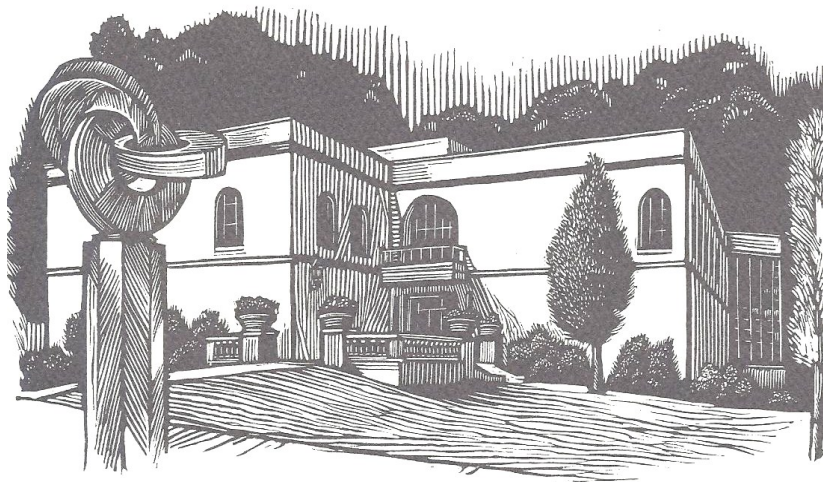


USING YOUR LIBRARY



F.W. OLIN LIBRARY, MILLS COLLEGE

RIK. OLGON

The F.W. Olin Library
Mills College

Welcome to Mills College and to the F.W. Olin Library!

We hope that you will discover early in your academic journey that the library has much to offer and that our staff is eager to make your experience as productive and instructive as possible. Visit often and don't hesitate to ask questions!

Our online catalog, MINERVA, is available to search all items in the library and allows you numerous access points, e.g. author, title, subject, keyword. There are special features to learn as well, such as emailing records, renewing books online, and accessing electronic reserve readings for your classes. If you have access to the World Wide Web, you may access the catalog from your home computer (24/7), so that you may determine if the library owns a book, or access various databases, without leaving your room!

The library subscribes to over 50 databases, which are available from the library's homepage. These include *Academic Search Premier*, which indexes and abstracts 8,100 journals (over 4,500 available in full-text) and *Proquest Research Library*. Additionally, the Library offers electronic access to databases such as *PsycINFO*, *Literature Resource Center* and *ebrary*. These services allow the Mills student to become aware of references from a wide range of sources and to expand research possibilities. In some cases, items may have to be requested through interlibrary loan. Allow plenty of advance research time, so that you may reap the most bibliographic benefits!

While we encourage one-on-one interaction with our library staff, we also have an "Ask A Librarian" service, where you may communicate with the Reference Department via email and ask your reference question. We encourage you to consider the library your special academic home. We know that you will find our resources intellectually stimulating and our building very inviting!

