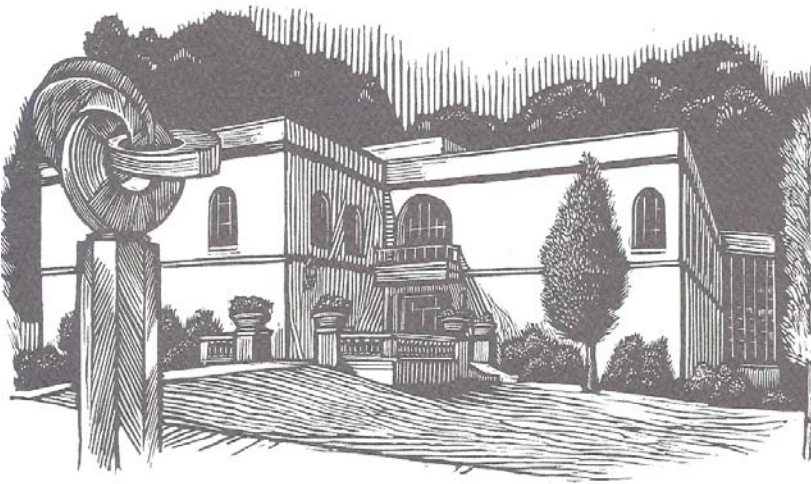


# USING YOUR LIBRARY



F.W. OLIN LIBRARY - MILLS COLLEGE

R.K. Nelson

## **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), *Britannica Online*, 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!

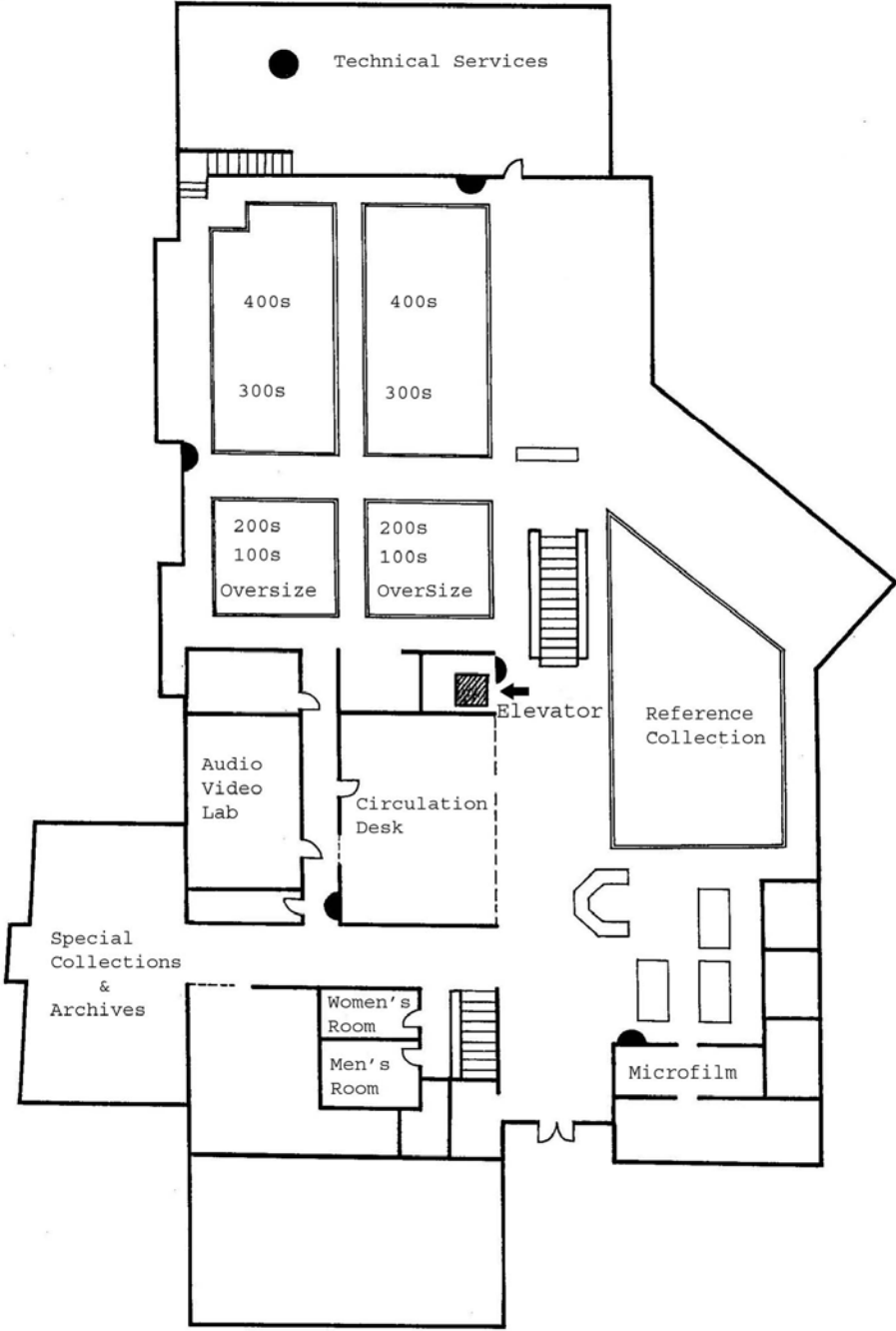
Again, welcome!

