

Butler Library: Self-Guided Tour

Welcome to Butler Library, Columbia's library for history and the humanities. Built in 1934, it is one of 25 libraries at Columbia. This guide will describe some of Butler's important services & collections and will point out frequently used areas. **Bold numbers in parentheses correspond to stops on the maps** to guide you as you walk around. Elevators and stairs are located on the east and west side of each floor.

The main collection in Butler, about 2 million volumes, is located in the Stacks, which are in the center core of the building. There are also several other collections in Butler around the periphery, including the Philip L. Milstein Family College Library; the Butler Reserves Collection; the Lawrence A. Wien Reference Room; the Periodicals and Microforms Reading Room; subject-based Research Reading Rooms; the Rare Book & Manuscript Library, and the Oral History Research Office.

As a convenience, you can return library books to the outdoor bins on the Butler Plaza 24/7, or to any campus library (with some exceptions).

Services in Butler

Computers in the Library include ColumbiaNet (CNet) and LibraryNet (LNet) terminals, which are available throughout the building. They provide easy access to the Libraries' online catalog, CLIO, and to our extensive collection of electronic resources. A CUIT **computer lab**, located in 213/213A Butler, has Internet access and software programs for word processing and spreadsheets; you need an active student Columbia network account to use this lab. Power/data connections for laptops are available at all study tables throughout the library; Butler **reading rooms and stacks are wireless** as well. There are a number of **networked laser printers** located throughout the library. Printing is based on a quota of pages (with the option to buy additional pages) for Columbia students, faculty and staff; fee-based printing is available for all other library users.

Lockers are available through a lottery system to all Columbia University students who have a valid network ID (UNI). Both the second floor lockers and the fifth floor locker are assigned at the beginning of each academic year. Please provide your own lock. More information on entering the locker lottery is available at <http://www.columbia.edu/cu/lweb/indiv/butler/lockers/>.

There are **self-service copiers** on all floors throughout the Library. You can use your Flex Account, purchase a Flex Card in room 2L1 (only location in Butler) or pay by cash. These cards can be used in copiers at all of Columbia's libraries except Health Sciences, Law, and Jewish Theological Seminary.

Each floor of the library has **pay telephones, campus phones, and restrooms**.

Milstein reading rooms, it's 6 group studies, the CUIT computer lab, and the lounge are open 24-hrs during the fall and spring semesters (2nd, 3rd, and 4th floors) for study use. The Reference, Catalog, Periodicals/Microform, and ten subject-based research reading rooms on the fifth and sixth floors also provide study space though they are open fewer hours.

The **Philip L. Milstein Family College Library**, designed to serve Columbia's undergraduates, is interdisciplinary in scope with strengths in history, humanities, and the social sciences to support the curricula of the College, General Studies, and, to a limited extent, the School of Engineering and Applied Science. Milstein books circulate for semester loan and are checked out/returned/renewed at either the main Circulation Desk or at Butler Reserves, Room 208.

Butler Library Tour – Second Floor

The **Library Information Office (LIO)** has library publications, campus maps, and information about library policies and your UNI. Library fines can be paid at LIO by cash, check, Visa, or Mastercard. General questions about the library can be answered at the **Information Desk** in the Butler lobby.

Room 208 (1), **Butler Reserves**, houses material selected by faculty as required reading for their courses. Reserves are subject to short-term loans. You can search the Reserves collection online using the “Course Reserve” tab in CLIO. Most reserves titles are also listed in Columbia’s online catalog, CLIO. Other libraries, such as Lehman, Barnard, etc. have their own reserves services; check with your professor if you aren’t sure which reserves desk has materials for your class. Many reserves readings are now available online through the *Courseworks* page or linked directly from the CLIO record.

