



Word Processing Lab, R521

→ Walk to the student **Word Processing Lab**. To use the computers here you must have your current Student ID card with the library barcode.

Q. How long can you use a computer in this lab? _____

Q. Is a self-service printer available? _____

→ Walk around this floor and locate the following items:
(Place a check mark in the box of each one you find)

- Restroom
- Copy Machine
- Elevators
- Group Study Rooms

The books on this floor are called “circulating” books. They can be checked out for two weeks at the **Circulation/Reserve Desk** downstairs. They are arranged by Call Numbers that you can see on the end of each book. This floor contains the books with call numbers starting from A to N.

→ Find your way down the stairs to the 4th floor. Look for the sign on the stairway that directs you by call number to the location of the circulating book collection.

Q. On what floor will you find a nursing book with the call number starting with R? _____

→ Exit the library through the security gates. Walk across the lobby to look at the large directory that shows all the rooms in the building.



Library Lobby Directory

There are many services for students in this building.

- The 2nd floor has the Language Center and the Learning Assistance Center (tutoring, computer lab).
- The 3rd floor has multimedia rooms for an entire class of students to view films or attend programs.
- On every floor there are special exhibits and displays for you to enjoy.

→ Walk to your right to the **Media Center, R403**, this will be the last stop on the Library Walking Tour.



Media Center R403

The Media Center contains videos, CDs, DVDs, cassettes and other non-print materials. These materials are for use only in the Media Center – they cannot be checked out.

→ Enter the Media Center and look for a rack of handouts on your right. Take free copy of the booklet “**Media Center Information**.”

Q. Do you need your CCSF student ID card to use the Media Center? _____

On the right side of the room are computer workstations and other equipment for ESL students to use for course assignments.

As you look about the room you will see the main service desk. This is where media center staff will teach you how to use the equipment. They are always ready to answer your questions.

You have now completed the Library Walking Tour!

LIBRARY WALKING TOUR

Welcome to the Rosenberg Library & Learning Resource Center

The Library Walking Tour is designed to give you a look at many of the library services available to a student at City College.

The Tour will introduce you to the large Library collection of books, periodicals, videos, and other material you can see when you walk through the doors, and to the collection of material available on the computers.

You will be guided to service areas on the 4th and 5th floors of the Library, and then through the lobby and into the Media Center, where non-print materials are located.

As you follow the stops of the tour, you may want to take time to look around even more, and explore on your own. Library staff are available to answer questions at every stop on the Tour.

Walking Tour Sign & Symbols



→ When you see this arrow, that means you walk.

Q. When you see this letter, that means there is a question for you to answer.

There are 6 stops:
Look for a yellow and black sign to find where each stop is located.

Now turn the page and begin the tour with stop number one → → → →

WEST Reference Desk

This is one of two Reference Desks where you can ask ALL of your questions. Reference librarians will help you with your research. They will teach you how to use the Library catalog and databases to find books and periodical articles. They will also show you how to use other online resource available for students.

Ask the librarian for a copy of the schedule of workshops that teach library research/information competency skills.

Q. Which workshop will teach you how to search the online catalog? _____

Q. Look to your right. How many computers for library research are available here? _____

→ Walk around the computers to find the **New Book Area**. This corner of the Library always has special displays and a convenient place to sit.

→ Return to the Reference Desk. Look to the left and you will see rows of books organized by subject areas. The first row of reference books contains general encyclopedias.

Q. What is the title of one of these encyclopedia sets?

The shelves are labeled on the ends with the Call numbers of the books. Look at the signs, and → walk along the Reference shelves, going from A to Z, to find the **East Reference Desk**.

EAST Reference Desk

This is the other Reference Desk. Close to it are stand-up computers for you to do library research. Look at the many sit-down computers in this area.

Read the sign on a sit-down computer station nearby.

Q. Can you do all your research AND do e-mail at these computers? _____

Look for the print station where all computer printing is done.

Q. Can you buy a copy card near the printer? _____

Look up to find the **Periodicals** sign. This section of the library is where the magazines and newspapers are located.

The student worker at the **Periodicals Desk**, or the Librarian at the **Reference Desk**, can tell you where to find the list of periodicals that the Library has.

Q. What is this list called?

→ Walk to the shelves of current magazines and look for one you would like to come back and read at a later time.

Write the title here: _____

→ Before you look for the next stop on your tour, find the elevator – an easy way to get to the circulating books and group study rooms on the 3rd and 5th floors of the library.

→ Walk back towards the Library entrance and look for the **Circulation/Reserve Book Room**.

Circulation/Reserve Book
Room Desk

This is where you check out books. Your current CCSF Student Identification Card is also your library card. You must have this card with you to check out books.

The number at the bottom is your barcode. You will need to type in this barcode number to use the computers.

→ Get in line at the Circulation Desk and ask the staff what to do if you lose your student ID card.

Q. Does it cost money to replace a lost student ID card?

→ Pick up a bookmark while you are standing at the desk. It has the answer to the next question.

Q. How many days is the Rosenberg Library open each week? _____

Look at the shelves of materials behind the desk. These are **Reserve** books (and other files) that instructors have put in the library for students to use for study and assignments.

→ Walk to the sign (located on the black pole in front of the **Circulation/Reserve Desk**) that is entitled "How to obtain material on Reserve".

Q. What information do you have to write on the green request card to obtain Reserve materials?

1. _____
2. _____

Look around to find the **Copy Center** sign. In this room there are change machines and a machine that sells copy cards.

→ Walk into the room and answer the next question:

Q. How many photocopiers are in this room? _____

→ Leave the **Copy Center** and walk up the stairs to the 5th floor. Look to your left for the **Word Processing Room**.