Walk to the student Computer Lab. To use the computers here you must have your current Student ID card.

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 and the 3rd 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 ends of the shelves. 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, Writing and Reading Labs).
- 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 a 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!
This is one of two Reference/Information Desks where you can ask ALL of your questions. Questions are encouraged! Reference librarians will help you with your research and teach you how to use the Library catalog and databases to find books, periodical articles and information on the Web.

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? ______________

Now find the EAST Reference Desk just ahead.

EAST Reference Desk

This is the other Reference/Information Desk. Look behind you to see the stand-up computers. And the many sit-down computers in this area. Notice that some of them allow you to reserve them for a specific day and time.

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 at the shelves behind the desk. These are textbooks and other materials that instructors have put here for course use.

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

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

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.

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 Computer Lab, room 521.