



SELF-GUIDED LIBRARY TOUR

This tour is designed to familiarize you with the Learning Resources Center (LRC), your campus library.

Ask questions! A librarian's job is to help students. You are not bothering them when you ask questions.

1. The Circulation Desk

The Circulation Desk is where you will go to check out materials, ask questions, and pay fines.



What do you need to check out materials from the LRC?



What is the standard check-out period for a book?

2. Reference Collection

The area of the library where encyclopedias, dictionaries, atlases, almanacs and many other specialized books are shelved is referred to as the **Reference Collection**.

These books cannot be taken from the library.

Because so many materials can be found online now, the LRC has significantly reduced its Reference Collection over the last several years.

The Reference Collection is located on 2F behind the DVDs.



Write down the title of the one of the books from the Reference Collection.

3. Books

We use the Dewey Decimal System to arrange our books. Each book is assigned an address or call number based on the topic of the book.

For example, *Building Classic Antique Furniture With Pine* by Blair Howard has a call number of 684.104 HOW.

 What is the title of the book with the call number 155.4 OLI?

 Books with a call number of 796 are about what subject?

the DEWEY DECIMAL SYSTEM



The Dewey Decimal numbers for the Amish are 289.73 (*other denominations and sects of Christian church*) and 305.687 (*religious groups*).

 Go to the book shelves and locate either section. Select one book and fill in the information below.

Title: _____

Author: _____

Call number: _____



4. Periodicals

Newspapers and magazines are referred to as “periodicals” because they are published on a regular schedule (“periodically”). For example, a newspaper may be published daily while a magazine might be published weekly or monthly.

Periodicals are great for:

- getting the latest news
- finding up-to-date information on a topic of interest
- reading other peoples’ opinions on issues in the news
- looking at the great pictures and advertisements

We subscribe to many newspapers and magazines for research and for leisure reading. The periodicals are located on 2E in the library. The most recent issues are on display in the magazine racks. Older issues are in storage and can be retrieved by library staff.

All periodicals may be checked out for three weeks.



Locate the periodicals. If you don’t see them, ask someone at the front desk. Choose a recent issue of one of the following magazines:

Car and Driver,

Fine Woodworking,

Nuts and Volts,

Journal of Light Construction,

Plumbing & Mechanical

What is the name of the magazine? _____

What is the date of the magazine? _____

What is the title of an article that interests you? _____

Write a couple of sentences about the article’s main idea. _____

Find two other periodicals that look interesting to you and write their titles below.



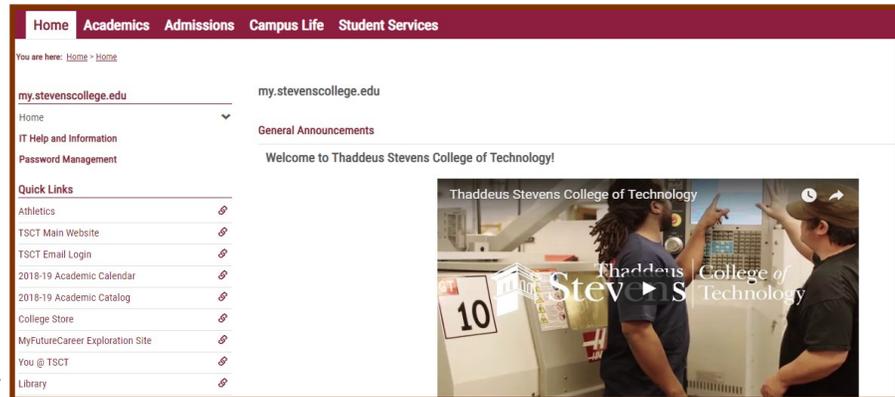
5. Computer Lab



The LRC has a computer lab with 25 computers for you to use. You do not need to check in at the circulation desk. Computers are available on a first come, first served basis, although occasionally, an instructor may reserve the computer lab for a class.

