

THE SCHOOL OF ARCHITECTURE



Library Handbook 2022 - 2023

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INTRODUCTION

Welcome to the TSOA Library. The academic library in today's electronic driven society provides an ever-increasing resource for those seeking information and knowledge from a broad spectrum of media.

Thorough research on any topic may require the use of books, audio/video materials, archives, periodicals and ephemera in addition to the Internet. No one source can provide all the needed information.

Because of the complex nature of information storage and retrieval, the ***Library Handbook*** is provided as a guide to assist in locating resources and information.

Remember that the library staff is eager to help with your information needs, so don't hesitate to call on us!

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

LIBRARY HOURS AND POLICIES

The Library collection is available Monday through Friday from 8:00 a.m. until 4:00 p.m. The Stacks and Reading Room are available to students 24/7.

CIRCULATION POLICIES:

Books circulate for a two-week loan period. All books must be checked out before they can be taken from the library. Each book has a card tucked into a pocket. Kindly remove the card, write your name and the date clearly, including the year, then leave the card in the designated box. Check-out procedures are based on an honor system. Lost or damaged books are the responsibility of the person who checked them out.

OTHER LIBRARY POLICIES:

- Smoking is not permitted in or near the library.
- The use of Special Collections is during regular library hours.
- Each book must be signed out before it can be taken from the library.
- Periodicals and magazines, and some books must remain within the library. --Reference, Archives, Periodicals and Special Collections materials may circulate on occasion if special arrangements are made with library staff.

THE COLLECTIONS

The TSOA Library contains over 35,000 volumes in architecture, design, landscape architecture and urban planning, the arts, humanities, social sciences, literature, engineering and technology. The Library subscribes to architecture periodicals as well as subscriptions to JSTOR. The Wright Collection contains titles by and about Wright, periodicals, manuscripts, documents and ephemera.

THE REFERENCE COLLECTION

The Reference Collection contains:

- Encyclopedias (general, national, topical)
- Biographical dictionaries (national, regional, professional, topical)
- Indexes to periodicals (retrospective, current, special subjects)
- Dictionaries of quotations and concordances
- Atlases and gazetteers (historical or refer to particular subjects)
- Chronologies
- Language dictionaries
- Handbooks and source books including dictionaries, manuals, anthologies
- Bibliographies (national, topical, current, individual)
- Yearbooks and annuals

Various categories of reference materials exist in the literature of different fields, particularly in architecture, building and construction, and interior design.

Bibliographies, indexes, dictionaries and encyclopedias are the basic tools of research. The word “bibliography” is a generic term which can be applied to most lists of source materials. Bibliographies provide a survey of the literature of any field thus acquainting the researcher with various types of reference works. Indexes usually refer to publications which cover periodical articles.

Reference books do not circulate but must be used in the Reference Room. They may circulate overnight if special arrangements are made with library staff.

BOOKS

The Stacks contains books in all Library of Congress Classifications except P (Literature). See the outline at the end of this section (also posted in the Stacks) to learn about the classification of materials in the Stacks, and particularly the classification of books that deal with architecture and fine arts.

Folio, or oversized, books too large to fit on regular shelves are located on

the bottom shelves.

A separate Reading Room is adjacent to the Library.

VIDEOS, DVDS, CD-ROMS AND AUDIO-CASSETTES

Videos, DVDs and CD-ROMs specific to architecture and Wright are available. Other videos are stored in the Periodicals Room. Selected foreign language audio-cassette tapes and CD-ROMs are available in Reference.

PERIODICALS AND MAGAZINES

Periodicals are arranged alphabetically A to Z by title, and then date or volume. Periodicals are not to be checked out but are to be read in the library. A photocopier / scanner is available.

In addition to current and backlist periodicals in the Library, additional titles, articles and indices are available through JSTOR.

FINDING ARTICLES IN PERIODICALS

Periodical indexes help to locate a topic or a specific article in a periodical. **THE ARCHITECTURAL INDEX** is particularly useful for research. After finding the article listed in the **INDEX**, users will need to find out if this library receives the periodical listed. Look up the title of the periodical in the online catalog to determine this information.