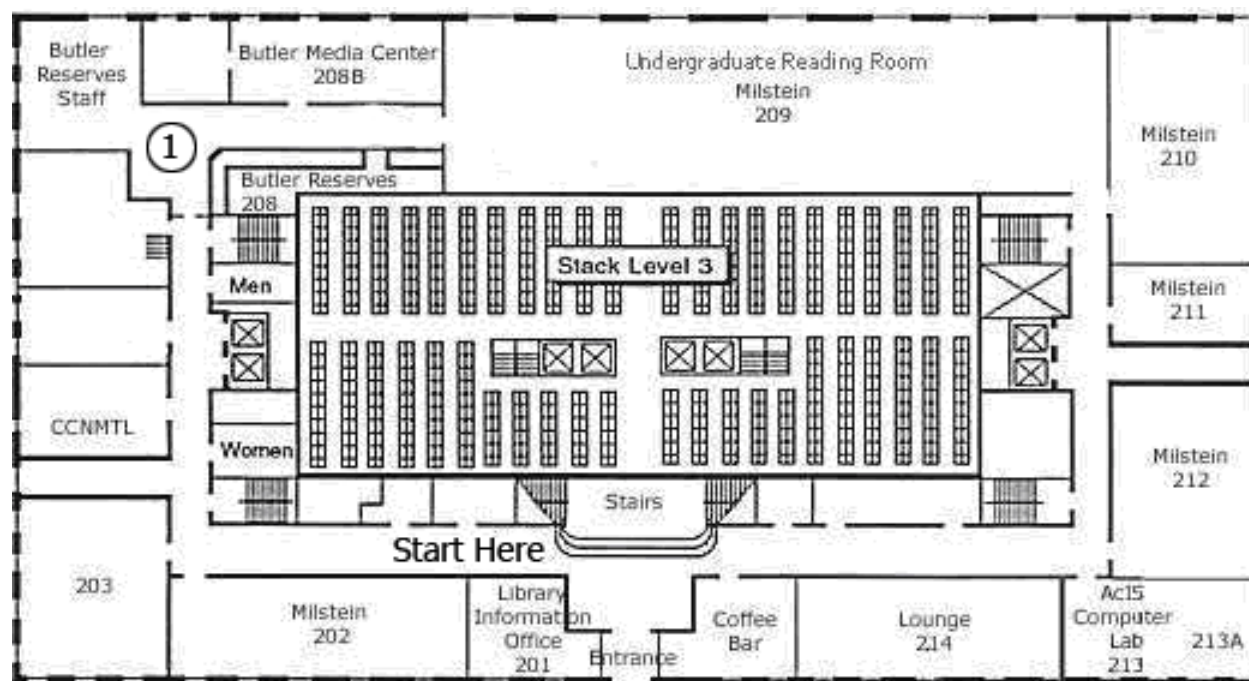
The **Butler Media Center** (Room 208B) is opposite the Reserves Desk and has facilities for viewing and listening to a variety of media formats. Editing stations for developing multimedia projects are in the ETS (3rd flr). All films in the collection are catalogued in CLIO and are available at the Reserves Desk. The concentration of the collection is feature films, documentaries, and performing arts films.

Room 213 and 213A, the **CUIT computer lab** is open 24 hours during the fall and spring semesters. Workstations and networked printers are available to those with an active Columbia student email account, providing Internet access and various software programs for word processing, spreadsheets, etc.

Blue Java, the coffee bar/lounge (Room 214), offers coffee, soft drinks and snacks. Its hours are posted outside the door. Blue Java accepts cash, Flex points, and Dining Dollars. The Lounge is open 24 hours/day during the fall and spring semesters and offers informal, comfortable seating and access to ColumbiaNet terminals. Wireless Internet access is also available in the Lounge. **Food is permitted only in the Lounge; drinks in spill-proof containers only may be taken to the reading rooms.**

Milstein Undergraduate Reading Rooms are located around the periphery of the second floor.

FLOOR 2



←East

West →

Butler Library Tour – Third Floor

The **Circulation Desk (4)** is the entrance to the Butler Stacks and is where you check out, renew, and return books. You can also pick up recalls/holds or materials requested through Borrow Direct or Interlibrary Loan and pay library fines by check. The circulation lobby area provides both CNet and LNet terminals, as well as networked printers.

