

Tour of the UIUC Main and Undergraduate Libraries Script

Individual tour guides may skip certain stops or some of the information included. Tours should last approximately 1 hour. If no one shows ten minutes past the scheduled tour time-consider the tour cancelled.

Introduction (beginning in the Marshall Gallery)

- Identify yourself, giving your position, department, and nature of your work
- State the outline of the tour and how long it will last (**50-60 minutes**)
- Encourage questions from group throughout the tour
- Note availability of elevators (now and during tour) for persons who may have difficulty with stairs
- **Take down tour stats on provided form (number of tour-takers, undergrads/grads/others).**

Emphasize three key take-home pieces of information

- The UIUC library system is large, but help is available in person, by phone, by e-mail, by live electronic chat, and by instant messaging. You're not bothering us when you ask for help!
- Every library on campus is open to all students. The Main Library is not closed to undergraduates.
- Many important scholarly research materials are not actually on the web, and many of the ones that are online require expensive subscriptions. Library staff can help you choose, access, and use both online and print resources.

History of the building

- Charles A. Platt designed the Main Library building.
- Construction began in 1924 and completed in 1929.
- The style is Georgian, which was designed to complement other buildings on campus as part of the grand mall plan.
- The first bookstack was built to accommodate approximately 1 million volumes. The bookstacks now hold approximately 6 million volumes.
- We are standing in the Marshall Gallery and you'll notice the oil paintings on the walls of the past Presidents of the University.

Introduce UIUC Library System as a whole

- U of I system is the 5th largest library in the country, the 3rd largest academic library, and the largest publicly supported university library.
- Collection contains over 10 million volumes, including books, maps, CDs, videos, and DVDs.
- The library is made up of more than 40 departmental or subject libraries. Some serve particular academic units, like Education or Business, while others, like Reference and Government Documents, serve all units. All of the libraries share a single online catalog and all contribute materials to the Main Stacks.

Beginning of Tour

- We are in Main Library, which has more than 20 departmental libraries within it.
- Mention some other libraries found in the building. Point out ESSL which covers Education, Political Science, Psychology, Sociology, Speech Communication and Anthropology. They also hold the Arms Control collection and the largest children's book collection (outside the Library of Congress).
- Before going further into the Main Library, go to the Undergrad Library through the tunnel.

Go down the stairs to the basement, take the tunnel to the Undergraduate Library.

Point out the University Archives on the way

- Note that this is the best place to find information about the University itself.
- Also stores and organizes extensive files on other groups (e.g., the Ad Council, the American Library Association).

At the Undergraduate Library Security Gates, give general information about the Undergraduate Library (UGL)

- UGL was built underground to maintain the open appearance of the mall and to avoid shading the Morrow Plots, which are the oldest continuously operating agricultural experiment station in the U.S., and a designated historic landmark.
- UGL is UIUC's largest departmental or subject library, with about a quarter of a million books, more than 300 magazines and journals, and many audiovisual materials.
- The collection and staff are devoted to supporting the research and recreational reading needs of 1st and 2nd year undergraduates.
- Upper level provides library services and many tables for group study.
- Lower level contains the UGL book collection and also serves as a quiet study space.
- UGL has long hours, open until 3 a.m. Sunday through Thursday, and 24/7 during finals – only Grainger (the Engineering Library) is open more hours.

Circulation Desk/Reference Desk Area

- Like Central Circulation in the Main Library, UGL Circulation is the place to check out materials from UGL stacks, deal with questions about your account, etc.
- Librarians and graduate assistants at the Reference Desk can give directions, assist with print and electronic resources and many other things. Ask them for help!
- Public access computers are scattered throughout the library, and you can print from them as well. Just log in with your NetID and password and the copies will be charged to your University account. (10 cents per page for B&W-color depends on the amount of toner used)

Move in a counter-clockwise direction around the library.

Reference Collection

- Contains 10,000+ reference books, including general and subject encyclopedias, almanacs, atlases, dictionaries, directories, and handbooks.

