

The New Robert E. Kennedy Library

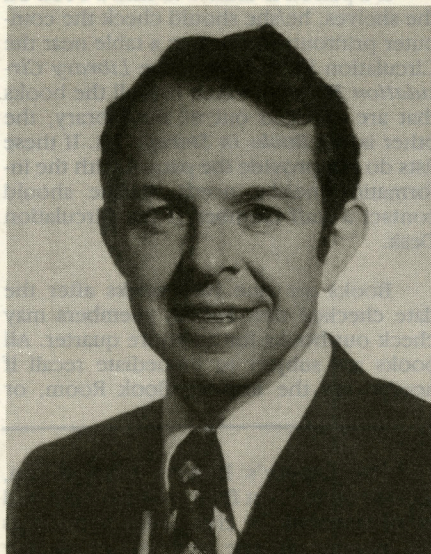
at California Polytechnic State University,
San Luis Obispo, California



A Word of Welcome

It is with a great deal of pleasure that the Library staff welcomes the University community to the Robert E. Kennedy Library. You will find that these beautiful and spacious new facilities provide an atmosphere that is conducive to study and research. Compatible with this impressive structure are the services rendered by a talented and hard-working staff and a collection of resources that are continually being developed and augmented to meet your needs. During the past years, your interest in the Library as a vital part of the campus has been evident. The Library continues to seek your support as we begin a new era of service in the R.E. Kennedy Library.

David B. Walch
Director, University Library



Library Hours

The Library provides long hours of service during the week, including Saturday and Sunday. Since the schedule is subject to change, it is posted at the entrance to the building and at all major service points.

The Information Desk

An Information Desk, located in the lobby of the first floor of the Library, is staffed from 8:00 a.m. to 5:00 p.m. from Monday through Friday. The attendant at this desk is prepared to answer general and directional questions relating to the University and the Library and to help patrons in the interpretation and effective use of the card catalog.

The Card Catalog



The main card catalog is the key to most of the cataloged resources of the Library. Centrally located on the first floor of the building, the catalog is divided into two sections: an author/title catalog and a subject catalog. The author/title catalog contains entries by authors, including corporate authors, editors, titles and series. The subject catalog provides access to materials by subject, using the Library of Congress subject headings. The *Library of Congress Subject Headings List* is available on microfiche in the lobby area adjacent to the Information Desk.

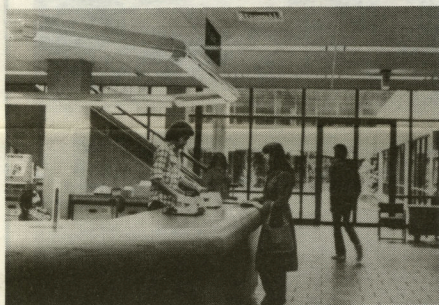
The card catalog lists periodicals and serials by title but does not contain cards for periodical or serial articles. The main card catalog does not include entries for individual government documents, audiovisual materials, curriculum materials, elementary and secondary textbooks, and children's books. These materials are indexed in the card catalogs located in the Government Documents and Maps Department and the Learning Resources and Curriculum Department.

The call numbers located in the upper left-hand corner of the catalog cards indicate the location of the materials on the shelves. The call number consists of the letters, numbers and symbols assigned to each book. Special locations are also indicated on the cards.

The Library is a member of OCLC, Inc., the largest bibliographic utility in the world. Via computer terminals, the Library shares in the creation and maintenance of a cataloging database now in excess of seven million records. Since the Library's catalog entries are added to a magnetic tape, this offers the Library an on-line catalog retrieval potential.

The Information Desk, located in the main lobby, is staffed to provide assistance to patrons using the card catalog. When this desk is not covered, patrons should seek help from the librarians in the Reference Department on the first floor of the building.

Circulation Services



The main Circulation Desk in the lobby on the first floor of the Library handles the charging out of books and bound periodicals from the general stacks and their return to the shelves, maintains the general stack areas, administers the exit control, sends out overdue book notices and billings, performs searches on books and bound periodicals reported missing, and places holds on books at patrons' request.

Books are charged out by using an Addressograph machine and a valid (current) University identification card. The patron's name and number are imprinted into an IBM charge card, the book is stamped with the date due and desensitized. Sometime in the latter part of 1981, the Library will begin checking out books by computer making use of a zebra code label in the book and a zebra code label on the patron's identification card.

If a patron is unable to find a book on the shelves, he/she should check the computer printouts located on a table near the Circulation Desk—one is the *Library Circulation File List* which lists all the books that are checked out of the Library, the other is the *Books in Storage* list. If these lists do not provide the patron with the information he/she needs, he/she should contact a staff member at the Circulation Desk.

Books are due two weeks after the date checked out. Faculty members may check out books for an entire quarter. All books are subject to immediate recall if needed for the Reserve Book Room, or

after two weeks if needed by another borrower. A book may be renewed on or before the due date provided it has not been recalled, and if no hold has been placed on the book. Renewals must be made by presenting the book at the Circulation Desk. No renewals are made by phone.

Fines are charged on all overdue books and are assessed according to a fine schedule prepared by the CSUC Chancellor's Office. Failure to receive an overdue notice does not exempt borrowers from paying any fines incurred.

With the exception of the materials housed in the Special Collections and Archives Department and the Reserve Book Room, all volumes in the Library are on open shelves and are freely accessible to users. In order to maintain this type of an arrangement, the Library must be able to account for each book in the collection. For this reason, the Library utilizes an electronic security system to prevent losses of materials that have not been properly checked out. All persons leaving the building must pass through this system and may, at times, be asked to show all library books to a staff member.

Materials included in departmental collections, such as Government Documents and Maps, Learning Resources and Curriculum, Current Periodicals, and Reference, are checked out at each Department's own Circulation Desk. Some of these materials may be restricted by type of borrower or loan period.

members. Since these materials are in heavy demand, most of them are checked out for only two hours and overnight use.

Reserve Book Services

The Library's Reserve Book Room, located on the first floor, places books and other materials for class-assigned readings on reserve at the request of faculty

Reserve materials are housed in closed stacks and are retrieved through reading lists kept in binders arranged alphabetically by instructors' names. These binders are located on a table across from the Reserve Book Desk. Reserve reading lists arranged by course designations and a title file on cards are also available for consultation by inquiring at the Reserve Desk.

