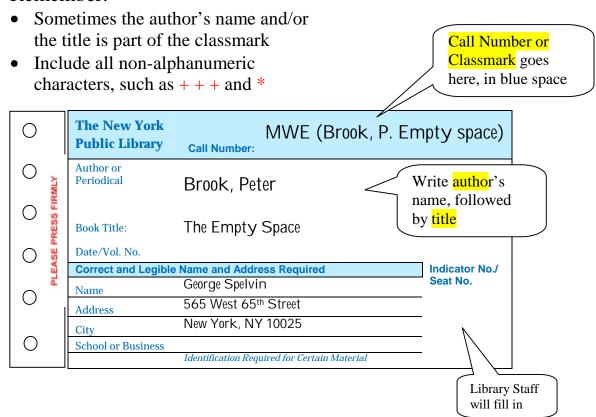
Completing Call Slips in the Theatre Collection

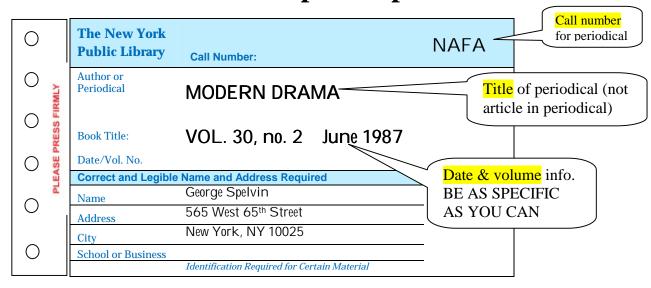
How to fill out a call slip for a book:

Remember:



- 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.

How to fill out a call slip for a periodical:



• 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:

• Find articles about your subject in periodicals in 3 ways:

1. Search online databases in center of room

Film review (London, England : monthly)

Film review.

MFLA 92-1155 Location PerfArts-

Call # Theater

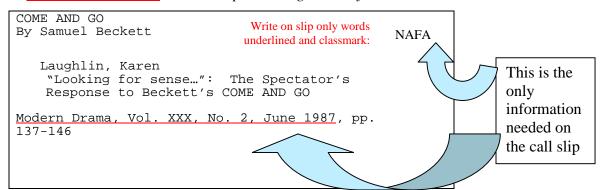
Note SHELF #160

2. Search THEATRE COLLECTION catalog cards on your subject

Title

IMPORTANT NOTE: The information you need to retrieve the article will be <u>underlined in red.</u>

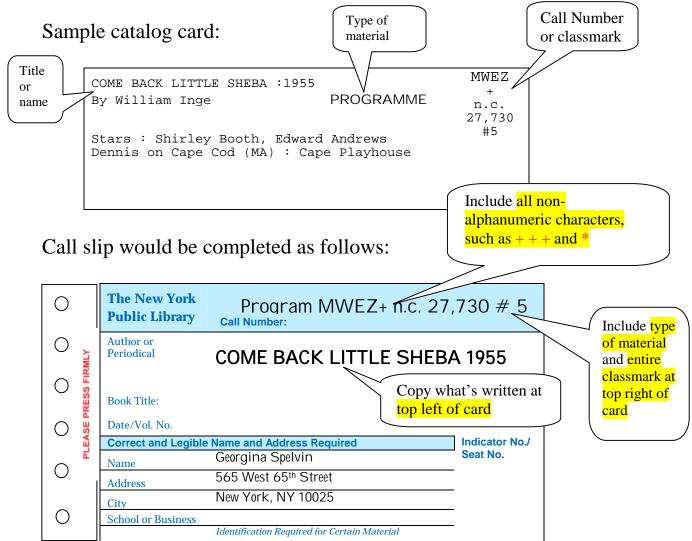
Sample catalog card in file:



3. Search print indexes in the open reference area

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

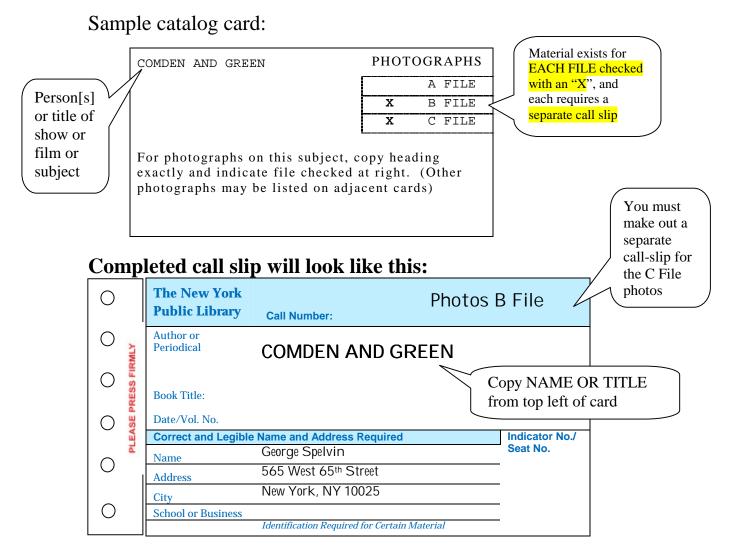
How to fill out a call slip for scrapbooks, programs, posters or other non-book material found in the THEATRE COLLECTION card catalogs:



 Please note: Certain types of material, such as PHOTOGRAPHS, POSTERS, PRESSBOOKS, and TYPESCRIPTS, must be used in the <u>CORNELL SPECIAL COLLECTIONS READING ROOM</u>, 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



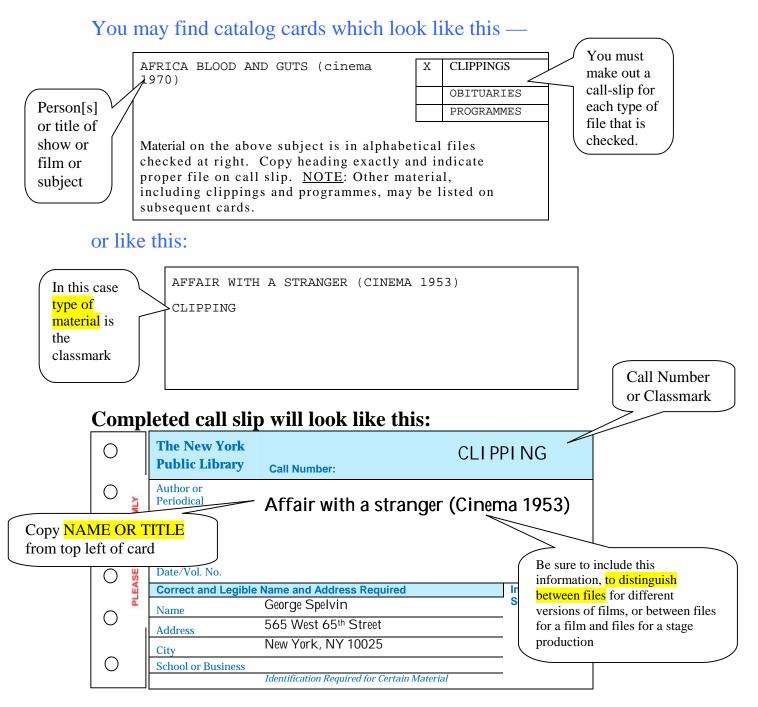
Please note:

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



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