



# ALDEN LIBRARY SELF-GUIDED TOUR




## *Welcome to Alden Library!*

Alden Library is the main library for the Athens campus of Ohio University. We hope you will take time to go through this tour at your convenience and to become better acquainted with the building, its services, and collections.

As you begin to learn about Alden Library, we hope you will also become acquainted with our friendly staff. You should always feel free to ask them questions. The Library Services Desk in the *Learning Commons* on the 2nd floor is the best place to go first.

While visiting different areas of Alden Library, be sure to take note of the locations of various amenities:

- **Library entrances** are on the 2nd and 4th floors. Library hours are posted at these entrances.
- **Library computers**, which provide access to ALICE—our online catalog, to InfoTree—a web gateway to research sources, to the Internet, to Office Suite and other programs are on all floors of Alden Library.
- **Photocopy machines** are on all floors. **VendaCard machines** are on 2nd and 4th floors.
- **Café BiblioTech** —a cozy café on the 2nd floor with booths, tables, and vending machines—has coffee and other delectables available from 10 a.m. to 10 p.m. It is the only place in Alden where food is permitted. Outside *Café BiblioTech*, drinks are allowed only in resealable containers. Smoking is not permitted.
- **Campus telephones** are on the 2nd floor in the Vending Area and on the 4th floor next to the central stairwell. **Emergency phones** to campus safety are on the 6th and 7th floors.
- **Rest rooms for women** are on the 2nd, 3rd, 4th, 5th, and 7th floors; for **men**, on the 1st, 2nd, 3rd, 4th, 5th, and 6th floors.

If you are doing this tour as part of a class assignment, note the  symbol, which highlights questions related to the various stops on the tour. Blanks are provided for your answers.

Finally, we should mention that there are a few other library locations on campus besides Alden Library:

- **Music/Dance Library** (Glidden Hall, 5th floor) — A complete library for music and dance subjects: books, journals, sound and video recordings, musical scores, etc.
- **Math Reading Room** (Morton 415) — primarily bound volumes of journals; other materials in Alden Library.
- **Hwa-Wei Lee Library Annex** — less frequently used volumes are housed off-site in the Annex. These items can be requested through ALICE and generally delivered to Alden within 24 hours.

The tour begins on the 2nd floor in the *Learning Commons* at the entrance to the library. You can go from one floor to the next using either the central stairwell or the adjoining elevators.

Good luck with the tour! If you have questions about anything, please feel free to ask at the nearest service desk.

# 2nd FLOOR

The 2<sup>nd</sup> floor, also referred to as the **Learning Commons**, includes one of two entrances to Alden Library. There are 100 public computers, three departments, and seven group study rooms. Once you enter, you will see in front of you the **Library Services side of the Learning Commons desk**.

❶ **The Library Services Desk** is the first place to come for any kind of help using Alden Library. This area also houses the Reference Collection. Most of the reference books are on open shelves to the left of the Library Services side of the desk. Some of the more heavily used titles are kept behind the service desk. Reference books may only be used in the library. It is at this desk that the group study rooms on the second floor may be reserved.

- ✎ 1. What is the title of the set of encyclopedias with the call # Ref AE 5.E363 ? \_\_\_\_\_  
 (Hint: located in first aisle of the Reference Collection.)

Facing the Library Services desk, look to your right to see

❷ **The Student Writing Center**. The tables in front of the office with the green wall are staffed by writing tutors offering a free walk-in appointment service for all graduate and undergraduate students. An appointment sheet is placed on the table at 8 a.m. Monday - Friday, and at 4 p.m. on Sunday. You can only sign up for an appointment on the day of the appointment.

- ✎ 2. What are the Writing Center hours? \_\_\_\_\_ (Hint: Look at their poster.)

❸ The red doors next to the Writing Center lead into **Instructional Media**. Students, faculty, and staff have access to the large collection of videotapes and DVD's, both educational and leisure, many of which may be checked out from 2 days to one week. Equipment such as LCD projectors, microphones and other AV materials may also be checked out by faculty. Graphic & Multimedia support for faculty & graduate student research is also available.

