

## Blount Library

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### Tour Guide



### **Circulation Desk:**

As you enter the library, the Circulation Desk is in front of you. Here you can borrow books for three weeks with your Averett student ID card, then renew them for three more weeks. If you need them longer, you can phone or email the Circulation Desk (791-5690, [circdesk@averett.edu](mailto:circdesk@averett.edu)) for renewals.

You can also:

- borrow, renew, return media (DVDs, Videos)
- pick up items we place “On Hold” for you,
- borrow books and articles on “Reserve” for your class,
- pick up and return books you are borrowing through “Interlibrary Loan,”
- checkout keys for study rooms and media rooms,
- locate lost and found items,
- get change for the photocopier,
- checkout a wireless mouse for Reference Area computers. (Let’s do this now!)

“**Recently Added**” and “**New and Notable**” books “ are shelved in the lobby. Here, you can recommend books for the New and Notable collection.

### **Reference Desk:**

Beyond the Circulation Desk is the Reference Desk. Librarians are here until 9:00 P.M. Mon.-Thurs. to help you (4:30 P.M. Friday, 7:00 P.M. Sunday). It is wise to consult a Reference Librarian when you need:

- articles, books, or information on a subject,
- research assistance for a class project,
- help with online databases, library software, and remote access to the library,
- help getting materials the library does not own (Interlibrary Loan).

### **Reference Computers:**

Near the Reference Desk are computers for use by Averett students. You can use them to locate books in the library, search for articles on a topic, scan documents, and connect to other services. You can search the library’s databases wherever you have internet access, on or off campus. Off-campus, you will be prompted for your Averett login name and password. This is your password for Blackboard courses and other AU web services.

Please plug in the wireless mouse you borrowed at Circulation, and use a Reference area computer to tour the library’s web guides: <http://discover.averett.edu/library> (“Library” link on the Averett homepage).

- You can search the Library Catalog and the WorldCat database of 10,000 libraries from the Averett Library home guide.
- Under “Services,” click on **Hours** link to see specific library hours.
- Click on the **Learn** tab for an online user guide and library tutorials.
- Click on the **Find** tab to find authoritative sources for your college assignments.
- Click on **ResearchGuides** (upper left) to find sources for your assignments organized by academic program.
- Click on the **Consult** tab to see options for getting help from a librarian.
- Return to the **Welcome!** tab to click on “Interlibrary Loans.” Here are web forms to request books and articles from other libraries. Most of the library databases offer full text articles, however scholars and professionals use ILL when necessary to access library collections around the world. Interlibrary loan is free in most cases. We will inform you ahead of time if there is any charge. Please schedule your research early to allow 2-4 days for interlibrary loan (ILL) articles, and 7-10 days for delivery of ILL books.

### Electronic Resources:

The Library offers 24/7 remote access to electronic resources for students, faculty and staff, including 32,000 electronic journals, 100,000 electronic books, 100 databases, the library catalog, tutorials, and subject research guides. To access online resources from off campus, click on any electronic resource from *Databases, A-Z*, *ResearchGuides*, or *Journal Titles*. You will be prompted to log in if the source is available by subscription. (The login is your AU web services/Blackboard login.)

**A photocopier** is located in the Reference area on the main floor. How much does it cost per page to make photocopies? \_\_\_\_\_

For a fee (\$1 for first page, and 50 cents for subsequent pages) you can send and receive **faxes** in the Administrative Office (Rm. 202).

Self service black and white printing is free for students. You can ask a librarian to make a color duplex printout of your course project for 50 cents per page (text and illustrations) and \$0.75 for each full-page illustration. **A self-service scanner** is attached to one of the Reference computers.

→ Please return your wireless mouse and stick to the Circulation Desk, and continue the tour.

### Reference Books:

Behind the reference computers is the print Reference Collection. Books in the Averett library are arranged by the Library of Congress Classification System. Library of Congress call numbers begin with letters, followed by numbers that help denote the subject, and letters and numbers unique to each book. For example, geography, anthropology and recreation books are in the “G” section. Look at the call number guide posted on the end of the book stacks.

What is the two letter designation for Sports? \_\_\_\_\_.

What is the two letter designation for Sociology? \_\_\_\_\_.

When you find a book, you can browse similar call numbers in the library catalog, or on the book shelves (stacks) for volumes on the same subject or by the same author.

**Note:** Most of the library's reference books and journals are now online. You will find them in web ResearchGuides, the Library Catalog (Book Search), Credo Reference, Ebrary, Gale Virtual Reference Library, Oxford Reference Online, and other library databases.

At the back of the print Reference Collection, turn left and walk back toward Main Street to the **Periodical Reading Area** with current journals, magazines and newspapers. These are shelved in alphabetical order by title.

What is the title of one current periodical?

\_\_\_\_\_.