To use the computers, you need to **log in with your Stevens username and password.**

**Go to the portal
and
Click on Library**



**Click on
box**





KEYWORD SEARCH

1. Do a keyword search by typing **Centralia** in the search box.
2. Locate the title **The Town that Was** in the results list and click on it.
3. Write the call number, location, and availability for **The Town that Was**.

Call number: _____

Location: _____

Availability: _____

TITLE SEARCH

4. Do a title search by choosing **title** from the dropdown menu next to the search box and typing **Black Panther**.
5. Write the call number, location, and availability for **Black Panther**.

Call number: _____

Location: _____

Availability: _____

AUTHOR SEARCH

6. Do an author search by choosing **author** from the dropdown menu next to the search box and typing **King Stephen** into the search box.
7. Click on **King Stephen 1947**.
8. Write the title, call number, location, and availability for any Stephen King book.

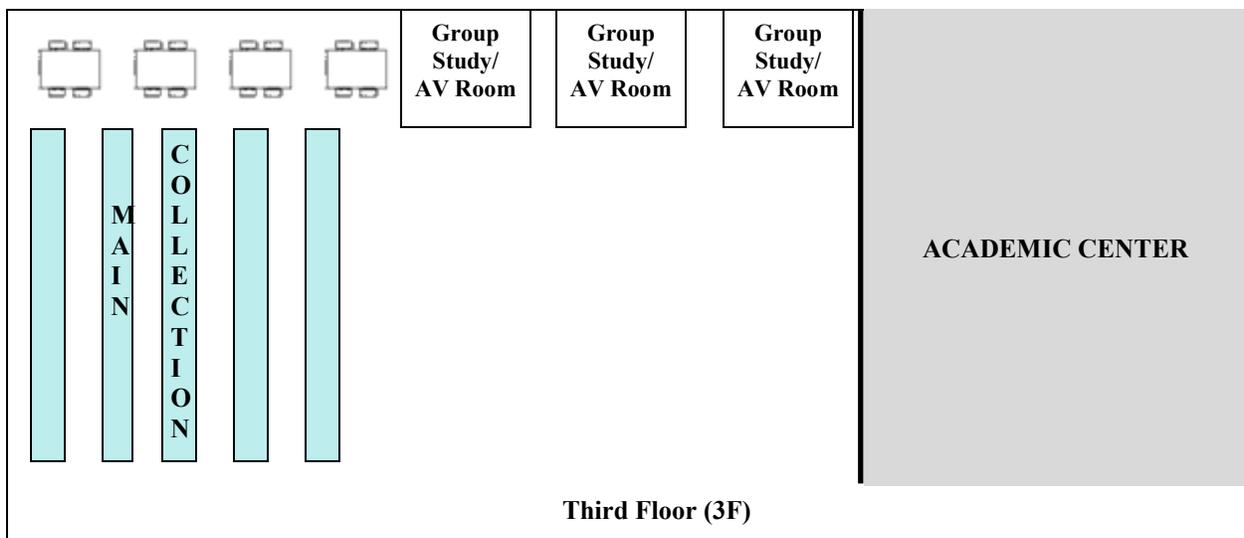
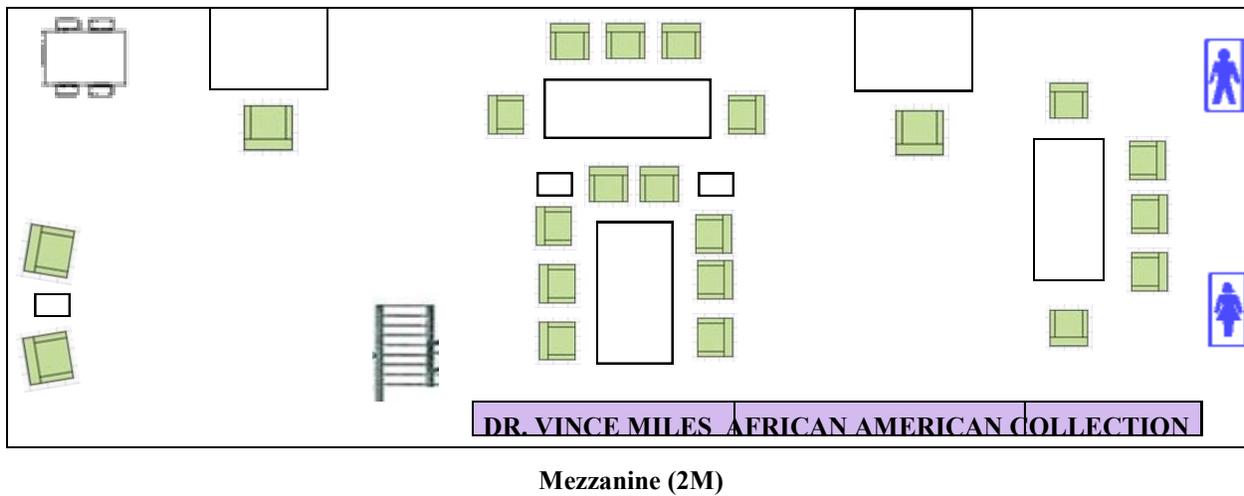
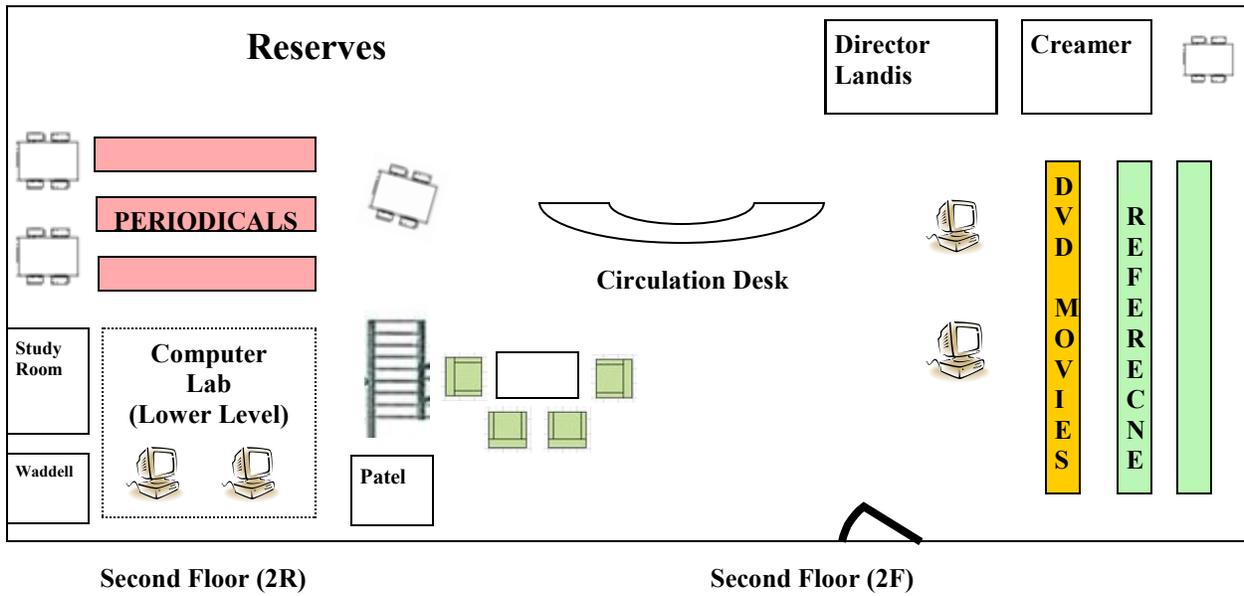
Title: _____

