

English Department Library Tour

01 | Introduction

Station one: introduction.

Before entering the library. Welcome to the English Department Library of the University of Muenster. This audio guide will take you on a short tour of our departmental library. Please do not forget to lock up your belongings in the locker provided on the ground floor. This is an important requirement for any individual interested in using the library. You are allowed to take with you your learning materials including laptops, pens and notepads when entering the library. You are also permitted to enter the library with bottled drinks or water. Bottled drinks must be well capped to avoid spillage.

The Book Studies Library, a specialized library with about 9,000 volumes, was an autonomous collection until 2022. It is now an integrated unit of the departmental library with all its holdings available for interested library users. The Center for Swift Studies and Aldous-Huxley Centre, even though an integral part of the Department, are not units of the English Department Library. Their opening hours and conditions for borrowing books are different.

More information can be found on the department's website. Kindly note, there are front desk library officers who will require you to show your learning materials and other belongings before entering into the library. The same applies when exiting. The library is open to its users on Monday through to Friday. Kindly check the home page of the English Seminar for more information about our opening times.

02 | The Information Desk

Station two: the information desk.

Welcome to the information desk. There will always be library staff at the information desk during opening hours to assist you. Please, feel free to approach them. You can also request an accompanying brochure from the information desk, which has a floor map of the library which might be helpful during your tour.

Books may be read in the library, partially copied or loaned. To photocopy a book, you need a valid student ID card. The student ID card or the ULB library card is required when loaning a book from the collections. Students can loan a maximum of five books for a week. Users can extend borrowed books week-by-week up to a maximum of four weeks if others are not in need of the book. Not all books in the library can be loaned. Borrowing and returning library books are handled by the staff at the information desk.

Please do contact the information desk for any other inquiries relative to the use of the library including lending library books. Books used during library hours must be placed on their rightful shelves according to their indexes. This will make it easier for other users to locate the books when in need of them. This applies to all books, whether taken from the research collection or any other room in the library.

03 | Copiers and DVD Display

Station three: the photocopiers.

There are three copiers in the English Department library used to scan, print and copy. Please ask at the front desk if you need any help in using them. You will need your student ID card for that

purpose. Your student ID card is a multi-purpose identity card. It serves as your library card, your Mensa card and your Copy card. You can now top up your card online. Please visit topup.klarna.com for more information. Alternatively, you can refill the card using physical machines in the ULB library and some canteens. Visit the university's website to answer any additional questions.

Opposite the photocopiers you will also find the DVD display. The cases you can see in the display are empty to protect the DVDs. To borrow a DVD, you can simply inform the library staff of your request and they will be able to retrieve the DVD from the cupboards.

To the left of the DVD display, you will find some of our most recent journals. A few are exclusively available in physical copy, and others, you can find in digital form. If you want to take a journal, open the drawer. If the most recent edition of a journal that the university subscribes to is not there, ask a staff member to collect it from the library administration office. Older publications and publications that have been bound can be found in the journal rooms of the library, which you will see later. Please take note that the journals cannot be taken out of the library.

On the wall to the right of the photocopiers, next to the glass door, you can see a so-called "Musterbibliothek" shelf, which stores the most relevant and important books you will need for your studies. None of the items from here can be borrowed from the library.

One other section within the library that would be worth your time is the Shakespeare room, room 104 on the left-hand side of the information desk.

04 | The Shakespeare Room

Station four: the Shakespeare Room.

The Shakespeare Room is one of the most important rooms in the whole library. As you might expect, here you will find the works of Shakespeare. However, you will also find works by other 16th and 17th century writers, such as Thomas Moore and John Milton. Unlike in the main university library, the books here are shelved systematically according to theme and author. It is, therefore, worth browsing for other books on the shelf next to the book you have chosen.