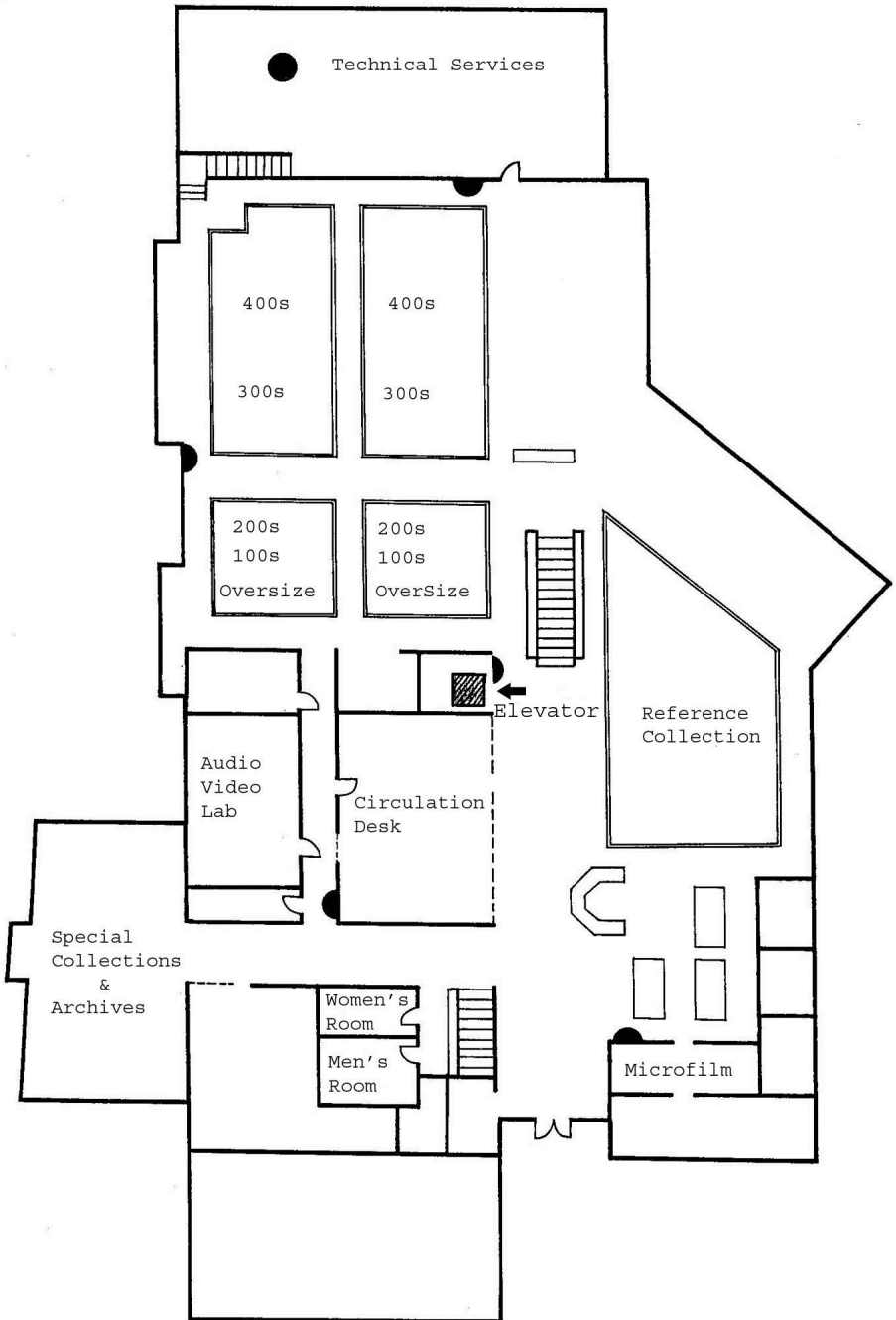
Again, welcome!

Renee Jadushlever
Vice President for Operations

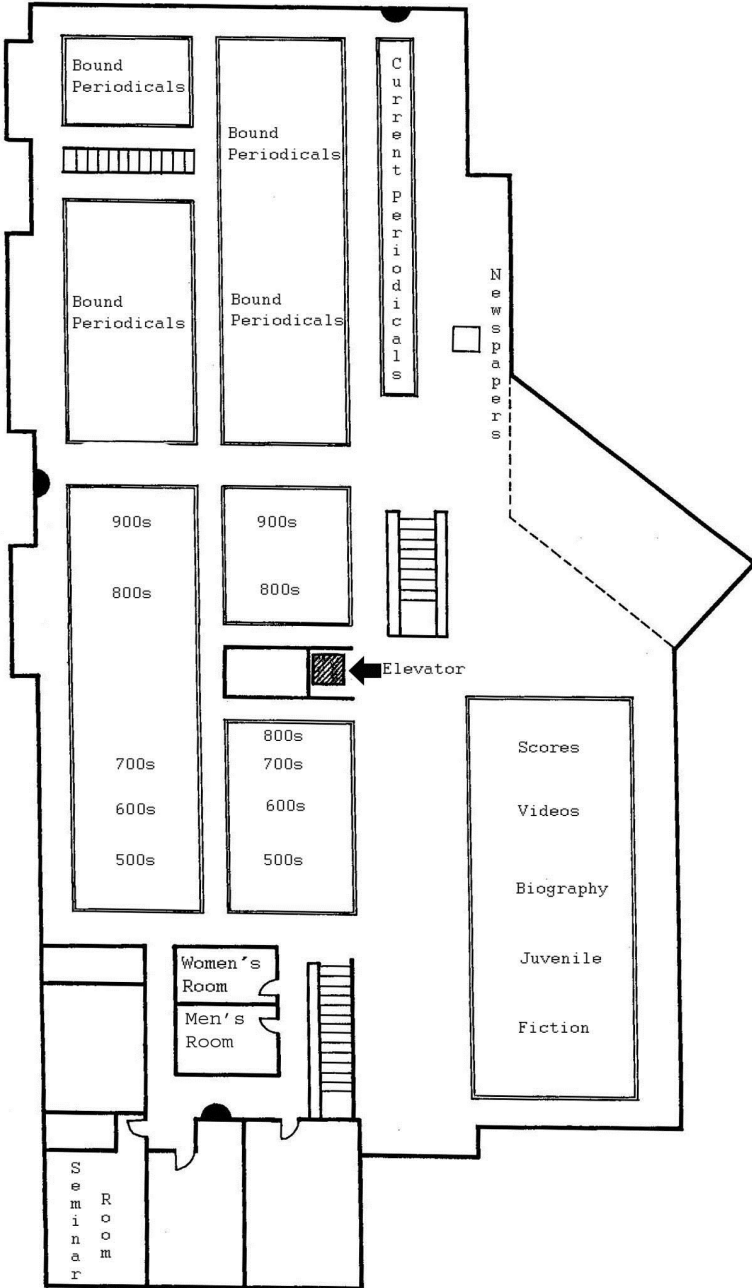
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FIRST FLOOR