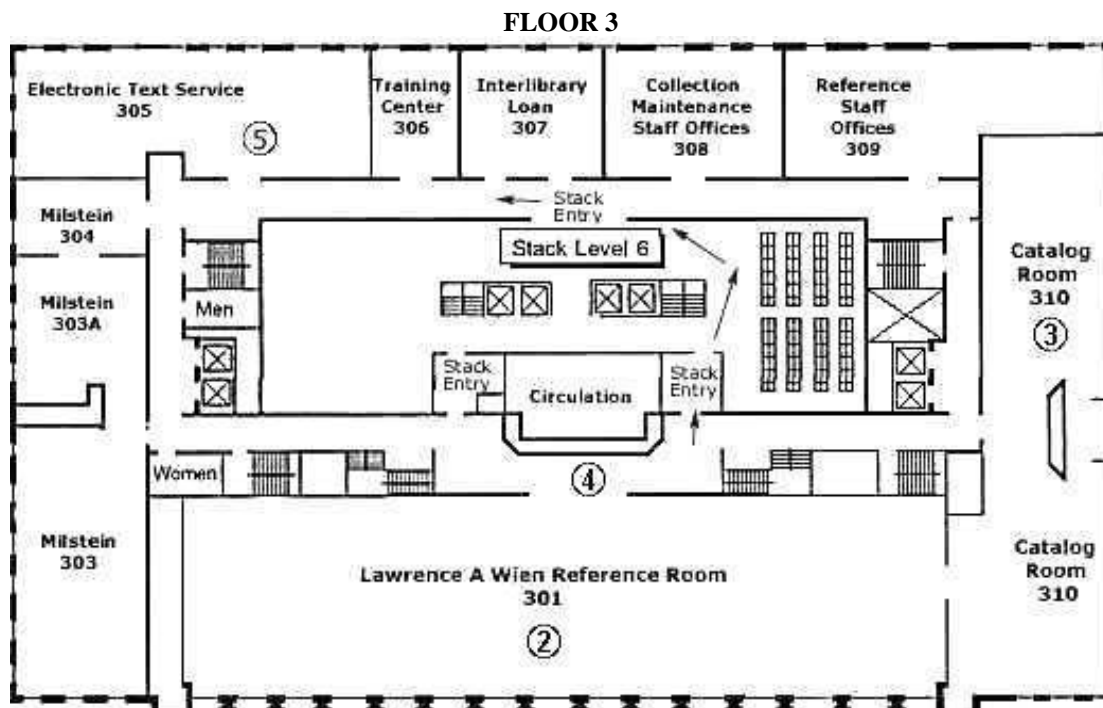
The **Lawrence A. Wien Reference Room (2)** is opposite the Circulation Desk. The books in the reference room include language dictionaries, encyclopedias, indexes, and bibliographies; they cannot be checked out. Reference librarians at the desk can help you find and use print and online resources, both at Columbia and at other libraries. LibraryNet terminals, printers, wireless access, and power/data connections for laptops are all available in this room.

Room 310, the **Card Catalog Room (3)**, contains more reference books, CNet terminals, study areas, and the card catalog. The card catalog provides an historic record of materials in the libraries' collections up to the mid-1980s. Most of the books Columbia owns are listed in **CLIO**, the library's online catalog, but if you are looking for something published before 1980 which you do not find in CLIO, check the card catalog or ask a reference librarian to assist you.

The **Interlibrary Loan Office (ILL)**, Room 307, can borrow materials not available at Columbia from other libraries in the U.S. and abroad. This service is available to current students, faculty and staff.

The **Electronic Text Service (ETS)**, Room 305 (5), has an extensive collection of electronic texts, numerous software for textual analysis & markup, and hardware, e.g., scanners, CD-burners for print, slide, and microfilm originals, media editing stations. Staff provide assistance and training in the use of electronic text resources, scanning and video editing equipment, software programs, and more

Milstein Undergraduate Reading Rooms are located in several rooms on the east side of the third floor.