- Note the computers behind the reference area have software like Word and Excel on them. The Mac computers have Adobe software on them. Note the scanners.
- The copy card machine is here, as well as numerous copy machines. The closest change machine is in the tunnel, between the vending machines.

Career Cluster

- Contains information about college and graduate school admissions, admissions tests, internships, financial aid, career planning, and the writing of résumés and cover letters. Materials do not circulate.

Writers' Workshop

- Provides help with the process of writing—rather than research questions.
- Hours are posted on the door and on the web.
- You can walk-in or make an appointment.
- During peak term paper times, additional staff is available to provide term paper research counseling.

Rooms 295 (Media Viewing), 291 (UGL Teaching Lab) and 289 (CITES Instructional Computing Site - PCs only!)

- **Room 295** – Is reserved by instructors for classes to view films and movies.
- **Room 291** - Is the Undergrad Teaching Lab. If you have library instruction for a class, this is probably where it will take place.
- **Room 289, CITES lab** - With a valid net ID and password, you can use these workstations and access: a variety of software applications, course materials, laser printing and Internet. It is open during regular library hours.

Combined Media Center/Reserves Desk

- The primary location on campus for audiovisual materials (cds, dvds, videos, etc.) and course reserves. This is where many professors and teaching assistants put items on reserve for their classes.
- Many course reserve materials held here are also available online through the Electronic Course Reserves section on the Library Gateway.
- Reserve materials that are not available online can be checked out, but only for two hours at a time. At times, you may renew the book for an additional two hours, but it is not guaranteed. Fines are assessed for materials that are returned overdue.
- Faculty and teaching assistants can check these materials out for in-class use.
- You can also print to the Media/Reserves desk from anywhere within the library system and go there to pay in cash and pick up your printout.

Mention lower level of UGL (location of stacks, question board, study rooms, etc.)

Learning Commons

- The UGL is currently working to create a Learning Commons, which will create collaborative space for students to come together to study, learn, and socialize.

- The Undergraduate Media Collection, including the circulating DVD collection, audio books, videos, etc. has been relocated to the lower level. The circulating DVD collection consists largely of popular television series. These items can be checked out, at no charge, for three days.
- The periodicals collection, including current magazines, has also moved to the lower level. These periodicals do not circulate, so copies must be made.
- More comfortable seating is also now available for students on the lower level.
- Mention that there will be more changes as the UGL works to complete the Learning Commons.

Return to Main Library, take any route to the Audubon case outside the Reference Room

James Audubon's Birds of America

- James Audubon published the original edition of Birds of America between 1840-1844.
- The original is held in the Rare Book and Manuscript Library and is quite valuable.
- In the display case is a 1985 facsimile copy by Abbeville Press.
- The print in the display case is changed weekly.

Reference Library

- The Reference Library holds the single largest collection of reference books on campus dealing with many different subject areas.
- For help getting started on research in the reference room, please visit the librarians and graduate assistants at the Information Desk.
- (If international students), mention dictionaries, English usage guides, etc.
- Note that the Reference room has wireless access and is a great study space.
- Every departmental library on campus also has a reference collection and staff there can answer questions in their subject area.
- The windows: J. Scott Williams of New York designed the printers' marks, and they were installed by the Henderson Brothers from 1925 to 1927. Each of the twenty-seven, 8-by-16 foot windows represents the mark of a prominent Renaissance printer.

Government Documents Library

- The UIUC Government Documents Library is an official depository library for the governments of the United States and the State of Illinois. They collect over 95% of US government documents and almost 100% of Illinois government documents.
- The library also maintains significant collections of international government resources, particularly those produced by the United Nations.
- The government publishes materials in almost every imaginable area, and government documents can be a great resource for many types of papers and projects.
- Librarians and graduate assistants are available in person, by phone, e-mail, and chat Monday through Friday from 12pm to 5pm to help you find both print and electronic government documents.

