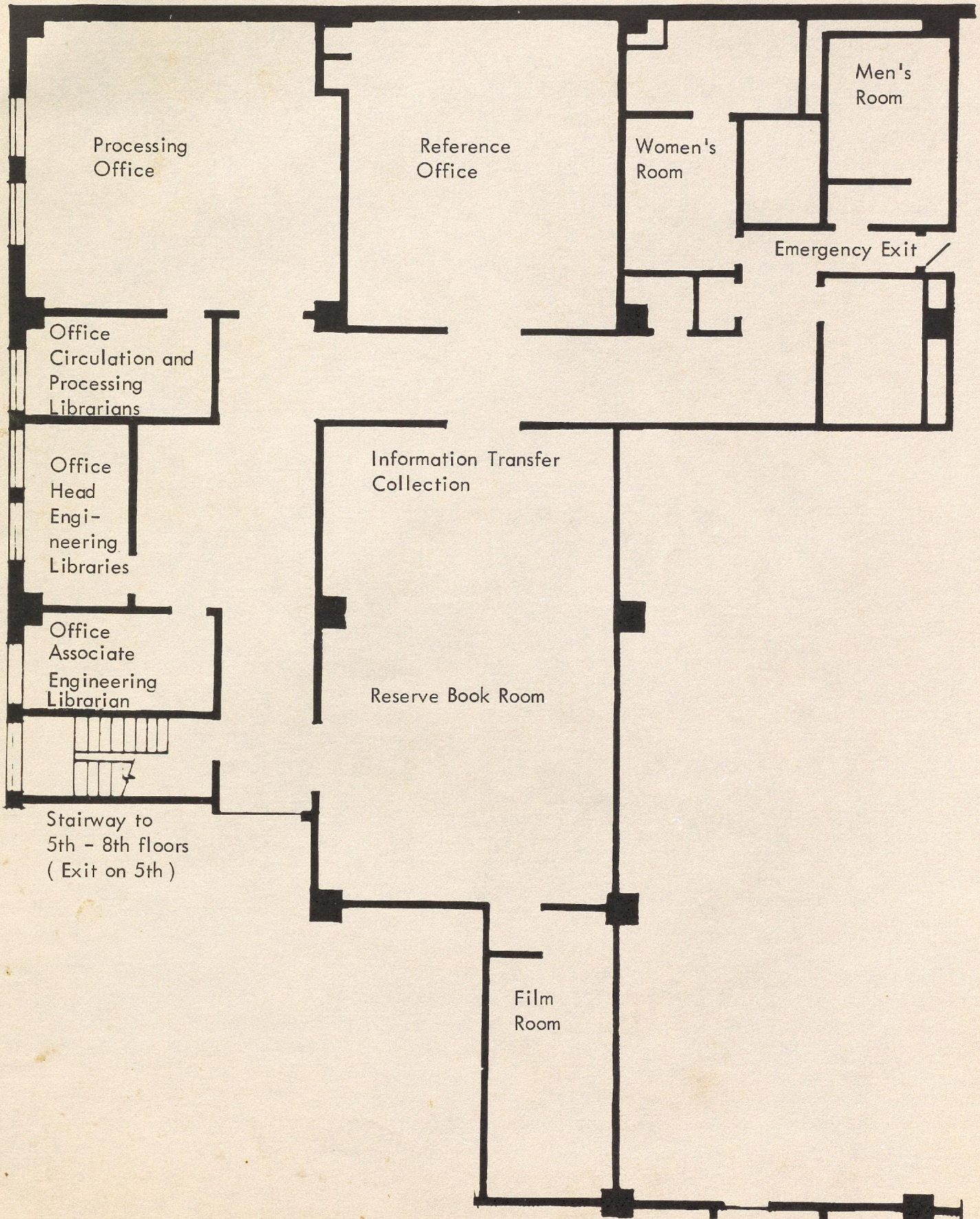
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