



LIBRARY GUIDE

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The Geophysical Laboratory and DTM have a joint library that supports advanced research in the physical and earth sciences. The collection includes books, print and online journals, maps, reports, and reference databases. Particular subject strengths include geophysics, geochemistry, seismology, petrology, mineralogy, materials physics, crystallography, geobiology, planetary sciences, and astronomy/astrophysics.

The library is accessible to Carnegie personnel 24 hours a day, and to other qualified researchers (by appointment) from 8:30 to 5:00, Monday through Friday. No food is allowed in the library, but you are welcome to bring in drinks in spillproof containers. Library staff are available to assist you during regular business hours. For help in using the library or finding the information you need, please contact:

Shaun Hardy, Librarian (A-203, 202-478-7960, shardy@carnegiescience.edu)

Merri Wolf, Library Technical Assistant (A-204, 202-478-7962, mwolf@carnegiescience.edu)

General inquiries: library@carnegiescience.edu

Locations

Books and periodicals in the earth and planetary sciences, physics, chemistry, biology, mathematics, and statistics are housed in the Main Library on the 2nd and 3rd floors of the Abelson Building. Current journals are shelved in the Reading Room. Reference works (encyclopedias, handbooks, atlases, etc.), laboratory safety information, and writing guides are located in A-208. A separate Astronomy Library in Research Building Room 272 holds materials in stellar/galactic astronomy and exoplanet research.

The Abelson Collaboration Center (ACC), located in A-208, has advanced audiovisual equipment and may be reserved for group meetings, presentations, classroom instruction, and videoconferencing.

Books

An online catalog of the library's holdings (print books, online books, and periodicals), including circulation information, is accessible campus-wide through the library's web site. Recent acquisitions are displayed on the "New Books" shelf outside A-208. A list of new holdings is distributed periodically to all personnel. Staff members and fellows are invited to propose new books for acquisition; a recommendation form is available online.

Periodicals

The library currently subscribes to more than 300 scientific journals and magazines and provides online access to the backfiles of many more. The library also holds an extensive print collection of older journals going back to the 19th Century. Current print issues are shelved in the Reading Room and in the Astronomy Library. Older volumes are shelved in the bound periodicals stacks on the 3rd floor. A complete list of serials holdings is available on the library's web site, along with links to all subscribed e-journals. Online access is available campus-wide. For off-site access instructions, please contact the librarian.

Personal e-mail alerts of new journal articles may be set up using *Web of Science* and *GeoRef*. Citations matching your research interests are automatically delivered to you each week. For assistance in setting up your alerts, see Shaun Hardy.

Borrowing Policies

All borrowed library materials must be signed out. Only persons with *formal* Carnegie Institution affiliation (staff members, post-docs, pre-docs, interns, and visiting investigators in residence) are entitled to borrow materials. The honor system is used; please complete a sign-out card for each item you borrow and deposit in one of the boxes provided. When returning materials, place them on the cart next to the copier on the 2nd floor -- please do not reshelve them yourself.

Books and maps may be borrowed for extended periods, but are subject to recall at any time. Books marked "Reference Use" may not be taken out of the library, except by special arrangement. Current issues of journals do not circulate. They may be removed from the Reading Room briefly for photocopying, but then must be returned immediately. Back volumes (bound or unbound) from the periodicals stacks may be signed out for a period of one week.

Interlibrary Loans

Books and journal articles not available in our library can usually be obtained from other Washington-area research libraries via interlibrary loan. Typical delivery time ranges from a few days to two weeks, depending on the nature of the material. In urgent situations, same-day fax or electronic delivery may be possible. Requests should be submitted using the Interlibrary Loan Request Form on the library's web site or by e-mail (library@ciw.edu). A maximum of 6 items per week may be requested.

Reference Databases

The library offers users access to a variety of reference databases and online information resources, including *GeoRef*, *Web of Science*, and the *Astrophysics Data System (ADS)*. For a complete listing, see the "Scientific & Reference Databases" section of the library's web site.

Staff Publications

Reserve copies of DTM and GL publications and a comprehensive author index are available in A-204. Staff bibliographies are accessible via the departmental web sites at www.gl.ciw.edu and dtm.carnegiescience.edu.

Archives and Special Collections

The library's special collections include holdings in the history of geomagnetism, volcanology, petrology, physical chemistry, and early 20th Century exploration and travel. Of particular interest are 110 vertical file drawers of scientific reprints, clippings, reports, and foreign doctoral dissertations (ca. 1880-1935).

The Archives hold the administrative records of the Department of Terrestrial Magnetism (founded 1904) and Geophysical Laboratory (founded 1905); records of the research vessel *Carnegie* (1909-1929); and 30,000 photographs documenting DTM's World Magnetic Survey (1904-1946) and other field and laboratory studies of both departments. Finding aids to the archives are available on the Carnegie Legacy Project website, carnegiescience.edu/legacy/.

Online exhibitions such as *Observing Earth and Atom* (collection.carnegiescience.edu) and *J. P. Ault: A Scientist at Sea* (carnegiescience.edu/legacy/exhibits/ault_exhibition/) explore the history of the departments through archival photographs and documents.