

Me. B. J. Loach

R.12.



Library and Information Services

Atomic Energy
Research Establishment
Harwell

This is

Your

Library !

If it does not give you exactly
the services you require -

Tell Us !

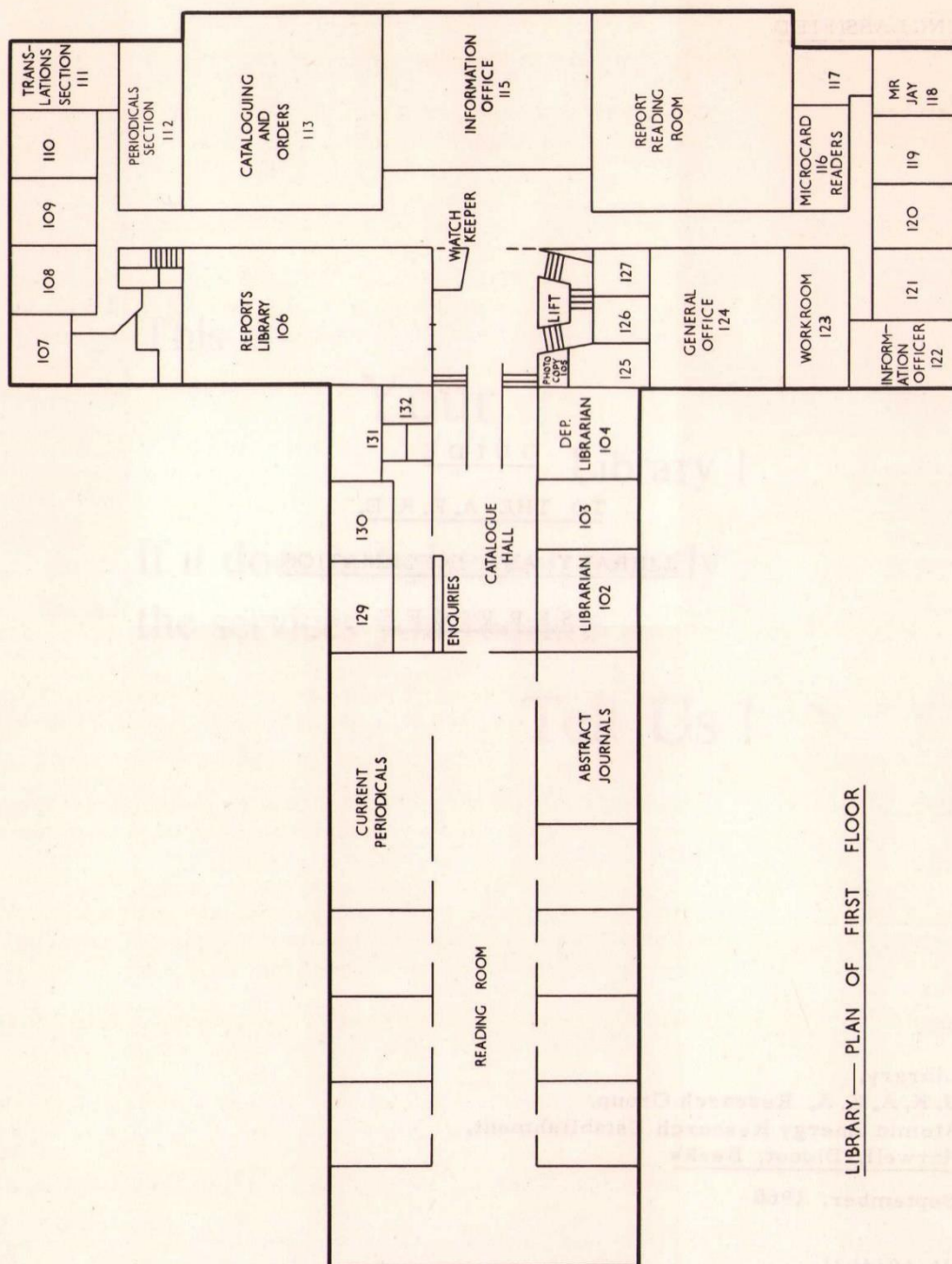
UNCLASSIFIED

GUIDE
TO THE A. E. R. E.
LIBRARY AND INFORMATION
SERVICES

Library,
U. K. A. E. A. Research Group,
Atomic Energy Research Establishment,
Harwell, Didcot, Berks.