The **AVERY INDEX TO ARCHITECTURAL PERIODICALS**, published by the Getty Research Institute, is the only comprehensive American guide to the current literature of architecture and design. **AVERY's** editorial office is at Columbia University, New York, NY. This database surveys more than 2,500 US and foreign journals. The index covers international, scholarly and popular periodical literature, including publications of professional associations; US state and regional periodicals; and major serial publications in the architecture and design of Europe, Asia, Latin America and Australia. In addition, this database also

provides nearly 13,000 citation records for architects' obituaries.

This database is sorted by the following: Descending date published, Journal, Startpage, Title.

THE LIBRARY OF CONGRESS CLASSIFICATION OUTLINE

A -- GENERAL WORKS

B -- PHILOSOPHY. PSYCHOLOGY. RELIGIONC --

AUXILIARY SCIENCES OF HISTORY

D -- WORLD HISTORY AND HISTORY OF EUROPE, ASIA, AFRICA,AUSTRALIA,
NEW ZEALAND, ETC.

E -- HISTORY OF THE AMERICASF --

HISTORY OF THE AMERICAS

G -- GEOGRAPHY. ANTHROPOLOGY. RECREATIONH --

SOCIAL SCIENCES

J -- POLITICAL SCIENCEK --

LAW

L -- EDUCATION

M -- MUSIC AND BOOKS ON MUSICN --

FINE ARTS

NA -- ARCHITECTURE

P -- LANGUAGE AND LITERATUREQ --

SCIENCE

R -- MEDICINE

S -- AGRICULTURET --

TECHNOLOGY

U -- MILITARY SCIENCEV --

NAVAL SCIENCE

Z -- BIBLIOGRAPHY. LIBRARY SCIENCE. INFORMATION RESOURCES(GENERAL)

THE NA (ARCHITECTURE) CLASSIFICATION SCHEDULE

The NA classed portions of the collections are of particular importance in the Library. A brief outline of the arrangement of the NA Schedule is listed below. It should be noted that the Library of Congress issues periodic changes to the schedule.

THE LIBRARY OF CONGRESS CLASSIFICATION OUTLINE: ARCHITECTURE

Subclass NA

NA 1-9428	Architecture
NA 1-60	General
NA 100-130	Architecture and the state
NA 190-1555.5	History
NA 1995	Architecture as a profession
NA 2000-2320	Study and teaching.
ResearchNA 2335-2360	Competitions
NA 2400-2460	Museums. Exhibitions
NA 2500-2599	General works
NA 2599.5-2599.9	Architectural criticism
NA 2695-2793	Architectural drawing and design
NA 2835-4050	Details and decoration
NA 4100-8480	Special classes of buildings
NA 4100-4145	Classed by material
NA 4150-4160	Classed by form
NA 4170-8480	Classed by use
NA 4170-(7020)	Public buildings
NA 4590-5621	Religious architecture
NA 7100-7884	Domestic architecture. Houses. Dwellings
NA 7910-8125	Clubhouses, guild houses, etc.
NA 8200-8260	Farm architecture
NA 8300-8480	Outbuildings, gates, fences, etc.
NA 9000-9428	Aesthetics of cities. City planning and beautifying

CALL NUMBERS AND LOCATION CODES

What is a call number? It is the address on the Library's shelves telling you where a book is located. Each book is labeled with its call number.

Location codes are the last line of the call number and indicate where a specific item is shelved, i.e., Reference books are REF, oversized books are FOLIO. Books with no location code in their call number are filed in the Stacks.

Example: NA
 2543
 S6 C8
 1980
 FOLIO

The call number above tells you that the book listed below is filed with Folio (oversized) books because it is taller than 30 centimeters.

Title: Culture and the social vision
Author / Editor: Mark A. Hewitt
Imprint: Philadelphia : University of Pennsylvania, Graduate School of
 Fine Arts, 1980

GUIDE TO ARCHITECTURE RESEARCH

The Library's reference resources will help you explore and develop your architectural research. Encyclopedias and dictionaries provide overviews and background data including statistics, definitions, biographical and bibliographic information.

Wikipedia can be used to link to additional sources but it is not a "reference" resource used in research because entries can be edited at any time by anyone thus its accuracy cannot be relied upon.

SELECTED ARCHITURE REFERENCE TITLES

The A-Z of modern architecture / edited by Peter Gossel.

