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 4th and 5th floors of the Library and then the Media Center on the 4th 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

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:

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**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 4th 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 4th 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.

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!

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**LLRC Lobby Directory**

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

- The 2nd 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 3rd 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.

**Media Center & Language Center**

The **Media Center** is on the left and has CDs, DVDs and other non-print materials for use only in the Media Center – they cannot be checked out.

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

There are 52 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!

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WEST Reference Desk

You can ask ANY of your questions at the Reference Desks! Librarians will help you with your research and teach you how to use the Library catalog, article databases and Web to find books, periodical articles and other resources.

Ask the librarian for the schedule of library research/information skills workshops.

Q Which workshop will teach you how to search CityCat, the library catalog? ________

Q Look to the right of the Reference Desk. How many computers for research are there? ______

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 the 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 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 a subject will be in the same area.

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? ________

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 4th floor.

Q Look at the screens of the stand-up computers. What do you enter after the barcode number on your student ID card to log in to them? ______

Q Can you print from these computers? ________

Look up to find the brown 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 3rd and 5th 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

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 Procedures handout to answer this question:

Q Do you need your CCSF ID card each time you borrow materials? __________

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

Q 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.

Q Find the sign “How to obtain materials on Reserve.” ______

Q How many photocopiery are in this room? ________

Go into the room and answer the next question:

Q Leave the Copy Center and go upstairs to the 5th floor. Look for the Read Collection at the top of the stairs.