



LOCATING MATERIALS in the Biology Library

BOOKS

In the Biology Library, books are shelved in call number order by Dewey Decimal Classification on the top floor of the stacks, on the left and the middle sections.

New Books are displayed on the New Book Shelf in the Reading Room. They are available for circulation. The **New Book List** is posted monthly on the Web at <http://www.library.uiuc.edu/bix/newbooks.htm> and in print at the circulation desk at the Biology Library. Web lists are archived for one calendar year.

Oversize Books are identified by either "Q" or "F" preceding the call number. "Q" books (quartos) are shelved on the top floor, toward the back of the middle section. "F" books (folios) are shelved separately in call number order on the middle floor of the stacks, next to the cage for the closed stacks collection (SW section of floor).

JOURNALS (and Other Serials)

Print serials (journals, annuals, magazines) are shelved alphabetically, word by word, by their titles as follows:

A A A S Bulletin – Brain Theory Research Newsletter	Top floor
Breviora - Journal of Arid Environments	Middle floor
Journal of Bacteriology - Z's	Bottom Floor
NOTE: Titles beginning with acronyms (AAAS, EMBO, FASEB, etc.) are shelved by the first letter of the acronym and are always the first journals in the corresponding letter area.	

Current (Unbound) Issues of most journals are shelved on the right (east) side of the middle floor, alphabetically by title in shelf cubicles. There are a few less frequently used titles that are shelved along with their bound counterparts in the stacks, alphabetically by title. **New Issues** are displayed the day they are received on the blue shelf on the middle floor of the stacks for one day before being placed with the other unbound issues.

Older volumes of some journals or cancelled titles may be shelved in the **Overflow Area** on the middle floor. In these cases, a book dummy is placed in the appropriate place on the main journal shelving to direct you to the overflow area. In the overflow area, journals are stored alphabetically by title.

The Biology Library's **Journals List** (print titles) is on the Web at <http://www.library.uiuc.edu/bix/list.htm>, and also in notebooks near the Circulation Desk, at the Reference Desk, on the table near the card catalog, and in the main area on the Biology Library Stack's middle floor. **Electronic Journals** are also available at <http://www.library.uiuc.edu/orr/results.php?types=JN&subject=10>; the Library Online Research Resources (ORR) page from our Biology Library homepage at <http://www.library.uiuc.edu/bix> or directly from <http://www.library.uiuc.edu/orr/>; or links from the Online Library Catalog bibliographic records for the journal titles.

There are a number of resources for deciphering journal abbreviations. See the Biology Library Journals Resources Web page at <http://www.library.uiuc.edu/bix/j-resources.htm> for online serials lists to a number of major databases which include full journal names and their abbreviations, in addition to several online abbreviation tools. *BIOSIS Serial Sources*, *List of Journals Indexed in AGRICOLA*, *List of Journals Indexed in Index Medicus*, and *Zoological Record Serial Sources* print versions are located at the Reference Desk.

SPECIAL COLLECTION

The **Bibliography Collection** is on the northeast side of the middle floor of the stacks and is shelved by call number. The collection includes bibliographies, indexes, and abstracts.

The **Reference Collection** is at the south end of the Reading Room. The books in this collection are arranged by call number. They may be checked out for brief periods of time for color photocopying, or overnight use - - - **only on Mon – Fri with Reference person's approval**. *No Reference person = no checkout*.

School of Life Sciences **Dissertations / Theses** from the past 3 years are on the middle floor, near the dumbwaiter. Older works are moved to the Main Library.

The **Cage** [aka The **Safe** or **Closed Stacks Collection**] is in the caged area on the middle stack floor, and items are available for **room use only**. This collection includes rare materials, or materials that are in poor shape that require special care. Ask a staff member to retrieve any volumes needed Monday - Friday, 8:30 a.m. - 5 p.m.

COURSE RESERVES

Reserves of print books and course packs for the School of Integrative Biology (SIB) and School of Molecular & Cellular Biology (SMCB), and selected other courses are shelved behind the Circulation Desk arranged alphabetically by class. Patrons may enter the Reserves area to get items for themselves. Reserves Rules for print materials:

- Backpacks, etc., are not allowed in the Reserves area
- Materials must be checked out by library staff at the turnstile
- Borrowers must show a valid I-card
- Only 4 people are allowed in the Reserves area at a time
- Each person may check out only 4 items at one time

Some articles and book chapters are electronically accessed via the UIUC Online Library Catalog <<http://www.library.uiuc.edu/Catalog/>> [Search Course Reserves].

Each course reserve item (both print and electronic) has a record which can be retrieved via the Online Library Catalog. Reserve materials are organized by Instructor or Course. The location will be provided for print materials, and a link will be provided for electronic materials.

CD-ROMs & OTHER ELECTRONIC MEDIA

The Online Library Catalog entry will indicate whether a book has electronic media which accompanies it. Ask at the Circulation Desk for assistance in finding accompanying electronic media. These items have the same checkout period as the associated book or journal.

MICROFORMS (Microfiche or Microfilm)

The designation "Film" or "Fiche" above the call number indicates a Microform format (microfiche or microfilm). Microforms are stored in a cabinet in the Reading Room near the reshelving area near the Stacks door (northeast corner). Microforms may be checked out and have the same loan period as books. The Biology Library does not have Microform readers but the following campus libraries do:

Business and Economics Library 101 Main Library	Microfiche/microfilm reader/printer
Main Library Reference Room 200 Main Library	Microfiche reader/printer Microfilm reader (no printer)
History, Philosophy, and Newspaper Library 246 Main Library	Microfiche reader/printers Microfilm reader/printers
Government Documents Library 200D Main Library	Microfiche reader/printers Microfilm reader/printers
Music Library 2136 Music Building 1114 West Nevada Street	Microfiche reader/printers Microfilm reader/printers

EQUIPMENT & SUPPLY CATALOG

Catalogs are shelved below the New Book Shelf in the bookcase between the windows in the Reading Room, and may be checked out for overnight use.