

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 available for your use at Columbia University. We have designed this guide to describe some of Butler's important services and collections and to point out the most frequently used areas. **Bold numbers in parentheses in the text correspond to numbers on the maps**, which will guide you as you walk around the various floors. 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; and the Rare Book & Manuscript Library.

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 to all CUID holders with a valid network ID (UNI) through a lottery system. The 110 second-floor lockers are assigned each semester. The 54 fifth-floor lockers for graduate students 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 pay for copies with cash, use your Flex Account, or purchase a Flex Card in room 2L1. These cards can be used in the copy machines in 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**.

Study facilities, including six group study areas, are available in the Milstein reading rooms, on the 2nd, 3rd, and 4th floors; these are open 24 hours during the fall and spring semesters. Rooms 301 and 310, the Reference Rooms, also have study tables. The eight subject-based research reading rooms on the fifth and sixth floors have study facilities.

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 four weeks and are checked out/returned/renewed at either the main Circulation Desk or at Butler Reserves, Room 208. As a convenience, you can return Butler books to the outdoor bins on the Butler Plaza 24/7.

Butler Library Tour – Second Floor

Room 201 (1), the **Library Information Office (LIO)**, has library publications, campus maps, and information about library policies. 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 (9), **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.

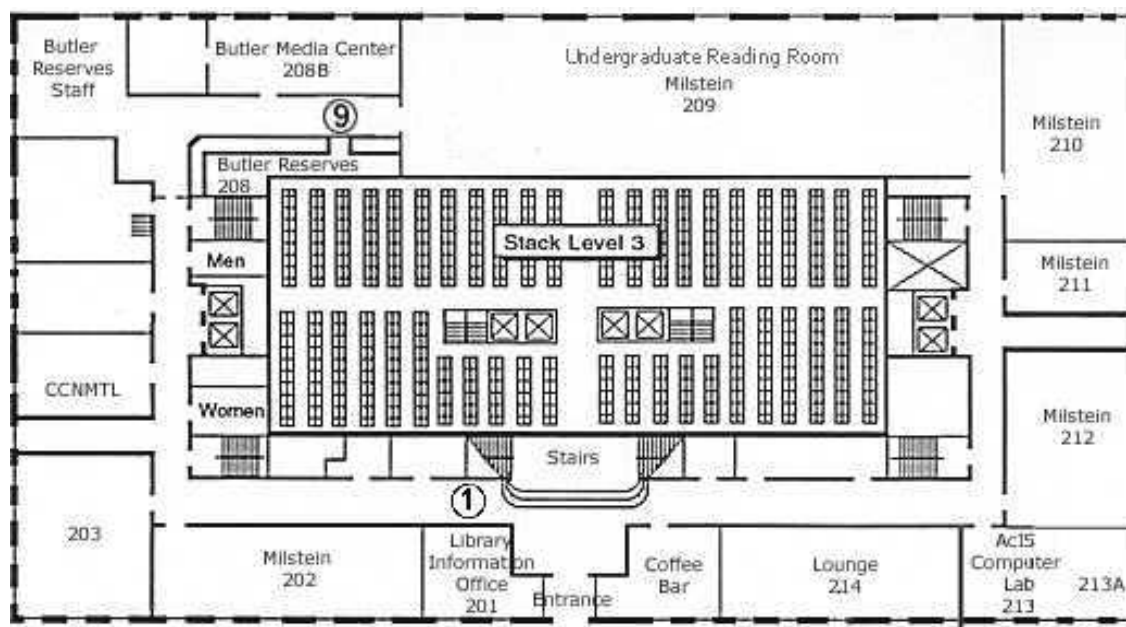
The **Butler Media Center** (Room 208B) is opposite the Reserves Desk and has facilities for viewing and listening to a variety of media formats. It also supports editing stations for the development of multimedia projects. All films in the collection are catalogued in CLIO and are available at the Reserves 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 for Butler Stacks, the Milstein collection, and Offsite Shelving. You can also pick up recalls/holds and pay library fines by check. The circulation lobby area provides both CNet and LNet terminals, as well as networked printers.