September, 1960

HL 60/4621



LIBRARY — PLAN OF FIRST FLOOR

SUMMARY OF LIBRARY SERVICES

For Telephone Numbers of Main Departments see Page 4

<u>Abstract Journals</u>	Chemical Abstracts, Nuclear Science Abstracts, Science Abstracts and other abstracting journals and bibliographies will be found in the Reading Room (see page 6).
<u>Catalogues</u>	The author catalogue of published material and unclassified reports, and the subject catalogue of published material are in the Catalogue Hall (see page 5). The report subject catalogue is in the Information Office (see page 8) and the index to report serial numbers in the Report Room (see page 7).
<u>Enquiries</u>	The main enquiry desk is in the Catalogue Hall. Ring extensions 2033-2034. (see page 8).
<u>Information Services</u>	Information Office staff will do their best to provide answers to specific questions, compile bibliographies or search the literature, and will keep scientific staff currently informed of items of interest to them. (see page 8).
<u>Lists</u>	Lists of newly acquired books, pamphlets, periodicals and reports are issued regularly (see page 13).
<u>Loan services</u>	Books, periodicals and pamphlets may be borrowed from the Reading Room (see page 5); reports from the Reports Library. (see page 7).
<u>Photocopies</u>	Photocopies of Library material may be obtained and there is a photocopying machine for use of readers in the Catalogue Hall. (see page 6).
<u>Reference Services</u>	Reference copies of books and periodicals are kept in the Reading Room (see page 5); reference copies of reports in the Report Reading Room. (see page 7).
<u>Reports</u>	Reports may be borrowed or referred to in the Library (see page 7).
<u>Reprints</u>	Authors wishing to order reprints of their articles should do so through the Library. (see page 9).
<u>Study rooms</u>	These may be reserved for any reasonable period (see page 6).
<u>Translations</u>	Translations (either oral or written) of foreign language material are arranged by the Translations Section (see page 9).

PLAN OF READING ROOM

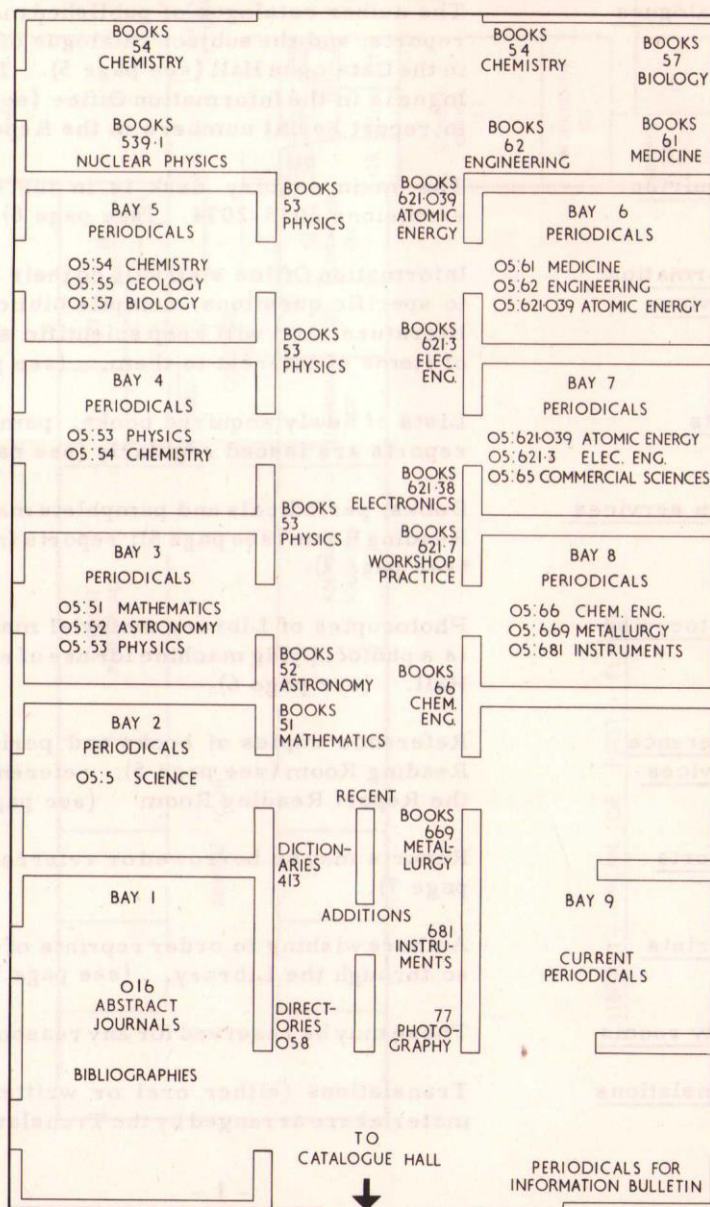
Note-

The shelves are divided into three sections- Books, Periodicals and Bibliographies.