To obtain a reserve item, the patron has to fill out a charge card which must be presented to the Reserve Desk together with a valid University identification card. Time can be saved in filling out the cards by referring to the sample card posted on the bulletin board by the binders.

Loan periods are suggested by the instructors and range from two hours to two days. Overnight materials are checked out one hour before the Library closes and are due the next morning one hour after opening. Overdue fines on two-hour and overnight reserves are 25 cents per hour and on two-day reserves are 25 cents per day. In

The general Reference Department is located in Room 111 on the first floor. Reference librarians at this Desk provide general and specialized reference services to faculty and students. They assist patrons in the interpretation of the card catalog and other bibliographical tools, in the location and use of materials in the collections, and in making the most effective use of the Library as a whole.

The Reference Department contains extensive holdings of encyclopedias, dictionaries, biographical works, guides, yearbooks, manuals, bibliographies, indexes and abstracts, and other works designed for quick referral. Also included in the reference collections are telephone directories for all metropolitan areas and state capitals within the U.S., industrial standards from the major professional and trade associations, manufacturers' catalogs from over 16,000 companies, college

The Cal Poly Library subscribes to over 3,000 periodical titles in all subject fields represented in the curriculum. Current periodicals and newspapers are located on the second floor of the Library in a closed-stack area, bound periodicals and back files are shelved in the general book stacks in call number order, and periodicals on microfilm are kept in the Microform Room in the Reference Department on the first floor.

The *Public Serials List*, which lists all the periodicals and serials in the Cal Poly Library, is available on microfiche in the Current Periodicals area, near the Information Desk on the first floor, and other service points in the Library. This list is updated quarterly and is arranged alphabetically by main entry (title, author, or sponsoring organization). The call number and starting date of the holdings are given

in addition, an Administrative Appointment fee of \$2 will be charged if a patron fails to return an overdue item that is in heavy demand.

"Holds" can only be accepted for materials which are in use when the patron is willing to wait in the Reserve Room for their return to the Desk. The "hold" will be cancelled if he/she fails to respond when his/her name is called.

Senior projects are listed in the senior project card catalog in the Reserve Room and are indexed under author, department, and subject. Projects received since 1977 are only indexed on microfiche and include a KWOC subject index, an author listing, and a departmental listing.

The reserves for all audiovisual materials and children's literature books are located in the Learning Resources and Curriculum Department on the second floor.

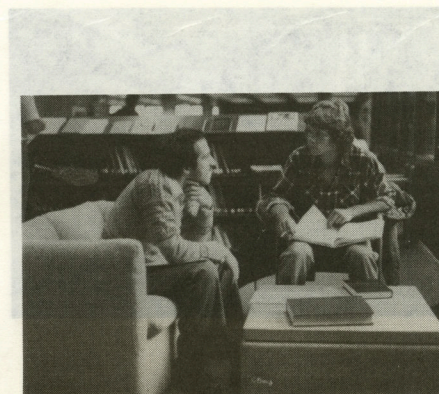
catalogs from all fifty states, annual reports from all corporations listed on the American and New York Exchanges, and computer manuals. Because of the nature of the reference collection, materials in the Reference Room may be used only in the Library.

The reference librarians provide individual instruction in the use of the library, teach library use classes, and conduct library tours for individuals and groups. They also prepare specialized bibliographic and instructional guides.

Specialized reference services are available in the Learning Resources and Curriculum Department on the second floor, the Government Documents and Maps Department on the third floor, and the Special Collections and Archives Department on the fourth floor.

for each entry. "F" indicates the volumes that are on microfilm and are housed in the Microform Room. Periodicals and serial titles are also found in the main card catalog.

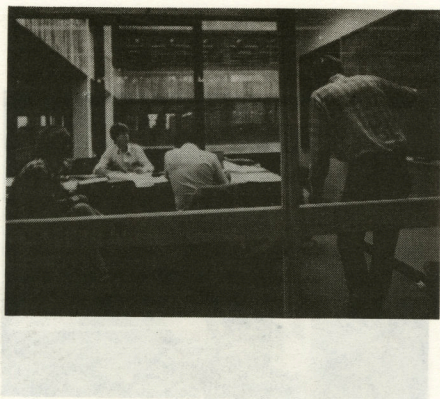
The Current Periodicals Room is a new library service point located on the second floor of the Robert E. Kennedy Library. This closed-stack area houses the current issues of periodicals (latest year, with the exception of periodicals on microfilm which are kept for three years). The periodicals in this area are paged by an attendant and are restricted to use in the library building and overnight use. Under the closed-stack system, patrons searching for specific articles have a greater chance of finding them or receiving a report on their status, i.e., whether in use by another patron or at the bindery. This arrangement



Reference Services

Periodicals





also prevents the mutilation and theft of periodical issues. An additional advantage of the closed-stack system is that it allows the library to make a study of periodical use by identifying high-use and low-use titles.

A small collection of popular periodicals, such as *Time*, *Newsweek*, *Sports Illustrated*, etc. is available for browsing in the area across from the elevators on the second floor. The current newspapers are also displayed in racks in this area.

A good substitute to browsing among the scientific and technical periodicals is the regular perusal of the *Current Contents* series. *Current Contents* is an effective solution to the problem of literature scanning and selection. Their weekly issues contain the titles of papers and all other substantive materials from hundreds of periodicals in several subject fields. The following titles in the *Current Contents* series are

available in the Reference Room:

- Agricultural, Biological, and Environmental Sciences
- Engineering, Technology, and Applied Sciences
- Life Sciences
- Physical and Chemical Sciences
- Social and Behavioral Sciences

The indexing and abstracting journals in the Reference Room are also good sources for locating specific periodical articles. Indexes and abstracts are available in a wide range of subjects and they index thousands of periodical titles on a regular basis.

Titles on microfilm are filed in call number order in the Microform Room. Microfilm readers are available in the same room and staff is available to assist with the location of microfilm and use of the equipment.

or microcard. *The Public Serials List* (PSL), which lists all the periodicals and serials in the Library, indicates which volumes of any title are on microform.

Most of the microform collections are housed in the Microform Room in the general Reference Department on the first floor. Government documents on microform are located in the Government Documents and Maps Department and curriculum materials and tests are found in the Learning Resources and Curriculum Department. The Special Collections and Archives Department has a complete backfile of the *Mustang Daily* on microfilm. Staff members at these service points will assist patrons to locate materials on microfilm and to use the microform readers.

