

SUNY Cortland Memorial Library Self-Guided Tour Assignment

This assignment is to give you an idea of how the Memorial Library can help you with your research and assignments. You can use the map of the library to help you out.

- 1) Find the Information Resources Support Center (IRSC) on the first floor lobby. Name three items you can check out there. _____

Note that one of the library's WEPA (Wireless Everywhere; Print Anywhere) printers is to your right. Also of note, this printer prints in **COLOR!**

*Printing costs .20 cents per black and white print, at .50 cents per color print. However, students should be able to ask the printer (at printer preferences) to print back to back. If they do so, 2 black and white pages will cost .30 cents (not .40) and 2 color prints would cost .80 cents (not 1.00).

- 2) Facing the IRSC, turn left and walk to the end of the hall. Go through the double doors. This is the Library Commons. Look toward your left and you will see a large desk. You can get FREE research assistance with all your projects at this desk.

What is this desk called? _____

- 3) Now, turn right and you can see one our other WEPA printers on your right...continue through the doors.

To your *left*, there is the Bookmark Café Computer Lab, note there are Macs *and* PCs to work from. To your *right*, there is the Bookmark Café. Write down an item from the menu that sounds good.

Now buy it. Just kidding – you don't have to. You can bring food into our library. Just keep it away from the computers and let us know if you spill.

- 4) Turn around, take a left out into the lobby again and a left to head up the brick-enclosed staircase with a wolf and duck sculpture (or the elevator opposite it) to the FOURTH FLOOR.

Books in the library are arranged by the Library of Congress system, by their topic, starting with a letter then a number (a call number) . Which letters can be found on the fourth floor? _____

- 5) Is this floor for group or quiet study? _____
- 6) Go down one story to the third floor. Look at the spines of the books.... Look for the book with the call number on the label "QB 620 .B65 2012" Pull out the "book." Answer the question typed on the back. _____

- 7) Go down one story to the second floor. Look to the right. Is this area for quiet or group study?
- 8) Turn left from the staircase, and walk toward the glass-enclosed staircase. What is the title of the first shelving unit you see on the right, past the elevator?

- 9) Continue forward. You will see a lab to your left called the “_____” “_____” Area. You can work on the computers when there are no classes taking place.

Continuing forward, you will see a reading area with our popular books collection on your left, next to the window.

- 10) Take the glass-enclosed staircase up one floor, or use the elevator down the hall to the right, just before the entrance. This is the periodicals area, where the journals, magazines, and newspapers are kept. In what order are the ones on the shelves kept? _____
- 11) The library has some periodicals that are not kept in print. They are in the metal cabinets in front of the stairs. What two words describe these formats? (They both start with “m.”)

- 12) What are kept in the glass-enclosed room to the left of the desk? _____

- 13) Go back down the glass-enclosed staircase, and then take the wolf and duck sculpture staircase to the first floor. Turn left and walk through the door to the “Teaching Materials Center.” What types of books are kept here? _____

- 14) On the left side of the TMC are three small rooms with computers and scanners, where you can work on projects with audio or video. What are these rooms called?

- 15) On the right hand side of the TMC, before the stacks of books begin, there is a door to the right. Go through the door. You will notice there is a PC lab behind a partition where you can work, as long as there is not a class taking place. The room number is PC LAB Room # _____.

Walk out and back to the entrance. You are done!!

Library Tour Assignment Answer Key

- 1) Books, reserve items, headphones, laptops, tripods, hard drives, cameras, iPods, classroom media equipment
- 2) Reference or Reference Assistance
- 3) Answer will vary
- 4) A, B, P-PZ, U-Z
- 5) Quiet
- 6) 4
- 7) Group
- 8) Faculty Publications
- 9) Instructional Resources
- 10) Alphabetical by title (alphabetical is acceptable)
- 11) Microfilm and Microfiche (microcard, too, if they get it)
- 12) Current periodicals
- 13) Children's books, or books on education
- 14) Multimedia Rooms
- 15) 117