← East

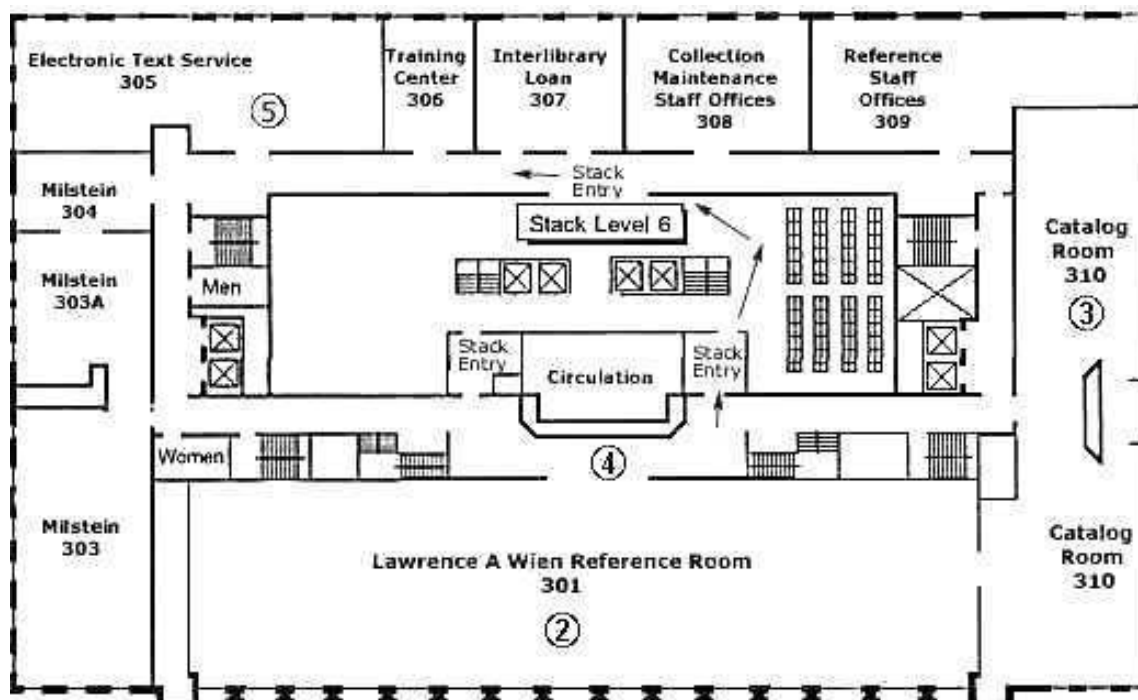
West →

Butler Library Tour – Third Floor

Originally, Butler was a closed-stack library in which books were paged by staff -- users were not allowed to retrieve books themselves. Thus the design of Butler: six floors providing service, study, and staff areas built around the central core of 15 vertical stacks (each stack level has much lower ceiling height than the outer floors). The Stacks are now open to patrons.

The main entrance and exit to **Butler Stacks** are located behind the Circulation Desk and are accessible for patrons with disabilities. Pick up a **Stack Guide** at Circulation or Reference to locate the call numbers. Once through the Stack entrance doors you'll face the Stack elevators. Remember that you have just come from the third floor of the Library, but you are now on Stack Level Six. Stacks 2-12 are where you can browse for books. The Stacks lights are on timer switches found at the end of each row of shelves. On each stack level, you'll find three elevators, two stairwells, a guide to call number locations and a map of that level. Near the elevators, you will find CLIO terminals, study counters, and copiers.

FLOOR 3



← East

West →

Butler Library Tour – Fourth Floor

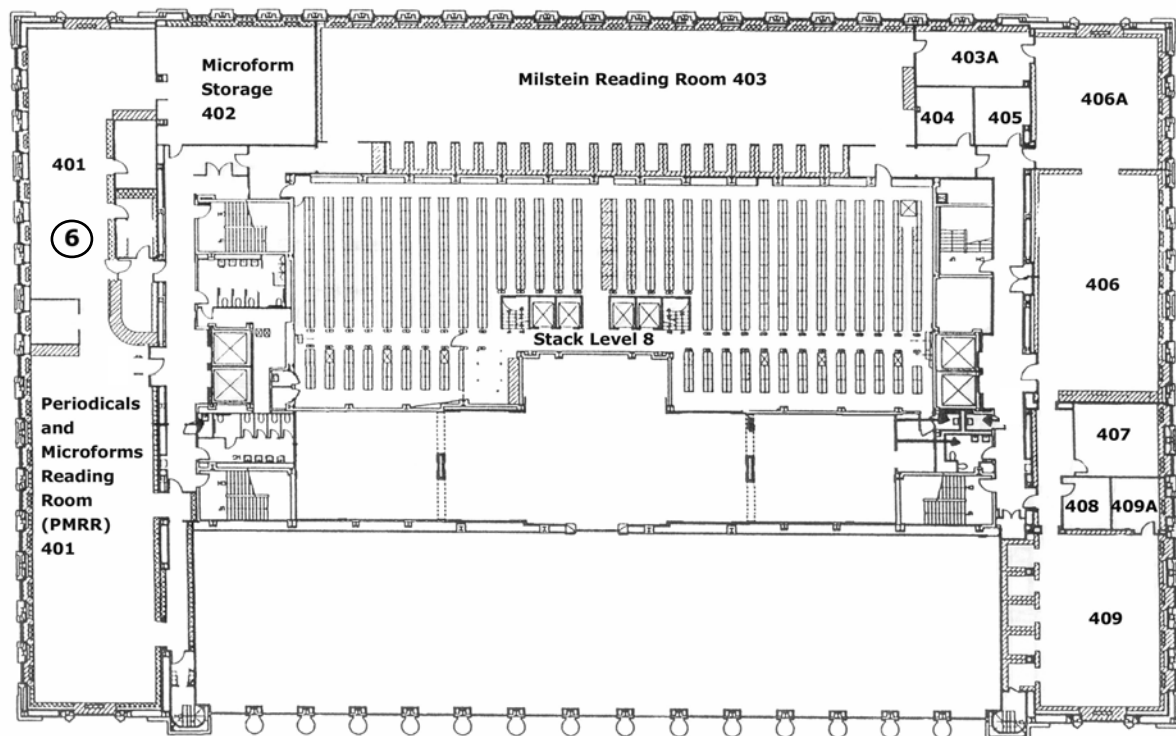
The **Periodicals and Microforms Reading Room (PMRR) (6)**, Room 401, has Butler's current issues (generally the most recent year) of newspapers and periodicals (journals, magazines), shelved by title. These issues do not circulate. The other libraries on campus have periodicals relating to their subjects, so business magazines would be in the Business Library, engineering magazines in the Engineering Library, etc.