In each section publications are arranged in subject order. Pamphlets are shelved outside the Reading Room and may be obtained on application to the staff.

SUBJECT INDEX TO PERIODICALS

	BAY
ASTRONOMY	3
ATOMIC ENERGY	6, 7
BIOLOGY	5
CERAMICS	8
CHEMICAL ENGINEERING	8
CHEMISTRY	4, 5
CIVIL ENGINEERING	7
COMMERCIAL SCIENCES	7
ELECTRICAL ENGINEERING	7
ELECTRONICS	7
ENGINEERING	6
GEOLOGY	5
INSTRUMENTS	8
MATHEMATICS	3
MEDICINE	6
METALLURGY	8
MINING	7
NUCLEAR ENGINEERING	7
NUCLEAR PHYSICS	4
PHYSICS	3, 4
REACTORS	7
SCIENCE	2
TELECOMMUNICATIONS	7
WELDING	7



INTRODUCTION

The purpose of the Library is to make available to A. E. R. E. staff the scientific literature of the world. The Library has at its disposal not only its own considerable collections, but also, through the various interlending schemes, virtually all those of the major scientific libraries in this country. It can obtain almost any unclassified report from the countries of the West, and many classified ones as well. It can provide answers to specific questions and more general lists of references and it can give spot translations from all major languages, including Russian.

The Main Library occupies the whole of the first floor of Building 465, situated to the East of the South Gate, between Becquerel Avenue and the Bus Park. The Library and Information Services are available to all A. E. R. E. staff and, to a large extent, to attached staff and to the staff of the National Institute for Research in Nuclear Science.

The Library provides both loan and reference services for books, periodicals and reports. In general, material may be borrowed by personal application or by writing to the Librarian through the internal mail. Publications which are on loan when asked for will be sent to the requestor when they again become available. There is no limit to the number of publications which may be borrowed at any one time.

The services offered by the Main Library are supplemented by those of the Divisional Libraries, of which there is at least one in each major Division. A list of these with their telephone numbers is given on page 10.

The Reading Room is open from 8.30 a.m. to 7 p.m., Monday to Friday and material may be borrowed up to 5 p.m. Arrangements can be made for readers to use the Reading Room outside these hours. All other Library departments are open during normal working hours.

ROOMS & TELEPHONE NUMBERS

	<u>Room No.</u>	<u>Tel. No.</u>
<u>Librarian</u>		
(Miss M. Gosset)	102	2647
<u>Information Officer</u>		
(Mr. J. E. Terry)	122	3300
<u>Deputy Librarian</u>		
(Mr. L. J. Anthony)	104	2032
<u>ENQUIRIES</u>	Catalogue Hall	2033, 2034,
<u>Cataloguing & Orders</u>	114	
Orders for new material		2038
New Report numbers		2517
<u>General Office</u>	124	
D. A. O.		2252
Reprints		2252
<u>Information Office</u>	115	2516, 2502
<u>Periodicals Section</u>	113	3007
<u>Reading Room</u>	101	
Loans		2849
Loans from other libraries		3371
<u>Reports Library</u>	106	2787, 3316
<u>Translations Office</u>	111	2031

LIBRARY AND INFORMATION SERVICES

The services provided are described under the headings: Reading Room (published literature); Report Collections (unpublished literature, classified and unclassified); Information Service (your questions answered); Other Services (reprints, translations, etc.).

READING ROOM

Books, periodicals and pamphlets are kept in the Reading Room and in the book stack on the ground floor, both of which are open to readers. A plan showing the layout of the Reading Room will be found on page 2.

Catalogues. The main author and subject catalogues, on cards, are in the Catalogue Hall next to the Reading Room. The author catalogue contains entries for all books, periodicals and pamphlets in the Establishment libraries, together with entries for U. K. A. E. A. unclassified reports and those not abstracted in NSA.

