

The Schulz Library Handbook

Information for Students, Faculty, Staff and Patrons of the Schulz Library



THE CENTER FOR CARTOON STUDIES SCHULZ LIBRARY HANDBOOK

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Emergency & Important Contacts:

Currently there is no phone in the Schulz Library. In case of emergency, you may use the phone in the Main Street Museum.

Fire Department or Police: 911

The Library address is 58 Bridge Street, White River Junction.

CCS Main Number: (802) 295-3319

Robyn Chapman,
Library Manager: (718) 564-9840, chapman@cartoonstudies.org

Library Hours

Regular Semester Hours

The library hours change each semester, depending on class schedules and availability of library employees and volunteers. At least one week prior to the start of the semester, Library hours are posted both on the CCS Intranet calendar and website, and on the doors to the Schulz Library. Notices of hour changes are also frequently distributed via student mailboxes.

Vacation Schedules and Holidays

The Schulz Library is closed during Thanksgiving Break, Winter Break, Spring Break and Summer Break, as regular library maintenance is done during this time. The Schulz Library is also closed on New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, and Christmas Day.

Exceptions may be made due to special events, significant demand, or availability of volunteers. Any exceptions will be posted to the CCS Message Board and the Intranet calendar and website, cartoonstudies.org/intranet.

Library Closures

The Schulz Library may be closed due to extreme weather, class fieldtrips, conventions, and regular school vacations. Any closures will be posted on the CCS Message Board. Closures due to inclement weather will be posted on the front page of the Intranet. You can also call CCS at (802) 295-3319 to inquire about closures. Closure announcements will be left on the CCS voice mail recording.

Borrowing Privileges

Students and Fellows

Students and Fellows may check out five items at a time with a loan period of two weeks. All overdue items must be returned before new ones may be checked out, and all items must be returned at the end of each semester.

Faculty and Administrative Staff

Faculty and Administrative Staff may check out an unlimited number of items. These items are due at the end of each semester. They will be billed for unreturned items.

Alumni

Alumni have ongoing access to The Schulz Library during its operation hours. Alumni who have paid the annual lab fee also have borrowing privileges, and may check out five items at a time with a loan period of two weeks. All overdue items must be returned before new ones may be checked out, and all items must be returned at the end of each semester.

Visiting Artists

Visiting Artists may check out an unlimited number of items, but must return all items before their visit has ended. They will be billed for unreturned items, or they will be expected to ship them back to the library at their expense.

Interns

Interns may check out five items at a time with a loan period of two weeks. This does not include high school interns or those serving an internship of less than two weeks.

Summer Workshop Students

CCS Summer Workshop Students do not have regular borrowing privileges. However, they are welcome to use the materials in the library during posted hours and may borrow items with special permissions from CCS Administration.

Returning Books

Books may be returned to the Schulz Library during staffed hours, or at the Colodny Building drop box (located near the Faculty Office door).

Overdue Items and Notices

It should be noted that these notices are sent as a courtesy: The borrower is responsible for returning the materials on time and for paying any fines incurred whether or not an overdue notice is sent. A patron may not check out

any new items until all overdue items are returned. Special exceptions to this rule can be made for CCS faculty or staff if items are needed for a class, but never for students.

If an item is lost or damaged, the borrower will be responsible for replacing the item or charged the cost of replacement (via Amazon.com). If the item is irreplaceable, the borrower will be charged a flat \$115 fee, and a \$10 billing and processing fee.

Frequent Violations of Library Policy or Abuse of Library Privileges

Items overdue for an excessive amount of time, multiple damaged items, or breaches of library security may result in disciplinary action. Cases involving violations of reserve reading materials or books of limited circulation are considered more serious than those involving general circulation.

Conduct penalties are determined by The Center for Cartoon Studies Board of Directors. They may include fines, reprimand, discipline, suspension, or special action.

Reserves

Course Reserves

Faculty or Staff may request course materials or readings be placed on reserve at any time. Reserve books may not be checked out.

Media, such as DVDs or VHS tapes may be placed on reserve in the Media Room of the Old Telegraph Building. Reserve media may not be removed from the Media Room.

