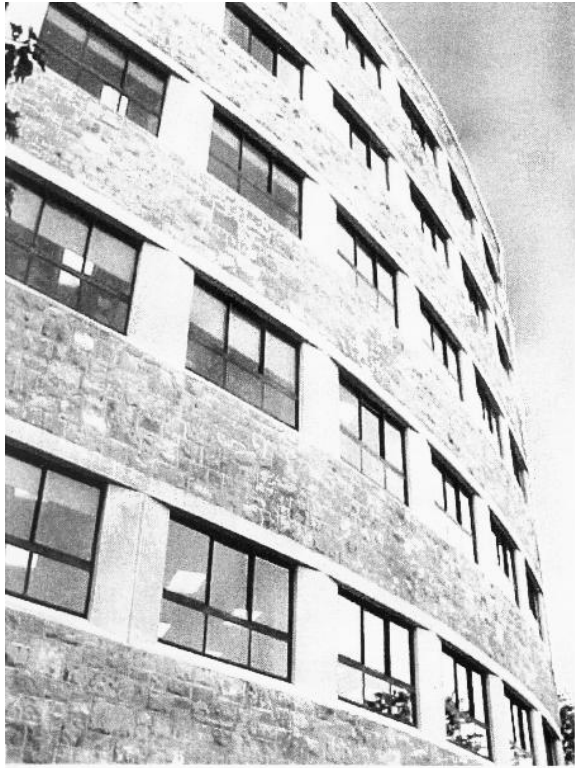




**Self-Guided Tour
Carol M. Newman Library**

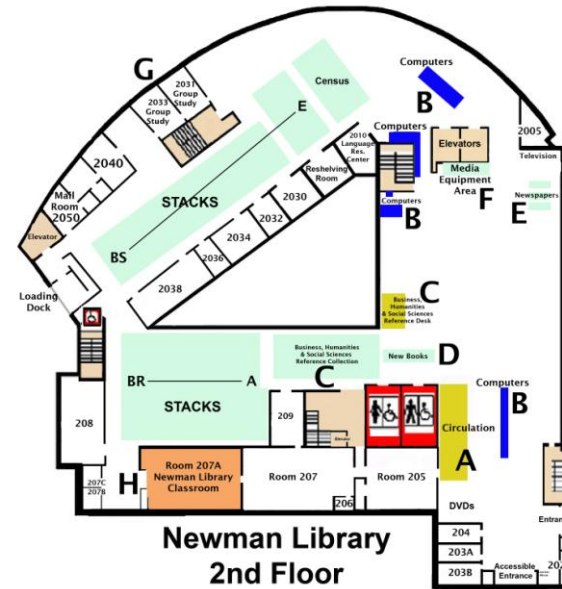
University Libraries



- A. To the left of the elevators is **Special Collections**. This area includes manuscript collections, rare books, and the University Archives. Collection highlights include the American Civil War, railroad history, women in architecture and Appalachia. These items do not circulate but a reading room is provided and staff will assist in getting copies of documents. Special Collections hours are posted near the door.
- B. At the top of the ramp beside the elevators to the left is **Interlibrary Loan (ILL)** and the **CommLab**. Items needed for research that the VT libraries do not own can be requested through ILL from other libraries. CommLab coaches assist students on oral presentations including building speeches, rehearsal and critique.
- C. Past ILL to the left is the **Folio Collection**. These are oversized books that do not fit on the regular shelves.
- D. The **Government Documents Collection** is further along the room past the Folio Collection on the left.

Past the Folio Collection and down the hall on the right are the **Special Services Center**, **Microforms Collection** and **Map Area**.

- E. The **Special Services Center** is equipped to assist with the research and study needs of students with disabilities. For more information call 231-3927 or email assist@vt.edu.
- F. The **Microforms Collection** contains microfilm, microfiche and microcard copies of periodicals, newspapers, books and government documents. Reader/printers are available.
- G. The **Map Area** contains maps of the world at various scales and the atlas and map reference collections.



The Learning Commons contains several library and campus services. In addition to points A-F is Night Owl, a service of the VT Writing Center assisting students with writing assignments. Check the sign for hours of operation.

- A. The **Circulation/Reserve Desk** is inside the main doors on the left. Here books, DVDs, VHS tapes and music CDs may be checked out. This is also where reserve items may be

found. Reserve items are class readings or other high demand materials that have a short circulation period. Library fines may be paid here or at the Photocopy/Cashiers window on the 4th floor.

- B. In front of the circulation desk and the elevator at the far end of the room are publicly available **computer internet workstations**. Additional workstations are located near the elevator on the 1st and 3rd through 5th floors. Wireless connectivity is available throughout the building.
- C. Past the Circulation Desk is the **Business, Humanities & Social Sciences Reference Desk and reference collection**. Desk staff assist in navigating the building, answering questions and assisting with research.
- D. Between the Circulation Desk and the Business, Humanities & Social Sciences Reference Desk are the **New Books** shelves. New books are added to the collection daily and displayed here for a week before going to the regular shelves.
- E. The Current Newspapers are at the far end of the Learning Commons on the right just before the large Monitor on the wall.
- F. At the far end of the room is the **media equipment area**. This includes the viewing equipment for video tapes and DVDs, and listening equipment for audiotapes and music CDs.
- G. Two **group study rooms** (Rooms 2031 and 2033) are along the outside wall past the E call number book shelves. Group study rooms are not reserved and are available on a first come first served basis.
- H. **Newman Library Classroom (Room 207A)** is at the end of the room with the Business, Humanities & Social Sciences reference collection and call numbers A-BR.

The remainder of the floor is the collection with **call numbers A through E**.

Welcome! This self-guided tour is designed to give you a *brief* introduction to the services and collections available from the University Libraries at Virginia Tech, and in particular, those in Newman Library, the main branch of the library system.

Points of interest are indicated by circled letters on the maps. Follow the provided directions from point to point. This guide assumes you begin at the Entrance on the 2nd floor and the elevators on the 1st and 3rd through 5th floors.

If you can't find something – please ask!