SECOND FLOOR



Introduction

The F.W. Olin Library supports the educational needs of the students, faculty, and staff at Mills College. The Library building was dedicated in 1990 and houses a collection of over 240,000 volumes and other media, with special emphasis on literature, history, women's studies, art, and music. The Library collection contains some amazing riches, owing to over a century of collecting and also to the generosity of many donors. Faculty and Librarians select materials with care to meet the curricular needs of the College and to build upon the collection. Additionally, the Library subscribes to over fifty online databases providing a wealth of full-text and citation resources electronically. If you would like to recommend a valuable title that we do not currently have in the collection, please speak to a Librarian.

As a student, faculty member, or staff member at Mills College, you have access to the resources made available through the F.W. Olin Library. This pamphlet will guide you in learning what materials and services are available and how to use them. In support of the mission of Mills College to prepare students "for lifelong intellectual, personal, and professional growth," the Library also provides access and circulation privileges to alumnae/i of the College. Guests of the College who wish to use the Library should contact the Reference Department to discuss their needs. If you have additional questions after reading through this pamphlet, please contact a Library staff member (see the list of telephone numbers and email addresses on page 14) for information and assistance.

Finding Your Way Around

Book Drop: Use the book drop to return books when the Library is closed. Place items in the metal chute to the left of the front door.

Children's Books: Located on the second floor, books for young readers have the letters JUV (for Juvenile) above the call number. They are arranged in four different groups: non-fiction; biography; fiction; and picture books.

Circulation Desk: Located on the first floor. When you want to check out a book, DVD, CD, LP, video or course reserve stop here. You may also place a hold on books that are checked out to another borrower, ask for a search on an item you cannot find, and pay library fines.

Computers: There are "Microsoft Office" labeled computers in the Library. Most of the library computers have internet access and print to a central printer in the Reference area. To log in, use your Mills username.

Copiers: There are three photocopy machines in the Library. Two are located on the 1st floor and one is located on the 2nd floor. Two paper sizes are available: 8.5 x 11 inches and 8.5 x 14 inches. The machines accept cash or copy cards. Copies are 10 cents with a card, 15 cents with cash. A copy card costs \$1.00 and may be purchased from the dispenser next to the copiers on the first floor. Additional value may be added to the copy card using the photocopy machines.

DVDs and Videos: Circulating videos and DVDs are shelved on the second floor and may be checked out for seven days. Other in-house Videos and DVDs are shelved at the Circulation Desk and may be viewed only in the Library.

Fiction: Fiction is shelved on the second floor. Call numbers begin with the initial of the author's last name. For example, *Jane Eyre*, by Charlotte Brontë is Fiction B869j.

Listening/Viewing Room (Room 126): CD players, audio tape players, turntables, DVD players, and video tape players are available. You may check out headphones at the circulation desk. ***There are no facilities for duplicating media in the Library.***

Microfilm Rooms (Rooms 103-104): Microfilms of various newspapers and journals are stored here. Microfilm readers/printers are available. Please ask Reference Staff for help using the equipment.