Copiers that make photocopies of materials on microfilm and microfiche are available in the main Photoduplication Room on the first floor.

Library 301 is usually offered during the Winter and Spring Quarters. In conjunction with the above two courses, librarians have prepared the following handbooks for use in their classes:

Basic Library Information Services and Strategies, a Handbook for Library 101.

Literature Searching in Science, Technology, and Agriculture (handbook for Library 301)

Other instructional projects involve the integration of library instruction into ongoing academic courses. The Library is presently preparing handbooks to be used by academic instructors in these classes.

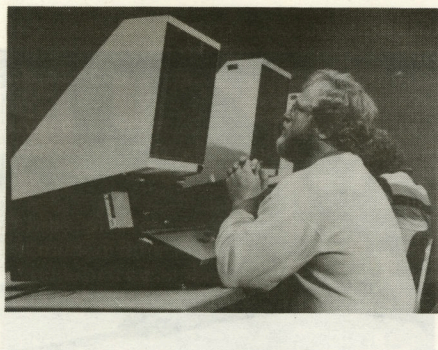


Library Instruction

The Library owns over 925,000 items on microfilm, microfiche, and microcard. These include back issues of many periodicals and newspapers, which are available mostly on microfilm; government documents, which are available on microcard and microfiche; and special microfiche collections, such as the ERIC (Educational Resource Information Center) documents, the Human Relations Area Files, the Library of American Civilization; and many others covering the fields of architectural history, physical education, city and regional planning, women's rights, current events, environmental issues, and transportation. Curriculum materials and guides, learning activity packages, and Educational Testing Service tests are also available on microfiche. Many microform collections have their own indexes.

Some microform items are listed in the main card catalog and are easily identified by the word microfilm, microfiche,

Microforms



One of the major activities of the Library is library instruction. Besides individual instruction in the use of the library, librarians conduct library tours for groups and individuals and also give lectures to class groups at the request of instructors.

The Library offers two one-unit courses—Library 101, which offers instruction in the use of the card catalog, reference books, periodical indexes, government documents, and other materials; and Library 301, which is a more advanced course covering sources of information in major subject fields and techniques used in literature searches and preparation of bibliographies. Library 301 has included courses in the literature of science, technology and agriculture; business and economics; and legal sources. Library 101 is offered every quarter with the exception of the Summer quarter and

The University Library has access to over 25 million citations in over 100 databases available through Lockheed's DIALOG and the National Library of Medicine's MEDLINE on-line services. These databases cover a wide range of subject areas in science, technology, engineering, social sciences, business, economics and medicine.

The computer files searchable through DIALOG and MEDLINE are closely tied to the current variety of printed indexes which provide access to the research literature. The primary difference between the printed indexes and the databases is the number of years available for searching. While some of the printed indexes have been produced for 50 to 75 years, the computer files date back to the early 1970's, with a few beginning in the mid 1960's.

With the combined advantages of broad coverage, quick access, accuracy,

Cal Poly faculty, staff members, and students who need materials not available in the Library's collections, may want to take advantage of the Interlibrary Loan Service to borrow materials from other libraries. Only materials needed for research or serious study should be requested on interlibrary loan.

Materials available through interlibrary loan include books, periodical articles, government documents, master's theses, and some microforms. The Library cannot borrow materials already in its collection even when they are unavailable because they are checked out or are temporarily off the shelves.

The Library is expected to honor

The Learning Resources and Curriculum Department is an integral part of the University Library. Located on the second floor of the building in Room 216, it seeks to provide a wide range of print and non-print materials in such fields as education, child development, children's literature, and some areas of the arts and sciences.

The Department provides the user with the following collections:

- 1) The Textbook Collection, including California State Series textbooks that have been adopted by the State for use in the public schools, elementary texts that are non-adopted, a secondary textbook display, laboratory manuals (college level) and programmed textbooks.
- 2) The Curriculum Materials Collection, consisting of courses of study, units of work and other publications which have been produced primarily by school districts and the State Board of Education for use by elementary and secondary school teachers. Current material is provided on microfiche.

and detailed indexing, the automated retrieval service offers a valuable search resource. Computer searches are done by several Cal Poly librarians according to their areas of expertise and requests for searches should be addressed to the librarian who will be performing the search or to the Head of the Automated Retrieval and Interlibrary Loan Department.

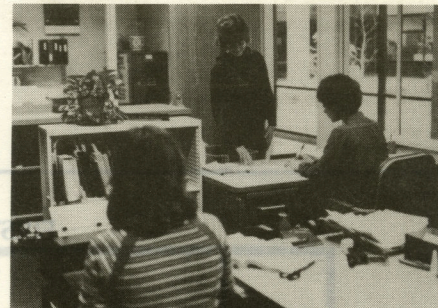
All direct costs of a computer search are passed on to the requester. Rates vary depending on the data base consulted, the time spent on the terminal, and the number of citations printed. The average direct cost per search is usually over \$10.00. Some users prefer to have the bibliography printed on-line, but given the high cost of computer connect time, it is preferable to have the bibliography printed off-line. There is usually a three to four day waiting period between the computer search and the receipt of the off-line printed bibliography.

whatever conditions of use are set by the lending library. Usually, libraries will not lend inexpensive items that can be easily purchased, books in-print, rare and costly materials, doctoral dissertations, genealogical materials, and reference works. Journal articles are generally photocopied.

Applications for interlibrary loans may be made at the office of the Automated Retrieval and Interlibrary Loan Department on the first floor of the Library. Two to three weeks are required to borrow materials on interlibrary loan but sometimes it may take months if the material is in use or is requested from a library in the south or the east coast.

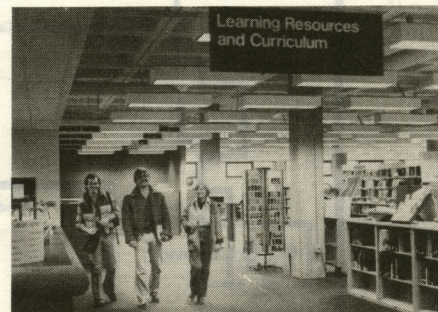
- 3) The Children's Book Collection, including classic, current, and award-winning books in the field of children's literature. These books are arranged by grade level, and include picture books, easy books, fiction, short stories, and non-fiction.
- 4) The Standardized Test Collection which is a reference collection of tests for the use of students in education and psychology courses. These are for room use only. Test research tools, such as *Mental Measurements Yearbook* and *Tests in Print*, along with a microfiche collection of unpublished research instruments by Educational Testing Service are also available in the department.
- 5) The Audiovisual Collection containing videocassettes, audio cassettes, color slides, sound filmstrips, film loops, multi-media kits, study prints and fine art prints aimed at the elementary, secondary and college levels. These materials may be checked out for a period of two weeks.