Visiting Artist Reserves

A special selection of work by visiting artists is put on reserve each semester. These reserve items cannot be removed from the library.

Student Work Reserve

Materials from the CCS Student Work and CCS Thesis Projects sections are on Permanent Reserve. These items may be read in the Schulz Library, but cannot be removed without special permissions from CCS Administration.

Rare Books Reserve

Rare Books are on Permanent Reserve. These items may be read in the Schulz Library, but cannot be removed without special permissions from CCS Administration.

Oversize Books Reserve

Oversize Books are on Permanent Reserve. These items may be read in the Schulz Library, but cannot be removed without special permissions from CCS Administration.

Finding Materials

Because of the Schulz Library's unique collection, the staff, volunteers as well as librarians from the community have worked together to develop its organization system. Books are organized by category. Each category is organized either by author, title, or subject, depending on how the materials in it would be easiest to find.

The Schulz Library is cataloged online at, you can search for books by visiting: cartoonstudies.org/intranet.

If you have trouble locating items, make sure to check their availability in the online LibraryThing catalog, and ask for help from the Library Assistants. If there are items not available that you feel our collection would benefit from, please send an e-mail to chapman@cartoonstudies.org, or feel free to make a donation yourself.

Library Sections

in Alphabetical Order

Animation

Reference books on animation or animation studios. Includes books on the history of animation, Walt Disney, Warner Brothers, and Pixar. Organized by title.

Anthologies

Books of comics by various writers and artists compiled by a single editorial body, often with a common theme. Includes the *SPX* anthologies and *RAW*. Organized by title.

Architecture

Books on architectural history or design. Organized by author.

Artists Reference

Biographies on a single artist, or a collection of their works. Organized by subject (i.e., the name of the person who the biography is about).

Business

Reference books about business, taxes, self-employment, and promotion. Organized by author.

CCS Student Work

Mini-comics, books, zines, and anthologies completed by students or alumni. These do not circulate outside the library without special permission. Organized by author.

CCS Thesis Projects

Completed CCS Senior Thesis Projects and related materials. These do not circulate outside the library without special permission. Organized by year.

Children's Books

Picture books intended for children. Many of these books were illustrated by cartoonists. Organized by title.

Classic Comics

Comics that were originally serialized that have now collected into a single volume. Generally these comics were created prior to 1980, when the graphic novel became the dominant form. Often these collections were created by an artistic team, and will cover a single story arc, though this is not necessary. Includes *Little Lulu* and the *Our Gang* comics. These do not include books of the Super Hero genre. Organized by title.

Collector's Guide

Books with lists of books or collectibles, giving information about the item and their assumed value. Organized by title.

Comics Reference

Books on the history of comics, cartoon art, or zines. Books on individual comics creators are not included in this section. Those books are located in Artists Reference. Organized by title.

Course Reserve

Books temporarily placed on reserve for a course by faculty or staff. These do not circulate outside the library without special permission. Organized by order received.

Daily Strips

Collections of comic strips originally serialized in a daily format, either in newspapers or online.

Organized by author.

Design Reference

Reference books relating to typography, book design, or print design. Organized by author.

Editorial and Political Cartoons

Collections of editorial or political cartoons from a variety of countries, or cartoons where the main focus is politics and war. Often single-panel cartoons. These differ from works in the Gags section due to either their serious nature or use of political satire.

Organized by author.

European Comics

Comics by artists and authors from Continental Europe (i.e. not Great Britain). Often these books are printed in Europe, though works by European creators and published by *Fantagraphics* or *First Second* can also be found here. Includes works by Mobius and Jason. Books by European artists are not included in this section if they are collaborating with an American artist. Organized by author.

Fine Arts

Books on art history, painting, performing arts, and sculpture. Organized by title.

Foreign Editions

Editions of graphic novels by American writers or artists published for non-English

speaking audiences. Often these editions will feature different covers or artwork than the American printings, and are therefore a valuable research tool. Organized by author.

Gag Comics

Collections of single panel gag cartoons, often from publications such as the *New Yorker*. These are not included in Editorial and Political Cartoons, as the range of subjects in the cartoons vary more widely. This section also does not contain any long form humor comics. Organized by title.