The subject catalogue is in two parts; an alphabetical index to the subject classification, followed by the main body of the catalogue arranged in subject order by the Universal Decimal Classification (UDC), the main classes of which are shown on page 12.

A copy of the abridged schedules of the UDC (British Standard 1000A) will be found near the catalogue.

Instructions for using the card catalogues will be found in the Catalogue Hall.

Books. In general two copies of each book are provided, one for loan and one for reference. Loan and reference copies will be found together on the shelves, the whole being arranged in subject order by the UDC.

Loan copies of books may be borrowed for two weeks. Reference copies may, in certain circumstances, be borrowed after 4 p.m., for overnight loan or for the week-end, but must be returned by 9 a.m. on the first working day following the loan.

Books which have recently been added to the Library are displayed on the Recent Additions stand in the centre hall of the Reading Room.

Periodicals. Reference and loan copies are available for about 200 of the major scientific and technical periodicals. The reference copies are in the bays in the Reading Room; the loan copies in the book stack on the ground floor. Any loan copy may be obtained by application at the Issue Desk in the Catalogue Hall.

Another 800 or so periodicals are taken in single copy only and the majority of these are kept in the Reading Room and are available for loan. The period of loan for periodicals is one week.

Current copies of periodicals are displayed in the large bay to the right of the Reading Room entrance. The periodicals are arranged in alphabetical order of title and may not be borrowed while they are on display.

A complete list of periodicals taken in the Main Library and in Divisional Libraries will be found on the "stripdex" panels near the entrance to the Reading Room. In addition there is, at the entrance to each bay, a list, in alphabetical order, of the contents of the bay. The arrangement of the periodicals is shown on the map on page 2.

Abstract journals and bibliographies. These are kept in the double bay to the left of the Reading Room entrance and arranged in UDC order. Complete runs are held of the major abstracting journals, including Nuclear Science Abstracts (NSA), Chemical Abstracts and Science Abstracts. NSA includes abstracts of all unclassified reports issued by the U. S. A. E. C., the U. K. A. E. A., Atomic Energy of Canada, Ltd. and most foreign atomic energy projects, as well as abstracts of articles in journals.

With the exception of U. K. A. E. A. and Commonwealth reports, none of the reports listed in NSA are included in the Library accession lists, nor are entries made for these in the Library catalogues.

It is essential, therefore, that anyone who wishes to keep himself informed about the current report literature should scan NSA regularly and for this purpose copies of all issues are sent to Divisional Libraries for circulation within each Division.

Pamphlets These are kept in the book stack on the ground floor but any reader who wishes to consult or borrow them should make application at the Issue Desk in the Catalogue Hall.

Photocopies. Requests for photocopies of Library material should be made through the Library. Heavy demands are made on the photocopying services and requests should, therefore, be kept to a minimum. Loan copies of publications may be borrowed for copying on Divisional photocopying equipment where this is available and there is a photocopying machine for the use of readers in Room 105 off the Catalogue Hall. Requests to use this machine should be made at the Issue Desk.

Material borrowed from Other Libraries Publications which are not held by the Library can usually be borrowed from other sources. When making requests please give as many details as possible, as this will enable the Library staff to obtain the publication more quickly. Please return



1. The Catalogue Hall



2. The Enquiry Desk and Reading Room



3. Centre Aisle of Reading Room



4. Current Periodicals



5. Abstract Journals



6. A Reading Bay



7. Information Office



8. Report Reading Room

material borrowed from other libraries before the expiration of the loan period, as delay in returning publications to another library may result in the Establishment being denied the use of their material in future.

Study rooms. There are five of these in the book stack on the ground floor. They may be reserved for a day, or for any reasonable period, and unclassified publications may be left in the study room for the period of use. Reservations can be made at the Issue Desk in the Catalogue Hall.

REPORT COLLECTIONS

The main library houses one of the largest collections of atomic energy reports in the country, and both loan and reference services are provided. Unclassified reports are freely available to all staff and recent additions to the collection are listed in one or other of the report lists issued periodically by the library. (see page 13).

A selection of new, unclassified reports is displayed on the Recent Additions stand in the Reading Room.

Catalogues. Author entries for unclassified U. K. A. E. A. and Commonwealth reports, and for other unclassified reports not abstracted in NSA, will be found in the main author catalogue in the Catalogue Hall (see page 5). An author catalogue of security classified reports and a serial index, on cards, of all report prefix numbers are also maintained. The subject index to the report literature is in the Information Office (see page 8).