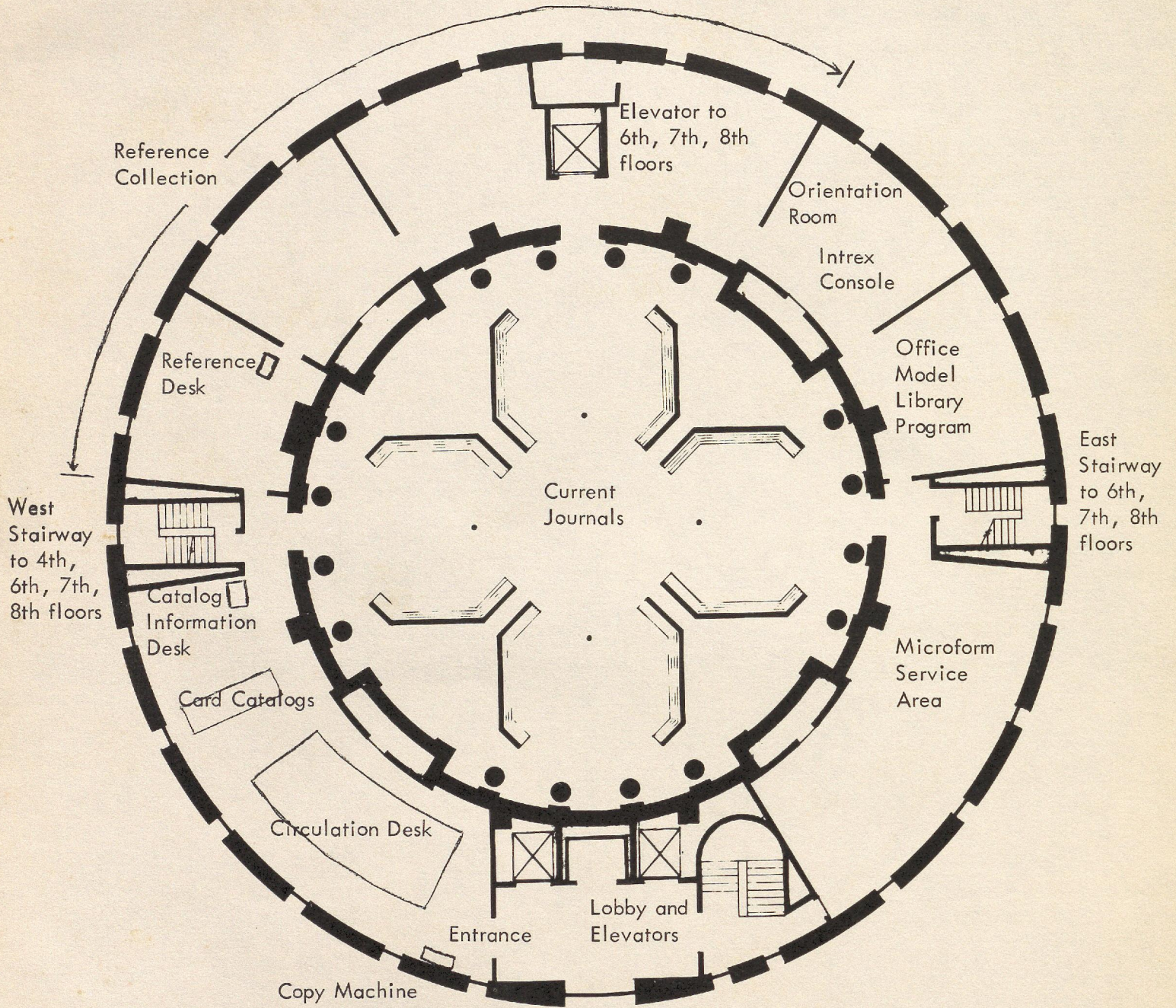