Library Gateway (on terminals near Information Desk)

- The place to start finding and accessing library materials (can be reached and used from home computers as well).
- Explain links to Online Catalog and Online Research Resources (can mention e-journals, article databases, and online reference collection).
- Explain link to the Library Search Assistant.
- Explain help pages, plus Ask-A-Librarian page with phone/e-mail/chat/Meebo help info.
- Point out how to get to other libraries' home pages.
- Point out "My Library Account" link and Telephone Center number – "Circulation (renewals)" link
- Point out Electronic Course Reserves.
- Also, besides Gateway, point out and explain the card catalog (nothing added since 1978; may be a place to look for older items if not found in online catalog).

Information Desk

- This is the first place to go for help, and they can be reached in person, by phone, by e-mail, by electronic chat, or by instant messaging. They are open during all hours the Main Library building is open.
- This desk is staffed by librarians and graduate assistants, who can help you navigate online resources, find books and journal articles, direct you to the correct library and answer directional questions about the library and campus.

Central Circulation/Main Stacks entrance

- The Circulation Desk is open all the hours of the Main Library building.
- Circ. does many things: keeps account records, sends out overdue notices, distributes books requested from other libraries, runs the Main Stacks and Telephone Center.
- Explain access to the Main Stacks: Graduate students, faculty and staff have access to the Stacks with their I-card, undergraduates can request a Stacks pass from the Circulation Desk. Otherwise, anyone can have items paged from the Main Stacks. Handicapped persons can gain access to the Stacks, just ask at the entrance to the Stacks and they will accommodate.
- Your I-card is required for checkout. Grads, faculty, and staff can check out most items for 16 weeks, undergrads for 4 weeks. Illinois residents and students of other schools have different borrowing periods, and books borrowed from schools other than UIUC may have longer or shorter borrowing periods.
- Interlibrary loan items will be picked up here.

Interlibrary Loan Borrowing Information

- When an item is not available in our library catalog, users should first look for that item in I-Share. This is also the quickest way to get materials.
- If not available in I-Share, then users submit ILL forms online (mention Interlibrary Loan link on Gateway).
- Patron is notified by e-mail when the item is available. Read e-mail carefully to figure out where to pick up the item.
- Service is free to students.
- Materials take 2-3 weeks to arrive, though journal articles sometimes come faster. Most journal articles will now be emailed directly to you.

Inside the Main Stacks

- Point out the Main Stacks deck directory once you get through the turnstile.
- Explain about East Stacks (old, 10 decks) and West Stacks (newer, 7 decks).
- Mention Stacks overcrowding, many little-used items being moved to Oak Street facility. Items can still be requested online from that storage facility and take about a day or two to get here.
- Demonstrate high-density shelving in West Stacks.

Leave Main Stacks entrance and walk down hall

History, Philosophy and Newspaper Library

- The collections in this library support their academic units (like History and Philosophy), but you will also find resources on Religion in this library.
- This library also has excellent collections of foreign and domestic newspapers, some on paper and many on microfilm. Staff will help with microfilm.
- Microfilm reader available that converts pages to pdf for no fee. The Slavic Library also has a similar reader.

Go down stairs, point out Applied Life Studies Library

- This library is used primarily by people in some of the following areas: sports sciences, kinesiology, physical education, health, fitness, leisure studies, rehabilitation studies and speech and hearing science.
- If you go in you can point out sections for: periodicals, theses, computers, etc.
- Reminder: UIUC shelves all items in Dewey Decimal-except the Law Library, which uses LC.

The Bronze Tablets

- The names on these tablets are of students who show sustained excellence in scholarship during their junior and senior years-the top 3% of undergraduate students.
- These students are awarded University Honors and have their names permanently recorded on these bronze tablets.
- The first bronze tablet in 1925 contains fourteen names.
- Many students will come to the Library and take pictures or a rubbing of their name on the tablet.

Return to the Marshall Gallery, pointing out the restroom on the way.

Wrap-up of Tour

- Ask if there any questions and do your best to answer them. Sometimes someone will ask something that you don't know the answer to- you can return to the Info Desk to see if someone else can help you.
- Thank everyone for attending.
- Hand out bookmarks with url of a website that culminates all places visited on the library tour.

- **Emphasize the Ask-A-Librarian page again where one finds the availability of help in person, by phone, e-mail, chat, and instant messaging.**