Automated Retrieval Service



Interlibrary Loan

Learning Resources and Curriculum



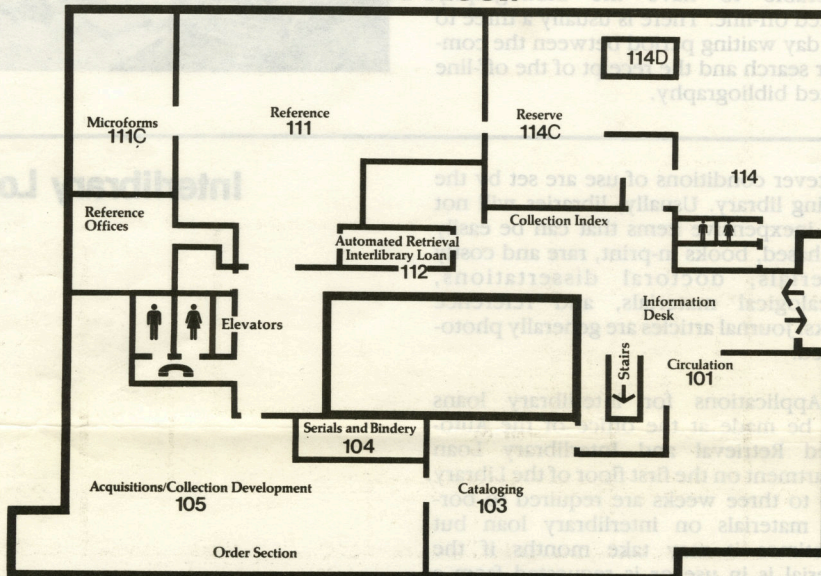
The Book Location

The Cal Poly Library contains approximately 500,000 books and bound periodicals in its Library of Congress classified collection. These have been organized and arranged by subject following the Library of Congress classification system. The Library of Congress Classification uses the letters of the alphabet to organize materials into subject categories. The following is an abbreviated Library of Congress Classification scheme:

- A . . . General Works
- B . . . Philosophy, Psychology, Religion

- C . . . History: Auxiliary sciences (Archeology, Numismatics, Genealogy, etc.)
- D . . . History: General and Old World
- E . . . History: American and U.S., general
- F . . . History: American and U.S., local
- G . . . Geography, Anthropology, Folklore, Dance, Sports
- H . . . Social Sciences: Sociology, Business, and Economics

FIRST FLOOR

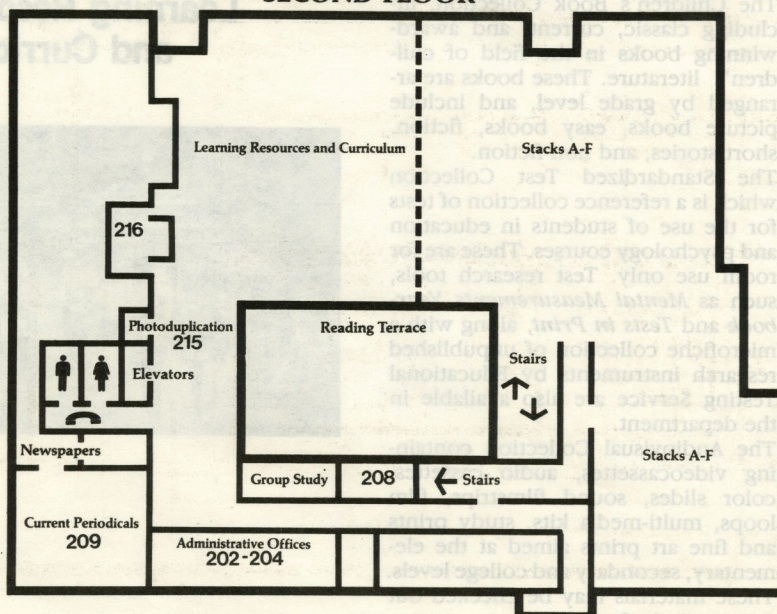


The Library Directory

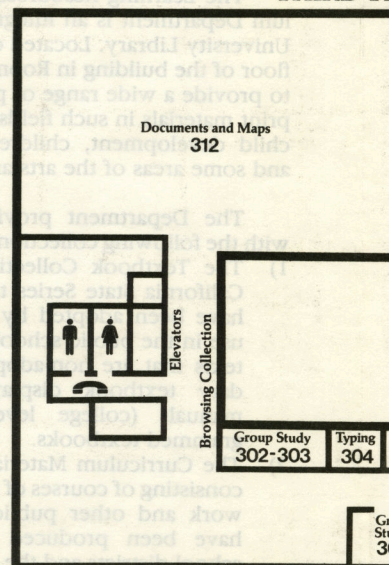
Acquisitions and Collection

Development	105
Archives	409
Audiovisual Materials	216
Automated Retrieval and Interlibrary Loan	112
Books on Approval	105
Browsing Collection (Books)	3rd Floor
Browsing Collection (Periodicals and Newspapers)	2nd Floor
Card Catalog	Main Lobby
Cataloging	103
Circulation Desk	101
Computer Terminals	114, 217
Current Periodicals	209
Faculty Reading Room	510
Government Documents and Maps	312
Group Study Rooms	205, 206, 208, 301, 302, 303, 401, 410, 411, 412, 413, 502
Information Desk	Main Lobby
Instructional Materials Display Center (IMDC)	216
Interlibrary Loan	112
Learning Resources and Curriculum	216

SECOND FLOOR



THIRD FLOOR



Location Guide

- J . . . Political Science
- K . . . Law
- L . . . Education
- M . . . Music
- N . . . Fine Arts: Art and Architecture
- P . . . Philology and Literature
- Q . . . Science
- R . . . Medicine
- S . . . Agriculture
- T . . . Technology
- U . . . Military Science
- V . . . Naval Science
- Z . . . Bibliography and Library Science

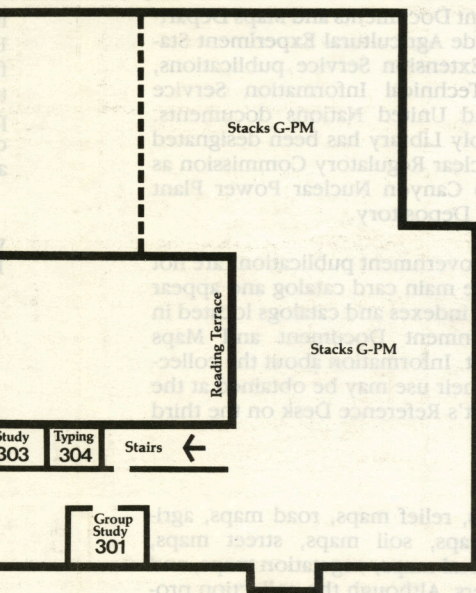
A more detailed description of the Library of Congress Classification scheme may be found in the Library Information Guide *Library of Congress Classification and Stack Directory*.