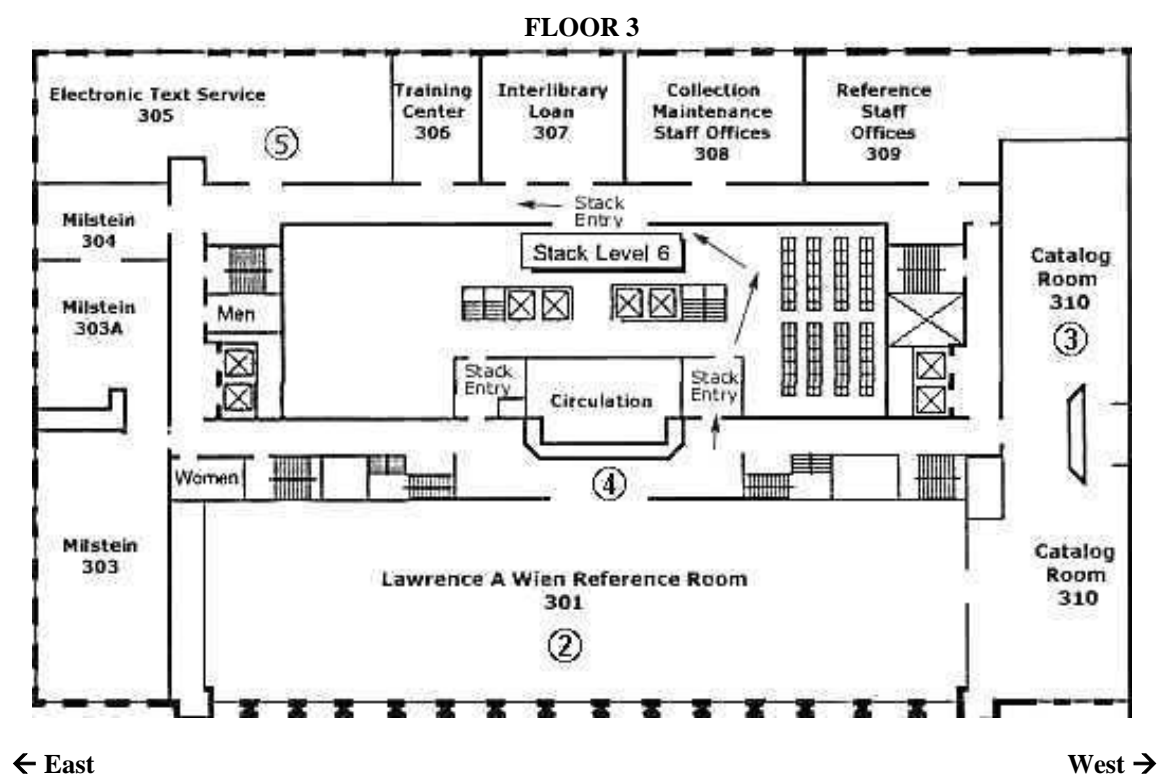
The **Lawrence A. Wien Reference Room (2)** is opposite the Circulation Desk. The books in the reference room include language dictionaries, encyclopedias, indexes, and bibliographies; they cannot be checked out. Reference librarians at the desk can help you find and use print and online resources, both 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 texts in electronic format, and a collection of software for textual analysis and markup. Scanners and CD-burners are available for print, slide, and microfilm originals. ETS staff offers ongoing assistance and training in the use of electronic text resources, scanning equipment, software programs, and other related topics.

