

# BURNAM LIBRARY ORIENTATION

ACADEMIC YEAR 2023/24



**FLOORS -- PRINT**

The library has four and a half floors –

- the main (4<sup>th</sup>) floor with circulation (books on reserve are behind the counter); and reference; reading room with atlas and dictionary stands, text editions; the visiting scholars' alcove; palaeography room; epigraphy & papyrology room (coming); graduate study room; staff offices; Tytus fellows offices; “group” study room.
- In the circulation area there is a mezzanine (half floor) with current unbound journals.
- With your keycard, descending from the main floor, you first come to stacks floor 6 (S6) with philology (call letter P), oversized books, the map cabinet.
- Farther down is stacks floor 5 (S5) with bound journals and history (call letter D).
- Farthest down is stacks floor 4 (S4) with all subjects (call letters A-Z, except for history [D] and philology [P]), elephant folios, the glass case, the rare book and manuscript room.
- There are alarmed emergency exits on all stacks floors by the staff elevator.

**FLOORS CONT.**

- There are iPads on all floors to check references in the library catalog,
- and all floors, esp. S6, have seating; and pencils and paper for call no. notations.
- There is a wall-mounted flip index for journal look-ups on S5,
- and a microform reader/printer, and a small documents scanner on S6.
- There are subject signs throughout the stacks to help orient those of us who are not experts on the call no. system.

Because of space issues, materials that “do not belong” on respective floor may be shelved there, especially along walls. They would read as Wall 4, 5, or 6 before the call number in the library catalog. Note also that there are temporary “overflow shelves” with books on the mezzanine.

On the main floor (4) in the circulation area, there are:

- Printers/ photocopiers, staplers, a paper cutter (all also in the grad room), and a self-checkout kiosk to check out items to your personal account.
- New books are displayed in the cubby hole every month as well as a daily book sale.
- The bookcase in the corridor of the grad room (405) holds duplicate and gift books free to take and/or exchange.

**ONLINE RESOURCES**

On the [classics library's webpage](#) and in the [library catalog](#), you will find:

- links to e-journals, e-books, and index, image, and text databases, language dictionaries as well as links to OhioLink, interlibrary loan, and more.
- You will also find subject guides there, listing resources by type and subject; many e-resources are openly accessible;
- and an [interactive 3D video tour](#) of the library.
- There is a breakdown of the [Library of Congress call no. system](#) and a [transliteration guide](#) to Greek titles in the library catalog under “UC library services” on the classics library page.
- From the classics library page there are moreover links to library hours, a monthly new book list, a list of books on sale, a book tour, and more.

# Circulation Policies

The **LOAN PERIOD** for graduate students of circulating books is **ONE SEMESTER** unless an item is recalled by another user.

Some non-circulating items can be checked out to graduate carrels, but not all. Reference books, elephant folios, palaeography room items, maps, German dissertation collection, glass case materials, microform, rare books and manuscripts can be consulted inside the library.



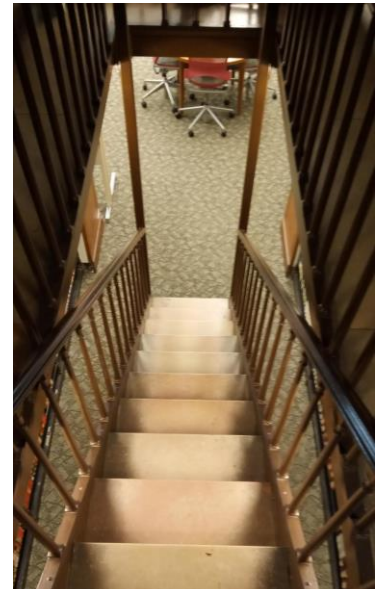
## LIBRARY POLICIES

- **Food and drink can be consumed in the Blegen lobby and in the graduate study room.**
- **It's best to leave bags in your carrel to serve as an example for non-classics library users.**
- **All books borrowed need to be desensitized (by you if you use the self-checkout kiosk or by circulation staff if you don't) as they have security strips connected to the alarmed exit gate.**
- **It's best not to reshelve books and instead place them on return carts on each stacks floor.**
- **Rare books and manuscripts CANNOT leave the library.**

**Preserving  
our world-  
class  
collections  
is a top  
priority.**

**NEED HELP?****ASK THE LIBRARIAN**

If you need help with locating materials, finding the best resources or search terms for your research, e-resources not working, books we don't have, or have questions about any of the above, please feel free to stop by my office or email [Rebecka Lindau](mailto:Rebecka.Lindau) to schedule a one-on-one or group research consultation.

**WELCOME ALL!**

**Please spend some time exploring both the physical and virtual library and let me know if you have questions.**

**I wish you a productive and enjoyable year!**