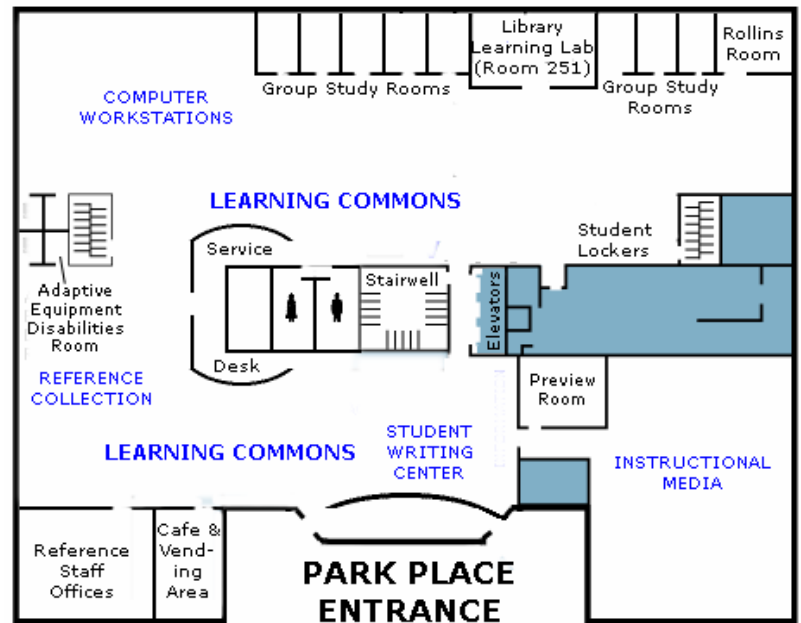
- ✎ 3. How many public ALICE terminals are in this Media Library? \_\_\_\_\_

Proceed through the hallway between the elevators and stairwell and turn right. Walk toward the red emergency exit door and note the **Lockers** on the right. These short-term lockers allow students to store books and other materials while they are in the building. Turn left and walk toward the **J. Leslie Rollins Room** in the corner of the floor. The Rollins Room is a multi-media conference room for student use.

Retrace your steps, noting the group study rooms and the Instruction Lab on your right. Continue through the room heading toward

❹ **The Technology Services Desk** (the other side of the Learning Commons desk), where you can get help with computer applications, receive assistance with the multimedia Macintosh computers & software, have your Oak password reset, and purchase floppy discs, zip disks, CD-RWs and CD-Rs.