Report Reading Room Reference copies of reports can be read in the Report Reading Room, next to the Information Office. Requests to see reference copies should be made at the enquiry desk in the Information Office.

Report Loans. Loan copies of all unclassified and classified reports are kept in the Reports Library, opposite the lift on the first floor. Borrowers may obtain unclassified and O. U. O. reports from the issuing hatch in the Catalogue Hall, but reports of higher grading are sent by classified mail to the security point in the borrower's division. The borrower will be notified of their arrival.

All spare copies of A. E. R. E. reports, which have been given their initial distribution by the Distribution Office, are now held in the Library, and all subsequent distribution, either for loan or retention, is made by the Library.

Microcards. Many unclassified reports are received in the form of microcards and these are kept in the Reports Library. Microcard readers are available in the Microcard Reading Room (Room 116) and in most Divisional Libraries.

INFORMATION SERVICE

The Information Service, manned by scientifically qualified staff, has two main functions:

1. To see that the scientific and technical staff of the Establishment are made aware of potentially useful information when it appears, and
2. To provide, on request, information on any topic, either in the form of a collection of references to the literature, or as a specific statement of fact, depending upon whether the original enquiry is general or specific.

Dissemination of information All technical journals are scanned as they come into the Library and articles of interest are noted in the Information Bulletin, which appears weekly, and lists new books of general interest, and articles of interest under the title of the journal in which they appear. A symbol indicating the Division most likely to be interested is given against each entry. Immediate notifications of journal articles and copies of new reports coming into the library are sent to individuals likely to be interested, but this service is normally restricted to Group Leaders.

Answering enquiries A subject index to reports is maintained in the Information Office, and this, together with NSA, offers a guide to the contents of over 100,000 reports held in the Library. The Information Office staff are skilled in the use of the abstracting journals and other sources of information in the Library, and have an extensive knowledge of external sources. Close contact is maintained with the information services at Winfrith and with those of the other Groups of the Authority, particularly that of the Development and Engineering Group at Risley.

Customer index Scientific and technical staff are sent a card on which they are asked to state their particular interests and return it to the Information Office where it is filed in the "Customer Index". This record, which is revised at intervals, provides the basis on which information is disseminated to the staff and frequently enables the Information Office staff to put an enquirer into direct contact with someone else possessing experience relevant to the problem being considered. Personal contact is one of the best ways of transmitting information and for this reason the enquirer will be best served if he makes such contact with the Information Office staff whenever he has a problem. Those who are unable to visit the Library should ring Extension 2516 and they will be put in touch with whoever is best qualified to deal with their problem.

OTHER SERVICES

Translations The Translations Section is in the charge of a scientist with reading ability in the major European languages. If there is any doubt about the probable usefulness of an article in a foreign language he should be consulted before a request for a written translation is made.

Copies of translations of articles in foreign language journals are kept in the Library, together with a number of translated versions of important Russian periodicals of interest to the Establishment.

Reprints The Establishment will buy up to 100 reprints, for official use, of articles by A. E. R. E. staff. Fifty of these are kept in the Library and distributed in answer to requests and fifty are given to the author, over and above any free copies to which he may be entitled. To obtain reprints in this way, authors must return the reprint order form through the Library General Office.

Reprints available are listed each month in the "U. K. A. E. A. List of publications available to the public".

Divisional Libraries Each Division has a small library containing material in frequent use in the Division. The management of each library is under the control of a Library Liaison Officer who forms the link between the Main Library and the Division. Requests for purchase of publications for a Divisional Library must be authorised by the Library Liaison Officer. A list of these is given on page 11.

Radcliffe Science Library, Oxford Members of the scientific staff are allowed to use these libraries and forms of application to use the former may be obtained from the A. E. R. E. Librarian. No formality is necessary to use Reading University Library.

