Library Services

RESEARCH ASSISTANCE

Reference librarians trained in the science of information retrieval are available for consultation in each of the MIT Libraries. They can be reached by appointment, by electronic reference through OWL, or e-mail, or by stopping at a reference desk between 9 a.m. and 5 p.m. (additional hours are available in the Science Library). See the list of subject specialists in this guide for detailed information.

LIBRARY INSTRUCTION

The MIT Libraries offer a variety of instructional programs in the use of library resources to support the teaching and research needs of the MIT community. These programs range from individualized one-on-one instruction to course-integrated instruction programs. Librarians are eager to work with faculty to develop library instruction programs that best meet their needs. For more information, contact a reference librarian in the appropriate library.

RESERVES

Materials are placed on reserve for required assignments. The Barker, Dewey, Rotch, Aeronautics and Astronautics, Lindgreen, Music, and Schering-Plough libraries have circulating reserve collections for the departments they serve. A separate Reserve Book Room in Room 14N-132 is maintained for departments served by the Humanities and Science Libraries.

INTERLIBRARY BORROWING SERVICE (ILB)

The ILB (Room 14G-200, 253-5683) borrows materials or obtains photocopies of materials not owned by the MIT Libraries. The service is available to all MIT faculty, researchers, and students to support their research needs at the Institute.

BOOKPAGE

Users may telephone the Humanities Reference desk (253-5683) or visit any library reference desk to request that four-week loanable material in one MIT library be delivered to another for more convenient pick-up. If the material is available for loan, it will be delivered within 48 hours.

THESSES

These are available for use at any time after their receipt in the Archives although a catalog record may not appear in Barton for several months following their arrival. Barton contains records for all theses dating from 1965 and selected earlier years.

One circulating copy of each new graduate thesis is sent to the appropriate divisional library. Each library has its own policy on long term retention of this copy. Consult Barton to locate copies. Copies (paper or microform) of theses may be purchased from Document Services. Please contact Document Services <docsci@mit.edu> or x-5668 for information on prices and turnaround time.

USE OF OTHER LIBRARIES

As a member of the Boston Library Consortium, the MIT Libraries have reciprocal access arrangements with Boston College; Boston Public Library; Boston University; Brandeis University; Northeastern University; the Massachusetts State Library; Tufts University; the University of Massachusetts at Amherst, Boston, Lowell, and Dartmouth; the Marine Biological Laboratory-Woods Hole Oceanographic Institution; and Wellesley College. The Libraries also have arrangements with some of the Harvard librarians. MIT faculty may obtain on-site access and/or borrowing privileges at over 160 research libraries participating in the OCLC Reciprocal Faculty Borrowing Program. For more information, consult a reference librarian.

Electronic Access to Information

ASK OWL

OWL is Online with Libraries, a service of the MIT Libraries that offers online reference assistance to anyone with an Athena account. Ask a reference question at any hour. OWL is especially useful when you need information about library services, facilities, and collections, quick factual or directory information, or verification of bibliographic references.

If a member of the reference staff is logged in and reading questions when you ask yours, the answering process will be inter-active, using Athena's 'zebby' message service to notify you of the librarian's answer. If there is no librarian online, you can exit OWL and go back to your other work, even logout. You'll receive an answer via e-mail, usually within twenty-four hours. To start up OWL, login to Athena and type:

```
ask
```

```
You'll see the Libraries' welcome message. To ask a librarian a question, type:

```
ask
```

```
You'll be asked to choose a topic from a list corresponding to the collection areas of the MIT Libraries. If your question doesn't match any of the topic categories, choose the one that seems closest, or the 'general' topic. We'll make sure you get an answer. To exit the service, type:

```
quit
```

For a list of all available commands, type:

```
help
```

CD-ROMS

Computerized versions of almost any print index or abstract are usually more current and can be searched quickly and efficiently. Each library unit has a selection of databases in its subject areas available on CD; library users may search these directly. The Libraries also offer access to a number of popular databases on Athena (see section on FirstSearch for more information).

DATABASE SEARCHES

In addition to the databases available for you to search, the reference staff has access to hundreds of databases in all fields. If you are not finding the information you need, please ask for help. We may be able to help you refine your search strategy, or recommend another, more appropriate database. Very short or quick searches are available free of charge for members of the MIT community at any reference desk. More complex, customized online research is available for a fee through the Computerized Literature Search Service, x-7746.

ONLINE CatLOGS

Barton, the MIT Libraries' online catalog, can be accessed by dial-in or via the Internet. CD-Barton, the CD-ROM version, is available at public terminals in the Libraries. Built on the Barton database, it provides expanded indexing, Boolean operators, and improved downloading and printing.

PHOTOCOPIES

Coin or card-operated copy machines are located in all libraries except Music and the Institute Archives. Copy cards may be purchased by MIT requisition, cash, check, or credit card at Document Services (x-5668, Room 14-0551, Hayden Library Basement). Monday through Friday, 9 a.m. to 4:45 p.m. Copy cards can also be purchased with cash, or encoded for additional value, from card vending machines at the Hayden, Barker, and Dewey libraries. Cards at circulation desks in the Rotch and Aeronautics libraries. Copy cards purchased from vending machines or at circulation desks are valid for $5.00 (50 copies). Cards of greater or lesser value can be purchased at Document Services.

DOCUMENT SERVICES

Copies of materials held by the MIT Libraries can be requested from Document Services (x-5668, Room 14-0551, Hayden Library Basement), Monday through Friday, 9 a.m. to 4:45 p.m. E-mail requests should be sent to <docsci@mit.edu>. There is a fee for this service. Please contact Document Services for information on prices, copyright restrictions, and turnaround time.

SUGGESTED PURCHASES

MIT Libraries welcome suggestions for purchase of materials. Suggested Purchase forms are available in each library.

SERVICES FOR THE PHYSICALLY CHALLENGED

The Libraries' staff will make every effort to facilitate use of the collections for handicapped users. All the libraries have wheelchair-accessible computers; ask at any circulation desk for personal assistance in using the collections. For more information, or to arrange for an orientation to the Library System, call Peter Munstedt, 253-5656 or contact him at <pmunsted@mit.edu>. The brochures Access to MIT: A Guide to Facilities for the Handicapped and Services for the Disabled Student are available in all MIT Libraries.

Inside MIT

Outside MIT

Terminal type: VT100

Communications: 300 baud, 1 stop bit, no parity, full duplex

Telephone number: 617-258-7006

V.22bis and V.22bis modems available at 9600 or 14400 baud can use

Use the command set mode dx25 at CMD: prompt, type at next CMD: type

Barton direct connection, or use digital (5ESS) telephones:

Dial-In Access

<docs@mit.edu> or x3-5668 for information on prices

UNIX NETWORK

From an Athena (X-Machines) Windowed Workstation

Telnet Access

If you have an Athena account, type

```
add library
```

```
telnet
```

If you do not have an Athena account, type

```
add library
```

```
telnet
```

```
choose Library Services from the Special menu of Dash. A menu of library services appears, including Barton.
```

```
If you have no account or prefer to log on, choose Library Access from the Other Options menu on the initial welcome screen. A menu of library services appears.
```

```
Use the command telnet library.mit.edu. Note the special menu on the initial screen. Choose Barton or another catalog and proceed with your search.
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