

**Library Walking Tour 4**

**READ Collection**

At the top of the stairs look for the **READ Collection** sign. These are easier-to-read books in all subjects for improving basic skills.

Q Write down the complete call number (the letters and numbers) on the label on the side of one of these books.

\_\_\_\_\_



Explore this floor.

Q Mark each item you find on this floor:

- Restroom
- Copy Machine
- Elevators
- Group Study Rooms

The books on this floor are **circulating books**. They can be checked out for three weeks at the **Circulation Desk** on the 4<sup>th</sup> floor.

Circulating books are arranged by call numbers that you can see on the side of each book. This floor has the books with call numbers starting from A to N.



Go back down to the 4<sup>th</sup> floor. Look for the sign at the bottom of the stairs that directs you by call number to parts of the circulating collection.

Q On what floor will you find books with call numbers starting with **R**? \_\_\_\_\_



Exit the Library through the security gates. Cross the lobby to look at the large directory that shows all the rooms in the building.

**Library Walking Tour 5**

**LLRC Lobby Directory**

Look at the large stone directory across from the Library gates. There are many services for students in this building:

- The 2<sup>nd</sup> floor has the English Lab (R205) and the Learning Assistance Center (R207-232), with tutoring, a computer lab, and the Writing and Reading Labs.
- The 3<sup>rd</sup> floor has multimedia rooms where classes can watch films or attend programs.
- Every floor has special exhibits and displays.



Go to your **right** and enter the **Media Center & Language Center (R403)**. This is the last stop on the Library Walking Tour.

**Library Walking Tour 6**

**Media Center & Language Center**

The **Media Center** is on the **left** and has CDs, DVDs and other non-print materials for use by students. All Media Center materials must be used in the Media Center.

The **Language Center** is on the **right**. You can get all kinds of foreign language learning help and resources here.

There are computer stations with headsets and microphones; high-speed Internet access; textbook audio and video; language learning software; European and Asian word processing applications; and print materials such as dictionaries and textbooks for use in the lab.

Just ask a staff member if you need help!



Q Do you need your CCSF photo ID card to use the Media Center, Language Center and the computers? \_\_\_\_\_

**Congratulations! You have finished the tour!**

# Rosenberg Library WALKING TOUR



Welcome to the Rosenberg Library & Learning Resource Center (LLRC) at CCSF!

The Library Walking Tour will show you many of the library services and resources that are available.

This tour will show you:

- our collections of books, periodicals, DVDs, and more
- online information resources (available 24/7 via the Web)
- human information resources – librarians and staff!

You will visit service areas on the 4<sup>th</sup> and 5<sup>th</sup> floors of the Library and then the Media Center on the 4<sup>th</sup> floor, across the lobby of the building, 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 any time!

## Walking Tour Signs & Symbols

**Library Walking Tour 1**

There are **6** stops in this tour, marked with **yellow and black signs**.

The library's **dark/black** department signs are near the ceiling.

This symbol means you should move as directed:



The Q means you need to fill in an answer:



Now turn the page and start the tour at stop one, the **West Reference Desk**.

**Library  
Walking  
Tour**

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## WEST Reference Desk

You can ask ANY of your questions at the Reference Desks! Librarians are here to help with your research and teach you how to use the library catalog, databases and other resources to find information of all kinds.

**Use one of the Internet-only computers** near the stairs to look at the library's homepage. Click on the Library Workshops link under Research Help to read about the library skills workshops.

**Q** Scroll down and look at the Learning Outcomes for each workshop. Which workshop will teach you how to "develop and conduct effective search strategies within library databases"?

\_\_\_\_\_


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

 Go back to the Reference Desk, then look to the **left** at the rows of shelves with reference books on them. The first row of shelves contains general encyclopedias.

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

\_\_\_\_\_

Look at the signs on the ends of the reference book shelves. These are ranges of **call numbers**, which are like the book's address on the shelf. Call numbers are based on subject, so books on the same subject will be located near each other.

 Go past the rows of shelves, from A to Z, toward the **East Reference Desk**.

As you pass the reference books, look to your **left** and go to the paperback books on spinning racks.

**Q** Are there mystery paperback books? \_\_\_\_\_

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Tour**

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Now go to the **East Reference Desk** just ahead.

## EAST Reference Desk

This is the other Reference Desk. Look around to see the stand-up computers and the many sit-down computers on this side of the 4<sup>th</sup> floor.

**Q** Look at the screen of one of the express/stand-up computers. What do you enter after the **barcode number on your student ID card** to log in to a computer? \_\_\_\_\_

**Q** Can you print from these computers? \_\_\_\_\_

Look up to find the **Periodicals** sign. This area of the Library is where the magazines, newspapers and other periodicals are kept.

**Q** Look at the shelves of current magazines and find one you might read another time. Write down the title: \_\_\_\_\_



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 3<sup>rd</sup> and 5<sup>th</sup> floors of the Library. (**Circulating** means you can check them out.)



Go back toward the Library entrance and go to the **Circulation Desk** where you check out **circulating materials** and pick up **reserve materials**.

**Library  
Walking  
Tour**

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## Circulation Desk & Reserve Books

This is where you check out books using your **CCSF Photo ID card**. The lines and number at the bottom of the card is your **barcode**, which is the number used by the library.

If there is **no** line at the Circulation Desk, ask what to do if you lose your CCSF photo ID card. If there **is** a line, look at the **Borrowing Information** handout to answer this question:



Do you need your CCSF ID **card** each time you borrow materials? \_\_\_\_\_



Pick up a bookmark at the desk for the answer to the next question.



How many days is the Rosenberg Library open each week? \_\_\_\_\_

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



Find the sign "How to obtain materials on Reserve."



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. The room has a change machine and photocopiers in it.



Go into the room to answer the next question:



How many photocopiers are in this room? \_\_\_\_\_



Leave the **Copy Center** and go upstairs to the 5<sup>th</sup> floor. Look for the **Read Collection** at the top of the stairs.