



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 4 “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, Head of Reference, x77553, before your next class meeting.

Circulation Desk

- You can borrow as many books as you want for 28 days, and you can renew them twice. Your Coyote OneCard (your student ID card) is your library card.
- The Circulation Desk is where you go to check out books, pick up reserved materials, and pay your overdue fines (25 cents per day per book!).
- Reserved 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 Desk

- 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. There are no stupid questions!
- 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 photocopy machines right next to the Reference area.



Research Terminals

- The research terminals are reserved for doing research. You can access all of the Library's subscription databases and the Internet at these terminals.
- There are forty research terminals in the Reference area, and they all print to a networked printer, which costs 11 cents per page.
- You can buy a guest print card for \$1 (the "Value Port" is to the right of the Reference Desk), or you can use your Coyote OneCard to pay for your print jobs. You can use the Value Port to put money on your OneCard.
- There is no personal e-mailing on the research terminals. Please go to the Computer Labs in the Wedge to do personal e-mailing.

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).
- Floors 3, 4, and 5 have computer terminals that connect to the Library's on-line catalog (but not to the Internet).
- The 5th floor is a QUIET ZONE for studying. There is no talking on the fifth floor; no use of audible electronic devices; and no discussion groups are allowed.

Thanks 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 the reference librarian or call 537-5091