

RENEWALS

A 14-day book may be renewed once, if not reserved by another reader, but if renewed it is subject to recall at any time it is needed.

DISPLAY SHELF & BULLETIN BOARD

New books, material relating to Star Course concerts, and other selected titles are kept in the display rack for 14 to 30 days. Most of this material may be borrowed for 14 days. Watch the bulletin board opposite room 200 for announcements of new books, music clippings, map of the campus, and other items of interest.

STAFF ASSISTANCE

Our staff will be glad to help you learn how to use the library. Consult also the LIBRARY HANDBOOK, which may be obtained free at the service desk. This tells how to use the card catalog, and is a guide to the other departments of the University of Illinois Library.

Jay Allen, Librarian
Virginia Shirley, Assistant

October 1945

JA/45-0-10/400.

MUSIC LIBRARY UNIVERSITY OF ILLINOIS LIBRARY 220 Smith Music Hall

HOURS OF OPENING

Monday--Friday: 9a.m.-12m; 1-5p.m.

Saturday: 9a.m.-12m.

Evenings: Monday and Thursday, 7-9p.m.

THE COLLECTION

The collection consists of music, books, pamphlets, and periodicals about music. It is selected primarily as a working collection for the School of Music students and faculty, yet contains much of interest to the average music lover. Further material is housed in the general library. The collection will continue to grow until it numbers about 8,000 volumes. It does not include phonograph discs.

CLASSIFICATION

Most of the collection is arranged according to the Dewey Decimal Classification, in the following principal divisions:

780--Music in general; history; biography	785--Instrumental ensemble
781--Theory and technique	786--Keyboard instruments
782--Dramatic music	787--Strings
783--Sacred vocal music	788--Wind
784--Secular vocal music	789--Percussion; mechanical

The symbol "M" denotes music. Miniature scores and operas are arranged by composer, not by number. A more detailed outline may be secured at the service desk.

GENERAL RULES FOR BORROWERS

Do not return books to the shelves. Leave them at the service desk. When browsing, leave volumes on top of music cases, or lying horizontally on unoccupied shelf spaces in alcoves or stacks. They will be counted and shelved by the library assistants.

Most music and books may be borrowed for two weeks. This material is shelved in the music cases in the alcoves, and in the closed stacks.

Class reserves, and other material so designated may be borrowed for overnight during the week, or from Friday to Monday. This material may be taken out 1 hour before the day's final closing, and must be returned within 20 minutes of the next opening. This material is shelved on the west wall near the service desk.

Some volumes are limited to use in the reading room, namely; reference books, periodicals, complete works and other special sets, old, fragile, or unbound material; other special volumes so designated. Some of this material may be used in practice rooms in the building, but must be returned before the Music Library next closes, whether for the day or not. Reference books and current periodicals are shelved chiefly on the west wall.

HOW TO BORROW

Room use. No call slips need be signed, but return the volume to the service desk as you leave the room. If it is on overnight reserve, return it as soon as you have finished with it, so that it will be available quickly for the next reader.

Building use. Show your identification card and fill out a colored call slip at the service desk. Return the book to the service desk before next closing.

Home use. Show your identification card and fill out a call slip at the service desk--a pink slip for overnight; a white slip for two weeks.

BOOK DROP

When the library is closed, return books to the book-drop in the balcony foyer.

FINES

Reserve and building-use books returned late are subject to a fine of 25¢ for the first hour and 5¢ for each additional hour.

On 14-day books the fine is 2¢ per day.

RESERVATIONS

A 14-day book in circulation may be reserved by filling out a call slip. Only one reservation will be taken for any one title. The book will be held one day after it is due. If the book is returned late or early the person making the reservation will be notified by mail.