- ✎ 4. Is there a color printer on this floor? \_\_\_\_\_



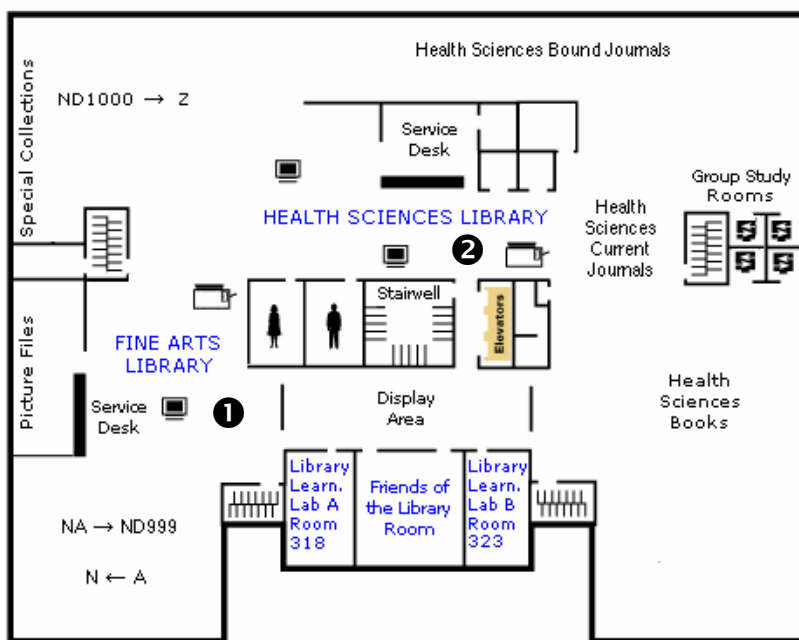
# 3rd FLOOR


The 3rd floor includes the **Frederick and Kazuko Harris Art Collection (Fine Arts Library)** and the **Health Sciences Library**, and three rooms for library instruction classes and meetings. If you have taken the elevator to this floor, turn left; if you have taken the stairs, turn right. Enter the Hallway and note the location of the library learning labs. **Room 323** is **Library Learning Lab B** and **Room 318** is **Library Learning Lab A**. These rooms are used for hands-on instruction on the use of Library resources. The computers in room 318 are available for public use when the room is not reserved for classes. Note also the **Friends of the Library Room** which is used for library instruction, library meetings and functions, and sometimes other campus events. Now walk through the hallway past the Library Learning Labs on your left and enter the **Fine Arts Library**.

**1 The Frederick and Kazuko Harris Art Collection (Fine Arts Library)** has books, journals, online resources and also art books on CD-and DVD-ROM. Subjects represented in this collection include art, architecture, sculpture, drawing and painting, print media, decorative arts, photography, graphic design and the book arts.

Notable sections include:

- a collection of fine arts reference books on your right as you approach the service desk
- about 100,000 plates stored in the Picture Files at the rear of the stacks to the left of the service desk.
- a Special Collection room at the rear of the stacks to the right of the service desk that houses a unique collection of rare and unusual art books that support study and teaching across multiple disciplines.




 5. Along the wall behind and to the left of the service desk is the Picture File. Can you check out these plates? \_\_\_\_\_

Retrace your steps, walk past the elevators and stairwell, and proceed into the **Health Sciences Library**.

**2 The Health Sciences Library** serves students, faculty, and staff of the College of Osteopathic Medicine, the College of Health and Human Services, and others in need of health-related information such as area health care providers and health consumers.

This department has books, journals, microforms, CD-ROMs, and government publications on the health sciences. All journals, both the recent issues and the bound volumes, are shelved in alphabetical order. (This differs from other library collections, in which bound volumes of periodicals have call numbers.)

A collection of Health Reference Books is to the left of the service desk. Just beyond that is the Consumer Health Collection.

 6. As you stand facing the Health Sciences service desk, off to your right are rows of tall, yellow shelves that hold the current periodicals in this department. What is the title of the first journal on these shelves? (If the issue is not on the shelf, look at the small paper label on the rack. \_\_\_\_\_)

