

**THE RESEARCH ARCHIVES
OF THE
ORIENTAL INSTITUTE**

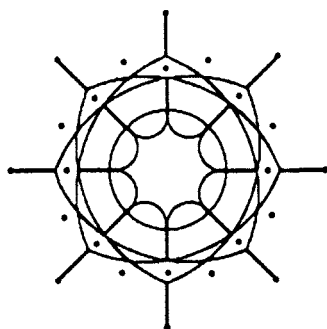
INTRODUCTION AND GUIDE

The 2009 guide to the Research Archives may be downloaded at the following link:

http://oi.uchicago.edu/pdf/research_archives_introduction&guide.pdf

**The Research Archives
of the
Oriental Institute**

Introduction and Guide



Information in this pamphlet is correct as of 12 July 1990

Text by C.E. Jones

Graphics, design and layout by T.G. Wilfong

**The decorative elements in this pamphlet
are taken from architectural and design elements
in the Research Archives itself:**

Front Cover: "Lotus" Window in south wall of Archives

Title Page: Doorknob, Research Archives Office

Back Cover: Door fitting, Research Archives Office

RESEARCH ARCHIVES OF THE ORIENTAL INSTITUTE

The Research Archives of the Oriental Institute is a non-circulating collection of books and other publications relating to the ancient Near East for the reference and research of Oriental Institute faculty, staff, students and members. Its materials span the history of the ancient Near East from prehistoric times through the Late Antique period and reflect the interests and work of its users and benefactors. It is not a part of the University of Chicago Library System; the existence of a book, journal or series in the Research Archives bears no relationship to the holdings of Regenstein Library.

The following is a guide to the history and use of the collection.

History

In 1970 the library of the Oriental Institute was moved to the Joseph Regenstein Library and integrated with the newly consolidated collections of the University of Chicago Libraries. The faculty and staff of the Oriental Institute, feeling the need for a reference collection both more extensive than that provided by even the best of private collections in the building, and more accessible than the university library system, decided to consolidate the various bibliographical resources available in the Oriental Institute.

The Research Archives, as this collection was called, opened in the late Summer of 1973. At that time the collections included the Director's Library (being primarily the private library of James Henry Breasted [Egyptology and general Near Eastern studies]); the Seele library [Egyptology, Archaeology]; the Edgerton library [Egyptology, Demotic and Greek Papyrology]; and remnants of the Megiddo field library [Syro-Palestinian Archaeology]. Since its founding, the Research Archives has benefited from the donation of important collections including the libraries of John Hadley [Assyriology]; Richard T. Hailock [Assyriology, Elamology]; Michael B. Rowton [Assyriology, Syro-Mesopotamian Studies]; and the pamphlet collection of Charles F. Nims [Egyptology]. In addition, many other individuals have made important contributions of individual titles or small collections, notably the Anna Bruce Mackenzie Memorial Collection [General Near East; Travel; Exploration].

The Oriental Institute has made a substantial commitment to complete the holdings of the Research Archives in the fields represented by the scholarship of its faculty and staff. To this end, individual volumes and complete runs have been (and continue to be) purchased to complete our holdings in serial and periodical publications. The major thrust of purchased acquisitions in the past few years, however, has been in the current literature in the appropriate fields of Ancient Near Eastern Studies. With holdings of over twenty-three thousand volumes, the Research Archives is a unique resource due to the breadth of its coverage of the Ancient Near East and the availability of its resources.

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Access

The reading room of the Research Archives is open to faculty, staff and members of the Oriental Institute; and to students in the Department of Near Eastern Languages and Civilizations. All others desiring to use the Research Archives are expected to enroll as members of the Oriental Institute. - Information on membership is available at the Suq in the Museum lobby, or from the Membership office (Room 234).

Hours of operation during the academic year are from 9:00 AM - 5:00 PM Monday-Friday; 10:00 AM - 4:00 PM Saturday; and 12:30 - 4:30 PM Sunday.

Hours during interim periods and holidays are changeable and will be posted. Those who plan on using the Archives during interim periods and holidays, and those who are coming from out of town to use the Archives at any time throughout the year, should call ahead to confirm that the Archives will be open. The phone number is (312) 702-9537.

