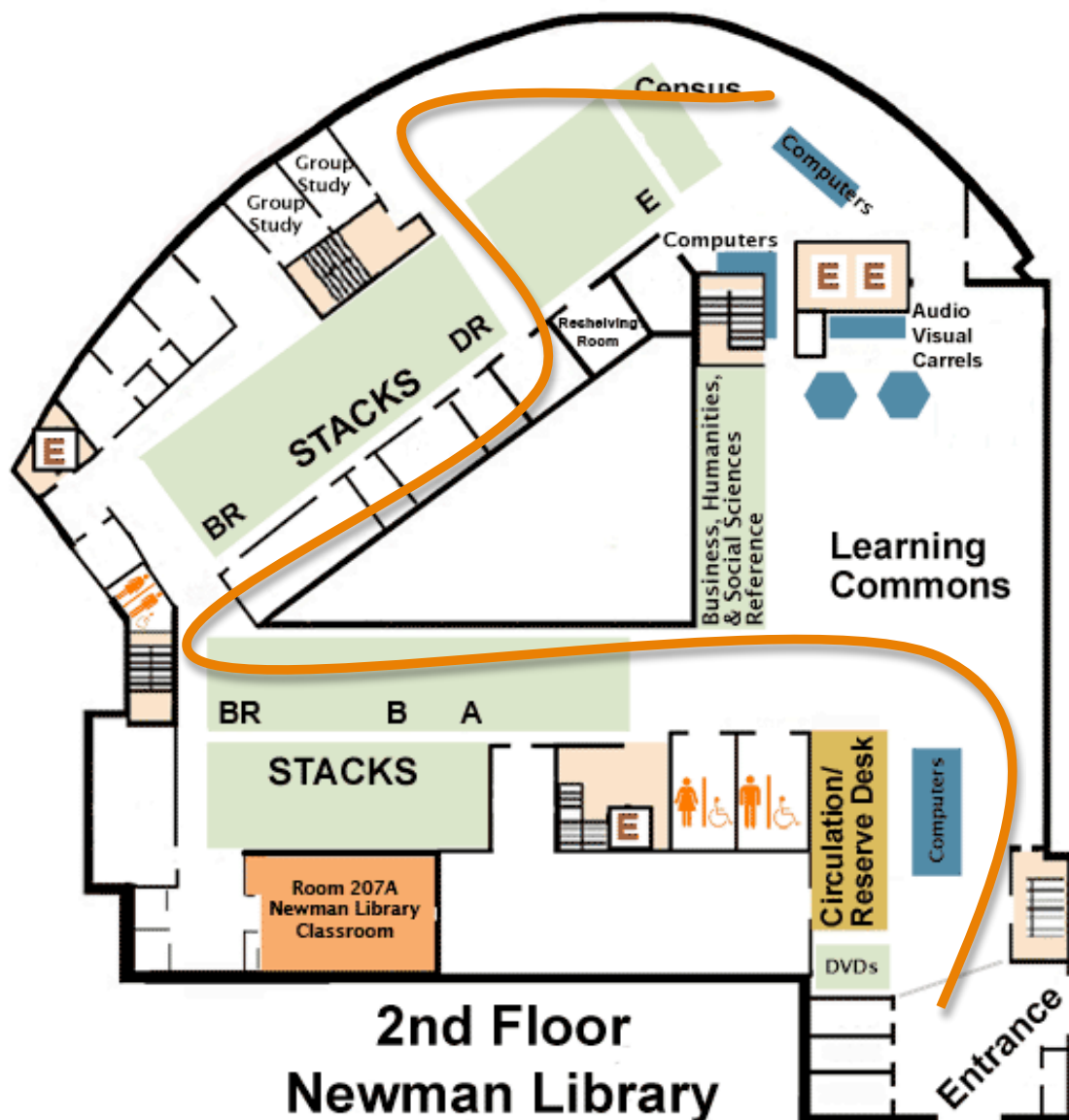


## Library Tour and talking points

Most tours will start on the second floor. Groups will meet by the benches in the areas by the doors. It does not matter if you go to the fourth or 1<sup>st</sup> floor first – whichever works best for you. Information highlighted in yellow is on the quiz, so please make sure this information is covered. Our goal for the tours is for students to become familiar with the library and have a good first impression that the library is friendly and welcoming place. Encourage questions!