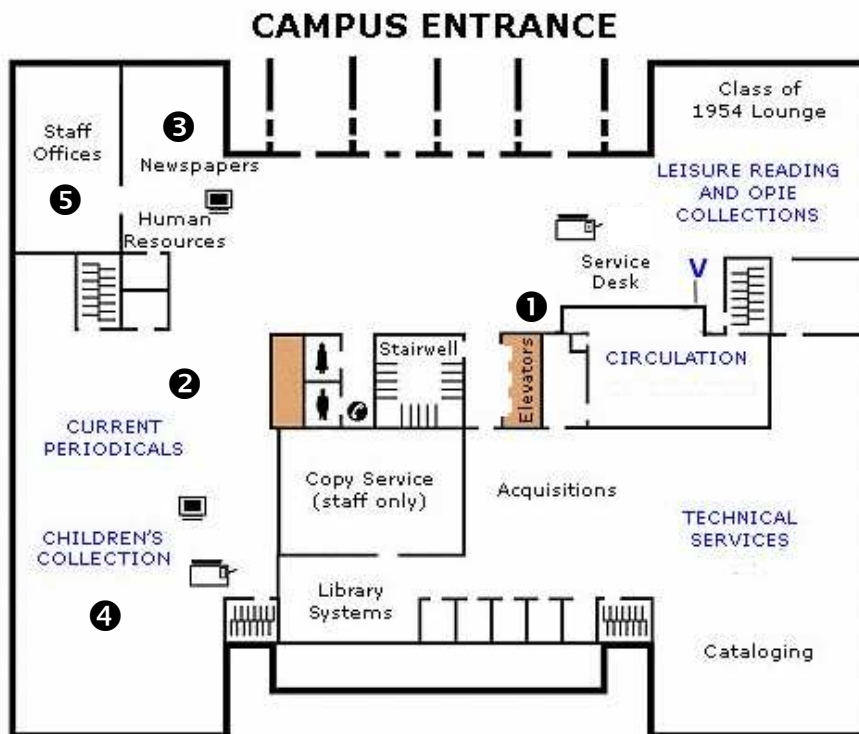
**Group Study Rooms**, located past the current periodical shelves, may be reserved at the Health Sciences service desk. (There are additional Group Study Rooms on the first, second, and fourth floors which are also available through reservation.)


Now take the stairs or the elevator up to the 4th floor.

# 4th FLOOR

Taking a left out of the stairwell or a right out of the elevator, you find yourself standing at the 4th floor entrance to Alden Library. Turn to your right and you will see the Circulation Desk.

**1 The Circulation/Reserve Desk** is the place to come to check books out or to return books that you have previously borrowed. It is also the place you can go to check out items that have been placed on reserve by a professor. Several popular magazines and newspapers are displayed for check out here. Signs above the desk summarize the basic policies for borrowing books. To borrow books, simply bring them and your Ohio University ID card to this desk. The staff will check them out to you and stamp the due date in the back of each volume. In the area in front of this desk, you will find two ALICE Online Catalog computers that you can use for doing library research. There are also two copiers and a suggestion box on the announcement board.



 7. Look at the sign above the Circulation Desk. What is the Loan Period for undergraduates? \_\_\_\_\_

Just beyond the Circulation Desk is a wall-mounted VendaCard machine. You can use it to purchase debit cards for print jobs from library computers via the "vended" printers. It can also be used for making photocopies or microfilm printouts at a cost of only 7¢ each; if you use coins, the cost is 10¢ per copy. There is a change machine next to the VendaCard machine, if you prefer to use coins instead. Other areas adjacent to the Circulation Desk include the **Leisure Reading Collection** including audiobooks, and a **lounge area**.

If you retrace your steps and pass the elevator bay you will be heading towards **Current Periodicals**, the **Children's Collection**, and the staff offices for **Blackboard**, **InterLibrary Loan**, and **Reserve Processing**.

**2 Current Periodicals** contains the recent issues of most of the magazines, journals and **3 Newspapers** to which the library subscribes. They are shelved here in alphabetical order. (Some of the heavily used titles are kept behind the Circulation Desk.) There is no hard-and-fast rule as to how long the issues of a particular periodical remain in Current Periodicals. When doing research, you will need to look up titles of periodicals on ALICE (the library's computerized catalog) to see what issues we have and where they are located.

 8. What is the title of the first periodical on the first row of Current Periodical shelves? \_\_\_\_\_

**4 The Children's Collection**, which includes fiction and non-fiction books suitable for all ages from infants to high school age students is primarily designed to serve students and faculty in the fields of early childhood, elementary, and secondary education.

 9. The Collection includes award-winning and honor books. Name two awards. \_\_\_\_\_

**5 The Staff Offices** are where faculty can drop off Blackboard materials, where InterLibrary Loan requests are processed, as well as the processing of reserve items. Pick-up for these materials is at the Circulation Desk.

