

Blount Library

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. You can also phone or email the Circulation Desk (791-5690, circdesk@averett.edu) for renewals. (Please have the books or checkout receipt handy.)

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, media rooms, and the telephone room,
- locate lost and found items,
- request 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.

Reference Desk:


Beyond the Circulation Desk is the Reference Desk. Reference Librarians are there until 9 P.M. to help you. You will want to ask 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, 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#. This should be on your ID card.

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

- You can search the library book catalog or WorldCat database of 10,000 libraries directly from the first page. Use the drop down menu to select “keyword,” “author,” or “title.”
- Under  click on “Hours” to see specific library hours.

- Under **LEARN** click on “Orientation” to see information for new students, including a detailed user guide and tutorial.
- Under **CONSULT** click on “Reference Desk” to see options for getting assistance from a librarian.
- Under **RESEARCH** click on “Databases, A-Z” or “Subject Guides” to see lists of authoritative sources for your college assignments.
- Under **ACCESS** click on “Journal Locator” to search for a specific journal or magazine for which you have found a database citation.
- Click on **Interlibrary Loan** to request books and articles from other libraries. Most of the library databases offer full text articles, however 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. Please schedule 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 26,000 electronic journals, over 50,000 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*, *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).

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 \$1.00 for each full page illustration.

A self-service scanner is attached to one of the Reference computers.

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.

Journals / Periodicals:

Microfiche/Microfilm reader printers and **microfiche journals** are next to the windows near the print Reference Collection.

At the back of the 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

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, 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 web home page. 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 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 AU Library Web when looking for articles on a subject? _____
5. 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*?" _____
6. From the library web, under **RESEARCH** 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?" ____
7. If you already have a citation for a journal or magazine article, where should you look to see if the library has that journal? _____
8. Under **ACCESS** 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 ____
9. How can you obtain a book or journal not listed in the Averett Library Catalog or Journal Locator? _____
10. Can you request an Interlibrary Loan book or article on the library web? ____
11. Use the library catalog to find a book on a subject of interest to you and check it out at the Circulation Desk. If you don't have time to read the book in three weeks, do you really 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 and Tutorial* on the library web, under  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!