DIVISIONAL LIBRARIES

<u>Division</u>	<u>Building</u>	<u>Tel. No.</u>
Chemistry	220	2067
Chemical Engineering	351.15 353	3641 2282
C. T. R.	H. 7	2065
Electronics	347.3	3307
Engineering	424	3059
Health Physics	364	3699
Isotope Research	Wantage	WRL 33
Medical	364	3157
Metallurgy	393	2045
M. R. C.	383	3147
N. I. R. N. S.	470.1	3196
Nuclear Physics	H. 8	2994
Radiological Prot.	10.28	3246
Reactor School	455	2571
Research Reactors	510 T.	3667
Theoretical Physics	H. 8.9	2051

LIBRARY LIAISON OFFICERS

<u>Division</u>	<u>L. L. O.</u>	<u>Building</u>	<u>Tel. No.</u>
Apprentice School	Mr. A. A. Wolage	H. 9	3255
Chemistry	Dr. W. Wild	146	2990
Chemical Engineering	Mr. K. S. Sutherland	253	3642
C. T. R.	Mr. H. C. Cole	H. 7. 21	3017
Electronics	Mr. W. H. B. Cooper	347. 3	3306
Electronics (Bracknell)	Mr. R. G. H. Millidge	Bracknell	
Engineering	Mr. P. I. Kent	424	3638
General Secretariat	Mr. P. D. Onions	329	3114
Health Physics	Dr. J. E. M. Johnstone	364	2090
Industrial Collaboration	Mr. A. E. Andrew	147	2476
Isotope Research	Miss R. J. Millett	Wantage	WRL 33
Medical	Mrs. F. M. Turner	364	3157
Metallurgy	Mr. G. Thorold Jones	393	2567
M. R. C.	Dr. T. C. Carter	383	3147
National Inst. for Research in Nuclear Science	Mr. G. L. Cooper	470. 1	3196
Nuclear Physics	Mr. D. W. Colvin	H. 8	2994
Oxford Office	Mr. M. Smith	Oxford	Oxf. 1
Radiological Protection Division (Health and Safety Branch)	Dr. G. W. Dolphin	10. 28	3528
Reactor School	Mr. J. M. Hull	455	2574
Research Reactors	Mr. E. W. Searing	775	3667
S & M.	Mr. C. J. Simmans	338. 4	2125
S. W. O. (Harwell)	Mr. R. Barrett	424	3137
Theoretical Physics	Dr. D. F. Johnston	H. 8. 9	2051
Training Section	Mr. F. W. G. Perryman	328. T	2330

UNIVERSAL DECIMAL CLASSIFICATION

Main classes used in the Library

001.8	Scientific method	621.039.5	Reactors
002	Documentation	621.039.8	Isotopes
016	Bibliographies	621.3	Electrical engineering
02	Librarianship	621.38	Electronics
05	Periodicals	621.39	Telecommunications
33	Economics	621.7	Workshop practice
34	Law	622	Mining
35	Administration	624	Civil engineering
37	Education	628	Sanitary engineering
413	Dictionaries	63	Agriculture
5	Science in general	65	Commercial sciences
51	Mathematics	65.01	Management
52	Astronomy	658	Industrial organisation
53	Physics	66	Chemical technology
539.1	Nuclear physics	66.01	Chemical engineering
54	Chemistry	666	Ceramics & glass
548	Crystallography	669	Metallurgy
549	Mineralogy	678	Rubber & plastics
55	Geology	681.2	Instruments
57	Biology	681.3	Computers
6	Technology	69	Building
61	Medicine	72	Architecture
62	Engineering	77	Photography
621	Mechanical engineering	912	Maps
621.039	Atomic energy	92	Biography

LIBRARY PUBLICATIONS

Information Bulletin

Titles of articles of interest taken from periodicals currently received at A. E. R. E.

WEEKLY

Recent Additions to the Library

An accessions list of new books, periodicals and pamphlets.

MONTHLY

U. K. A. E. A. List of Publications Available to the Public

Lists all unclassified reports, translations and bibliographies issued by the Authority together with books and articles in periodicals written by Authority staff.

MONTHLY

O. U. O. Reports List

Accessions list of O. U. O. and other reports received in the A. E. R. E. Library.

WEEKLY

Confidential Reports List

Accessions list of confidential reports received in the A. E. R. E. Library.

FORTNIGHTLY

Secret Reports List

Accessions list of secret reports received in the A. E. R. E. Library.