# 5th FLOOR

The 5th floor includes three library collections, as well as the administrative offices for the entire library. From the 4th floor, either use the elevators and turn right, or walk up the stairs and turn left. You will be in an **Exhibit Area**, which is maintained by the **Mahn Center for Archives & Special Collections**.

① **The Robert E. and Jean R. Mahn Center for Archives & Special Collections** houses a number of unique collections of library materials, including:

- the *University Archives*, documents covering the entire history of Ohio University.
- a *Rare Book Collection* with thousands of titles.
- the *Local History Collection*, with documents from counties and towns in southeast Ohio; also includes much genealogical material.
- the *Manuscripts Collection*, including the papers and other memorabilia of author Cornelius Ryan, journalist E.W. Scripps, and many others.

You cannot check materials out from these collections, but you may request and use them in the Reading Room.

- ✎ 10. What is the title of the display currently in the Exhibit Area ? \_\_\_\_\_

Go back through the hall past the elevators and into the **Government Documents Department**.

② **The Government Documents Department** contains official publications from various government agencies. Most of the materials here are included on ALICE, but the department also has a number of specialized indexes for finding items in the collections. Unlike items in other parts of the Library, materials in this collection have call numbers based on which agency published them. The staff in Government Documents can help you understand these call numbers and find what you're looking for.

- ✎ 11. Look at the banner above the service desk. What are the three levels of government represented in this collection? \_\_\_\_\_

③ **The Map Collection** is also housed in Government Documents. It contains more than 120,000 sheet maps, topographic maps of the United States, and atlases of places all over the world. Many of these maps are listed on ALICE. Again, the staff can help you in finding these or other maps not included on ALICE.

Now take the stairs or the elevator to the 6th or 7th floor.

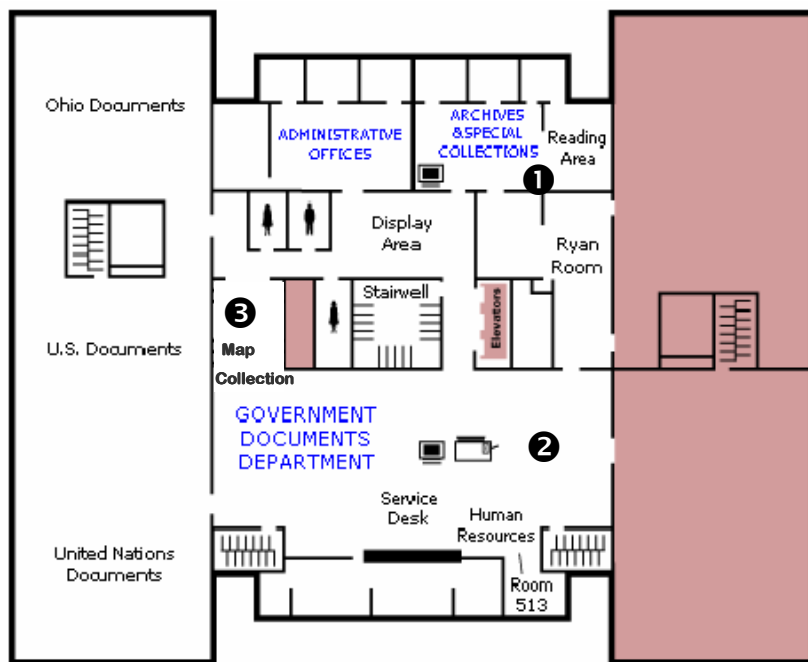
# 6th and 7th FLOORS

The top two floors of Alden Library are called the **General Stacks**, the main collection of books and bound volumes of periodicals. A Service Desk opposite the elevators is often staffed with someone who can assist you.

- Most volumes in the General Stacks and in most other parts of the Library have **Library of Congress Call Numbers** that consist of both letters and numbers.
- Recent **Theses and Dissertations** written by Ohio University students are shelved together on the 6th floor. They have a special kind of call number and are included on the ALICE system.