The Libraries also subscribe to thousands of periodicals electronically. Information about and access to Columbia's periodical subscriptions, whether print or electronic, are available through CLIO; search by journal title.

PMRR also has Butler's microform collection. Frequently used microform titles, such as the *New York Times*, are available in the room, but most titles need to be requested at the desk. There are reader/printers in the room that use Flex Cards, so you can get paper copies of microforms. A copier is also available here.

Milstein Undergraduate Reading Rooms (including a portion of the undergraduate collection of books) and **six group study rooms** (403A, 404, 405, 407, 408, 409) are located on the fourth floor as well.

FLOOR 4



← East

West →

Butler Library Tour – Sixth Floor

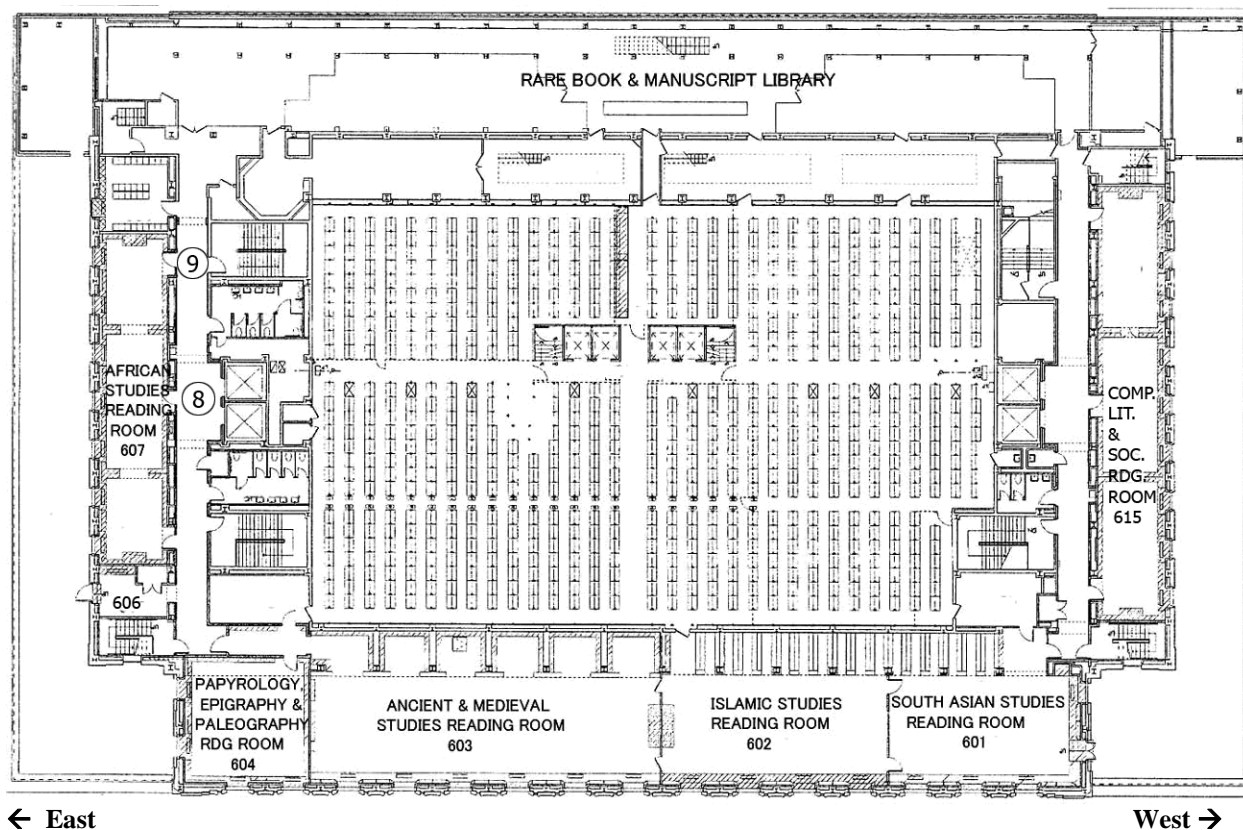
Six Research Reading Rooms (8) are located on the sixth floor (others on 5th flr, east side). They support research in: **Ancient & Medieval Studies** (603), **Papyrology, Epigraphy & Paleography** (604), **African Studies** (607), **Islamic Studies** (602), **South Asian Studies** (601), and **Comparative Literature & Society** (615). A network printer is in room 606 and food/drink are not permitted **Research Reading Rooms are open for use the same hours as the Butler Stacks**.