Köln ; Los Angeles : Taschen, c2007
NA 680. M62 2007 REF

Dictionary of architecture / Nikolaus Pevsner, John Fleming and Hugh Honour.
Woodstock, NY : Overlook Press, 1975
NA 31. D6 1976 REF

Dictionary of architecture and construction / edited by Cyril M. Harris.
New York : McGraw-Hill, 2000
NA 31. H32 2000 REF

Dictionnaire raisonne d'architecture et des sciences et arts qui s'y rattachent /
par Ernest Bosc.
Paris : Librairie Centrale d'Architecture, 1877-1880
NA 1041. B72 REF

Encyclopedia of 20th-century architecture / R. Stephen Sennott,
editor. New York : Fitzroy Dearborn, 2004
NA 680. E495 2004 REF

A global history of architecture / Francis D.K. Ching, Mark M. Jarzombek,
Vikramaditya Prakash.
Hoboken, NJ : John Wiley & Sons, Inc., 2007
NA 200. C493 2017 REF

Illustrated dictionary of architects and architecture / editor, Dennis
Sharp. London : Headline, 1991
NA 40. I45 1991 REF

Macmillan encyclopedia of architects / Adolf K. Placzek, editor-in-chief.
New York : Free Press, 1982
NA 40. M25 1982 REF

SELECTED ARCHITECTURE AND RESEARCH METHODS TITLES

Architectural research methods / Linda N. Groat and David Wang.
Hoboken NJ : John Wiley & Sons, Inc., 2013
NA 2000. G76 2013

The dissertation : a guide for architecture students / Iain Borden and Katerina Ruedi Ray.
New York : Routledge, 2014
NA 2108. B67 2014

The modern researcher / Jacques Barzun and Henry F. Graff.
Belmont, CA : Thomson/Wadsworth, 2004
D 13. B39 2004

Research methods for architecture / Ray Lucas.
London : Laurence King Publishing, 2016
NA 2000. L83 2016

Research strategies : finding your way through the information fog / William Badke.
Bloomington, IN : iUniverse, 2017
Z 710. B23 2017 REF

RESOURCES AVAILABLE ON THE INTERNET

As you search for evidence to support your research, information published in magazine and journal articles may be more specific and provide current background information. These articles are found by using library subscription databases.

JSTOR

<http://www.jstor.org/>

The Library subscribes to JSTOR, a full text database including scholarly journal articles, books and primary sources in the arts, humanities and social sciences.

Students are given login credentials for access.

These academic databases are not like Google. Rather, they are much more sophisticated with metadata enabling specific searches. A search strategy is essential.

<https://guides.jstor.org/how-to-use-jstor>

As a guide, please look at this research model.

<http://estrada.cune.edu/staffweb/tom.krenzke/ResearchModel.pdf>

When using databases, check out the search strategies available. Is there an advanced search? Is there a thesaurus or subject heading search? What can you do to limit or expand your search? Is there a tutorial available?

You might want to look at these guides.

<http://www.uow.edu.au/content/groups/public/@web/@commerce/documents/doc/uow012042.pdf>

Keyword searches of two or three words are best. Too much input places a strain on your search. An AND search means you only want results containing every word you have entered. An OR search will bring up every article containing those words.

<https://prezi.com/nb6gj9ywcl1/using-jstor/>

Catalog of U.S. Government Publications (CGP)

The CGP is the finding tool for federal publications that includes descriptive information for historical and current publications as well as direct links to the full document, when available. Users can search by authoring agency, title, subject, and general keywords, or click on "Advanced Search" for more options.

The catalog offers the option to find a nearby Federal Depository Library that has a particular publication or that can provide expert assistance in finding and using related U.S. government information. Click on the title of interest from your search results list. Then click on the Locate in a Library link within the displayed record.

Also try the federated search engine MetaLib to retrieve reports, articles and citations by simultaneously searching across multiple U.S. Federal Government databases.

