



LIBRARY HELP GUIDE FOR VISITORS

The library's primary mission is to serve the information needs of APA members and staff. The library houses more than 4,500 volumes on planning and allied fields and adds several hundred new titles each year. We subscribe to more than 60 journals and newsletters. In addition, the library holds complete sets of all APA serial publications, including *Planning* magazine, *The Journal of the American Planning Association*, PAS Reports, *The Commissioner*, and *Zoning Practice*.

Computer Access

There are a number of computer terminals located next to the Merriam Library that are available for public use. Additionally, visitors may access the Internet through WiFi hotspots. For login information, please contact library staff or the reception desk.

Online Catalog

APA's Online Catalog (www.planning.org/library/index.htm) is the primary tool for identifying and locating resources relevant to your research. Books, periodicals, and APA publications are listed in this catalog. No registration is needed in order to use the online catalog. Some materials can be found using other online tools.

Abstracts

The Online Catalog contains two subcollections of materials: Children's Books and APA Publication Abstracts. If you would like to limit your search to either of the subcollections, please choose Search APA Publications Abstracts or Search Children's Books found at the top of the page. APA Publications Abstracts includes annotated entries for *Planning*, PAS Reports, *The Commissioner*, *PAS Memo*, *PAS Essential Info Packets*, and *Zoning Practice*. Abstracts point you to issues of periodicals that you can find on-shelf. This is not a full-text database.

Children's Books

The Children's Books included in APA's Library have been chosen for children, parents, and teachers to help build awareness of and appreciation for planning topics. The collection currently contains over 70 volumes.

Classification Method

The Merriam Library utilizes two methods of classification. Materials written specifically for planners utilize the American Planning Association Library Classification Scheme (www.planning.org/library/organization.htm). Designated by call numbers beginning with APA, this classification method allows for different planning topics to be grouped together. Identical items can be found in the General Section as well as the Reference Section. For example, Ref APA1000. C23 is located in the Reference section while APA1000. C23 2000 is in the General section.

Library of Congress classification scheme, known as LC or LOC, (www.loc.gov/catdir/cpsol/lcco) has been used to classify supplemental materials included in the library that fall outside of the domain of planning. These materials will be identified with call numbers starting with any single or double letter not APA; this method is employed in most public and academic libraries. For example, Ref HD 4605. M22 is located in the Reference section while HD 4605. M22 is in the General section.

Layout of the Library

The library has been divided into different sections depending on classification of content. Readers may browse the open shelves and remove items from the shelves as needed. Please do not reshelve any books or magazines; instead, please return them to library staff.

- Row 1—Active and Inactive Periodicals, APA Publications
- Row 2—APA Publications, Chapters & Divisions, Reference Materials*, Children's Books, Oversized Volumes and Stacks APA
- Row 3—Stacks APA
- Row 4—Stacks APA
- Row 5—Stacks APA
- Row 6—Stacks APA & Stacks LC

Checking Out Materials

Visitors may use the library's materials on the premises but our books and magazines are not available for loan.

Photocopies

There are no self-service copy machines in the Merriam Library. Please contact library staff if you need help with a reasonable number of photocopies or scans.

Historical Archives

APA maintains an institutional archive at Cornell University. Items pertaining to APA's organizational history—including the history of the two predecessor organizations (AIP and ASPO)—are housed in the Division of Rare and Manuscript Collections. Links to information about the institutional archive are found at www.planning.org/library/history.htm.

The Journal of the American Planning Association (JAPA) Archive

An archive of JAPA issues dating back to Vol. 1, No. 1, in 1935 is available free to individuals who currently subscribe. Nonsubscribers to JAPA may browse tables of contents, view abstracts, and purchase individual articles (www.planning.org/japa).

Additional Resources

Planners' Bibliography

(www.planning.org/library/bibliography)

The *Planners' Bibliography Web Tool* is an online resource which includes annotated listings of scholarly and practical monographs, journal and magazine articles, government documents, and websites. By selecting for Audience, Bibliographic Tag, and Media Types, the *Planners' Bibliography Web Tool* can help you discover professionally vetted resources.

Planning and University Research Registry (PURR)

(www.planning.org/nationalcenters/purr)

PURR is a self-managed, web-based portal. In PURR, planning researchers and academics create their own user accounts; post information about research in progress; and are able to return to update, edit, or archive research projects as information changes. Visit PURR for information about research currently in progress.

Copyright

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Visits

The APA Library is a research library. Visitors may use the library's materials on the premises but our books are not available for loan. The library is open to members, students, academics, and interested citizens by appointment only. To schedule a visit, please e-mail the librarian at library@planning.org.

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