Graphic Novels

Long form works of sequential art that have been square bound. Organized by author.

Illustrated Books

Prose novels that are heavily illustrated. Often these books are illustrated by well-known cartoonists. These are not included with Children's Books due to adult themes or content. They are not included with Literature because they are illustrated. Organized by author.

Illustration

Collections of illustrations. These are not included with the Visual Reference collection as they do not contain photographs, or contain pictures on any one particular subject.

Books on

illustration techniques are not shelved here, and can be found in Instructional Reference.

Organized by title.

Indigenous Art

Art produced by people of an ethnic group who inhabited a geographic region in which

they have the earliest historical connection. This includes Native American, Ancient Greek, and Egyptian cultures. Organized by region, then title.

Instructional Reference

How-to books on a variety of subjects. Often these are instructional books on art or the process of creating comics, but this section also includes books on subjects from quilting to bicycle repair. The library collects in these areas because such books would be useful if a student wanted to make a comic on such a subject, or research interests outside of comics. Organized by title.

Licensed Titles

Comics that were created based on a television show, movie, toy, or other creative property outside of the comics industry. The rights to make these comics were licensed by a corporate entity outside of comics, such as Mattel or LucasArts. Organized by licensed title (e.g., all the *Star Wars* properties are grouped together, and all the *Buffy the Vampire Slayer*, then organized by subtitle within those groupings).

Literature

Novels, books of prose, and poetry that do not contain any comics or illustrations. Organized by author.

Manga

Comics originally created in Japan, or American comics created in a style similar to Japanese comics or in a manga format (usually about 5"x7.5"). Organized by author. Note, the library does contain some manga printed in Japanese. In such a case, if you are not able to read the author's name, the book is shelved at the beginning of the section, before the As.

Media

Non-monographs such as DVDs, VHS, CDs and cassette tapes. All media is kept on reserve in the Media Room of the Old Telegraph Building. Organized by title.

Mini Comics and Zines

Self-published or independently printed comics and prose publications. Often these are handmade and were printed in very limited runs. Not formally organized.

Misc. Reference

Reference books that do not fit easily into any other category, often useful for students in researching comics projects. Organized by author.

Oversize Books Reserve

Items marked as non-circulating due to their size. Oversize books are kept in the Oversize Reserve section or placed on display around the library. Organized by author.

Periodicals

Serialized magazines and journals. This section includes collections of periodicals such as *MAD Magazine* and *The Onion*. Organized by title, then date.

Photography

Collections of art photographs or reference materials on the subject of photography. Organized by author.

Publications

Promotional materials distributed by comics publishers, conventions, or individual comics artist. Contains pamphlets, flyers, and even some promotional memorabilia such as decks of cards. Not formally organized.

Rare Books Reserve

Items marked as non-circulating due to their value, age, or rarity. Organized by author.

Sketchbooks

Collections of sketches or sketchbook diary comics. Organized by author.

Super Hero

Comics featuring costumed vigilantes of “unprecedented physical prowess dedicated to acts of derring-do in the public interest.” Organized by character, then title.

Trade Paperbacks

Pulp paperback reprints of comics, many newspaper comics or superheroes. Conforms to a standard book size of 6”x 4”. Organized by title.

Visiting Artist Reserve

A special selection of work by visiting artists put on reserve each semester. These items do not circulate outside the library without special permission. Organized by date of visit.

Visual Reference

Collections of photographs or illustrations on a single subject. Used as drawing reference for students in creating their comics. Organized by title.

Weekly Strips

Strips originally serialized in weekly publications such as alternative newspapers, or that originally appeared online on a weekly basis. Organized by author.

Writing Reference

Reference books and style guides dedicated to the craft of writing. This section also includes the library's dictionary and thesaurus, which are non-circulating. Organized by author.

Research Consultation

Students, fellows, alumni, faculty and staff are encouraged to ask library assistants for help with their research projects. Patrons may need help locating material within the Schulz Library. In some cases, you may want to suggest resources within the region and online.