Music Scores: Music scores are shelved at the top of the stairs on the second floor.

New Books: The new books in the Library are kept in two locations: on a book truck near the entrance and along the back wall on the first floor. You may check out new books like any other circulating books.

Newspapers: The current papers are shelved on the second floor in a wooden rack to the right of the current journals. The previous 1-2 months of most newspapers are also located on the second floor near the music scores.

Periodicals (in print): Current print journals are displayed in alphabetical order on slanted shelves on the second floor. All current periodicals may circulate for three days. Older, bound journals are shelved on the second floor, also in alphabetical order by title. Bound journals may only be used in the Library.

Reference and Information Desk: Located on the first floor. Ask your questions here, from simple directions to assistance in planning a research project. A Librarian is on duty from 8:30 am until 5:00 pm and 7:00-9:00 pm Monday-Thursday; 8:30 am until 6:00 pm on Friday; and from noon until 6:00 pm on Sunday.

Restrooms, Water Fountains and Lockers: Restrooms and water fountains are located on both floors near the front staircase. Lockers cost \$.25 and are available near the front door for short term use.

Seminar Room (Room 203): The Seminar Room, which seats 34, may be reserved by campus groups for special classes, meetings, or film screenings by emailing: room_library_seminar@mills.edu.

Services for Students with Disabilities: The F.W. Olin Library provides a barrier-free environment for students with disabilities. Features include electronic door access at the main entrance and first floor restrooms, wide stack aisles, an ADA computer in the Reference area, and study carrels and workstations with adjustable surface heights. Reference and Circulation staff are always happy to assist users with any Library research or access question.

Special Collections (Room 115): The collection of 12,000 volumes and 10,000 manuscripts housed in the Heller Rare Book Room includes printed books from the 15th century to the present, as well as the College Archives. It is also the home of the Mills Center for the Book, a forum for the cultural, literary, and aesthetic heritage of the book. Collecting strengths include: the James Collection of Shakespeareana; an archive of the works of composer Darius Milhaud; the Parton Collection of books on the history of dance; the

Reinhardt Women's History Collection; and a collection of contemporary fine press and artists' books.

Stacks: Mills uses the Dewey Decimal System. Call numbers 001-499 are shelved on the first floor. Oversized books and various Mills College publications, such as the *Mills Quarterly*, Mills catalogs, and Mills theses are shelved at the beginning of the first floor stacks. Call numbers 500-999 as well as periodicals, fiction, biography, juvenile collection, circulating videos, and music scores are on the second floor. See Library Map on pages 4-5.

The Dewey Decimal System

The Dewey Decimal System organizes information into 10 broad areas, which are broken into smaller and smaller topics. Different topics are assigned numbers, known as "call numbers."

000 - General Knowledge

500 - Math & Science

100 - Psychology & Philosophy

600 - Medicine & Technology

200 - Religions & Mythology

700 - Arts & Recreation

300 - Social Sciences

800 - Literature

400 - Languages & Grammar

900 - Geography & History

Reading Dewey Decimal Call Numbers

- Numbers to the left of the decimal point in Dewey call numbers are whole numbers. Therefore, 015 comes before 150.
- Numbers to the right of the decimal point in Dewey call numbers are decimal numbers. Therefore, 970.13 comes before 970.3.
- The second line of the call number begins with a letter followed by a decimal number. Therefore, A41 comes before A5.

Finding Information

MINERVA is the online catalog of the entire Library collection, including books, periodical titles, audios, videos, course reserves and electronic resources. MINERVA lets you use a variety of approaches to find available materials. Simple instructions on the screen will help you get started. If needed, ask the Reference Staff for assistance developing more refined search strategies. You may access MINERVA via the Internet at <http://library.mills.edu>.

Ask A Librarian: You may email a Reference Librarian at askalib@mills.edu. Please remember that the Reference Librarians work during normal business hours, Monday through Friday, so leave enough time for a response. There are links to **Ask A Librarian** forms on all catalog pages.

Connecting from Off-Campus: To use the databases from off-campus you must be a current Mills student, faculty or staff member. Go to: <http://library.mills.edu> and click on *Databases and Electronic Resources*. Select the database you want to use. If prompted, enter your Mills username and password. If you have problems connecting, call the IT Help Desk at **510.430.2005**, email helpdesk@mills.edu or access the Virtual Help Desk System at <https://helpdesk.mills.edu> and log on using your Mills username and password.