<https://catalog.gpo.gov/F?RN=105939597>

USEFUL LINKS

Google Books

<https://books.google.com/>

Due to copyright limitations, only portions of Google Books titles are available to

researchers. Google Books is searchable by keyword and has advanced search options. To locate an exact book title, use

https://books.google.com/advanced_book_search

Directory of Open Access Books

<https://www.doabooks.org/>

This is a free e-book collection site, full text but limited in number. The greatest advantage is that by using keywords you can search a book or across a whole collections of books. When I entered “architecture” and “buildings” I pulled up twenty-one entries ranging from *Religious Architecture : Anthropological Perspectives*, *Moving to Sustainable Buildings: Paths to adopt green innovations in developed countries*, *Exploring the Visual Landscape - Advances in Physiognomic Landscape Research in the Netherlands*, *The House as a Product*.

(When using electronic books, you may have noticed that print edition page numbers may have disappeared. In those cases, cite the chapter number and paragraph.)

National Archive of the United States

<http://nara.gov/>

United States. Department of Housing and Urban Development
Library <http://www.hud.gov/library>

United States. Department of Housing and Urban Development
Publications, Periodicals, Ongoing Research and Bibliographic Databases.

<http://www.huduser.org/>

African Vernacular Architecture Database

<http://www.africanvernaculararchitecture.com/>

Malawi Vernacular Architecture

<http://www.malawiarchitecture.com/>

Zambia Vernacular Architecture

<http://www.zambiaarchitecture.com/>

Built in America

http://memory.loc.gov/ammem/collections/habs_haer/

Slavery at Monticello: Life and Work on Mulberry Row

<http://slavery.monticello.org/mulberry-row>

Cities and Buildings Database

<http://content.lib.washington.edu/buildingsweb/index.html>

Cities / Buildings Database

<http://www.washington.edu/ark2/>

Catena: Digital Archive of Historic Gardens and Landscapes

<http://catena.bgc.bard.edu/index.htm>

Landscape Architecture Archives Collection

<http://www.asla.org/ContentDetail.aspx?id=22682>

What's Out There

<http://tclf.org/landscapes>

InformeDesign

<http://www.informedesign.org/>

Design Linc Accessibility and Design Resources

<http://www.designlinc.com/>

Digital Archive of American Architecture

http://www.bc.edu/bc_org/avp/cas/fnart/fa267/

Pidgeon Digital (fee: archive of illustrated talks by architects)

<http://www.pidgeondigital.com/>

Spanish Colonial Architecture

<http://www.lib.utexas.edu/photodraw/missions/>

Digital Library for the Decorative Arts and Material Culture

<http://decorativearts.library.wisc.edu/>

Getty Art and Architecture Thesaurus

<http://www.getty.edu/research/tools/vocabularies/aat/>

Great Buildings Online

<http://www.greatbuildings.com/gbc/buildings.html>

Finding Images

<http://memory.loc.gov/ammem/index.html>

Artcyclopdeia

<http://www.artcyclopedia.com/>

SPIRO Architectural Visual Resources Library

<http://www.mip.berkeley.edu/spiro/>

Citation Guide

<http://www.library.arizona.edu/search/reference/citation.html>

Industrial Designers Society of America

<http://www.idsa.org/>

NASA Tech Briefs

<http://www.techbriefs.com/>

How to Prepare an Annotated
Bibliography

<http://olinuris.library.cornell.edu/>

International Archive of Women in Architecture

<http://spec.lib.vt.edu/IAWA/>

International Code Council

<http://www.iccsafe.org/cs/Pages/default.aspx>

National Trust for Historic Preservation

<http://www.preservationnation.org/>

The Pritzker Architecture Prize

[http://
www.pritzkerprize.com/](http://www.pritzkerprize.com/)

Timeline of Art History

<http://www.metmuseum.org/toah/>

Writing a Research Paper

<http://owl.english.purdue.edu/owl/>

Primary and Secondary Research Sources

http://libguides.bgsu.edu/library_basics

Evaluating Web Pages

<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html>

Evaluating Quality on the Web

<http://www.hopetillman.com/findqual.php>

AIA Code of Ethics and Professional Conduct

<http://www.aia.org/aiaucmp/groups/aia/documents/pdf/aiap074122.pdf>

Librarian's Index to the

Internet <http://www.ipl.org/>

Architecture e-books for free

<http://www.e-booksdirectory.com/listing.php?category=336>

ArchDaily Architecture City Guide

<http://www.archdaily.com/category/architecture-city-guide/>

OTHER LIBRARY INTERACTIVE RESOURCES

The online catalogs of area public libraries and university libraries can be searched through the Internet. Locate materials you are searching for through these library catalogs and go to those libraries to use the materials. As a local resident, you can obtain a card at no cost from the Scottsdale public library system. Interlibrary loanservices are available to you through the Scottsdale Public Library. Many university and college libraries will allow you to obtain a card (for a fee) that will allow you to check out their materials.