SECTION, LOOKING NORTH

ENGINEERING LIBRARY  
FOURTH FLOOR PLAN

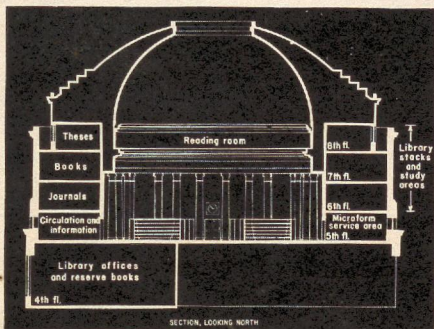
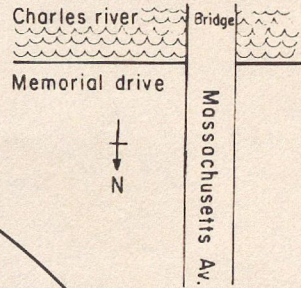
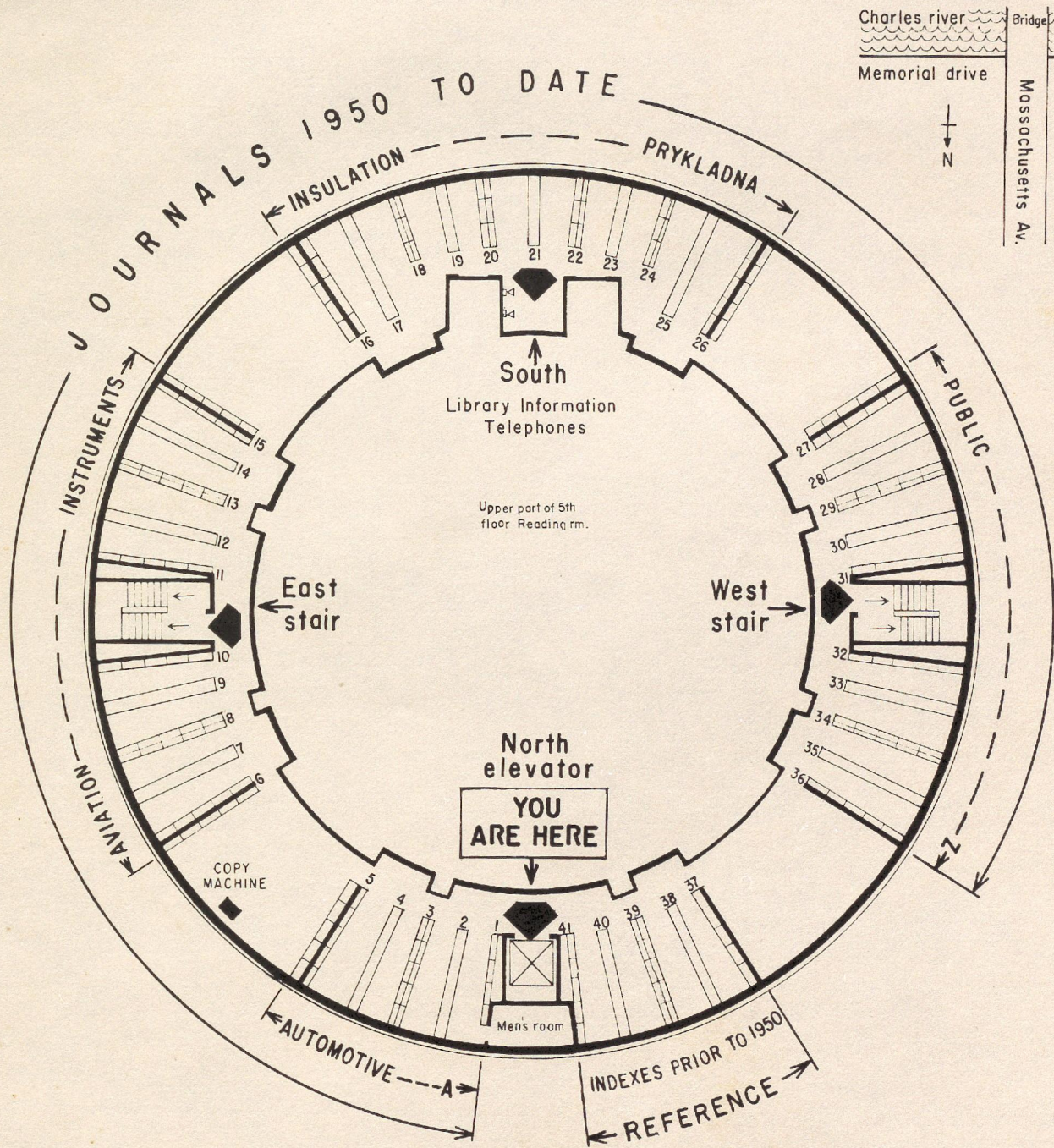