Regulations and Information

Please observe the following regulations:

- 1) **No smoking, food, or drinks are allowed in the Research Archives.**
- 2) **Books do not circulate, except to faculty offices in this building for short periods of time, and are subject to immediate recall. By checking out a book, a patron agrees to permit the Research Archivist to enter offices in the building to retrieve the book if it is needed. Under no circumstances are books to leave the building. If you need a book which is checked out, check with me. If you need a book for an extended period of time, please get it from Regenstein.**
- 3) **Reshelve books you are not using. Pay attention to accurate reshelving: A mis-shelved book is a lost book.**
- 4) **If a book is not where you expect it to be, please check the card catalogue before consulting the staff.**
- 5) **When you photocopy books - be gentle - avoid copying fragile books, destroying bindings, and tearing pages.**

We produce an Acquisitions list every two months. These lists are distributed and posted. All new books and periodicals are displayed on the eastern folio case for at least one month before they are shelved. Books from the recent acquisitions shelf do not circulate.

The Catalogue of the Oriental Institute Library (i.e the collection moved to Regenstein in 1970) is available in the Photocopy Room on top of the pamphlet file. This catalogue gives access to Regenstein's pre-1970 material via call numbers. Access to the University of Chicago Online Catalogue is available at the discretion of the Archivist in the office - Ask.

Photocopying

The Research Archives has two photocopy machines available for its patrons' use, one of which is both coin- and card- operated, the other card-operated only. Magnetic cards for the photocopy machines (5¢/copy) are for sale in the Oriental Institute Director's office at a cost of \$10.00 or \$20.00 during regular business hours, and in the Research Archives office on weekends. When available, we will also sell rolls of coins. The staff of the Research Archives will not photocopy Archives materials for patrons. Much of the material in the Research Archives is protected under the copyright laws of the United States. Users of the photocopy machines are responsible for any violation of these laws.

Once again, we ask that you exercise care in copying from older or more fragile books; if you wish to photocopy from such items, please consult the Archives staff first. In a few cases, books have a sticker on the cover which reads "Please do not photocopy this volume;" this is only done in the case of very easily damaged materials and we ask that you observe the request.

Reserve materials for classes

Since the entire Research Archives, being a non-circulating collection, is "on reserve," Research Archives materials are not put on reserve for classes. In some cases, where instructors wish to place non-Archives materials "on reserve" in the Archives, they are placed on our reserve shelf. As in the case of regular Archives materials, these reserve items do not circulate, and should be returned to the reserve shelf.

The Ancient Near East in Fiction Collection

The Research Archives has a small but growing collection of fictional works relating to the ancient Near East for the amusement and edification of its patrons. All such materials have been received through past donations, and any future donation of novels, plays and story collections dealing with the ancient Near East would be greatly appreciated. This collection is uncataloged, and is located in the Photocopy Room.

The Reading Room

The Research Archives is housed in the former quarters of the old Oriental Institute Library. The Reading Room, which was described by James Henry Breasted as "the most beautiful room in the building," retains most of the original decorative elements and furnishings from when the Oriental Institute was completed in 1931. Of particular note are the "Lotus" Window in the south wall, with its Egyptian-style design, the wood carvings on the north wall, and the elaborately painted ceiling, which was recently restored to its original state. Overlooking the Reading Room is the Minstrel's Gallery, which now houses the collection of the Oriental Institute Museum Archive.

Finally...

Maintaining the Research Archives is a cooperative effort. If you can't find what you are looking for, check with me or one of my assistants; if you think a book is miscatalogued or lost, let us know; if you think we should have a book, request it...

**Chuck Jones
Research Archivist**

GUIDE TO THE LOCATION OF BOOKS IN THE RESEARCH ARCHIVES

The Research Archive uses a simple (if occasionally idiosyncratic) system of organization. There are eight categories of books. The category of a book can be determined on the basis of the call number in the left hand margin of the card catalogue entry.

MONOGRAPHS	no call number
JOURNALS	J XXX 99
SERIES	S XXX 99
PAMPHLETS	pam
REFERENCE	ref
OVERSIZE	f
FOLIO	Folio Z-99
MICROFORM	micro

Each of these categories is located as follows:

Monographs: Shelved alphabetically by author / editor.

Journals: Shelved alpha-numerically by call number. All volumes ca. 1972 and earlier are in the Xerox room. Volumes after ca. 1972 begin on the eastern wall of the reading room, continuing on the southern wall and the easternmost row of stacks.

Series: Shelved alpha-numerically by call number beginning on the westernmost row of stacks and continuing on the South and West walls of the reading room.

