

**Welcome to the
MISSOURI BOTANICAL GARDEN LIBRARY
General Guidelines**

HOURS

8:30 a.m. – 5:00 p.m. Monday through Friday

LIBRARY STAFF

Librarian: Connie Wolf
Administrative Librarian: Doug Holland
Reference, Acquisitions, & Exchanges: Linda Oestry
Interlibrary Loan & Circulation: Mary Stiffler,
Serials & Circulation: Victoria McMichael
Cataloging: Zoltan Tomory & Julie Crawford
Archives (Located in the Lehmann Bldg.): Andy Colligan

GENERAL GUIDELINES

1. Let staff know if there is any book that you cannot find, whether it is missing from the catalog or from the shelves.
2. Notify staff of any apparent misplacement of books on a shelf.
3. Reshelve books on the shelving cart in the stacks or one of the two carts in front of the circulation desk.
4. Use only the book copier to copy from books. Consult with staff for oversize books, or if there is any question about the condition of a book.
5. Pay \$.10 per copy at the circulation desk for non-staff or personal photocopies.

VISITOR SERVICES

1. Please register in the lobby of the Monsanto Center and wear the badge issued until signing out.
2. You may use the library under the sponsorship of a staff person or by appointment through the library staff.
3. You may check books out under the sponsorship of a staff person; books must be available for immediate recall.
4. You are welcome to use the kitchenette.

LIBRARY ONLINE CATALOG

1. **F2** begins a new search. Use the ENTER key to forward records and the ESC key to move back a screen.
2. Select the type of search by scrolling through the list of options. Refer to “Selected index contains:” for a brief description of the search options.
3. For **abbreviated titles** use **BPH, TITLE KEY WORD, OR ANY WORD** as the search option. Substitute * for periods.
4. Replace **accented characters** with a question mark (?).
5. Request assistance as needed.

LOCATION OF MATERIALS

1. Botanical indexes are located on bookcases just beyond the circulation desk.
2. General reference materials including MBG publications, foreign language dictionaries, encyclopedias, etc., are located on bookcases at the west end of the library, just outside the stack area.
3. The new journal display and new books are located in the reference area.
4. The St. Louis Herb Society collection is located in the reading area opposite the circulation desk.
5. The general collection and serials are located in the stacks, to the north of the public area. The general collection begins at the west end of the stacks. The serials collection follows the general collection; all serial call numbers begin with QK1. Books are shelved in call number order. Each shelving unit is labeled with call number range and subjects or title range.
6. Map and atlas collections are located at the west end of the stacks. Maps are filed in map cases according to a numerical index, a copy of which is on top of the map cases. Call numbers for the atlas collection are prefixed with ATLAS.
7. Request assistance if the call number is prefixed with Archives, Bindery, Folio, Pre-Linnea, Linneana, Rare Book, or if the status is "checked-out."
8. With the exception of QK495.F, the second line of the call number is read as a decimal. For example, QK1 .L26 is shelved between QK1 .L2 and QK1 .L3. For QK495.F, the second line of the call number is read as a whole number. For example, QK495.F26 is shelved between QK495.F25 and QK495.F27.
9. Check with staff if you need assistance with the microfiche collections or reader-printer.