The Library of Congress classes are located in the Library building as follows:

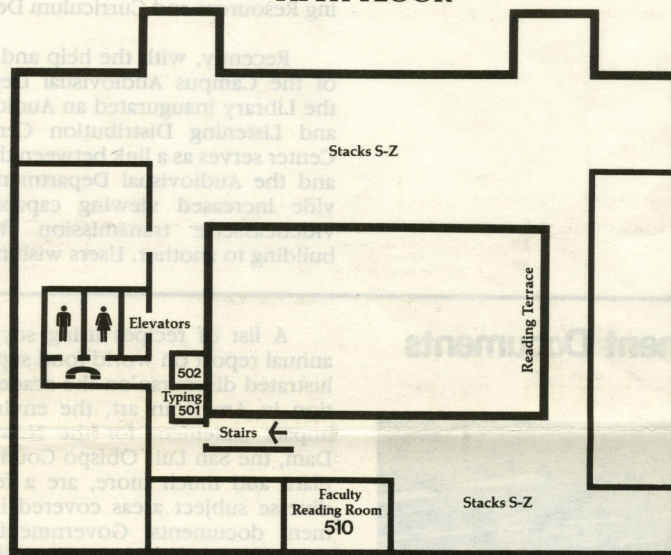
- A - F 2nd Floor
- G - PM 3rd Floor
- PN - R 4th Floor
- S - Z 5th Floor

- Library Administration 204
- Director 204A
- Assistant Directors 204B, 204C
- Loan Services 101
- McNaughton Collection 3rd Floor
- Main Card Catalog Main Lobby
- Maps 312
- Microforms Room (Government Documents) 314
- Microforms Room (Reference) 111C
- Multi-Media Room 217
- New Books 3rd Floor
- Norman D. Alexander Memorial Reading Room 409
- Periodicals, Current 209
- Photoduplication Rooms 110, 114, 215, 311, 408
- Reference 111
- Reserve Room 114
- Restrooms (Men) 106, 211, 307, 404, 504
- Restrooms (Women) 108, 213, 309, 406, 506
- Serials 104
- Special Collections and Archives 409
- Typing Rooms 111D, 304, 501

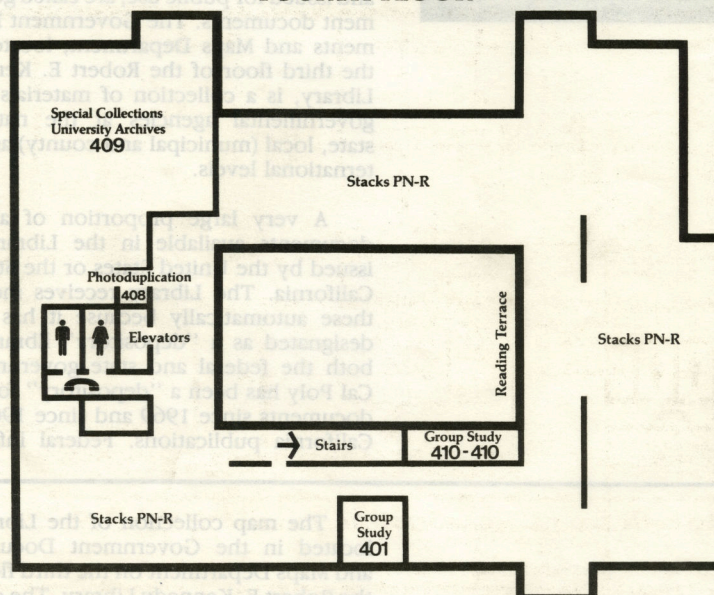
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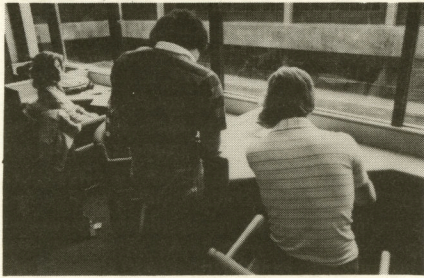


FIFTH FLOOR



FOURTH FLOOR





The Department's Reference Desk is available to assist library users to make maximum use of the Department's collections and services and to answer reference questions. The Department has its own divided card catalog which lists all the materials in the Department by author, title, subject, and source.

The department places audiovisual materials on reserve at the request of instructors. These often include class lectures, color slide modules and video pro-

grams. Reserve items are for room use only, and students may preview the material in the Multi-Media Room.

The Learning Resources and Curriculum Department also serves the San Luis Obispo County area as a State depository for instructional materials being considered for State adoption, and for those materials that have been adopted by the State for a specific period of time. The Instructional Materials Display Center is open to all members of the community.

Library Audiovisual Services

The Robert E. Kennedy Library provides the individual user with a fairly large selection of audiovisual materials, such as audio and video cassettes, color slides, sound filmstrips, and others in the Learning Resources and Curriculum Department.

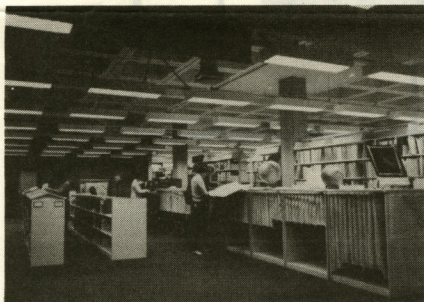
Recently, with the help and guidance of the Campus Audiovisual Department, the Library inaugurated an Audio Viewing and Listening Distribution Center. The Center serves as a link between the Library and the Audiovisual Department to provide increased viewing capabilities for videocassette transmission from one building to another. Users wishing to view

a video program housed in the Audiovisual Department may request to do so by asking at the circulation desk in the Learning resources and Curriculum Department.