Renee Jadushlever  
Vice President for Operations

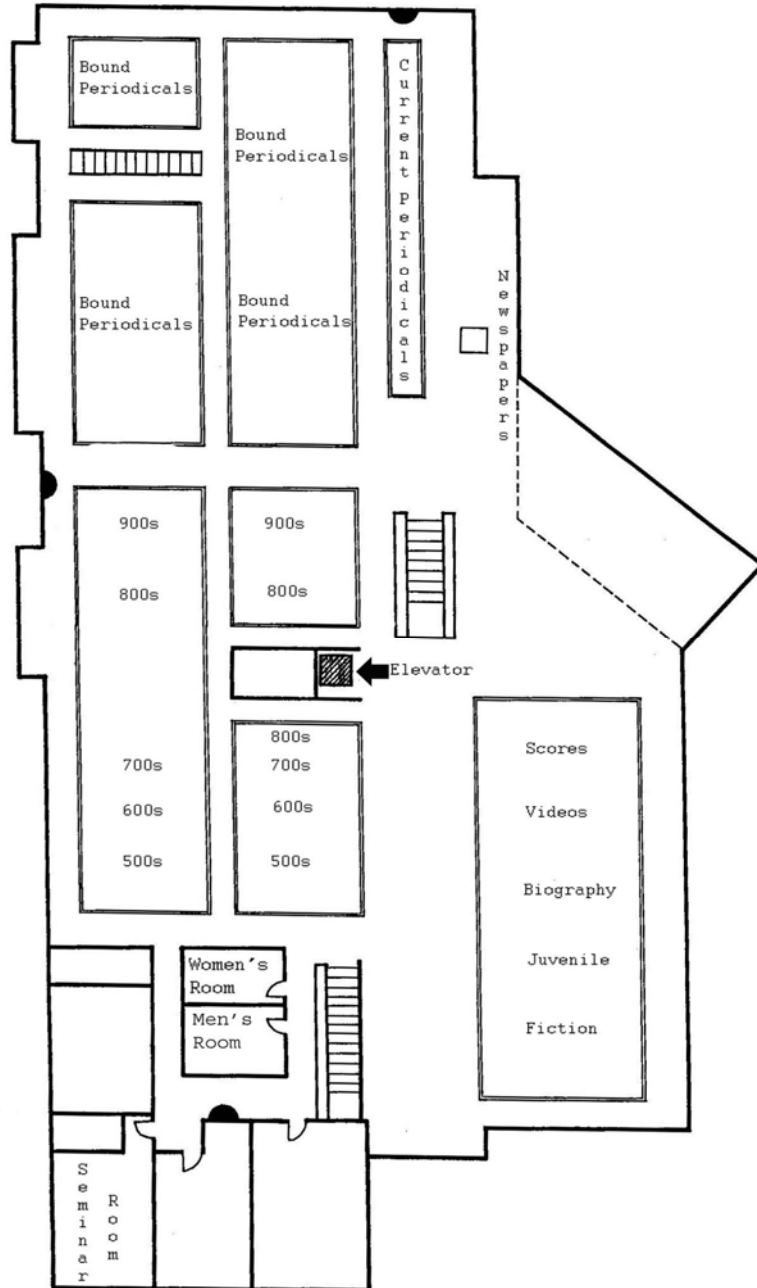
## **CONTENTS**

Library Map.....	4
Introduction.....	6
Finding Your Way Around.....	7
The Dewey Decimal System.....	9
Finding Information.....	10
Database Tips.....	11
Checking Out Library Materials.....	12
Information About the Library Building.....	13
Library Staff.....	14
Library Hours.....	15
Telephone Numbers.....	15

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 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. All Library computers have Internet access and print to a central printer in the Reference area. Use your Mills username to log on. Guests of the College may ask the Reference staff for help logging on to a computer.

**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:** These items 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:** Current 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 calling **510.430.2040** during business hours.

**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, 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 questions.

**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 15<sup>th</sup> 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*, and Mills catalogs 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.

## **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.”

<b>000 - General Knowledge</b>	<b>500 - Math &amp; Science</b>
<b>100 - Psychology &amp; Philosophy</b>	<b>600 - Medicine &amp; Technology</b>
<b>200 - Religions &amp; Mythology</b>	<b>700 - Arts &amp; Recreation</b>
<b>300 - Social Sciences</b>	<b>800 - Literature</b>
<b>400 - Languages &amp; Grammar</b>	<b>900 - Geography &amp; History</b>

### **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 number.

## Finding Information

**MINERVA** is the online catalog of the entire Library collection, including books, periodicals, audio, video, 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](mailto: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 any problems call the Help Desk at **510.430.2005** or email [helpdesk@mills.edu](mailto:helpdesk@mills.edu).