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

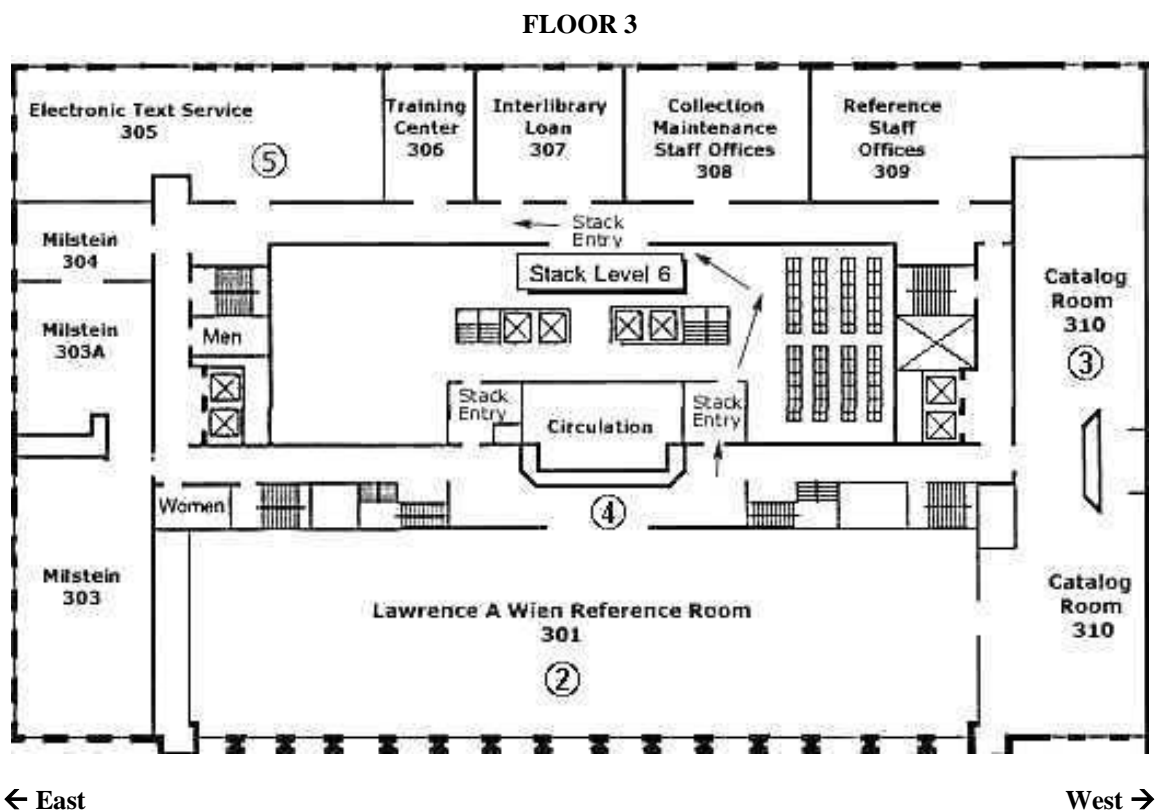


Butler Library Tour – Third Floor

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 heights 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 also accessible for patrons with disabilities. Check the **Stack Guides** to locate the call numbers; other information is on the bulletin boards near the circulation desk. Once you walk through the Stack entrance doors you'll face the Stack elevators. Stairs are situated on either side of the 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 have recently been renovated to improve lighting, arrangement, and ease of use.

On each stack level, you'll find four elevators, two stairwells, a guide to call number locations and a map of the floor. Some floors have CLIO terminals, study tables, and copiers.