ENGINEERING LIBRARY  
FIFTH FLOOR PLAN



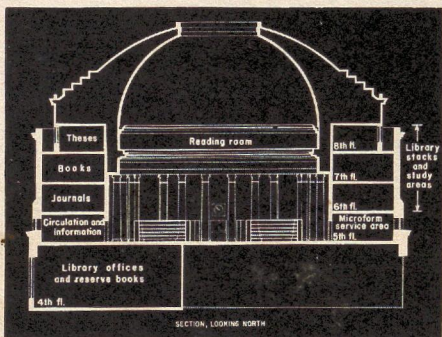
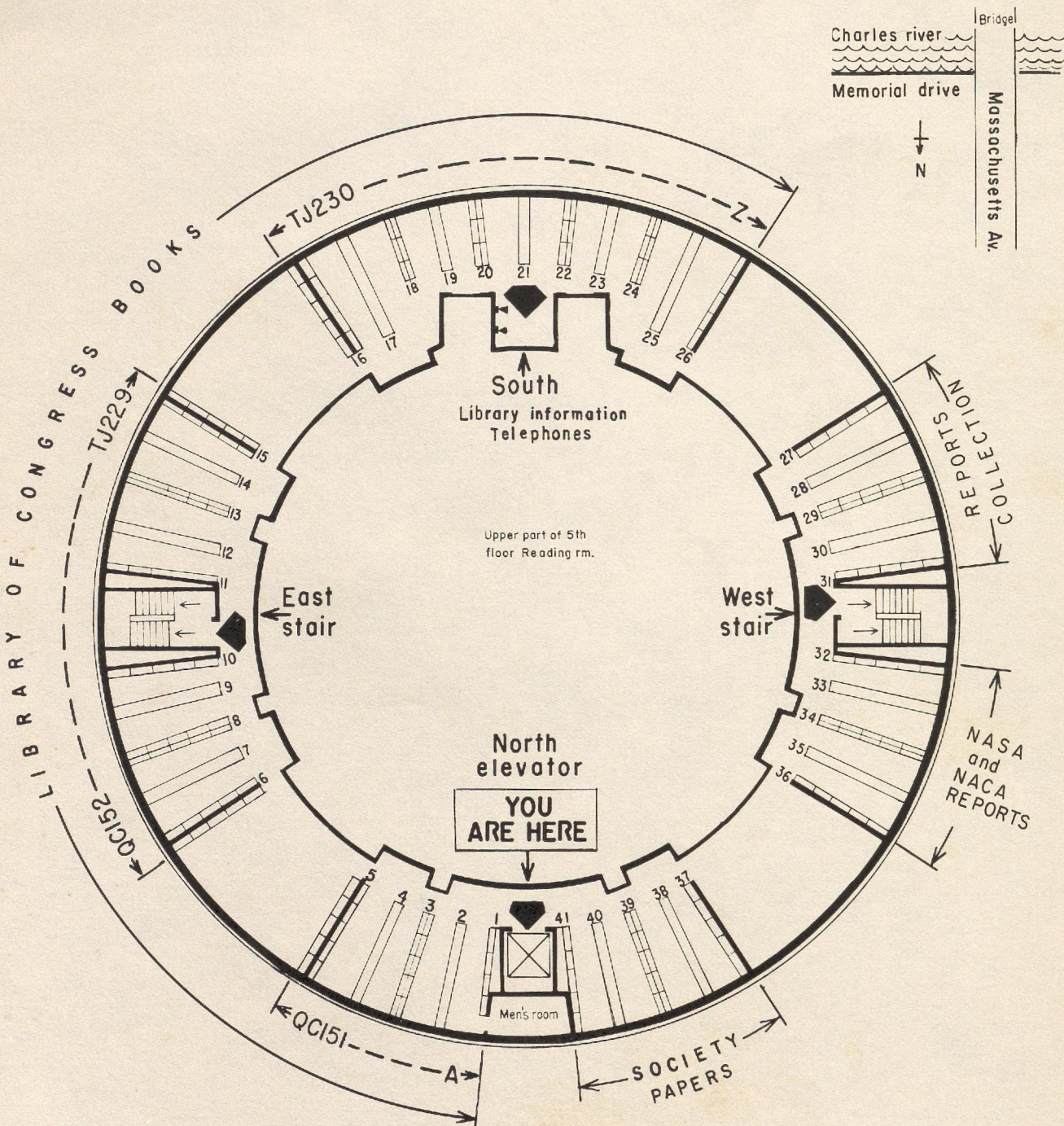
# SIXTH FLOOR PLAN

## NORTH



# SEVENTH FLOOR PLAN

## NORTH



# EIGHTH FLOOR PLAN

## NORTH