## Second Floor Tour and talking points



Talking Points – **(highlighted points on the tour quiz)**

Newman is an academic library – **fit this in wherever it makes sense to you – these are specific differences between high school and academic libraries**

- Supports curriculum across the ages and the breadth of knowledge
- Organized by subjects - we use library of congress
- LC allows us to shelve very precisely –
  - Dewey let us put frogs in South America together
  - LC lets us put blue tree frogs in Brazil together – this will be important when you begin to really get into your major area of study
  - Not a fiction section – need to search by author or genre
  - Biographies filed in area of study

Second Floor:

- Meet by the doors
- Talk about Circulation/Reserve
  - Books on reserve
  - All you need is your Hokie Passport
  - 50 books as undergraduates
- DVDs
- Information Commons
  - Wireless
  - Writing Center
  - Plugs in tables
  - Group work
  - Multimedia area
  - Talking is permitted – and so is food
- Business/Humanities/Social Science Ref Desk
  - Staffed as long as the library is open
  - Live Ref
- Show the bathrooms and down by the classroom
- Bring them around by the study rooms
  - Talk about the poster on the shelf – show request button
  - Addison is our catalog
  - Shows location of books – click on location will get a map
  - Shows availability
  - Show the citation link
  - Stacks are shelves

- Shelving starts behind the elevator and goes clockwise
- Newman is a triangle
- Public computers
  - Can print from all of the public computers
  - Will print to 4<sup>th</sup> floor in the copy center
  - Copies are 10c a page
  - Can not print from laptops