Plans to modernize the present Multi-Media Room are also reaching their final stage. New carrels and equipment have been ordered and they will provide better previewing facilities for library users.

Reference service is available to assist users in finding needed sources in the different media, and to assist in the use of the equipment.

Government Documents



A list of recipes using soybeans, an annual report on world food supply, an illustrated discourse on the academic tradition in American art, the environmental impact statement for the New Melones Dam, the San Luis Obispo County general plan, and much more, are a few of the diverse subject areas covered in government documents. Government agencies deal with nearly every aspect of our lives and support research on thousands of topics from the problems of everyday living to special studies and reports in highly technical fields. The publications of these agencies, printed with government funds and issued for public use, are called government documents. The Government Documents and Maps Department, located on the third floor of the Robert E. Kennedy Library, is a collection of materials from governmental agencies at the national, state, local (municipal and county) and international levels.

A very large proportion of all the documents available in the Library are issued by the United States or the State of California. The Library receives most of these automatically because it has been designated as a "depository" library, by both the federal and state governments. Cal Poly has been a "depository" for U.S. documents since 1969 and since 1966 for California publications. Federal informa-

tion includes census data, congressional hearings, reports, bills, as well as publications of the executive and judicial branches. Federal documents are arranged by Superintendent of Documents Classification number and are indexed in the *Monthly Catalog of U.S. Government Publications*. California documents are shelved following the California State Library Classification System.

The local government collection emphasizes San Luis Obispo City and County documents but there are publications available from almost every city and county in California. Other collections in the Government Documents and Maps Department include Agricultural Experiment Station and Extension Service publications, National Technical Information Service reports and United Nations documents. The Cal Poly Library has been designated by the Nuclear Regulatory Commission as the Diablo Canyon Nuclear Power Plant Document Depository.

Most government publications are not listed in the main card catalog and appear only in the indexes and catalogs located in the Government Document and Maps Department. Information about the collections and their use may be obtained at the Department's Reference Desk on the third floor.

Maps

The map collection of the Library is located in the Government Documents and Maps Department on the third floor of the Robert E. Kennedy Library. The collection includes aeronautical and navigational charts, census data maps, geologic maps,

lunar maps, relief maps, road maps, agricultural maps, soil maps, street maps, topographical maps, vegetation maps, and many others. Although the collection provides worldwide coverage, the main emphasis has been placed on California maps.

Special Collections

The Special Collections Department, located on the fourth floor, houses the Robert E. Kennedy Library's rare books, manuscripts, and other non-circulating research materials. Because of the specialized and extraordinary nature of the materials in Special Collections, they require care and control that cannot be provided in the open stacks. For this reason, they are housed in a temperature and humidity controlled environment with strict security monitoring. The special collections in the Robert E. Kennedy Library are supportive of the teaching and research needs of the University and are available for use by faculty, students, and other qualified individuals. All of the cataloged books in Special Collections can be found in both the main card catalog on the first floor of the Library and the Special Collections card catalog. Access to manuscript materials is provided through registers and calendars found in the Department. Reference service is available from the staff of the department to help locate material and find answers to research questions.

Since its establishment in 1970 the Special Collections Department has grown from a general rare book repository to a major research facility containing important, individual collections. Along with purchasing materials, the Department relies extensively on gifts from San Luis Obispo residents, Cal Poly alumni and other supporters of the University. One of the first major gifts received by Special Collections came from the estate of Mr. Neil McCarthy and consisted of books and periodicals on thoroughbred horses and horse racing. Following this donation the Library received the Oyez Collection, a major collection of all books and poetry broadsides published to date by Oyez of Berkeley, California. A recent donation was the Josephine Miles Collection including books and periodicals of English and American poetry from the library of Dr. Miles, a distinguished professor emeritus of the University of California, Berkeley.

The University Archives is the "memory" of California Polytechnic State University. It houses records and other materials which document the history, development, and activities of the University from its beginnings in 1903 to the present day.

Housed in a special vault, the materials in the University Archives are wide ranging. Included are yearbooks, college catalogs, and a complete run of the *Mustang Daily*. A large, non-print collection can be found in the archives, including oral interviews on tape, motion pictures, and a photographic collection of over 15,000 images of the University. Also located in the archives are campus publications, master's theses, administrative records, and publications by Cal Poly faculty and staff.

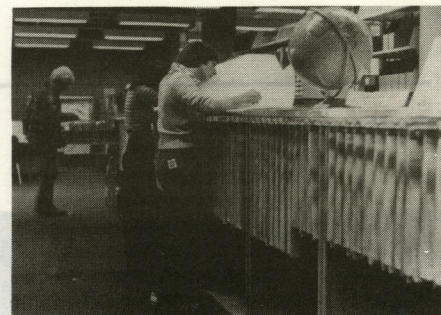
Cal Poly has the largest School of Architecture and Environmental Design in the United States. In support of this program the Architecture Collection in Special Collections contains many rare and important books dealing with architectural history and design, landscape architecture, and city and regional planning. The most important and widely publicized gift received for this collection is the Julia Morgan Papers. Donated by Mrs. Morgan North of Berkeley, the approximately 12,000 items in this collection document the life and career of Julia Morgan, one of America's earliest and most prominent woman architects. The collection contains a substantial amount of correspondence between Julia Morgan and William Randolph Hearst. These letters discuss in great detail the building of Hearst Castle, which was designed by Morgan. The collection also includes photographs, drawings, paintings, and manuscript material detailing Morgan's life and career. The donation of this collection to the Library has given the University a major research collection of both regional and national importance.

Due to demand from students, faculty, and members of the local community, the Department has established a San Luis Obispo Regional History Collection. The basis of the collection is the Wreden Collection, purchased in block from Mr. William P. Wreden, the owner of a ranch in San Luis Obispo County. It is hoped this collection will grow through donations of historical materials from county residents and friends of the University.

