

Guide to Hartley Library locations in WebCat and the Card Catalogue

WebCat is the Library's online catalogue. The Card Catalogue is on Level 4 of the Hartley Library and contains some Hartley stock published before 1970 which does not appear on WebCat. When you are using WebCat and the Card Catalogue, remember that not all resources are shelved in one sequence. Some are shelved in different places for reasons of format (eg quartos (oversize books) and pamphlets); others because they are a particular type of material (eg microfiche); others because of rarity etc.

The following list is intended to guide you around the locations, prefixes and suffixes you will encounter when using the Hartley Library. If you find any not on this list please ask a member of staff for help.

19 th Century microfiche	Level 1
abs per	Abstracting and indexing periodicals. Level 1
Atlas Collection	Level 1
Academic Skills	Level 3
c	Filing cabinets. Special Collections, Level 4
CFC	Children's Fiction Collection, Level 1
cq, cf	Filing cabinets. Archives, Level 4
Cope	Cope Collection, Special Collections, Level 4
Cupboard	Archives, Level 4
Debates	Parliamentary debates, Level 3
Double Folio (ff)	Level 5
E.D.C.	European Documentation Centre, Level 3
Folio (f)	Level 5

Film and Music Resources	Level 5
Ford Coll	Ford Collection of British Official Publications, Level 3
Hartley Coll	Hartley Collection, Archives, Level 4
HFC	Library of the Hampshire Field Club, Special Collections, Level 4
HGT	Library of the Hampshire Gardens Trust, Special Collections, Level 4
Hist Sources	History Sources, Special Collections, Level 4
Hist Sources quarto	History Sources, Special Collections, Level 4
Hist Sources folio	History Sources, Special Collections, Level 4
Hist Sources double folio	History Sources, Special Collections, Level 4
HOS	Library of the Hampshire Ornithological Society, Special Collections, Level 4
Law Ref	Law Reference, Level 3
m	Miniature scores, Level 5 (Film & Music Resources Room)
microcard	Microform Services Area, Level 1
microfiche	Microform Services Area, Level 1
microfilm	Microform Services Area, Level 1
MusicResources	Film & Music Resources Room, Level 5
Nineteenth Century Microfische	Level 1
P/Pamphlets	Pamphlets - shelved in a separate sequence on Levels 1, 3, 4 & 5 corresponding to books shelved on that level
P.A.L.	Perkins Agricultural Library, Archives, Level 4
Parkes	Parkes Library, Special Collections, Level 4
Per	Periodicals – Level 1, apart from Per BZ (level 4), Per JX and Per K (level 3)

Per BZ	Special Collections, Level 4
Per JX	Level 3
Per K	Level 3
Perkins	Perkins Agricultural Library, Archives, Level 4
Plan file	Plan files, Level 4
P.P. Ref	Parliamentary Papers Reference, Level 3
Q / Quarto	Large book sequence on Levels 1,3, 4 & 5 corresponding to books shelved on that level
quarto per	Quarto Periodical - Oversize periodicals, Level 1
Rare Books	Archives, Level 4.
Rare Books Cope	Cope Collection, Archives, Level 4
Rare Books Hartley coll	Henry Robinson Hartley's library, Archives, Level 4
Rare Books Parks	Parkes Library, Archives, Level 4
Rare Books Perkins	Perkins Agricultural Library, Archives, Level 4
Rare Books Rosicrucian	Rosicrucian Collection, Archives, Level 4
Rare Books Univ Coll	University Collection, Special Collections, Level 4 (apart from Exam Papers which are in Archives)
Rare Books Ward Coll	Ward Collection, Archives, Level 4
Reports	Report literature on Level 1
Salisbury Coll	Special Collection, Level 4
S / Stack	Stack, Special Collections Level 4
Sq / Stack quarto	Stack Quarto, Special Collections Level 4
S U Theses	Stack (via Requests and Document Supply on Webcat)

Temple Coll	Temple Collection, Archives, Level 4
Thesis	Stack (via Requests and Document Supply on Webcat)
Univ Coll	University Collection, Special Collection, Level 4
x, xq	Archives, Level 4.

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