Databases: A variety of periodical, full-text, index and abstract databases are also available through the Library website. The Library subscribes to over 50 online databases. ProQuest and Academic Search Premier are two good databases to begin your search. Databases are listed alphabetically by name.

E-Journals: E-Journals may be found using a title search in MINERVA.

Interlibrary Loan (ILL): Interlibrary Loan is a cooperative agreement among participating libraries to provide materials such as books, journal articles, etc. to other libraries upon request. ILL services are available to current Mills students, faculty and staff. It generally takes about 2 weeks to obtain an item. The average cost is \$30 per item, which is currently paid by the Library.

Newspapers (Online): Full-text articles and page images are available in the *New York Times, 1851-2007* database. Many other newspapers are also available full-text in *Lexis/Nexis* and other online databases. A title search in MINERVA will also connect you to any available online versions.

Reference Books: Reference books such as encyclopedias, dictionaries, directories, etc., are shelved adjacent to the Reference Desk. They may be used only in the library. MINERVA indicates when a book is in Reference. Gale Virtual Reference Library is available through the Databases and Electronic Resources webpage and provides a variety of reference resources electronically. Also, individual titles may be searched in MINERVA.

The Mills Index: The Library has a card catalog indexing Mills history and publications located on the first floor near the main staircase. For a more complete and up to date version of the Mills Index, please contact Janice Braun (jbrown@mills.edu) at **510.430.2047**. The College Archive, which includes publications such as yearbooks, newspapers, and *The Mills Quarterly* as well as photographs, manuscripts, and other

materials pertaining to the history of the College, is located in the Heller Room. There is also a small browsing collection of Mills publications on the first floor immediately after the oversized books. Ask a Reference Librarian for assistance.

UC Berkeley Libraries Access: Mills students may use collections on-site at many UCB Libraries with open stacks at no charge. To use the Gardner and Moffitt Stack collections, you must get a day use pass and show a valid ID. If you want to purchase a UCB Library card to check out materials you may do so for \$100 at Doe Library. Please consult the UC at Berkeley Library website.

Database Tips

Use Boolean operators AND, OR, NOT

AND is used to search two or more concepts. For example, “women **and** science” produces only results that have both of those terms.

OR increases your results. For example, “cats **or** felines” will retrieve results with either term. OR is helpful to use when you’re searching synonyms.

NOT is used to exclude a word or words from your results. For example, “java **not** coffee” would include articles about the programming language but exclude articles about coffee.

Truncation

The most common symbol is *, although !, ?, and \$ might also be used. A truncation symbol placed at the end or middle of a term will retrieve variations of that word. For example, “child*” will return hits on child, child’s, childhood, children, etc. The search “**wom*n**” retrieves woman or women.

Limit your results

Many databases allow you to limit your search results by year, language, full-text articles, type of article, etc.

Use suggested topics

Many databases including ProQuest and Academic Search Premier provide suggested topics resulting from your keyword searches. Use these to further refine your search or to provide ideas for new keywords.

Try searching different databases

Different databases provide access to different resources. Even if you have a favorite database make sure to see what is offered through other databases. ProQuest and Academic Search Premier are two good general databases.

Checking Out Library Materials

Course Reserves: Books and articles that a professor wants a class to read are often placed on reserve at the Circulation Desk or made available electronically. Use MINERVA to look up reserves by course number or the instructor's name.

Course Reserves-Electronic: Many course readings are available electronically through a link in MINERVA. A password, handed out in each course, is needed to view the readings. The readings are .pdf files and may be opened in Adobe Acrobat. A free download is available from www.adobe.com.

Course Reserves-Print and AV: To check out these reserve items look up the call number and bring it to the Circulation Desk. Print reserves and CDs are checked out for either 2-hour or 24-hour periods. Most 2-hour items may be checked out overnight one hour before the Library closes and are due back one hour after the Library opens the next day. DVD and video reserves are checked out for 3 hours for library use only (no overnight checkout).

Fines: Fines are assessed for overdue and unreturned Library materials. **The charge for lost books is a \$60 replacement fee and a non-refundable \$15 processing fee.** Fees vary for other items. Please see the Circulation Supervisor for more information. Circulation privileges are blocked when charges exceed \$20.

