Get acquainted with your library. It contains some 23,000 bound volumes, files the annual reports of 1,000 corporations, and indexes many more thousands of business pamphlets; it places at your disposal handbooks, directories, and the indispensable "business services." With this wealth of material, however, the library will be effective for you only in proportion to your skill in using it.

You should get acquainted first with the location of the main collections and with card catalogues, periodical indexes, and other finding-aids.

As you enter the library the public catalogue is on your left adjacent to the charging desk. It is the most complete source of information about the contents of the library and the only source of information available to you about the shelf location of books. Except for the periodicals and "business services" which are on open shelves in the reading rooms, this is a closed stack library. Not that you are forbidden to go into the stacks; on the contrary, you will have occasion to do so. A closed stack library is one that gives service over the charging desk. The arrangement of books on the shelves is then determined to a considerable extent by frequency of use even at the expense of the natural sequence of the classification schedule. You cannot expect to work effectively by browsing in the stack in search of material on a specific subject; you will need to learn the proper use of card catalogues and other bibliographic aids. In this the reference librarians will delight to assist you.
To your right, in the smaller reading room, are the current periodicals and the "business services." These should not be removed from the room but may be used freely and should be returned by you to their shelf positions. Among the services are Moody's Manual of Investments and the Standard and Poor's Corporation Record, the Prentice-Hall Tax Service and the Commerce Clearing House's Federal Tax Service. These, together with the U.S. Tax Reports and the Public Utility Reports, are in sections A, B, and C on the south wall of the reading room. Each of the business services contains numerous subdivisions that are kept current by weekly supplements. Each contains in its opening pages detailed instructions for finding and interpreting the tremendous volume of indexed material; you can well afford the time required to learn the efficient use of these fact-finding aids. Among the most interesting parts of these services are the Industry Surveys and collections of Basic Statistics.

The main reading room houses the bound copies of periodicals, alphabetically arranged in numbered sections. For example, the 1941 issues of Public Utilities Fortnightly will be found in section 37.
Recent issues that have not yet been bound are kept separately in sections 43–51 on the south wall. In the event that you require an issue that is in the bindery, the service of the librarian will be needed to get you a substitute copy. Until you become familiar with the location of particular journals, the check list kept at the desk of the reference librarian in the center of the reading room will be your most convenient finding-aid. It will be worth your while, however, to make a circuit of the room and identify the volumes that you will most frequently consult.

Located in the main reading room are several of the most important indexes. In section 28, just behind the reference librarian’s desk, are the Industrial Arts Index and the Readers’ Guide to Periodical Literature. In section 6 on the south wall is the Monthly Catalogue of U.S. Public Documents. All of these are subject indexes which assist you to find quickly articles relating to subjects on which you wish to inquire. Not until you have used them will you appreciate the amount of material which is available to you in the library. You will soon learn that the most efficient way to use these aids is to work backwards from the latest issues, because in your subjects old periodical articles quickly become out of date. Another aid found in the main reading room, section 40, is the New York Times Index. You will not use it as frequently as the other sources but certain kinds of information not available elsewhere can be traced through this means.

The Cumulative Book Index, formerly known as the United States Catalogue, is kept in the work room behind the book stacks because it is used more frequently by the librarians than by students. It is available to you, however, on request. It is a complete listing of all books in print in the English language. Usually you will find that books on business are in your library and can be most efficiently traced through the card catalogue. Libraries, however, are selective and books on fringe subjects may not be here. The catalogue of the General Library of the University may contain the titles of the books you wish to consult. The Cumulative Book Index will permit you to see whether the book exists and will aid you in finding it in the card catalogues of the General Library.
You should also take time to examine the special collection of material dealing with industrial relations and personnel administration in Room 330. This contains a unique group of 30,000 pamphlets on pertinent topics in the field which can be examined in the reference room but are not available on a loan basis for outside use.

How to find Books

Once your subject for research is clearly defined the public card catalogue just inside the library entrance should be consulted. Here in one alphabetical file are cards for every book and periodical in the library. Pamphlets are not listed here and for information about what is in the periodicals you will need to look elsewhere. (See “How to Find Articles,” p. 8).

Nearly every book has a separate card for its author, its title, and its subjects. If, for example, you are interested in finding a book by Heckert, J. B., on Controllership, you will find the following card listed under the author’s name:

HF
5550
.H 44

Heckert, Josiah Brooks, 1893–
Controllership: The work of the accounting executive, by J. Brooks Heckert and James D. Willson.
New York,
Ronald Press Co., 1952
645 p. illus. 24 c.m.
1. Controllership 2. Accounting
HF 5550. H 44 658.15

Library of Congress 52h5

52–6208
The number in the upper left shows the Library of Congress classification of the book by subject matter and the position of the book on your library’s shelf. This number you must use to obtain the book from the charging desk. Under the card description of the book are symbols that are chiefly of interest to the librarian. In this case they show that in addition to a title card there are two subject cards on file, that the Dewey decimal classification number used by some libraries is 658.15 and that the serial number of the card is 526208 should the librarian wish extra copies for replacement.