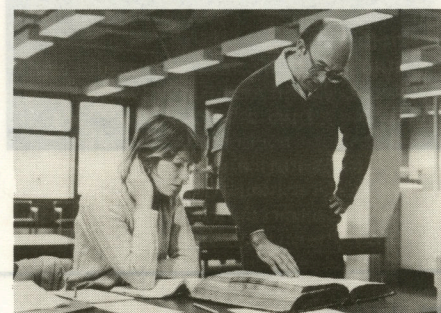
Another important collection is the Fine Printing and Graphic Arts Collection which contains materials on the history and development of printing and its related arts, including typography, graphic design, papermaking, bookbinding, and illustration. The Fine Printing and Graphic Arts Press Collection contains books and other printed materials representing a range of modern European and American fine printers and designers, with emphasis on California printers.

Extensive use is made of the University Archives by faculty, students, administration, and alumni. Primary sources of information are the *Mustang Daily*, *Cal Poly Report*, and press releases issued by the Public Information Office. These are all thoroughly indexed by the staff of the University Archives for the use of the Library's patrons.

The photographic collection contains many rare and valuable images of Cal Poly which date back to its beginnings in 1903. Included are photographs of campus views, classroom activities, athletics, and many individuals who have been prominent in the development of the University. Historical photographs from the Archives have been used to illustrate recent campus publications such as the *Extension*



The University Archives



Bulletin, and the 1980 Poly Royal poster was composed of Archives photographs.

Although collections in the University Archives are extensive, a search is continually being made for materials that will

strengthen and enhance the holdings. Materials sought are papers of prominent faculty along with photographs and memorabilia held by alumni and administrative and departmental files.

contact who coordinates his/her department's requests and works with a designated library contact in collection development and evaluation.

Current U.S. books suitable for a university library are received as they are published through an approval plan. This plan allows for the automatic selection of books according to subject profiles. The scope of the plan is limited to books that support university instructional and research programs. To ensure comprehensive coverage of all titles available, the approval plan monitors over 1200 publishers. Approval plan shipments are placed on review in the Acquisitions/Collection Development Department and are evaluated by faculty members and librarians. Periodicals and serials are set up on a standing order basis and are received on a regular schedule.

interest, including such subjects as art, biology, chemistry, education, engineering, ornamental horticulture, architecture, political science, graphic communications, law, and psychology. Along with the subject guides there are also guides to specific informational tools, many of which are found in the Reference Room. These include indexes and abstracts, encyclopedias and handbooks, newspapers, microforms, Human Relations Area Files, and others.

Besides the *Library Information Guides*, the University Library publishes a *Bibliography Series*. The following bibliographies have appeared in this numbered series:

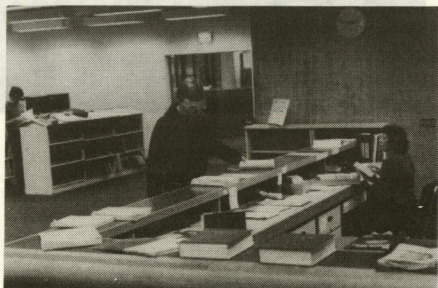
1. Collective Bargaining
2. Sex Stereotyping in Children's Literature
3. The Presidency of Andrew Jackson, 1829-1841
4. Call for a Constitutional Convention
5. Vitamin C

The Library also publishes a monthly list of important acquisitions entitled *The Booklist*, and an irregular sheet, *Library Update*, which is attached to the *Cal Poly Report*.

Handbooks of various kinds, including the handbooks prepared for library courses 101 and 301, are also occasionally published by the Library.

areas. These include the Special Collections and Archives Department, Learning Resources and Curriculum Department, and Government Documents and Maps

Collection Development



Every year the Library acquires large numbers of publications required to meet the needs of its users. Included are materials needed for the instructional programs of the University, faculty and student research, and general and recreational reading for students and faculty. The development of the Library's collections is coordinated through the Acquisitions/Collection Development Department. Material recommended for acquisition, either by purchase or gift, is reviewed in this Department.

Any library user wishing to recommend the purchase of a book, periodical, serial, or other material, should fill out a request form, which is available from the Acquisitions/Collection Development Department and at other service points in the Library. Each academic department has a departmental library representative or

Information Guides and Other Library Publications



Detailed information on library services and collections may be obtained in the *Library Information Guides*. Located in the lobbies on the first and second floors of the Library are the *Library Information Guides*. These brightly colored sheets are designed to aid faculty, students, and staff in the use of the Library's many informational resources. Varying from general to specific in their information, the Guides were written by members of the Library staff.

General Information. For the new library user there is a General Information Guide and Floor Plan Guide. To help in the location of books, users should consult the guides to the card catalog and Library of Congress Classification System.

Library Departments. Guides are available for individual Library departments such as Documents and Maps, Learning Resources and Curriculum, Reference, and Automated Retrieval/Interlibrary Loan. These guides explain the resources and services available and give information on their use.

Subject Guides. Those requiring specific information should consult the guides beginning with BASIC REFERENCE SOURCES IN . . . These guides give detailed instructions on finding basic information on a specific subject area. Almost anyone can find a guide relating to his/her fields of

Exhibits

The main exhibits area in the Robert E. Kennedy Library is located on the first floor across from the passenger elevators. Several of the service departments also prepare displays and exhibits in their own

Department. The Special Collections and Archives Department displays materials from its collections, including rare books, manuscripts, archival materials, memorabilia, fine printing, and materials on local history.

Library exhibits and displays aim to draw attention to the Library's resources and services. Often, they will illustrate the

Books at High Noon is an outreach program of the University Library and is conducted in cooperation with the University faculty and staff. The main purposes of the program are to publicize books and create an awareness of the collections in the Library.

With the exception of the Summer Quarter, each quarter the Library sponsors

It has been almost 2 years since the Library Associates were founded by a group of campus and community friends of the Cal Poly Library. Organized to promote the growth and development of the University Library, the Library Associates now has a membership of over 200 individuals, including two life members.

Since the group was organized it has had several interesting programs. These have included talks on book collecting, fine printing, and San Luis Obispo County history. At their Spring Banquet last May, members of the Associates heard an interesting talk entitled "Books of the Gold-rush Country," given by Richard H. Dillion, well known author of many books on California history.

One of the goals of the Library Associates is to raise money to purchase special items for the Library. Last year the largest fund raising effort came from a book sale held on the patio in front of the Library. Another booksale is being planned for this year in which "rare treasures" will be sold on the steps in front of the Robert E. Ken-

The University Library provides resources and services to support the course offerings of the University and to foster faculty and student independent study and research. Within the limits required to fulfill this basic purpose, its resources are also available under specific conditions for appropriate use by other responsible persons.