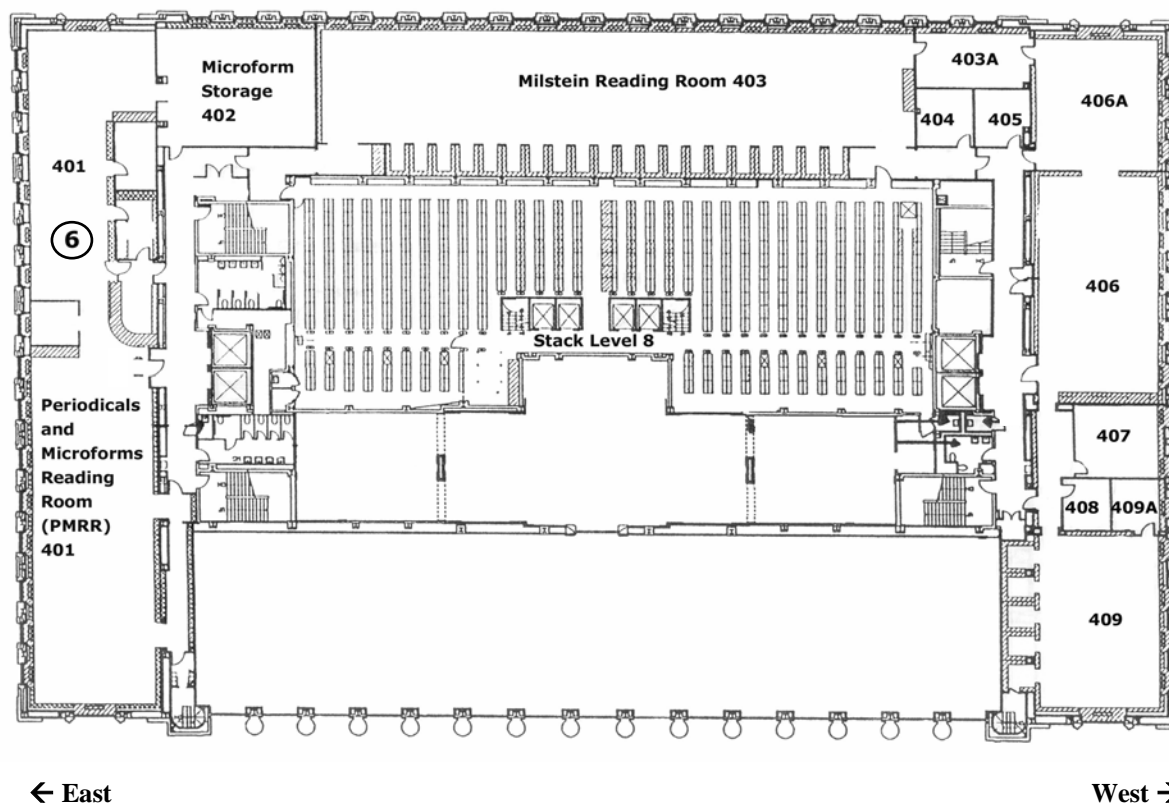
Butler Library Tour – Fourth Floor

The **Periodicals and Microforms Reading Room (PMRR) (6)**, Room 401, has current issues (generally the most recent year) of the newspapers and periodicals held in Butler, arranged by title. (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, and so forth.) The periodicals in this room do not circulate.

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. Many journals and newspapers are now available online in full text so check CLIO by journal title, or search E-Journals on the Libraries' website.

Milstein Undergraduate Reading Rooms and six group study rooms are located around the periphery of the fourth floor.