The bands on the book spine show the shelfmark number. This number indicates what area of study the book belongs to and the exact place within that area. Works by and about Shakespeare are marked with the letters SH. Other works from and about the 16th and 17th century are indicated with the Roman numerals XVI and XVII. Within this study area, there are more specific sub-groups. Numbers below the line indicate the order within the sub-groups. Please make sure you replace the books according to these numbers. There's an overview of all the different categories in the layout plan of the library. You will find out more about this in the next station. Occasionally, you may come across a cardboard sign on a shelf. These are place markers and indicate that a particular book is too fragile and cannot be stored on open shelves. In this case, the book may be obtained via the information desk. The place markers may also indicate that a book is too big and can be found on an open shelf at the end of the category marked with red tape. Now exit the Shakespeare Room and enter the next room on the right, the Dictionary Room.

05 | The Dictionary Room

Station five: the Dictionary Room.

In the Dictionary Room, you will find dictionaries from all different fields and varieties of the English language. Here, we also have the most popular German-to-English dictionaries and historical and

slang dictionaries. Of course, we also have the well-known Oxford English Dictionary. Furthermore, the shelves along the wall contain several bibliographies. They list more works from other specific fields of study that might be useful for research.

Another point of interest in this room is the "Zettel-Katalog," the card catalogue. Every acquisition that was made before 1993 is listed here and can be found in an alphabetical list of authors in the centre of the room or, according to a theme, to the left of the room. Most of the card catalogue entries have now been digitized and can be found in a KatalogPlus search online. However, there are a few special cases which can still only be found here in the printed card catalogue. The files lined on top of the systematic card catalogue contain the reference system of our library. This offers an overview of all the shelfmark groups and sub-groups, thus showing you how you'll find the literature on a specific field or topic. For example, here you'll find that books such as Introductions to English Studies can be found under LIT for "Literaturwissenschaft" in the sub-group AH.

In order to find out where you can locate each shelf mark group, refer to the overview on the wall between room 104 and room 105. Additionally, there is a computer at your disposal, which you can use to find the shelfmark number of a book in the library catalogue. In addition, you have access to all the online journals and articles the university library has subscribed to.

Before moving on, log on to the computer using your university username and password. Google the KatalogPlus catalogue. Note that the university offers many specialised catalogues that you can explore in your free time; however, in KatalogPlus, you will find the collections of all libraries of the University of Münster. When you access KatalogPlus, look for the book *Printing of TO-DAY* by Simon and Rodenberg (1928) (the title is also printed on the back of your handout). Notice typing "Printing of today" will not yield the needed book. The library's search engine is very sensitive to the input, so it's essential to be very precise when searching for something. Now, please type "Printing of TO-DAY." Look for the shelfmark. Did you notice anything peculiar? Exactly. You can find this book in several places: one copy is owned by the Centre for Aldous Huxley Studies, and another one is in our library. Currently, our interest lies only within the one owned by the English Department Library. Take note of the shelfmark number and log yourself out. If you have problems using the Katalogplus, then you should make use of the tutorials that the ULB provides. By the way, you can also access the university's extensive online library from your own home. All you need to do is register for VPN (virtual private network). To get more information on this, visit the university's IT internet site.

Now continue the English Library tour by going through the door at the back of the Dictionary Room.

06| Group Workspace (Room 106)

Station six: Group Workspace.

Now you are standing in one of the rooms for collaborative group work. The English department library has three group study areas, including this group workspace, which is equipped with a Smartboard that you can use. The instructions for using the Smartboard can be found on the library's homepage. Group study rooms can be reserved for up to three hours either directly with a member of the library staff at the information desk or by e-mail. If you are unable to use the room despite your reservation, please inform us by e-mail.

Now go out the door next to the journal shelf and then go through the glass door directly to the right to continue with the tour.

07| The Cubicles

Welcome to Station Seven: The Cubicles. In the entrance area, you will find literary and cultural books, beginning with the shelfmark, LIT. If you need to get the books found on the higher shelf, please use the ladders provided. If you walk down the aisle, you will find that the bookshelves are divided into several cubicles. Shelfmark posters on either side indicate where the book is and where you are. To your left, you will find the bound journals with the letter "Z". Embossed on the spine of each journal, you will find the year and volume that indicates the order in which they are listed. These bound journals, unfortunately, cannot be borrowed.