Should you wish a recent book on controllership but do not know the author you would still find this particular reference under the subject classifications of accounting or controllership. However, it would take considerably longer to find this one book because it would be only one of many similarly classified. The author card is usually the quickest and easiest to find.

To borrow a book or to obtain it for use in the reading room you must fill out a call slip with the complete information requested. An error in the title or shelf number may send the attendant to
the wrong location or cause difficulty and delay, wasting your time and that of the librarian. If your part is performed with care the book will be placed in your hands promptly.

If you are making an exhaustive study of the controllership function and want a complete listing of books past and present, you may find it desirable to consult the Cumulative Book Index and the Publishers' Weekly which are available on request at the charging desk. For example, in the 1943–48 cumulative volume you would find the following:

**Controllership:**
- Anderson, D. Practical controllership. $6;
  - college ed. $5 '47 Irvin
- Controllers Institute of America. Committee on postwar controllership problems. Controllership problems in the reconversion period. pa 50c '45. The Institute 1 E. 42d St., N.Y. 17.

*See also*
- Accounting
- Auditing
- Budget, Business.
Clearly you may find it necessary to look under the suggested alternative headings and, if you are observant, watch out for alternative spellings of your subject. Although the task may be an arduous one, it is possible to make a comprehensive bibliography by using first the current issues of the Publishers' Weekly and going back to the last monthly issue of the Cumulative Book Index and from there to the earlier issues of the latter index. The Publishers' Weekly is a bit inconvenient because it lists only by authors but it may well contain references that have not yet reached the library shelf or catalogue.

**How to find Articles**

Fortunately, there are short-cuts to the location of articles in periodicals. Since late in the last century practically all periodical articles have been indexed. There are many of these indexes; the two most essential in a special business library are the Readers' Guide to Periodical Literature, 1900 to date, and the Industrial Arts Index, 1913 to date. They list articles both by author and subject in uniform entries patterned after those found in the card catalogue.

For example, in the 1950 Industrial Arts Index under the heading, controller, you will find numerous entries of which the following are excerpts:

*Controllers*

Controller should take a more active part in his corporation's relations with the S.E.C. Eking, J. Account 90:57 J1 '50.

Cost control within the controller's division.


What research can do for controllers; abstract


You will quickly discover that material on your subject is abundant and is scattered through the dozen or more accounting journals. Once you have identified the source it is a simple matter to tell from the librarian's list of periodicals whether or not your library has it. If the article is not available, the General Library, which subscribes to about 1,400 magazines, may have it.
Finding government documents is a difficult art. In the card catalogue they are classified by the issuing department, which is frequently no help at all. The United States Government Organization Manual will of course describe the agencies and suggest the areas in which they publish. The card catalogue may then be entered by issuing department much as it is entered as an author index. Often the most convenient method of search is through the Monthly Catalogue of U.S. Government Publications (Reading room, section 6). This is not so difficult to use as its title suggests because the December number of each year contains a cumulative index by subject matter. Each subject reference shows a serial number and all documents are serially arranged in the monthly issues for the year. Admittedly the locating of government documents is not easy and you may well need to ask help from the reference librarian who is always on duty.

Use of Pamphlet Material

In many respects the pamphlets are the most valuable part of a business library. Here are found the annual reports and proxy statements of the leading corporations, business research reports that have not found their way into periodicals or books, and many government releases on business subjects that are not officially classified and indexed as government documents. Since this material is not readily stored on shelves, much of it is in folders kept in filing cabinets. These folders are indexed and each pamphlet is indexed by subject matter in a catalogue behind the charging desk. If you have need for information from this source, you may have access to the catalogue and the assistance of the reference librarian. Your attention is again called to the special collection of industrial relations pamphlets in Room 330.
As a final bit of advice, it is suggested that you obtain at the charging desk copies of two very useful publications. These are:

Coman, E. T.  
_Sources of Business Information_

Johnson, H. W. and McFarland, S. W.  
_How to Use a Business Library_
Rules

Reluctantly we call attention to the need for rules and regulations. A library must meet the requirements of many people at the same time. It must operate largely by routine. These rules are the result of experience and are the minimum possible.

Hours

The library is open from 8 A.M. to 6 P.M., and from 7 P.M. to 10 P.M., Monday through Friday. On Saturday it is open from 8 A.M. to 6 P.M. On Sunday the hours are from 2 P.M. to 5 P.M.

Rules of Conduct

Quiet must be maintained in all parts of the library. Reading rooms are not the place for conversation.

No smoking is allowed. The student lounge is available for that purpose.

Coats should be left in the cloak room on the second floor.

Books for Use in the Library

Charge slips should be properly made out. Books may not be taken from the room on this type of charge. There is a fine of 25 cents a day for violation of this rule.

Books for Home Use

The applicant should fill out the book card found in the back cover of the volume, which will be stamped with the return date and filed by the attendant. A fine of five cents a day is levied for late return of such books.

Over-Night Use of Reserve Books

Reserve books may be drawn at 9 P.M. and must be returned by 9 A.M. the next day (or 2 P.M. on Sunday). There is a fine of 25 cents per day for violation of this rule.