



IDS 101 Students,
Please print this document OR pick up a copy at the
Library Circulation Desk.

Averett University Library Tour

Mary B. Blount Library
344 West Main St., Danville Virginia 24541
<http://www.averett.edu/library>, 791-5692, 800-543-9440, aclib@averett.edu

Circulation Desk:

As you enter the library, the Circulation Desk is in front of you. This is where you can:

- borrow, renew, return books and media,
- pick up items that are "On Hold" for you,
- borrow materials on "Reserve" for your class,
- pick up and return books you are borrowing through "Interlibrary Loan,"
- borrow keys for study rooms, media rooms, and the telephone room,
- locate lost and found items left in the library,
- request change for the photocopier.

You can borrow books for three weeks with your Averett student ID card, then renew them for three more weeks in person or by phoning the Circulation Desk (791-5690).

Are the library hours posted at the Circulation Desk? ___ Yes ___ No
Where can students eat in the library? _____

Reference Desk:

While standing in front of the Circulation Desk, you will see the Reference Desk just beyond it. Reference Librarians are there until 7 P.M. to help you find information. You will want to ask a Reference Librarian when you need:

- research assistance for a class project,
- help finding articles, books, or information on a subject,
- assistance with online databases, 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, connect to other online sources, and check e-mail. You can also search the library's databases wherever you have internet access, on or off campus. Off-campus, you will be prompted for your last name and AU ID#.

Please use one of the Reference computers to tour the library's web pages:
<http://www.averett.edu/library>.

- Note that you can search the library book catalog directly from the first page. Use the drop down menu to select “keyword,” “author,” or “title.”
- Under “ACCESS,” click on “Hours” to see specific library hours for this semester.
- Under “LEARN,” click on “Orientation” and “Library Orientation Tutorial.” The first page of the tutorial is a fact sheet for library users. Your IDS instructor may ask you to try some of the exercises. You will complete the library tutorial worksheets in English 111/112.
- Under CONSULT,” click on “Reference Desk” to see options for getting assistance from a librarian.
- Under “RESEARCH,” click on “Databases, A-Z” and “Subject Guides” to see lists of authoritative sources for your college assignments.
- Back under “ACCESS,” click on “Journal Locator” to search for a specific journal or magazine for which you have found a database citation.
- Finally, click on “Interlibrary Loan” to request books and articles from other libraries. Most of the library databases offer full text articles, however good scholars and professionals use interlibrary loan when necessary to access other library collections around the world. Interlibrary loans are free in most cases. We will inform you ahead of time if there is any charge. Plan your research early to allow 2-4 days for ILL articles, and 7-10 days for books.

Electronic Resources:

The Library offers 24/7 remote access to electronic resources for students, faculty and staff, including 20,000 electronic journals, over 50,000 electronic books, 85 subscription databases, the library catalog, tutorials, and subject research guides. To access online resources from off campus internet locations, click on the item from the Library web Databases, A-Z, Subject Guides, or the Journal Locator. You will be prompted to log in if the source is available by subscription. To set up your special account for off-campus access to electronic books, follow instructions on the library web page under “ACCESS” and “Electronic Books.”

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)

A self-service scanner is attached to one of the Reference computers. We are in the process of purchasing a second scanner.

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 good book, you can browse similar call numbers in the library catalog, or use the book's call number to find similar books located near it on the shelves or "stacks."

Journals / Periodicals:

At the back of the Reference Collection, turn left and walk past the pre-1994 ERIC (education) documents and the journals on microfilm 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. **Microfiche/Microfilm reader printers** and **microfiche journals** are on your right.

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

Name the 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 a snack, read, or have a discussion or a meeting.
- The Library Computer Lab (Room 103).

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

Library Web Tour

Name: _____ Date: _____

1. Starting at <http://www.averett.edu/library>, use the Library Catalog to look up the book, *Archaeology and the Bible*, by John Laughlin.
What is the book's call number? _____
Name two or three library "Locations" for this book: _____

2. Use the library catalog to look up a book with the title: *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 Library Web when looking for articles on a subject? _____
5. Which library database listed in the subject research guide for *English and Foreign Languages* provides "a compendium of full text literary reference sources?" _____
6. From library web, under "RESEARCH," open the "Academic OneFile" database and use two of the keyword boxes to enter a search for "athletic" AND "training."
How many articles were found in Academic Journals? _____
Check the "peer-reviewed" box. How many articles were found? _____
7. From the list of articles in Academic OneFile, select a journal citation with the label "Find it at Averett" and click on that link.
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. Click on "Journal Locator" and look up the periodical *American Quarterly*.
In which formats will you find issues from (a) 1999?
Microfilm ___ Bound ___ FICHE ___ Online database ___
... and (b) 2003?
Microfilm ___ Bound ___ FICHE ___ Online database ___
10. Where are journals on microfiche located? _____
11. How can you obtain a book or article not listed in the Averett Library Catalog or Journal Locator? _____
12. Can you request an Interlibrary Loan book or article on the library web? _____
13. Use the library catalog to find a book on a subject of interest to you and check it out at the Circulation Desk.
14. If you don't have time to read the book in three weeks, what number can you call 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, visit the *Library Orientation Tutorial*, 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!