

The Medieval Institute Library  
User Information Guide



Notre Dame /Newberry MS. 6, f. 10r

The Medieval Institute Library consists of several related collections intended primarily for research. Although there are many titles relevant to Medieval Studies in the Hesburgh General Collection (located throughout the library), **Medieval Institute holdings are identified in the online catalog with the following 7<sup>th</sup> floor locations:**

- **General Collection = 7th floor open stacks**
- **Byzantine Reference = (Rm 714) Stavros Niarchos Byzantine Reading Room**
- **Reference (Rm. 715) = Medieval Institute Main Reading Room**
- **Paleography (Rm. 715Q) = Paleography Reading Room**
- **Ambrosiana = Ambrosiana Collection, Research Room (715F)**
- **Universities Coll. (715E) = Astrik L. Gabriel History of Universities Reading Room**
- **Near Eastern Reference (714B)= inside the Byzantine Reference Room**

Materials in the Medieval Institute's reading rooms, the Stavros Niarchos Byzantine Reference Room, and the Near Eastern Reference Room are for reference use only. This means that they should be available to all patrons at all times, and thus should not be taken out of the public reading room areas without permission of the Medieval Studies Librarian. **Patrons are encouraged to leave any reference books they use on the tables or the cart in the main reading room (715),** as the library tracks book usage and re-shelving by patrons alters our statistics.

The Medieval Institute Library's General Collection is located in the 7<sup>th</sup> floor open stacks area. **Patrons may check out materials from the Medieval Institute Library's General Collection, either at the circulation desk or at the self-check stations for a period of five days.** General Collection items can be renewed three times via the circulation desk. Graduate students, visitors, and faculty who require the use of these materials for longer periods should contact the Medieval Studies Librarian to request an extended renewal.

## ACCESS TO THE READING ROOMS

The Medieval Institute reading rooms are open **Monday through Friday from 8:00 a.m. to 5:00 p.m.** The doors to the Byzantine Reference Room (714) and the main Medieval Institute Reading room (715) automatically unlock at 8:00 a.m. and lock at 5:00 p.m. on these days; the reading rooms are locked evenings, weekends, and on staff holidays. Authorization is required for after-hours access via our security system. Please see the Librarian for more information about after-hours access.

**Patrons with disabilities or special needs:** some areas of our collections are not easily accessible. We are happy to help you gain access to any of our materials; please contact Julia Schneider ([jschneid@nd.edu](mailto:jschneid@nd.edu), 574-631-5724) to make arrangements to do so.

## LOCATING MATERIALS IN THE HESBURG LIBRARY: A NOTE ABOUT CALL NUMBERS

Call numbers in the Notre Dame Libraries conform to the **Library of Congress Classification scheme**. When looking for a particular call number on the shelves, remember that after the first sequence of letters and of numbers, all numbers are treated as decimal numbers (call numbers sometimes indicate this change by an actual decimal point, normally at the beginning of the third line of the call number). Thus:

	LB		LB	
*While	125	comes after	64	as one would expect,
	.A4		.B63	
	1974			

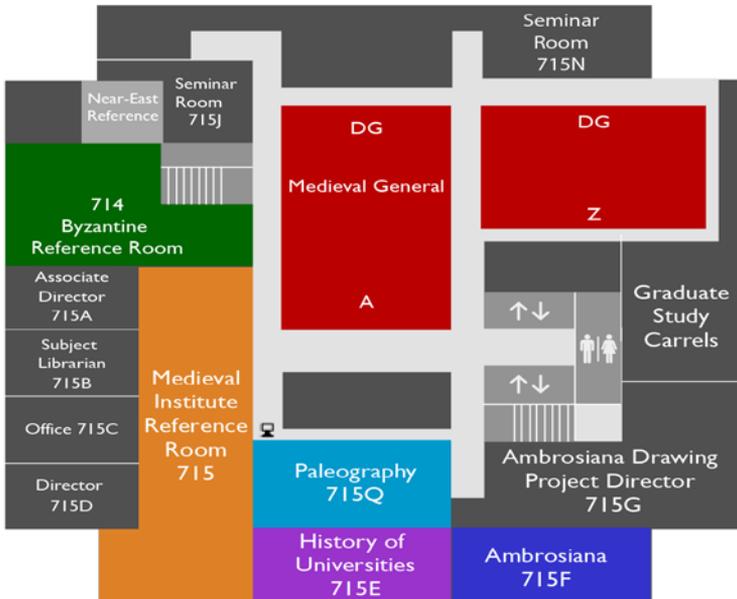
*\*remember that*

LB		LB		LB
125	comes before	125	which in turn is before	125
.A362		.A4		.A4
		N46		N9

## LOCATION GUIDE AND MAP FOR MEDIEVAL INSTITUTE MATERIALS

All Medieval Institute materials have colored call number labels indicating the sub-collection to which they belong, whether **General** (red), **Byzantine** (green), **Reference** (orange), **Paleography** (light blue), **Universities** (light purple), **Ambrosiana** (blue), or Near Eastern (light gray), The physical location of each collection is noted on the following map by color and name.