2-hour Reserves - \$1.00/hour

24-hour Reserves - \$1.00/hour

DVDs and Videos - \$1.00/day

CDs & LPs - \$1.00/day

Current Periodicals - .25/day

Graduating students: Graduating students are expected to return all library materials and pay all fines by the end of the semester.

Holds and Recalls: If a book you want to borrow is checked out to someone else, you may place a hold or recall on the item. A hold will reserve the book for you when it is returned to the Library. A recall shortens the loan period of the current borrower to approximately seven days from when the item was recalled. You will be notified by email when a hold or recall item is available for you. Holds and recalls may not be placed on course reserves.

Library Overdue Notices: Library overdue notices are sent as a courtesy. Due dates (or due time in the case of Reserves) are emphasized at the time of checkout. You are responsible for knowing what is due and when it is due. You may manage your library account by logging into the Mills Portal and following the link to "Library Account." If you are not using a Mills email account, please add circadm@mills.edu to your email address book or contact list to make sure you receive email notices from the Library.

Loan Periods:

Books – 28 day check out with up to 4 renewals.

Current Periodicals (5 item limit) – 3 day check out with 3 renewals.

CDs and LPs (5 item limit) — 7 day check out with 1 renewal.

Circulating DVDs and Videos (3 item limit) - 7 day check out with 1 renewal.

Reserves – 2, 3 or 24-hour check out with no renewals.

Mills ID Card: Your Mills ID card serves as your Library card. It is used for all transactions at the Circulation Desk.

Missing Books: If MINERVA indicates that an item is checked in but you don't find it on the shelf, ask for a search at the Circulation Desk.

Renewals: You may renew items by phone, in person or online via the Mills Library Account link on the Mills Portal. Reserve items may not be renewed by phone. If there is a hold or recall placed on an item by another patron, the item may not be renewed.

Returning Books: If the Library is closed, you may use the book depository to the left of the front doors. Please insert the spine first to preserve the pages and slide the book down the metal chute.

Special Facilities

Elinor Raas Heller Rare Book Room

The collection of 12,000 volumes and 10,000 manuscripts includes printed books from the 15th century to the present, as well as the College Archives, including the Milhaud Collection. This is a study collection that supports the curriculum of the College.

Center for the Book

The Heller Rare Book Room is also the home for the Mills College Center for the Book, a clearing house for issues and ideas relating to the culture of the book, which sponsors book-related events for the College and the local community.

Seminar Room (Room 203)

The seminar room is monitored by the office of the Vice President for Operations. Reservations are required to use the room. If you would like to reserve the room for a class, meeting, film or study group, please send an email to room_library_seminar@mills.edu. You will receive an email as to whether the room is available or not. A weekly reservation calendar is posted outside the seminar room with details on who has reserved the seminar room and for what hours.

LIBRARY STAFF

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Serials and Data Control Librarian

LIBRARY HOURS

Hours change on holidays, semester breaks and during the summer months. For the latest information, go to the Library website at <http://library.mills.edu> or call the Circulation Desk at 510-430-2196.

Monday-Thursday	8:30 am to 12 midnight
Friday	8:30 am to 6:00 pm
Saturday	Noon to 6:00 pm
Sunday	Noon to 11:00 pm

Heller Rare Book Room

Monday	10:00 am to 12 noon 1 :00 pm to 9:00 pm
Tuesday—Friday	10:00 am to 12 noon 1:00 pm to 5:00 pm

TELEPHONE NUMBERS

Acquisitions	510.430.2022
Cataloging	510.430.2385
Circulation Desk	510.430.2196
Heller Rare Book Room	510.430.2047
Help Desk—ITS	510.430.2005
Reference	510.430.2385

The F.W. Olin Library building was dedicated on February 15, 1990 and designed by the architectural firm of Esherick Homsey Dodge and Davis. With 46,600 square feet, the two story building has a 300,000 volume capacity and 280 work stations. The budget for the building, grounds, furniture and equipment totaled \$7.2 million. A \$5.894 million grant from the F.W. Olin Foundation in July, 1987, the Foundation's largest grant ever and the first to a women's college, was awarded to help with the construction of the new Mills Library.

The art work on the cover is from the original wood engraving of the F. W. Olin Library by Rik Olson, 1990.

Updated 8/11