**Databases:** A variety of periodical, full-text, index and abstract databases are also available through the Library website. The Library subscribes to over 70 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:** Full-text articles and page images are available in the *New York Times, 1851-2001* 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](mailto: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 oversize 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 at <http://lib.berkeley.edu> for their current policies.

## **Database Tips**

### **Use Boolean operators AND, OR, NOT**

**AND** is used to search two or more concepts. For example, “women and science” tells a database to find 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](http://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 \$40 replacement fee and a non-refundable \$10 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 by the end of the semester to make certain their records are clear for graduation.

**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 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.

### **Loan Periods:**

**Books** – 28 day check out, 4 renewals.  
**Current Periodicals** (5 item limit) – 3 day check out, 3 renewals.  
**CDs and LPs** (5 item limit) — 7 day check out, 1 renewal.  
**Circulating DVDs and Videos** (3 item limit) - 7 day check out, 1 renewal.  
**Reserves** – 2, 3 or 24-hour check out, 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. If there is a hold or recall placed on an item by another patron, the item may not be renewed.

## **Information about the Library Building**

**Dedicated** on February 15, 1990

<u>Architects</u>	Esherick Homsey Dodge and Davis
<u>Principal Architect</u>	Peter Dodge
<u>Interior Architect</u>	Ben Weese
<u>Contractor</u>	Ralph Larsen & Son, Inc.

**Building** 46,600 square feet, two stories, 300,000 volumes capacity, 280 work stations

**Budget** \$7.2 million for building, grounds, furniture and equipment. \$5.894 million grant from F. W. Olin Foundation in July, 1987 was the Foundation's largest grant ever, and the first to a women's college.

### **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.

## **LIBRARY STAFF**

<b>Michael Beller</b> <b><u><a href="mailto:mbeller@mills.edu">mbeller@mills.edu</a></u></b> Reference & Access Services Librarian	<b>510.430.2051</b>
<b>Janice Braun</b> <b><u><a href="mailto:jbraun@mills.edu">jbraun@mills.edu</a></u></b> Special Collections Librarian Milhaud Archivist & Director, Center for the Book	<b>510.430.2047</b>
<b>Michele Buchman</b> <b><u><a href="mailto:mbuchman@mills.edu">mbuchman@mills.edu</a></u></b> Circulation Supervisor	<b>510.430.2377</b>
<b>Alma Garcia</b> <b><u><a href="mailto:almaq@mills.edu">almaq@mills.edu</a></u></b> Systems Administrator	<b>510.430.2021</b>
<b>Bonnie Gibson</b> <b><u><a href="mailto:bgibson@mills.edu">bgibson@mills.edu</a></u></b> Executive Assistant to the VP for Operations	<b>510.430.2040</b>
<b>Renee Jadushlever</b> <b><u><a href="mailto:reenejad@mills.edu">reenejad@mills.edu</a></u></b> Vice President for Operations	<b>510.430.2033</b>
<b>Carol Jarvis</b> <b><u><a href="mailto:carolj@mills.edu">carolj@mills.edu</a></u></b> Reference Librarian	<b>510.430.2180</b>
<b>Nancy MacKay</b> <b><u><a href="mailto:mackay@mills.edu">mackay@mills.edu</a></u></b> Head of Technical Services and Special Projects	<b>510.430.2028</b>
<b>Karma Pippin</b> <b><u><a href="mailto:kpippin@mills.edu">kpippin@mills.edu</a></u></b> Assistant Archivist	<b>510.430.2047</b>
<b>Moya Stone</b> <b><u><a href="mailto:moyas@mills.edu">moyas@mills.edu</a></u></b> Library Specialist-Acquisitions	<b>510.430.2022</b>
<b>Stella Tang</b> <b><u><a href="mailto:stellat@mills.edu">stellat@mills.edu</a></u></b> Serials Librarian	<b>510.430.2382</b>

## **LIBRARY HOURS**

Hours change on holidays, semester breaks and during the summer months. For the latest information, please call **510.430.2360** or go to the Library website at <http://library.mills.edu>.

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

### **Heller Rare Book Room**

<b>Monday</b>	<b>10:00 am to 12 noon</b> <b>1 :00 pm to 9:00 pm</b>
<b>Tuesday—Friday</b>	<b>10:00 am to 12 noon</b> <b>1:00 pm to 5:00 pm</b>

## **TELEPHONE NUMBERS**

<b>Acquisitions</b>	<b>510.430.2022</b>
<b>Cataloging</b>	<b>510.430.2028</b>
<b>Circulation Desk</b>	<b>510.430.2196</b>
<b>Heller Rare Book</b>	<b>510.430.2047</b>
<b>Help Desk-Computing</b>	<b>510.430.2005</b>
<b>Library Hours</b>	<b>510.430.2360</b>
<b>Reference</b>	<b>510.430.2385</b>

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

Updated 8/09