

Newman Library Tour Script

The goal of the tour is to familiarize users with the locations of services and collections and a basic understanding of the organization of the collection using Library of Congress call numbers. A quiz is given at the end of the tour to reinforce concepts and to provide a record for students who were required to attend. (Some professors use the quiz as an attendance grade, others use it as a quiz grade.)

The complete tour tries to pass all service points and major collections and use most of the stairwells.

At a minimum, the tour should pass the major services points on the first floor and at least one floor where Stacks are located in order to discuss reading call numbers. **Some parts of this tour script can be skipped** in the interest of time (larger groups will take longer to complete the tour), for instance the 5th and 3rd floors.

Participants should be given a copy of the beige Newman Library map handout and the yellow Finding Resources handout. Please wait until after the tour to give out the quizzes, which are kept in the cabinet behind the Reference desk.

Proceed to the main elevators and go up to 5th floor (will walk down from here if no handicapped students). May take more than one elevator car to get whole group up, so you may need to wait. Good time to point out 6th floor is where Personnel take applications on the last Monday of each month. Talk about other branches while waiting for elevator.

5th Floor: (T-Z)

Note study carrels, 5th floor usually quiet place to study. Note view out window: here is a good place to mention other **branches** (Art & Arch, Vet Med, and NVGC) and that they will occasionally show up in Addison. Mention **Courier Service** will deliver from these branches. Mention **Storage** as another location in Addison—must use courier for these.

Proceed down the hall and find a good place to stop and note the **Stacks**. Here is also where you can discuss **reading call numbers**. Pull a book off the shelf and use it as an example. (Reading call numbers is on the quiz and is covered in depth on the yellow handout.) Mention that books and bound periodicals are found together in the stacks.

Mention the call number range as your reach each floor and note that they are listed on the map handout.

Take the main stairwell to the 4th floor

4th Floor: (Q-S)

Mention current newspapers—relate to microfilm copies on first floor.

Proceed to the **Recent Periodicals**. Explain that finding a periodical in Addison means not only getting the call number, but one must also look at date to find the location of a particular volume.

Explain that a periodical could be found in one of four places: currents on 4th, bound and in stacks according to call number, in Storage or in Microforms, so it is important to look for the location in Addison.

Proceed to **Cashier's Desk/Photocopy Office**

- Come here to pay fines (note fines have increased)
- Photocopy service (cheaper to put money on copy card or Hokie Passport)
- Photocopy money separate from Hokie Passport account like used in dining halls
- Printouts from public computers in library go here

Point out **Group Study Room**. 3 more on this floor, 2 more on 2nd floor. **Study Lounge** behind blue wall

- Note name and number of computer to pick up printout (10¢/page)

Proceed to **Torgersen Tower**. You may need to stop outside of the Tower depending on the size of your group.

- One of two classrooms they may have a session in
- ECS (CD-ROMs and special software)
- Other reference desk, also staffed whenever the library is open—good if you are working on an upper floor
- Other self-checkout machine
- **Bridge or Electronic Reading Room**: study space and computer lab—note printing uses ONLY Hokie Passport accounts

Proceed back to Newman, then take a right and go through the stacks to the stairwell beside the restrooms.

3rd Floor: F-P

Note lockers in stairwell can be checked out to grad students on 6th floor. Proceed through stacks to **Juvenile** collection. Also note **Scripts** collection.

This is a good point to mention not reshelving items and the **Reshelving Rooms** on each floor.

Proceed to main stairwell in curves section to 2nd floor.

2nd Floor: A-E

Discuss **Government Documents** and their separate call number system. **Census** materials at the end of Government Docs.

Proceed to **Reference Room** and discuss the collection.

Proceed to rear stairwell and go to 1st floor.

1st Floor:

Proceed to the **Maps** collection.

- Some 250,000 flat maps in drawers (not cataloged)
- Bound maps and atlases on shelves (in catalog)
- Point out travel guides/road maps in blue and red plastics bins

Proceed to **Microforms** bulletin board.

- Some 6 million microforms
- 3 formats (show on board)
- Reader machines around the corner—ask at Circ desk for help using machines
- Ask at Reference desk for help finding material
- Good example is newspapers (this is a question on the quiz)

New Book shelf holds newly cataloged books for one week.

Popular Reading shelf holds newly published fiction and non-fiction—leisure reading.

Proceed to the **Circulation/Reserve** desk.

- Check-out books using Hokie Passport
- Undergrads (50 books x 30 days x 4 renewals)/ Grad (100 books x 90 days x 1 renewal)
- Videos located here
- **Fines have increased to 25¢/day**
- Mention “PIN code” to see library account online and avoid overdue fines
- Explain what **Reserve** is

Proceed to **Folios**. Explain what folio means and pull an example off a shelf. Mention that these special locations are noted in Addison.

Proceed to **Interlibrary Loan Office**

- Procures materials not owned by Tech from other institutions
- Free service
- mention *time* issue

Proceed back to **Reference & Research Desk**.

Discuss **Special Collections**.

- Civil War items
- Women in Architecture collection
- Most items do not circulate
- Limited hours

Pass out quizzes. Remind students they can use their handouts, but not each other.