If necessary, schedule a consultation session with the library patron.

Resources Beyond CCS

Dartmouth Library Card

CCS students and faculty also have access to items in the Dartmouth library system. CCS owns an Institutional Membership Card for the Dartmouth Libraries that is shared between all patrons, available by request from the Operations Manager. If you check out any materials from the Dartmouth Library, you **must** bring a check-out receipt back to the Operations Manager.

Please be careful with these materials and return all items on time, as fines may accrue daily or hourly depending on their status. You are responsible for returning any materials, and any associated late fees or fines. You may also browse these collections without the Library Card at no cost.

Other Local Libraries

There are small, branch libraries in Hartford Village and West Lebanon. Library Cards may be obtained at these locations at no cost.

CCS's Intranet includes a list of local libraries and their hours of operation.

For more information and online resources, visit the CCS Intranet library section:

www.cartoonstudies.org/intranet

Regional Research Centers

The American Precision Museum

Windsor, VT

www.americanprecision.org

The American Precision Museum preserves the heritage of the mechanical arts, celebrates the ingenuity of our mechanical forebears, and explores the effects of their work on our everyday lives. The American Precision Museum, housed in the original Robbins & Lawrence Armory, now holds the largest collection of historically significant machine tools in the nation.

The Eric Carle Museum of Picture Book Art and

The Barbara Elleman Research Library

Amherst, MA

www.picturebookart.org

The Eric Carle Museum of Picture Book Art is the first full-scale museum in this country devoted to national and international picture book art. Through the exploration of

images that are familiar and beloved, it is the Museum's goal to foster connections between visual and verbal literacy and to provide visitors of all ages and backgrounds with the opportunity to explore their own creativity and the confidence to appreciate and enjoy art of every kind.

The Barbara Elleman Research Library (BERL) collection includes subjects ranging from the history of children's books to explorations of the art of the picture, and biographies on A.A. Milne, Laurent deBrunhoff, William Steig, Jessie Wilcox Smith, Ezra Jack Keats, Wanda Gág, Leonard Everett Fisher, and Virginia Lee Burton. The non-circulating research library has been cataloged and is available by appointment to scholars visiting the Museum.

The Fairbanks Museum

St. Johnsbury, VT

www.fairbanksmuseum.org

The Fairbanks Museum was founded in 1889 by St. Johnsbury industrialist Franklin Fairbanks. Housed in a classic Victorian building, the museum features a collection of American birds, antique toys and tools, and African and Asian arts. Temporary special exhibits focus on aspects of culture, art and technology relating to the history, traditions and landscape of the Great Northern Forest. The Museum is home to the only public planetarium in Vermont.

The Henry Sheldon Museum of Vermont History

Middlebury, VT

www.henrysheldonmuseum.org

The Henry Sheldon Museum of Vermont History is the oldest chartered community history museum in the United States, welcoming visitors and researchers since 1882. It offers tours, exhibits and programs to enrich our understanding of Vermont's past.

The Main Street Museum

White River Junction, VT

www.mainstreetmuseum.org

The Collection of artifacts at the Main Street Museum is a unique experiment in material culture studies, consisting of objects of varied origins—man-made, historical, biological, botanical, and mineralogical. The objects' significance lies in their layered meanings. These layered meanings are brought to light, explored, analyzed, and "batted about" by a collaborative effort of Museum visitors, staff, and donors. The Museum forges nimble links and reflects meanings from object to object, from object to viewer, and from the viewer back to the object again.

The University of Vermont Special Collections Department

Burlington, VT

library.uvm.edu/about/specialcollections

The Special Collections Department of UVM's Bailey/Howe Library holds more than 9,000 linear feet of manuscripts documenting Vermont politics, literature and the arts, social history, and the most comprehensive collection of printed Vermontiana. In addition, the Department houses one of the top collections of artists' books in the United States.

Vermont Historical Society

Barre, VT

www.vermonthistory.org

The Vermont Historical Society is the only organization in Vermont that collects artifacts, books, and documents that reflect the entire history of the state, including every geographical area and every chronological period. The VHS preserves the history that makes Vermont a special place to live, work, and visit.