Scottsdale Public Library (SPL)

<http://www.scottsdalelibrary.org/>

Library cards are issued free to Scottsdale residents, visitors, and residents of Maricopa County. Stop by any Scottsdale Library. You will need to bring a photo ID and proof of current physical address. If your photo ID does not include your current address, a second form of ID with your address, such as a utility bill, is required.

Your library card allows you to check out up to 30 library materials (including books, movies, music and eBooks) and gives you access to online subscription databases. Call 480-312-READ (7323) if you have any questions.

Databases and videos are free for all Library Cardholders to use. General research databases include Biography in Context, Education Resources Information Center (ERIC), Gale Virtual Reference Library (GVRL), General OneFile, Global Issues in Context, PowerSearch (Your search should always start here. Search for any term or phrase and find articles from thousands of magazines, journals, newspapers and books along with videos, images and podcast content.), Science in Context

(merges Gale's authoritative reference content with full-text magazines, academic journals, news articles, experiments, images, videos, audio files and links to vetted websites organized into a user-friendly portal experience), U.S. History In Context, and World History in Context. Additional databases for Literature, Education, Language, Law & Government, Newspapers & Magazines, Local Collection and Writer's Toolbox are available to SPL cardholders.

Interlibrary Loan (ILL) is a service allowing library items or a photocopy to be made available from one library system to another. This service is available to any Scottsdale Library card holder in good standing. Checkout period for ILL materials is 4 weeks. Media items (CDs / DVDs / BluRay) are not eligible for ILL. Each card holder may have up to 6 active requests. SPL cardholders can request a book or a journal or article from another library.

<http://www.scottsdalelibrary.org/services/ill-request>

<http://www.scottsdalelibrary.org/services/journal-request>

Scottsdale Public Library does not charge for this service. However, the lending library may charge a fee, which will be passed on to you. If a lending library charges a fee, SPL will contact you before completing the request.

To obtain access to online research sources provided by SPL, use 12621 N. Frank Lloyd Wright Blvd, Scottsdale, AZ 85259 as your mailing address.

Closest branch libraries:

Palomino

12575 E. Via Linda #102

On Desert Mountain High School campus (about 3 miles from Taliesin West)

Hours:

Monday - Thursday: 7:15 am to 8 pm

Friday & Saturday: 10 am to 6 pm

Sunday: closed

(Opens at 7:15 am Monday - Friday when school is in session.)

Mustang Branch

10101 N. 90th St

South of Shea

Hours:

Monday - Thursday: 9 am to 8 pm

Friday & Saturday: 10 am to 6 pm

Sunday: 1 pm to 5 pm

Research Databases at Scottsdale Public Library

A complete list of the available databases is at

<http://www.scottsdalelibrary.org/research/all-links>

Online use will require a Library card.

GLOSSARY OF LIBRARY TERMINOLOGY

Folio	A large or oversized book or manuscript.
Imprint	A publisher's name, with the date, address, and edition, printed at the bottom of a title page or verso of a publication.
Monograph	A written account or description of a single item, or class of items; a special treatise (book) on a particular subject.
Periodical	A publication issued at regular intervals (See: Serial).
Project Files	A collection of papers, related data, project records, architects' personal files, correspondence, and published materials associated with the work of TAA stored as a unit and arranged in accessible order.
Reading Shelves	Ensuring materials are accessible and filed in proper order.
Serial	A publication produced in installments (See: Periodical).
To Catalog	To describe (a book or publication, for example) according to a categorical system.

To Classify	To group publications by classes (Library of Congress Classification System) or categories.
Vertical File	A collection of resource materials about the work of Frank Lloyd Wright and his family, Taliesin Associated Architects, and individuals and architects associated with Wright and the Firm. Materials contained in the Vertical File include primary and secondary source materials: pamphlets, clippings, photocopies and original correspondence, all arranged for ready reference.