



Library Talking Points

A walking tour can be helpful for students who have never been to the library. The talking points here guide you through the “hot spots” of the library. This tour will probably take you about 15 minutes, depending on how large your group is. If students ask questions that you do not know the answers to, feel free to call Barbara Quarton, Coordinator of Instruction, x77553, before your next class meeting.

Circulation

- The Circulation Desk is where you go to check out books, pick up reserve materials, and pay your overdue fines (25 cents per day per book!).
- You can borrow as many books as you want for 28 days, and you can renew them twice, either in person or online. Your Coyote OneCard (your student ID card) is your library card.
- Reserve materials are books, articles, and notes that professors place “on reserve” for their students to use for limited periods of time, usually a couple of hours.
- Librarians do not work at the Circulation Desk, so if you have a research question, go to the Reference Desk.

Reference

- The Reference area is on the first floor, and it includes encyclopedias, almanacs, statistical handbooks, atlases, and indexes. You can't check out reference materials, but there are copy machines right next to the Reference area.
- The Reference Desk is where to go for help with research questions. Everyone who works at the Reference Desk is either a librarian or is studying for librarianship.
- To search our reference books online, use Reference Universe at <http://refuniv.odyssey.com/cgi-bin/phtml?newsearch.htm>
- There are forty research terminals in the reference area, and they all print to a networked printer, which costs 11 cents per page. Color printing is also available and costs 60 cents per page.

- You can use your Coyote OneCard to pay for printing. You can use the Value Port, located right next to the printers, to put money on your OneCard. If you don't have a campus ID, you can buy a guest print card for \$1 at the Value Port. The print card will have 11 cents on it.

Computer Labs

- PL-1003, on the first floor across from the new elevators, has 20 computer terminals that have Internet access, Microsoft Office Suite 2007, and printing. You need your MyCoyote account number and password to use these terminals.
- PL-416, on the fourth floor behind the old elevators, has 10 computer terminals that have Internet access, Microsoft Office Suite 2007, and printing. You need your MyCoyote account number and password to use these terminals.

Floors 3, 4, and 5

- These floors house the circulating collection. This means that the books on the upper floors can be checked out.
- The books in the Library are arranged in subject order. So, for example, all the books about psychology are shelved in the same area. There are floor directories in all the elevators.
- Periodicals (magazines, newspapers, and journals) are located on the 3rd floor. They are arranged in alphabetical order (by the title of the periodical). For your convenience, a selection of our most popular magazines and journals is located on the first floor near the research terminals.
- Floors 3, 4, and 5 have computer terminals that connect to the Internet. These computers are located in front of the new elevators and they print to the printer on the 4th floor, for 11 cents per page.

Thank you for introducing your students to the library. Remember: faculty, staff, and students can access the library's databases from home, using their Coyote OneCard number and their last name.

If you have any questions, please consult a reference librarian or call 537-5091.