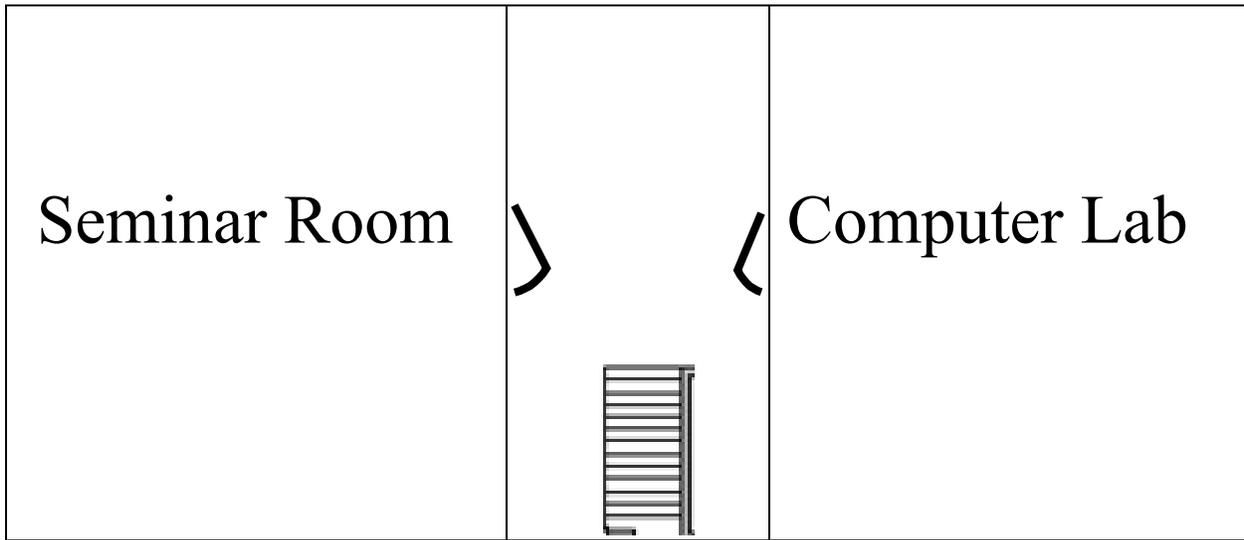
Call Number: _____

Location: _____

Availability: _____

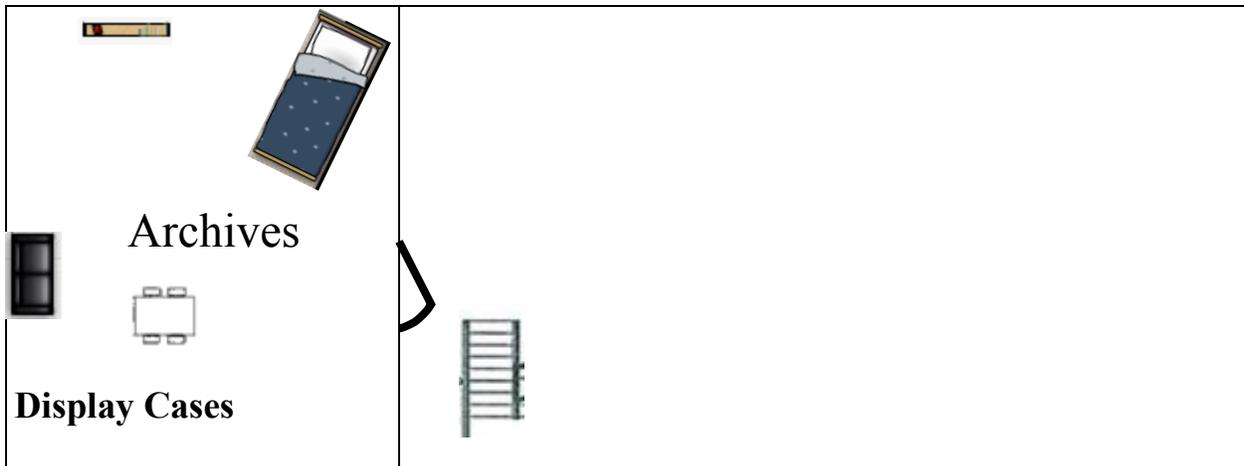
Kenneth W. Schuler Learning Resources Center floor plan





First Floor (Lower Level)

First Floor (Lower Level)



Third Floor (3R)