FLOOR 4

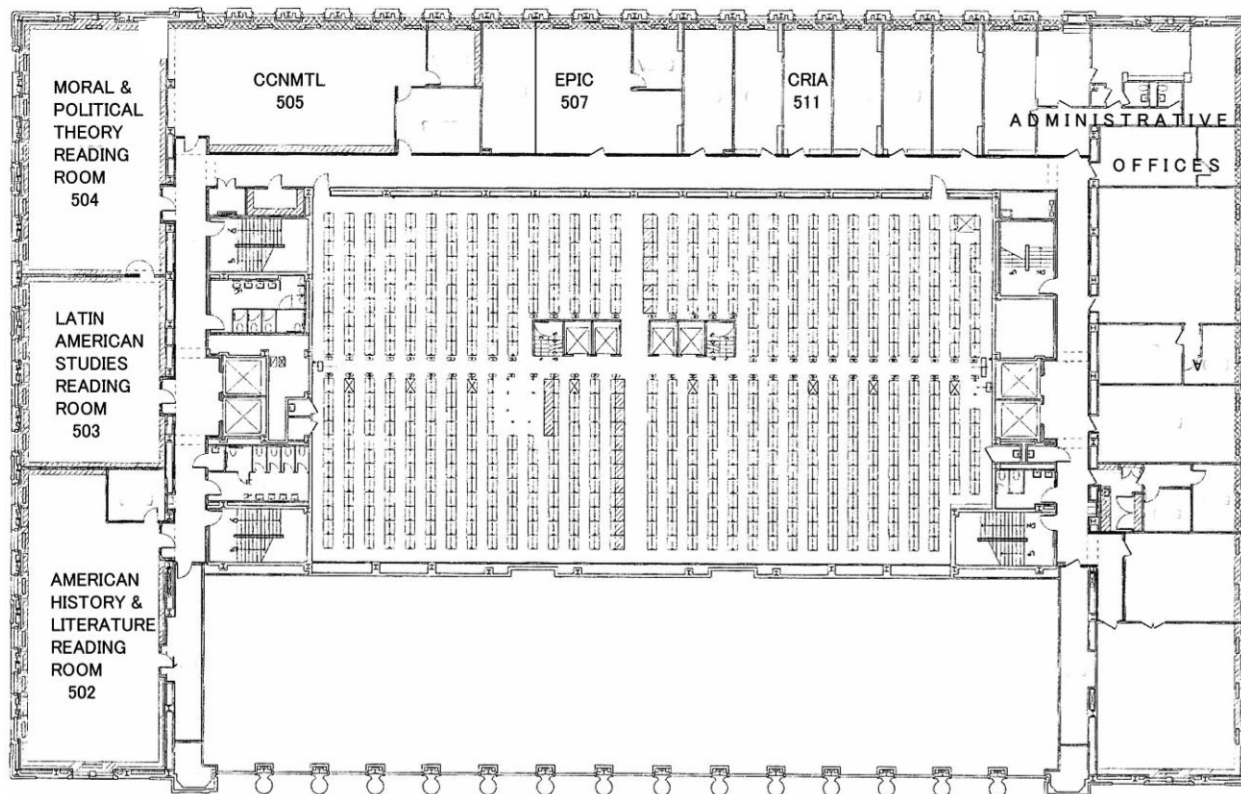


Butler Library Tour – Fifth Floor

Room 502, the **American History & Literature Reading Room**, Room 503, the **Latin American Studies Reading Room** and Room 504, the **Moral & Political Theory Reading Room**, are located on the east side of the fifth floor. These subject-based research reading rooms house collections of core books in their fields designed to support graduate research. All materials in these rooms are listed in CLIO. The research reading room collections are noncirculating, and are intended for use within the rooms only. **Research reading rooms on the fifth and sixth floors open for use the same hours as the Butler stacks.**

The remainder of the fifth floor houses library administrative offices.

FLOOR 5



← East

West →

Butler Library Tour – Sixth Floor

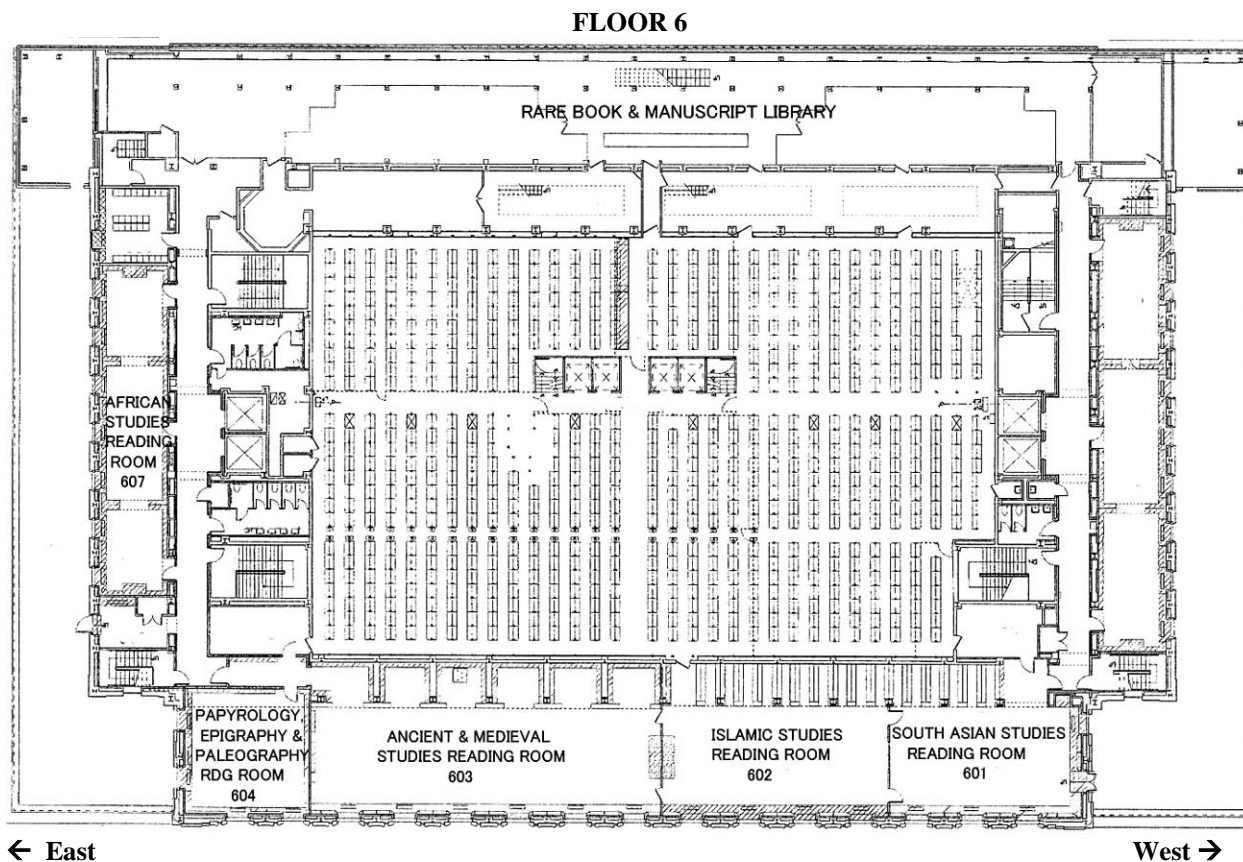
Five of the eight research reading rooms are located on the sixth floor. These subject-based rooms contain noncirculating collections of core materials in each field. They are: the **Ancient & Medieval Studies Reading Room (603)**, the **Papyrology, Epigraphy & Paleography Reading Room (604)**, the **African Studies Reading Room (607)**, the **Islamic Studies Reading Room (602)**, and the **South Asian Studies Reading Room (601)**. They are open for use the same hours as the Butler Stacks.