To your right, you will find two cubicles dedicated to Linguistics. The first cubicle is numbered 0.0 to 9.0, while the second is numbered 10.0 to 16.0. These numbers indicate the different categories that are related to Linguistics as a whole. As you move further down the aisle on your right, you will also find a cubicle dedicated to Postcolonial Studies. You will find books from various postcolonial countries such as Australia, Canada, the Caribbean, the Pacific Islands, Southeast Asia and Hong Kong. Please also note that postcolonial books have different categories with three capital letters, as well as the number that denotes the topic. For example, if you were looking for a book about the culture of the Caribbean, you would find it under the category, PCR, with the numbers 300-390. After passing through the Postcolonial section, you will find a cubicle containing books dedicated to pre-Medieval and Mediaeval British literature, such as Beowulf and Chaucer. There are also workstations and two group study rooms that can be reserved through the information desk

To continue the tour, go out through the door where you entered, and turn right to the glass doors next to the photocopiers and go up the stairs to the next floor containing the American Section. For students with disabilities, the library is unfortunately not barrier-free. However, should you wish to request a book upstairs, please ask for help via the information desk and a staff member will retrieve it for you, where you can pick it up at a later date.

08| The American Studies Section

As you exit the stairwell, you will come across Station eight, which is the American Studies section. Opposite your location are two rooms. These rooms contain an extensive collection of American literature and American cultural studies. All these works are listed under the large sub-group AR, which fills both rooms. For instance, there is a whole shelf dedicated to American author Mark Twain.

Take a look around. You may notice two glass display cabinets. On occasion, these glass cabinets display special exhibitions. Once you're satisfied with exploring station eight, please move to the large glass door to your right, where you will find station nine, the Didactics Room.

09 | The Didactics Room

Station nine: the Didactics Room.

You are now standing in the Didactics Room. Here you will find all materials for studies in English didactics including books on educational sciences and schoolbooks. It is worthwhile to browse in this room and locate the different types of materials. You can borrow schoolbooks and other teaching materials for a week at a time. If there is an accompanying digital or audio-visual media for the books, these are stored separately from the books for safety reasons. You can request associated audio-visual material from the information desk on the first floor. Now leave the Didactics Room.

To your left and straight ahead, you will find children's literature and youth literature which might be useful for future teachers. To your right, you will find the section for applied linguistics. Now turn

right and go past the linguistics section to leave this room, and go into the so-called “Big Room”, the last station of our tour.

10 | „The Big Room”

Station ten: room 208– the Big Room.

Within the English Department, room 208 is also known as “der große Raum” (“the Big Room”). On the right, you can find a great selection of English literature from the 18th to 21st century. Do you remember how the books from the 16th and 17th century were categorised on the lower floor of the library in the Shakespeare Room? Likewise, books from the 18th to the 21st century are also indicated by Roman numerals on this floor. In addition, you will find books with the shelfmark EW. This stands for “Ergänzende Wissenschaft” (supplementary sciences). These are books that do not necessarily belong to English literature, linguistics or didactics but that could still be useful for your English studies, such as cultural studies books. The last section on the right-hand side contains texts with shelfmark “Z” which are bound periodicals in the field of book studies.

On the left-hand side of the Big Room, you’ll find the remainder of our Book Studies collection. The largest part of the book studies collection is dedicated to book history and publishing history, including typography, bibliography, and topics from manuscript studies to print history to digital literature in the 21st century. This section also contains books about literacy and reading practices, book collecting, and library scholarship. Along the back wall of the room, you’ll find related reference catalogues. This unique collection was previously housed in a different library, and has a wide range of shelfmarks. The best way to find a book you are looking for in this section is to search in KatalogPlus and look for the relevant abbreviation on the placards posted at the end of each row.

You can now use the opportunity to check that you noted the correct shelfmark number during the exercise at Station six. You should be able to find the book in this room. Hint: it’s a big book, so if you can’t find it based on the shelfmark, look on the red-taped shelf in the same section.

We have now come to the end of our audio tour. It was a pleasure guiding you through the books and shelves of the English Departmental Library. Thank you for joining us! If you have any questions, please do not hesitate to ask a member of staff at the information desk. We hope to see you again soon, and have a wonderful day.