- ✎ 12. Next to the Service Desk and under the sign *For Help Finding Books*, is a \_\_\_\_\_ which you can use to get help finding books on the 6th and 7th floors if no one is at the Service Desk.

Take the elevator down to the 1st floor.



# 1st FLOOR

The 1st floor includes two major library collections—the **Microforms and Non-Print Collection**, and the **Hwa-Wei Lee Center for International Collections (CIC)**. The **Academic Advancement Center**, which is part of University College, is also on this floor. As you exit from the stairs or elevator, approach the service desk; then turn left, walk down to the end of the book shelves, and then off to the right where the microform reader-printers are located.

## ① The Microforms and Non-Print Collection

contains more than two million pieces of microform. All kinds of microform publications are available here, such as magazines, newspapers, books, and government reports. The area you are facing has rows of self-service cabinets for microfilm editions of newspapers and magazines. These are shelved in alphabetical order.

- ✎ 13. What is the name of the large collection of Education resources in Microfilm Cabinets 14 & 15? \_\_\_\_\_

Help in finding materials you are looking for and help in using the equipment is available at the CIC Service Desk near the elevators.

Now walk across the room to the **Academic Advancement Center**.

② The **Academic Advancement Center (AAC)** provides a variety of services to undergraduates who want to excel in their classes. Pick up a brochure to read later.

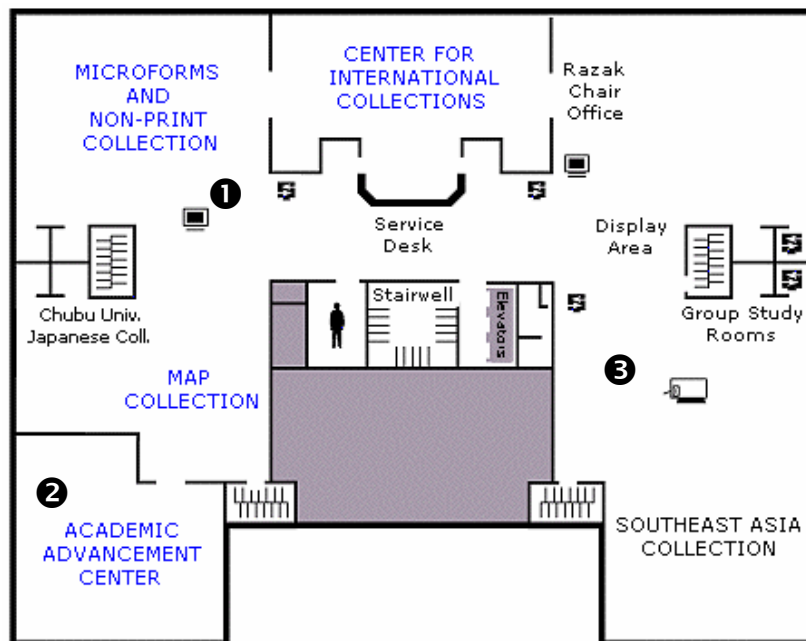
- ✎ 14. What are the open hours for the AAC Computer Lab? \_\_\_\_\_ (Listed on a sign at the AAC entrance.)

Retrace your steps back towards the CIC service desk. Proceed into the Southeast Asia Collection.

③ Ohio University's **Center for International Collection** is considered one of the best collections in the world for the study of the countries in Southeast Asia. It has a large number of books, newspapers, magazines, microfilmed materials, and cultural artifacts from the countries in this region. The display cases contain many beautiful items and are well worth a look.

- ✎ 15. For a number of years Alden Library has had depository arrangements with several foreign countries, which means that we receive a copy of all government publications from those countries. Name one such country. (Hint: Look for metal plaques on the wall opposite the service desk.) \_\_\_\_\_

Congratulations! You've finished the tour. As you begin to use Alden Library for your research, remember that the staff are here to help you. Please feel free to ask questions at any time.



Be sure to visit our web pages at <http://www.library.ohiou.edu>