

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

HOURS

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

LIBRARY STAFF

Jason Bernth, Senior Cataloger
Mike Blomberg, Digital Imaging
Susan Cobbledick, Book Conservator
Andrew Colligan, Archivist
Davina Harrison, Catalog Librarian
Doug Holland, Library Director
Stephanie Keil, Library Assistant
Vicki McMichael, Serials Librarian
Linda Oestry, Research Librarian
Nezka Pfeifer, Museum Curator
Mary Stiffler, Reference, Interlibrary Loan, Circulation Assistant

GENERAL GUIDELINES (*Please wear your visitor's badge at all times*)

1. Let staff know if there is any book 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. When finished, place books on the shelving cart in the stacks or on the cart in front of the circulation desk.
4. A scanner and photocopier are available for creating PDFs or copies. Please consult with library staff before using either piece of equipment.

VISITOR SERVICES

1. You may use the library under the sponsorship of a Garden staff member, or by appointment through the library.
2. Books can be checked out with sponsorship of a Garden staff member, but books must be used on the Garden grounds, and available for recall.
3. You are welcome to use the kitchenette and refrigerator with the provision both will be kept clean, and with the counter being kept clear.
4. Drinks in spill-proof containers with lids may be brought into the library. Food is not allowed in the library.

LIBRARY ONLINE CATALOG

1. Access the library catalog: <https://explore.searchmobius.org/search~S1>
2. Select the type of search by scrolling through the list of 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 reference 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.
3. The new journal displays 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 the journals are located in the stacks. The general collection begins at the west end of the stacks. The journal collection follows the general collection; all journal call numbers begin with QK1. Books are shelved in call number order using the Library of Congress cataloging rules. Each shelving unit is labeled with call number ranges, 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 location for a publication indicates it is Archives, Bindery, Folio, Pre- Linnean, 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.
10. Please feel free to ask library staff for assistance.