Pamphlets: Filed alphabetically by author in the file cabinets in the Photocopy Room.

Reference: Shelved on the North wall of the reading room and on the western folio case.

Oversize: Shelved alphabetically on the bottom shelves of the middle row of stacks.

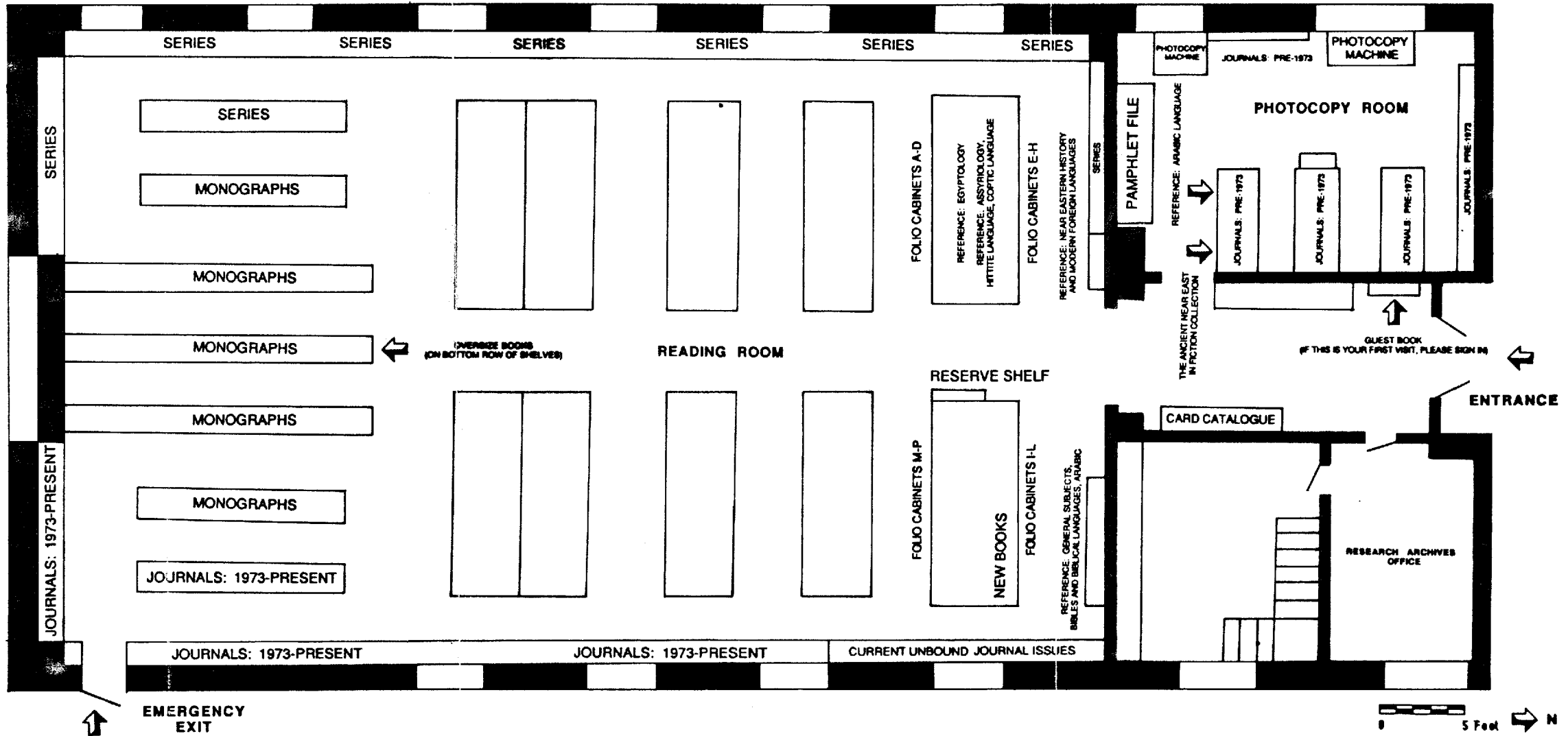
Folio: Shelved alpha-numerically by case and shelf number in the folio cases. Please ask for help in locating folios.

Microform: Shelved in locking cabinet 5. Please ask for help locating microform materials.

In a few cases, rare or extremely fragile materials are kept in the Research Archives Office; such items will have the words "See Office" on the catalog card.

**Fold-out plan of the Research Archives
prepared from the original plans by T.G. Wilfong**

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