### First Floor Tour Route



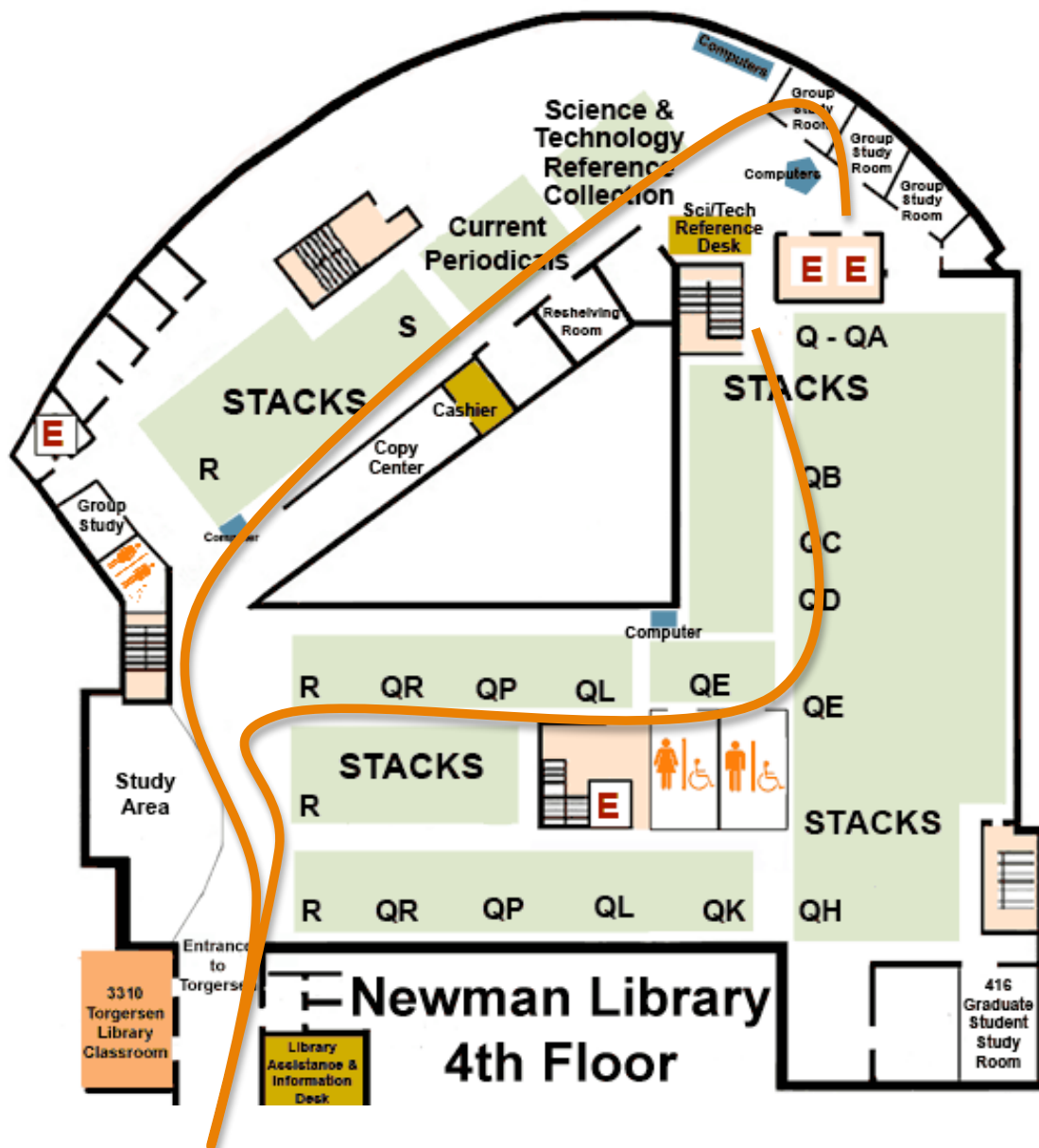
## 1st Floor Newman Library

Talking Points (*highlighted points on tour quiz*)

- Special Collections
  - Library within a library
  - Only collects certain specific areas
    - Often primary source materials, rare materials and manuscripts
      - American Civil War
      - Appalachian Collection
      - Archive of American Aerospace Exploration
      - Botany and Horticulture
      - International Archive of Women in Architecture
      - Culinary History Collection – so if you want to cook like they did in the Revolutionary war this is the place!!!
      - University Archive
      - Only opened from 8-5, will only let you take a pencil or laptop into the reading room
      - Will ask you to put everything else into a locker
      -
- Show Comm Lab
  - Help with presentations
  - Open Mon-Thurs 12-6
- Iliad
  - Even though we have over 2 million books and access to 30,000 journals – we might not have the specific one you need
  - Service that will borrow the books or materials from another library but this takes about a week
- Microfilms
  - Go up the ramp and through microfilms – need to know they are on first floor
  - Talk about microfilm being a precursor to digital media
    - Became popular in the 1920s
    - Think of how much space a weeks worth of newspaper takes in a recycling bin – now a month – now a year
    - Newsprint breaks down very quickly
    - Can see the entire page - not just the article
    - Gives a good feel for the era
    - Show the readers
    - Can print the pages and they are free
- Maps
  - Mention the location,
  - Bruce Obenhaus is the map librarian
  - GIS – Ed Brooks will put together a topographical map for students who want to hike on the weekends
- Show government docs

- Have their own labeling system
- Bruce is the gov docs librarian
- Lots of great information

### Fourth Floor Tour Route



### Fourth Floor Talking Points (*highlighted points on the quiz*)

- Collection starts behind the elevators and goes clockwise
- Team spot – area for students to collaborate on projects –
  - 2& 4<sup>th</sup> noisy or collaborative floors – 3&5<sup>th</sup> quiet good for individual study

- Study rooms – first come first serve
- Computers for public use
- Science Technology Ref desk
  - Staffed from 9 am to 10 pm
- Reshelving room – encourage students to come in and look for books
- Current periodicals
  - Use the poster of the journal record –
  - Same periodical can be in 5 places
  - Current periodicals
  - Bound
  - Storage
  - Microfilm
  - Electronic
- Copy center
  - Send faxes
  - Copy
  - Print
  - Scanner
- Poster of library home page at the end of the copy center
  - Show link to ask a librarian
  - Show link to Addison
  - Show link to Iliad
  - Quick explanation of my library record
- Reading area
- Area just outside the reading room is a great place to show bound journals in the stacks and show how the call numbers work
- Show bound periodicals -
- LC call numbers
- Classroom and the bridge