### MAP OF SEVENTH FLOOR



## RESOURCES: FACSIMILES AND MICROTTEXTS

The Medieval Institute's original format manuscript facsimiles are held in Rare Books and Special Collections. Facsimiles can be reserved for regular consultation in the Institute's Reading Room by contacting the Medieval Studies Librarian at least one working day in advance. For the use of other Special Collections materials in the Medieval Institute reading rooms or seminar room, please consult with the staff in Special Collections or the Medieval Studies Librarian.

The Medieval Institute's Ambrosiana Microfilm collection contains microfilm copies of Latin, Italian, Greek, Hebrew, and Arabic manuscripts as well as some French, Spanish, and German materials owned by the Biblioteca Ambrosiana in Milan. This collection includes photographs of all the drawings held by the Ambrosiana. In addition, we have ca. 2,500 microfilm copies of manuscripts from selected European libraries emphasizing materials related to the history of medieval universities, along with other microfilms and digitized images of manuscripts for in-house use only by students, faculty, and visitors.

Patrons will find our microfilm and facsimile database very useful for locating specific facsimiles or microfilms or for browsing our holdings: <http://microfilms-and-facsimiles.medieval.library.nd.edu/> NB: the microfilms of manuscripts belonging to the Ambrosiana are not included in this database.

## RESOURCES: MEDIEVAL INSTITUTE JOURNALS

Journals with "Medieval Institute" or "Byzantine Reference" at the beginning of their call number are shelved on the 7<sup>th</sup> floor of the Hesburgh Library. Bound volumes are shelved among the books in the appropriate collection. Unbound issues, usually those from the most recent year, are either displayed on the periodical rack in the Main Reading Room (715) or stored in Room 715B until they are sent to be bound. Contact the Medieval Studies Librarian for assistance.

## ELECTRONIC RESOURCES

For a current listing of electronic resources of interest to medievalists and available at Notre Dame, please see:

[http://www.library.nd.edu/subjects/medieval\\_studies](http://www.library.nd.edu/subjects/medieval_studies). Resources available on-premises include:

- Computer workstations, a digital microtext scanner, a flatbed scanner, and a printer are available to medievalists in the Ambrosiana Research Room (Room 715F) during the Institute's open hours. Desktop computer workstations are equipped with internet access and the standard software available on all ND computers, in addition to some resources specifically designated for Medieval Studies.
- Printing is available from any Medieval Institute workstation to first floor printers via a campus PHAROS-account.
- Electronic products that are only available on CDs are shelved in 715B; corresponding software for these CDs is installed on designated PCs in the Institute's reading rooms (715, 715F). Access to these CDs is limited to weekday office hours (M-F, 8 a.m.-5 p.m.).
- Wireless internet service is available throughout the library. Please refer to the URL <http://oithelp.nd.edu/networking/> regarding user rules and policies.

## COURSE RESERVES

Medieval Institute General Collection items may be put on reserve through the Circulation Department. Please See the Medieval Studies Librarian if you have questions about or need assistance with this process.

## GENERAL GUIDELINES FOR PATRONS

The Medieval Institute's reading rooms (715, 715Q, 715E, 715F) and the Stavros Niarchos Byzantine Reference Room are **quiet study areas** and patrons should adhere to appropriate behavior, i.e.:

- Please keep conversation quiet and to a minimum. The Institute's reading rooms are not appropriate places for office hours, meetings, or study groups.
- Food and beverages are not to be consumed in the reading rooms (except at Institute-sponsored receptions).
- Cellular phones are to be silenced in the reading rooms and phone conversations, including those via computer telephony services (e.g., Skype) are prohibited.
- No smoking is allowed in the library building or within 25 feet (about 6 meters) of the entrances.

**NB:** Work spaces are not assigned in the Medieval Institute's reading rooms. Any patron may work at any of the tables or open carrels in each of the reading rooms on a first-come, first-served basis. A small number of shelves are available to faculty and visitors for the extended storage of circulating library and personal reading materials (circulating library materials stored on these shelves must be checked out or they may be removed by library staff). Shelves are assigned each semester on a first-come, first-served basis, with first priority given to those with no other assigned space in the library. Interested faculty or visitors should see the Reference Specialist for more information.

### IF YOU HAVE A QUESTION, PLEASE ASK:

Dr. Julia Schneider, Medieval Studies Librarian, Room 715B, Hesburgh Library. Telephone: 574- 631-5724, email: [jschneid@nd.edu](mailto:jschneid@nd.edu)

