

PARKER LIBRARY STEWARD OBSERVATORY

PLSO Guide to the Library

I. Circulation Guidelines

A. Borrowers

1. Valid Borrowers.

- a. Faculty, graduate students, and staff members of Steward Observatory, Lunar and Planetary Lab, and Kitt Peak National Observatory.
- b. Undergraduate astronomy majors, whose names and campus addresses appear on the official registrar's list, may borrow.
- c. Borrowing period is one semester or until recalled.

2. Other Users.

- a. Non-astronomy graduate and undergraduate students will be permitted to use PLSO materials only in the library.
- b. Other persons who wish to borrow material from the library must have specific permission from either B. Fridena or R. Poss. Address and phone number must be provided.

B. Check-out Procedures.

1. General Reading Room Materials.

- a. Please be sure to sign out all materials you borrow from the library. If an item has no card, use a Special Loan card located in rear of checkout box. Put completed checkout cards in the small box so labeled.
- b. The PLSO Reading Room is kept locked at all times except when the librarian is on duty. The Chart Room is kept locked at all times. Application for keys may be made through Michelle in the Department office.
- c. Do not let a third party borrow any library materials from you without the library checkout record being properly transferred. You will be held responsible for any materials checked-out under your name.

2. Special Chart Room Materials.

- a. Palomar Sky Charts are checked out on the bookcase door in the Chart Room. To protect charts, please put in a carrying folder located on top of bookcase.
- b. CDs and videos are checked out in a notebook on the table under the CD rack in the Chart Room.

C. Recall of Materials.

Any materials borrowed from the collection are subject to recall on short notice. Presumably faculty, graduate students, and staff members will be using borrowed materials in their campus offices. If any item is recalled and you are out of town, we would expect to locate it in your office. Therefore, removal of materials from offices is strongly discouraged.

D. Non-Circulating Materials

1. Reserve and Reference.

Material marked RESERVE or REFERENCE may not be removed from the library. This includes all material on class reserve.

2. Current Journal Issues.

Current journal issues on periodical display shelving may not be removed from the library.

E. Returns and Lost Materials

1. Returns.

Returned materials should be put in the book returns box.

2. Lost.

The borrower must replace lost materials. Replacement can be done by either buying a replacement copy or paying the library for the cost of the item. If a lost item is out-of-print, the borrower will either be asked for the cost of the lost book or to provide another relevant book on the same or similar subject.

II. The Collection

A. Purpose of Parker Library Steward Observatory (PLSO) Collection

- to support the astronomy curriculum
- to support the scientist in his/her astronomical research
- to provide relevant information for the development of new instrumentation
- to provide relevant information for maintenance of telescopes
- to maintain a small collection of books and journals at the telescopes
- to provide information as needed to administrative staff in the department and observatory

B. Subject Areas and Special Collections

PLSO is a working collection located in Steward Observatory (SO) at the University of Arizona. The collection includes frequently used and special materials in the fields of astronomy, astrophysics, and cosmology. Special materials include catalogs, charts, media, and archival materials. The Parker Library's main collection is in the Reading Room--N304, catalogs and charts are in the Chart Room--N307, and archival materials are in the library office--N304A.

1. Books

- a. New books are displayed on the information table under the bulletin board for several weeks before being shelved in the stacks.
- b. New and other books with checkout cards may be checked out.
- c. Books are shelved using the Library of Congress (LC) classification system. See Section C below for the LC Classification Schedule: Brief Outline of the Sciences.

2. Journals

- a. The latest issues of the journal subscriptions are shelved on the current periodical display shelving. To find out what current issues have been received, look at the log sheets on the display shelving or library web page at <http://www.as.arizona.edu/resources/plso/plso.htm>
- b. For a complete view of our journal holdings, look in the on-line catalog at <http://www.as.arizona.edu/resources/plso/plso.htm>
- c. Older issues and bound volumes are shelved in the journals' area of the stacks alphabetical by title.
- d. IAU Circulars are housed in the bottom drawers of the card catalog.

3. Observatory Publications

- a. Publications by other observatories and institutions are shelved in the observatory publications section of the stacks.
- b. They are cataloged with LC classification numbers.

4. Charts and Media

- a. Catalogs and charts are primarily housed in the Chart Room or in the Reference section of the Reading Room.
- b. A light table is in the Chart Room.
- c. CDs containing catalogs are located in the Chart Room, whereas, CDs accompanying books and journals are housed in a shelving unit above the Reading Room's computer.
- d. Videos and the VCR are housed in the Chart Room.
- e. Microfiche catalogs are in a file box next to the microfiche viewer in the Reading Room.

5. Preprints

SO preprints are in the archives section in the library office. Preprints are indexed on the PLSO web page

<http://www.as.arizona.edu/resources/plso/plso.htm>

6. Archives

- a. Archives include old books, SO preprints and other publications, old users' manuals to telescope instrumentation, and newspaper clippings file on SO activities.
- b. Archives are located in the library office--N304A.

7. Ephemeral File

- a. Materials of short-lived interest are housed in a file cabinet in the Reading Room.
- b. Ephemeral materials include: publisher catalogs, conference/workshop notices, fellowship grant announcements, job announcements, various periodical issues (non-subscription), maps, and information about other observatories, graduate schools, telescopes, etc.

C. Library of Congress (LC) Classification Schedule. Brief Outline of the Sciences:

Q	General Science
QA	Mathematics and Computer Science
QB	Astronomy
1	Periodicals
4	Observatory Publications
80-100	Astronomical Instruments
460	Astrophysics
470-79	Infrared, Gamma Ray, X-Ray, Ultraviolet, & Radio Astronomy
500	Solar System
600	Planets
700	Comets, Meteors, etc.
790	Interstellar Matter
800	Stars
821	Binary Stars
843	Clusters and Nebulae
856-59	Galaxies
860	Quasars
900	Cosmology
QC	Physics

D. Catalogs

1. Card Catalog.

The PLSO card catalog contains entries for all materials in the PLSO collections. It is available on-line and cards.

a. PLSO on-line catalog is located at

<http://www.as.arizona.edu/resources/plso/plso.htm>

b. Traditional card catalog cards are coded to location of library materials by color and 3 letters.

ARC	Archives	yellow
CR	Chart Room	orange
OBS	Observatory Publications	blue
PDO	Periodicals	red
REF	Reference	green

c. A plastic sleeve, over the catalog cards, indicates reserve materials.

2. Preprints Index.

SO preprints have an index in the front of each year's bound volume. Preprints are also on the PLSO web page

<http://www.as.arizona.edu/resources/plso/plso.htm>

E. Acquisitions

1. Selection of Materials.

PLSO personnel primarily do selection of materials along with PLSO library supervisor and other staff recommendations. The selection criterion is to acquire resources relevant to the needs of current SO scientific projects and curriculum.

2. Acquisition List.

A quarterly acquisition list is posted on a display stand in the Reading Room and on the PLSO web page

<http://www.as.arizona.edu/resources/plso/plso.htm>

III. Staffing

A. Staff.

PLSO is maintained by an 20% library staff member.

B. Supervision.

The SO faculty member who is the head of the SO faculty library committee supervises PLSO staff.

Last updated 12/2007