(9) RBML, the **Rare Book & Manuscript Library** is the home of many of Columbia's greatest treasures. Notable collections include the Bakhmeteff Archive of Russian and East European history and culture; the Carnegie Collections; the Human Rights Watch Archive; the Lehman Papers; and the University Archives. These materials do not circulate and must be used in the RBML reading rooms. RBML is also the University's major repository for original papers, letters, manuscripts, and documents. The Law, East Asian, Avery, Burke, and Health Sciences libraries also house rare and special collections.

The **Oral History Collection** is temporarily in Butler room 655 (enter from RBML). This the oldest and largest university-based oral history program open to the public in the world. It contains taped and transcribed oral interviews covering leaders in many fields of history, politics, and culture. For more information see <http://www.columbia.edu/cu/lweb/indiv/oral/>

We hope this introduction to Butler Library has been useful. To learn more about Butler and the Columbia University Libraries, please browse through the Libraries' website for up-to-date information on library collections, services, hours, and events. Your comments and suggestions are always welcome; contact us from the main Libraries' website at: <http://www.columbia.edu/library>

FLOOR 6





B u t l e r L i b r a r y F o o d & D r i n k P o l i c y

Food purchased from the Blue Java Café is permitted only in the lounge, room 214. Drinks are permitted in spill-proof cups in most of the reading rooms on the 2nd – 4th floors. Neither food nor drinks are permitted in the stacks, computer lab, the Media Center, ETS, research reading rooms on the 5th & 6th floors or the Rare Book & Manuscript Library.

Unattended food and drink items will be discarded.

Library users have asked us to help control consumption of food and beverages in the library. We heard this from respondents to past surveys on library service, from the Libraries and Academic Computing Facilities Committee, and from many individuals. Moreover, it is everyone's responsibility to protect library materials so they are available to future scholars. Thank you for your cooperation.

B u t l e r L i b r a r y U s e G u i d e l i n e s

Butler Library's primary purpose is to support Columbia University's educational and research programs. Butler Library may also serve the needs of local, national and international communities when doing so does not detract from the library's primary purpose.

Access to and use of Butler Library is a privilege extended to Columbia University faculty, students, staff, alumni and sponsored guests. Access to Butler Library's physical spaces, services and resources by others is normally limited to specific and limited access to library collections or resources.

Priorities:

Current Columbia University faculty, students and staff have priority access to Butler Library physical spaces, resources and services.

Encouraged behaviors:

- Studying
- Research
- Using print and electronic library resources
- Reading
- Participating in library programs
- Asking library staff for assistance
- Muting cell phones and other electronic devices

Discouraged behaviors:

- Behaviors, actions or expressions that threaten personal or institutional safety and security
- Disruptive behaviors that interrupt the activities of others, including but not limited to excessive noise, cell phones, music and rudeness
- Leaving personal items unattended, including but not limited to laptops, cell phones, wallets and textbooks
- Excessive and inappropriate use of library spaces and resources, including but not limited to seating spaces, study rooms, books, journals, databases and computers
- Eating or drinking except in designated areas, or as approved for specific events
- All behaviors or actions prohibited by law or university policy