Any person may enter the Library freely, use the materials in the building, and ask for and receive assistance in locating and using the library resources. The checking out privilege is, however, limited to those holding a valid library courtesy card. Courtesy library cards may be obtained by spouses and children of faculty and staff members living at home, members of the faculties and administrative staff of nearby community colleges

relationship between collections and academic programs.

Academic departments and University-recognized campus groups may sponsor exhibits in the Library. Reservations for exhibit space must be made in advance with the Librarian in Charge of Exhibits. These exhibits must conform to the Library Exhibits Policy.

six programs which are held on Tuesdays during the noon hour at the Staff Dining Room. A book review of a notable book is given by a faculty or staff member or a distinguished visitor.

All faculty, staff, and students, as well as the public, are invited to attend the Books at High Noon programs.

nedy Library. Money generated from fund raising efforts like the booksale have been used to purchase materials for the Library such as the Wreden Collection of San Luis Obispo County history. The Associates also purchased and presented to the Library the drawing table that once belonged to California Architect Julia Morgan.

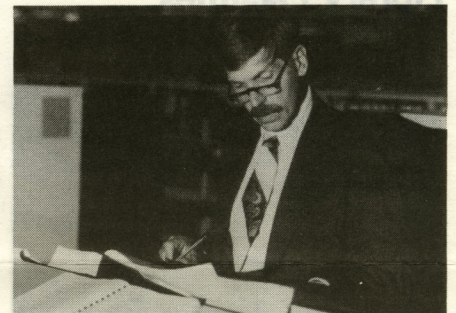
Membership in the Library Associates is open to all persons who share an interest and enthusiasm for books and libraries and want to participate in helping the Cal Poly Library to better serve the campus and the community. Several categories of memberships are available, including student memberships at \$5, regular at \$10, supporting at \$25, contributing at \$50, patron at \$100, benefactor at \$500, and life at \$1,000. Spouses may enjoy the benefits of a regular/joint membership for an additional \$5. Memberships are tax deductible and all members receive a courtesy card which gives them library borrowing privileges. For more information and a membership application, interested persons should call 546-2305.

and local schools, professional and administrative employees of federal, state, county, and city governments and institutions in the San Luis Obispo County, members of the Library Associates, Cal Poly graduates who are members of the Alumni Association, retired Cal Poly faculty and staff, and professionals and business owners who can justify the need for this privilege.

Student loan privileges are extended to all courtesy card holders with certain exceptions. Courtesy card holders cannot borrow periodicals, reserve books, browsing collection books, materials from the Learning Resources and Curriculum Department (except curriculum guides), and other materials having limited circulation. Interlibrary loan services are not provided to holders of library courtesy cards.

Books at High Noon

The Library Associates



Community Borrowers



The Library Building



The Robert E. Kennedy Library is a pleasant and spacious building that provides a variety of comfortable and attractive environments for study, research and browsing. This effect has been partly achieved through the design of a central courtyard. The old concept of large reading rooms with 10-foot tables and a central stack area was discarded and instead all reader stations were distributed throughout the stack and service areas. Each reader should be able to find accommodations that approximate his/her own idea of a good study space—individual study stations, comfortable lounge areas, or group study rooms. Readers may choose to read or study where they can view the mountain ranges surrounding Cal Poly, the interior courtyard, or the heart of the book-stack area.

Construction of the Library was begun December 1977 and completed in August 1980 at a cost of eleven million five

hundred thousand dollars. This cost included construction, equipment, and all associated fees.

The Library is a five-story concrete framed structure with a grand stairway serving the five levels plus two passenger elevators and one service elevator. The exterior is an unfinished cast-in-place concrete with sun screens. The ground floor has a central courtyard and each of the four upper floors has an outdoor terrace overlooking the courtyard. The building has twelve group study rooms, five photoduplication rooms, and three typing rooms.

The library building was designed by the architectural firm of Marquis Associates of San Francisco. This firm also was responsible for the interior layouts and the color scheme. Robert E. McKee, Inc., of Los Angeles, was the contractor.

Library Facilities



In addition to its various collections and reference services, the Library offers a number of useful facilities for the benefit of its users.

Library Study Facilities. Tables, chairs and carrels are provided for study throughout the building. Seating in the Reference and Reserve rooms on the first floor is primarily intended for those using the materials and services located in those rooms. The tables, chairs and carrels on the second through the fifth floors provide a large selection of study stations. A number of group study rooms are available on a first-come, first-use basis on the second through fifth floors. A Faculty Reading Room is located on the fifth floor for the exclusive use of faculty members.

Elevators and Stairs. Two elevators to the five floors of the Library are located in the center of the west side of the building. The main staircase is located on the south side of the building, adjacent to the inner court yard. Patrons can also use the two stairwells in the north side of the building, except for the doors leading to the outside on the first floor; these doors are to be used only in case of an emergency and will sound an alarm if opened.

Rest Rooms and Drinking Fountains. Rest rooms are located on the west end of each floor, with additional rest rooms on the first floor just inside the entrance into the Reserve Room. Two drinking fountains are located on each floor, one on the east side and one on the west side between the two rest rooms.

Copy Service. Coin-operated photocopying machines are located in various areas of the Library. Prints from microfilm and microfiche may be obtained from the main Photoduplication Office on the first floor. Change for use with the coin-operated copiers may be obtained in this office.

Eating, Drinking and Smoking. Eating, drinking, and smoking are not permitted in the Library. They are permitted in the large paved area outside the main entrance. Food and cigarette receptacles are located in the outside area for patrons' convenience before entering the building.

Pencil Sharpeners. Pencil sharpeners are located in a number of convenient locations throughout the building.

Typewriters. Typewriters are provided for free patron use in three typing rooms—Rooms 111D, 304, and 501. Patrons can also use their own typewriters in these rooms, but not elsewhere in the Library.

Telephones. Courtesy campus phones are located on the first floor in the front lobby near the Information Desk and on the other four floors near the elevators. Pay phones are located on the west side of each floor between the rest rooms, as well as just inside the main entrance into the Reserve Room.

Courtyard. The five-story library building is built around a central courtyard. The court has the effect of a great light well, distributing natural light throughout all five floors. A planted reading area is located at ground level.

Outdoor Terraces. Outdoor terraces are located on all five floors except the first one. These terraces will eventually be equipped with chairs and tables for study and relaxation.

Lost and Found. Patrons should inquire at the Circulation Desk on the first floor for lost and found items.

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