

# Completing Call Slips in the Theatre Collection

## How to fill out a call slip for a book:

Remember:

- Sometimes the author's name and/or the title is part of the classmark
- Include all non-alphanumeric characters, such as + + + and \*

PLEASE PRESS FIRMLY	<b>The New York Public Library</b>	Call Number: MWE (Brook, P. Empty space)	<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content;">                 Call Number or Classmark goes here, in blue space             </div>	
	Author or Periodical	Brook, Peter		<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content;">                 Write author's name, followed by title             </div>
	Book Title:	The Empty Space		
	Date/Vol. No.			
	<b>Correct and Legible Name and Address Required</b>		Indicator No./ Seat No.	<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content;">                 Library Staff will fill in             </div>
	Name	George Spelvin		
	Address	565 West 65 <sup>th</sup> Street		
	City	New York, NY 10025		
	School or Business			
	<i>Identification Required for Certain Material</i>			

- Search for books and periodicals in CATNYP, the online catalog.
- The THEATRE COLLECTION card catalog is for non-book material only, published and/or cataloged by the library prior to 1990.
- Call numbers beginning with \*ZAN- \*T (found in both catalogs) are on microfilm.

If you need help, please see the librarian at the  
THEATRE REFERENCE DESK.

# How to fill out a call slip for a periodical:

PLEASE PRESS FIRMLY	<b>The New York Public Library</b>	Call Number:	NAFA	Call number for periodical
	Author or Periodical	MODERN DRAMA		Title of periodical (not article in periodical)
	Book Title:	VOL. 30, no. 2 June 1987		Date & volume info. BE AS SPECIFIC AS YOU CAN
	Date/Vol. No.			
	<b>Correct and Legible Name and Address Required</b>			
	Name	George Spelvin		
	Address	565 West 65 <sup>th</sup> Street		
	City	New York, NY 10025		
School or Business				
<i>Identification Required for Certain Material</i>				

- Current periodicals (those issues published 2002 or later) are located on different shelves. For the call number for these periodicals, please [see the librarian](#) or look up the shelf number in CATNYP, found by clicking on [Latest Received:](#)

*Title* Film review (London, England : monthly)

- Find articles about your subject in periodicals in 3 ways:
  1. Search online databases in center of room

*Call #* MFLA 92-1155 *Location* PerfArts-Theater

*Note* **SHELF #160**

2. Search THEATRE COLLECTION catalog cards on your subject

**IMPORTANT NOTE:** The information you need to retrieve the article will be underlined in red. *Sample catalog card in file:*

COME AND GO By Samuel Beckett	Write on slip only words underlined and classmark:	NAFA	This is the only information needed on the call slip
Laughlin, Karen "Looking for sense...": The Spectator's Response to Beckett's COME AND GO			
<u>Modern Drama, Vol. XXX, No. 2, June 1987, pp. 137-146</u>			

3. Search print indexes in the open reference area

If you need help, please see the librarian at the THEATRE REFERENCE DESK.

# How to fill out a call slip for scrapbooks, programs, posters or other non-book material found in the THEATRE COLLECTION card catalogs:

Sample catalog card:

**Title or name:** COME BACK LITTLE SHEBA :1955  
 By William Inge  
 Stars : Shirley Booth, Edward Andrews  
 Dennis on Cape Cod (MA) : Cape Playhouse

**Type of material:** PROGRAMME

**Call Number or classmark:** MWEZ  
 +  
 n.c.  
 27,730  
 #5

Include all non-alphanumeric characters, such as + + + and \*

Call slip would be completed as follows:

**PLEASE PRESS FIRMLY**

**The New York Public Library** Program MWEZ+ n.c. 27,730 # 5  
 Call Number:

Author or Periodical  
**COME BACK LITTLE SHEBA 1955**

Book Title: Copy what's written at top left of card

Date/Vol. No.

**Correct and Legible Name and Address Required** Indicator No./ Seat No.

Name Georgina Spelvin

Address 565 West 65<sup>th</sup> Street

City New York, NY 10025

School or Business

*Identification Required for Certain Material*

Include type of material and entire classmark at top right of card

- Please note: Certain types of material, such as PHOTOGRAPHS, POSTERS, PRESSBOOKS, and TYPESCRIPTS, must be used in the [CORNELL SPECIAL COLLECTIONS READING ROOM](#), and will be delivered to that location.

If you need help, please see the librarian at the Theatre Reference Desk.

# How to fill out a call slip for photo files

Sample catalog card:

Person[s] or title of show or film or subject	COMDEN AND GREEN	PHOTOGRAPHS	Material exists for EACH FILE checked with an "X", and each requires a separate call slip
		A FILE	
		X B FILE	
		X C FILE	
For photographs on this subject, copy heading exactly and indicate file checked at right. (Other photographs may be listed on adjacent cards)			

Completed call slip will look like this:

PLEASE PRESS FIRMLY	<b>The New York Public Library</b>	Call Number:	Photos B File	You must make out a separate call-slip for the C File photos
	Author or Periodical	COMDEN AND GREEN		
	Book Title:			Copy NAME OR TITLE from top left of card
	Date/Vol. No.			
	<b>Correct and Legible Name and Address Required</b>		<b>Indicator No./ Seat No.</b>	
	Name	George Spelvin		
	Address	565 West 65 <sup>th</sup> Street		
City	New York, NY 10025			
School or Business				
<i>Identification Required for Certain Material</i>				

Please note:

ALL photo files must be used in (and will be delivered to) the  
**CORNELL SPECIAL COLLECTIONS**  
**READING ROOM.**

If you need help, please see the librarian at the  
 Theatre Reference Desk.

# How to fill out a call slip for clipping files

You may find catalog cards which look like this —

Person[s] or title of show or film or subject

AFRICA BLOOD AND GUTS (cinema 1970)

X	CLIPPINGS
	OBITUARIES
	PROGRAMMES

You must make out a call-slip for each type of file that is checked.

Material on the above subject is in alphabetical files checked at right. Copy heading exactly and indicate proper file on call slip. **NOTE:** Other material, including clippings and programmes, may be listed on subsequent cards.

or like this:

In this case type of material is the classmark

AFFAIR WITH A STRANGER (CINEMA 1953)  
CLIPPING

Call Number or Classmark

Completed call slip will look like this:

**The New York Public Library**

Call Number: **CLIPPING**

Author or Periodical: **Affair with a stranger (Cinema 1953)**

Date/Vol. No.

**Correct and Legible Name and Address Required**

Name: George Spelvin

Address: 565 West 65<sup>th</sup> Street

City: New York, NY 10025

School or Business

*Identification Required for Certain Material*

Copy **NAME OR TITLE** from top left of card

Be sure to include this information, **to distinguish between files** for different versions of films, or between files for a film and files for a stage production

NOTE: Non-print material received and catalogued after 1990 is not found in the card catalogs. For material after 1990, please

[Ask the Theatre Librarian](#)