Turn left again and walk back toward the Circulation Desk and stairway. **Bound journals** are on your left. What is the year on the earliest bound journal volume you see for *Modern Drama*? \_\_\_\_\_

### **Upstairs (Second Floor):**

Locate the stairway near the front door and go upstairs. Here you will find:

- Circulating books (those for borrowing) with call numbers "A - H"
- Restrooms and water fountain
- Conference room for group study (Rm. 302)
- "Quiet Area" for individual study (open areas of the second floor)
- The Betty J. Steele Children's Literature Collection
- Averett University Archives and Special Collections (by appointment)
- Individual study rooms (request a key at Circulation)
- Media viewing rooms (request a key at Circulation)
- Archives of a former member of the U.S. House of Representatives
- Archives of a former member of the Virginia Senate.

Name one person whose archive is enclosed behind glass at the back of the room:

\_\_\_\_\_.

### **Downstairs:**

Go down the stairs to the basement level. Here you will find:

- Circulating Collection, books with call numbers from "J" - "Z"
- Restrooms, water fountain, telephone room
- Student Lounge and soft drink machine, where you can eat, read, meet.
- The Library Computer Lab (Room 103).

Enter the Computer Lab with your Averett ID and use the computers to complete the Library Web Tour on the next page:

## Library Web Tour

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Find the Averett Library home guide (<http://discover.averett.edu/library>). Use the Averett Library Book Search to look up the title, *Archaeology and the Bible*, by John Laughlin. What is the book's call number? \_\_\_\_\_  
Name two library "Locations" for this book: \_\_\_\_\_  
\_\_\_\_\_
2. Use the book search to find *Encyclopedia of Global Change*. What is the Call Number of this book? \_\_\_\_\_  
Where in the library is this book located? \_\_\_\_\_
3. Where can you read the book, *From Edison to MP3 : a struggle for the future of the music recording industry*, by Conrad Shayo and Ruth Guthrie? \_\_\_\_\_
4. What is the best place to start on the AU Library web guides when looking for articles in your major field? \_\_\_\_\_
5. From the ResearchGuide for "Biological and Physical Sciences," search Credo Reference for "stem cells," then "Continue searching in the Library Catalog." Name another database that you can launch from Credo \_\_\_\_\_
6. Which library database listed in the subject research guide for English provides "a compendium of full text literary reference sources, including the *Dictionary of Literary Biography*?" \_\_\_\_\_
7. Open the "Academic Search Complete" database and use two of the search boxes to lookup "physical fitness" AND "academic achievement." How many articles were found in "All Results?" \_\_\_\_ How many were found in "Academic Journals?" \_\_\_\_
8. If you already have a citation for a journal or magazine article, where should you look to see if the library has that journal? \_\_\_\_\_
9. Under **Welcome!** "Services," click on "Journal Titles" and look up the periodical *American Quarterly*.  
In which formats will you find issues from (a) 1999?  
Microfilm \_\_\_\_ Bound \_\_\_\_ FICHE \_\_\_\_ Online database \_\_\_\_  
... and (b) 2009?  
Microfilm \_\_\_\_ Bound \_\_\_\_ FICHE \_\_\_\_ Online database \_\_\_\_
10. How can you obtain a book or journal not listed in the Averett Library Book Search or Journal Titles? \_\_\_\_\_
11. Can you request an Interlibrary Loan book or article on the library web? \_\_\_\_
12. Use the Averett Library Book Search to find a book on a subject of interest to you, then check it out at the Circulation Desk. If you don't have time to read the book in three weeks, do you have to bring it back to the library building to renew it for another three weeks? \_\_\_\_

Please tell us what you think of the tour by answering questions on this page. Then tear off page 5 and put it in the "tour surveys" box at the Circulation Desk.

Ask the reference librarian to clarify any items that require further explanation. Your instructor may require that you submit the completed tour sheet as an assignment.

**Date:** \_\_\_\_\_

**Course:** \_\_\_ IDS \_\_\_ Other course \_\_\_\_\_  
\_\_\_ No particular course, just wanted a tour

**Please give us your impressions of this orientation exercise:**

Difficulty: \_\_\_ too hard \_\_\_ too easy \_\_\_ about right

Information provided: \_\_\_ too much information \_\_\_ not enough information \_\_\_ about right

Clarity: \_\_\_ easy to understand \_\_\_ somewhat confusing

I completed the orientation: \_\_\_ alone \_\_\_ in a small group \_\_\_ with my whole class \_\_\_ with a librarian

I prefer to learn things like this: \_\_\_ with a teacher or tutor \_\_\_ on my own \_\_\_ with a study group \_\_\_ in a formal class

I prefer to do exercises like this one: \_\_\_ using paper worksheets \_\_\_ on a computer

**Congratulations!** You have completed the library tour. Please ask the Reference Librarian to clarify any questions that were unclear. (We will not grade you!) Your instructor may require that you submit the completed tour sheet (p. 4) as an assignment.

This tour has covered basic research tools. Averett librarians look forward to meeting with you to discuss your research topics and assist you in finding reliable sources of information. Please disturb us!

For more information on library research, see the *Library User Guide* on the library web, under LEARN and "Orientation."

Before leaving the library, please tear off this sheet (p.5) and put it in the "tour surveys" box at the Circulation Desk. Thank you helping us to improve library orientation!