The **Rare Book & Manuscript Library (RBML)** is the main library for Columbia's rare books and manuscripts, though the Law Library, the East Asian Library, the Avery Library, and the Health Sciences Library also contain rare book collections. Notable collections include the Bakhmeteff Archive of Russian and East European history and culture; the Carnegie Collections; the Human Rights Watch Archive; and the Lehman Papers. Books and manuscripts do not circulate and must be used in the Rare Book Reading Rooms. RBML is also the University's major repository for collections of original papers, letters, manuscripts, and documents.

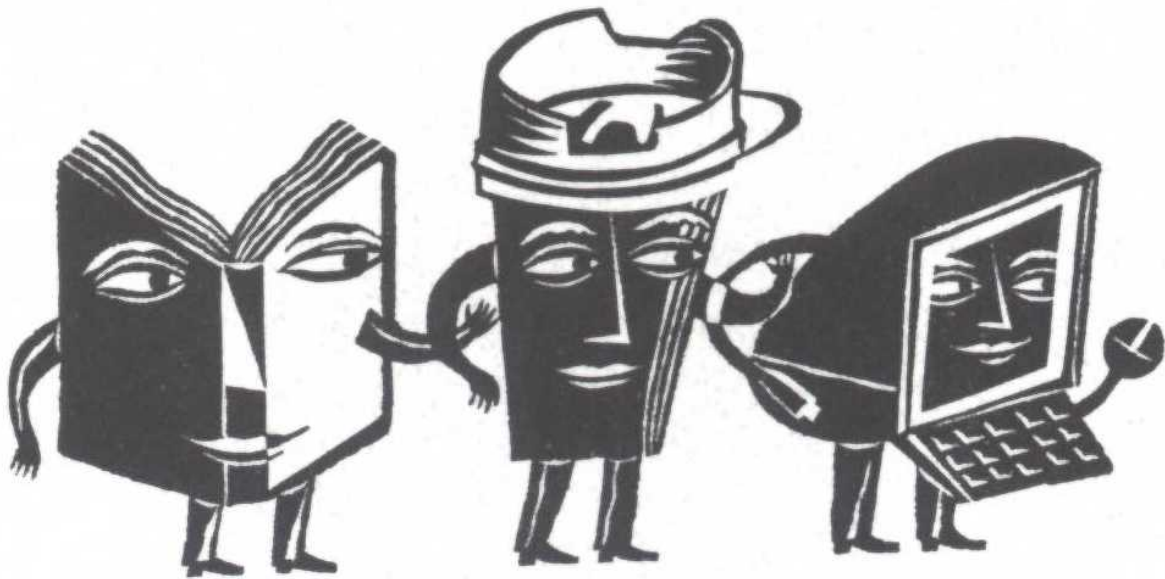
Though this tour will not take you there, the **Oral History Collection** is temporarily located in room 655 Butler Library, accessible through RBML. It is the oldest and largest university-based oral history program open to the public in the world and contains taped and transcribed oral interviews covering leaders in many fields of history, politics, and culture. For more information see <http://www.columbia.edu/cu/lweb/indiv/oral/>

We hope this brief introduction to Butler Library has been useful. Your comments and suggestions are always welcome and you can contact us at: <http://www.columbia.edu/cu/lweb/help/suggestions.html>

To learn more about Butler and the Columbia University Libraries, please browse through the Libraries' website, <http://www.columbia.edu/cu/lweb/> where you will find up-to-date information on library collections, services, hours, and events.



Library Friendly



be library friendly

No drinks, except in spill-proof containers, and no food.

thanks!