

## **GUIDE TO THE LIBRARY CATALOGUE**

### GENERAL

The collection is primarily organized and catalogued on a simple Subject system.

With four exceptions the Primary Subject Identifier (PSI) is Country or Geographical Area Of Operation e.g. “Great Britain” or “D-Day/Normandy”. The exceptions are:

- \*General (all military subjects related to more than one other PSI). PSI is “General”
- \*World War I (European Theatre) involving more than one nation. PSI is “WW1”
- \*World War 2 (European Theatre) involving more than one nation. PSI is “WW2”
- \*Military Aviation not specific to another PSI e.g. “Fighter Aircraft of the World”. PSI is “Air”
- \*Naval operations not specific to another PSI

Materials under the Great Britain and the Canada PSIs are further identified by:

- \*Operational environment e.g. “Great Britain Air” (GB-Air), OR
- \* “General” e.g. “Canada General” (CAN-Gen) which subject covers more than one of the operational environments e.g. “A History of the Canadian Forces” OR
- \*As an autobiography or biography by “BIO” e.g. “Great Britain Biography” (GB-Bio). e.g. “Alexander of Tunis”.

Added to the above identifiers is a single letter being the first letter of the author’s surname e.g. the book “Up the Johns”, a history of the Royal Regina Rifle Regiment by author S. Mein is catalogued “Canada Land M” (CAN-Land-M).

**EXCEPTION 1:** In the case of autobiographies/biographies this letter signifies the first letter of the surname of the subject e.g. the biography of Field Marshal Alexander of Tunis (see above) will be allocated the letter “A”. e.g GB-Bio-A

**EXCEPTION 2:** Material that is an “official publication by a government agency, or written/edited by an unspecified author/contractor, “Author” is coded with the first letter(s) of the name of that country/province . E.g. the book *Native Soldiers, Foreign Battlefields* was an official Canadian Government publication. It is catalogued as CAN.GEN.C. The same applies to multi-volume series, collections etc.

### SPECIAL COLLECTION

We are fortunate to possess some quite rare and/or expensive materials of great “cultural” value to our Institute. They are shelved in a secured case (see “Material Location” below). They are catalogued and coded in accordance with the general cataloguing codes (see “Primary Subject Indicators” and “Spine Codes” below) with “Location 2”. This collection also includes a number of written personal memoirs of their military service by Saskatchewan veterans. These are catalogued as “Memoirs”. Our collections of Audio-Visual and Audio recordings are also shelved there. Keys are available from the RUSI Secretary-Manager. (You are advised to call ahead to confirm office hours).

### SERIES & PERIODICALS

The library also contains a number of bound historical military orders, regulations etc. multi-volume sets and current and earlier periodical collections and similar publications. These are listed in the Catalogue as “Series” or “Periodicals”. They are located in on bottom shelves in the Games Room and in the drawers of the secured case (see above).

### PRIMARY SUBJECT INDICATORS AND SUBJECT CODES

Following below is a list of all Primary Subject Identifiers together with the corresponding portion of the Subject Code for each (less, of course, the single letter indicating author/biographical subject).

<u>Primary Subject Indicator (PSI)</u>	<u>Subject Code</u>
Aviation	Air
Africa (all periods/areas)	Africa
Audio Cassettes	AAC
Audio-Visual Cassettes	AVC
Audio-Visual Discs	AAD

Australia/New Zealand (ANZAC)	ANZAC
Burma	Burma
Canada Air Force	Can-Air
Canada Autobiography/Biography	Can-Bio
Canada General/RCMP	Can-Gen
Canada Army	Can-Land
Canada Naval	Can-Sea
China & Taiwan	China
Compact Discs/DVDs	AAD
D-Day & Normandy	Normandy
Europe	Europe
Falklands	Falklands
France	France
General	Gen
Great Britain Air Force	GB-Air
Great Britain Autobiography/Biography	GB-Bio
Great Britain General	GB-Gen
Great Britain Army/Marines	GB-Land
Great Britain Naval	GB-Sea
Hong Kong	Hong Kong
Honours (medals/flags), Uniforms (incl. badges & “kit”), Vehicles & Weapons	HUVW
India	India
Intelligence/Spies	Int
Memoirs (not published)	Memoir
Korea (UN “police action”/Korean War)	Korea
Middle East	Mid. East
Russia	Russia
Pacific	Pacific
Peace (Making, Keeping, UN & other relief ops not elsewhere specified)	Peace
Naval not elsewhere specified	Sea
United States of America	USA.
Vietnam	Vietnam

World War I  
World War II

WWI  
WWII

## MATERIAL LOCATION

Our Catalogue information also shows a Location Identifier Number (LIN) that indicates where the material is shelved as follows:

1. Shelves in the Games Room (on the East (TV), and South walls)
2. Locked glassed case on the South wall of the Lounge area.
3. Storage. Contact the Librarian for access.

## IMPORTANT NOTES

1. Blank Spaces will be found on many pages of this catalogue. These are left there intentionally so that when new titles are added to our collection, they can be included in an up-dated catalogue without having to totally reproduce all pages.
2. Collection Access
  - a. Only RUSI (including Regina Officers' Mess) members may borrow i.e. sign out and remove from the library any book, periodical, audio visual item or other library materials.
  - b. Other persons have reference access only. That is, with prior arrangement with the Librarian, materials may be accessed to be browsed, read, studied etc only within the Library or Lounge area of the RUSI. To make such arrangements, contact the Librarian, Neil Hill by telephone at 525-6342 or by email at [ndhill@accesscomm.ca](mailto:ndhill@accesscomm.ca).
  - c. Hours of Access currently are limited to hours when the Institute office and/bar are open due to voluntary nature of our operation. Currently these hours are:
    - Tuesday to Friday noon: 1100 hrs am to 1500 hrs pm (lunch and bar services also available) September to July
    - Tuesday and Thursday evenings: 2000 hrs to 2300 hrs pm September to June
3. Copying Library Material

- a. There is no facility for copying Library materials available in the Institute.
- b. Members who borrow materials are reminded that copyright laws including copying/duplicating etc apply to all Library materials.

last updated 1 Jan 2011