IRREGULARLY

OFFICIAL USE ONLY

AVAILABILITY OF REPORTS

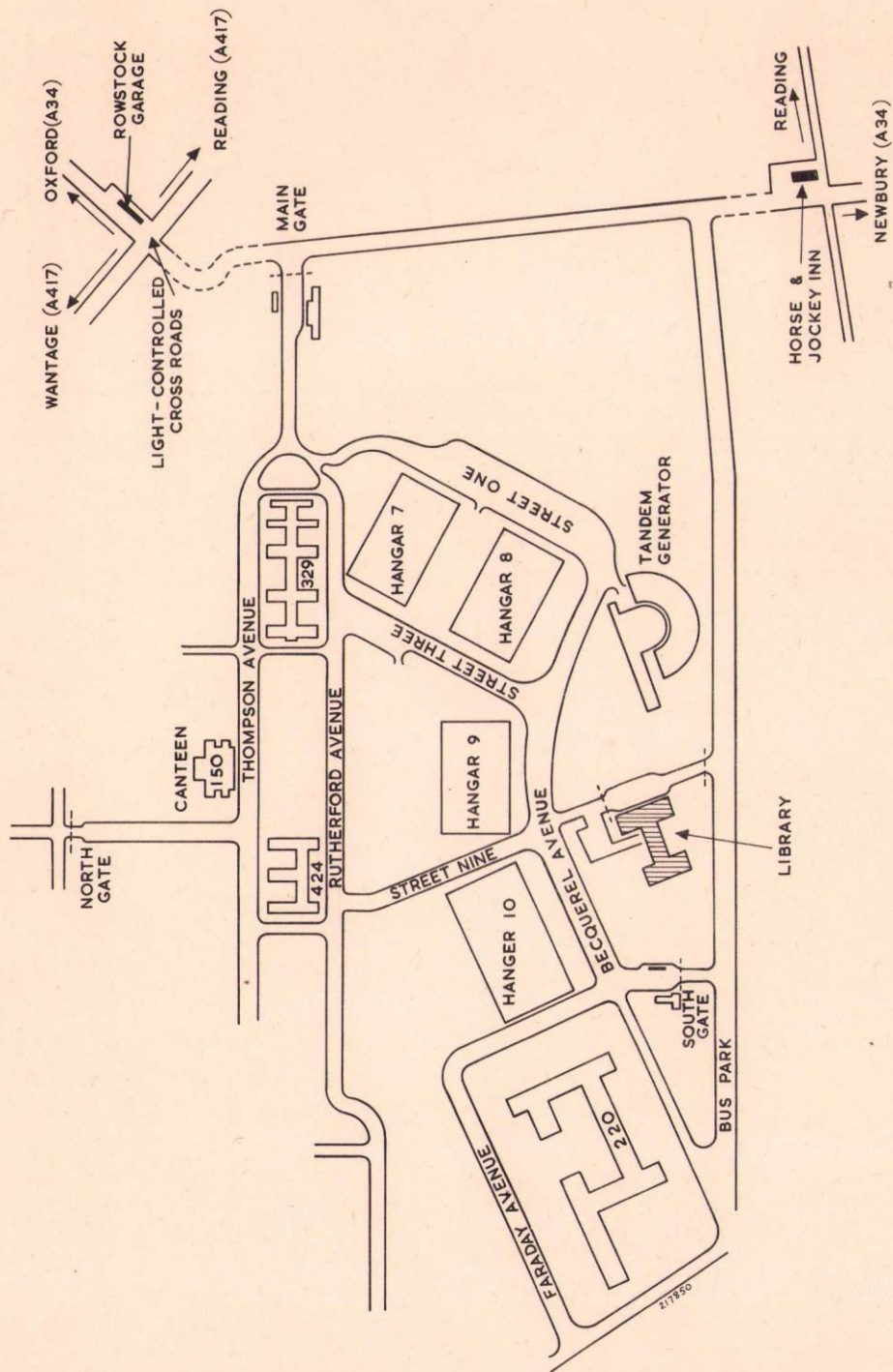
Unclassified reports are freely available to all staff; classified reports as follows:

O. U. O. (Official Use Only)	Freely available to all UKAEA scientific and technical staff.
Confidential	Freely available to S. O. , E. O. , and higher grades and their equivalents in other classes.
Secret	Freely available to P. S. O. and higher grades and their equivalents in other classes.

If it is necessary for anyone to see a particular document to which he would not normally have access, written permission of his Group Leader (for Confidential) or Banded Staff (for Secret) is required for each individual document.

Attached staff may have access to classified reports only on the written authority of their sponsors.

The rules governing the issue of reports by the Establishment libraries will be found in A. E. R. E. TS/M 13.



DESIGNED AND PRINTED, A.E.R.E. HARWELL