

Name \_\_\_\_\_

Date \_\_\_\_\_



## Checklist for iPod® Library Tour

- iPod or other MP3 player – Use your own personal player or you can check one out from the Circulation Desk in the Library (*availability is NOT guaranteed*). Bring your Upstate ID if you need to check out an MP3 player.
  
- Downloaded iPod Library Tour (if you are bringing your own player) from the Library website Student Page,  
<http://www.uscupstate.edu/library/aboutlibrary/default.aspx?id=11368>
  
- iPod Library Tour Questions – Bring assignment handed out in class or print off the library website.
  
- Library Floor Plans – To be used to help you better navigate the library. Provided by the instructor or included in download of library assignment from Student Page.
  
- Change for copies – **\$.20 cents** will be needed to make copies for the assignment. Coins are required.

Name \_\_\_\_\_

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## Library iPod® Tour Assignment

Please use an mp3 player loaded with the library audio tour that accompanies this assignment.

*Begin your tour under the iPod Tour sign near the entrance to the library at Stop 1 – Introduction and Circulation Desk.*

1. Name two services that are available at the circulation desk.

a. \_\_\_\_\_

b. \_\_\_\_\_

2. Use the binder on the side counter of the circulation desk to locate a book that is on reserve for this class and write down the title and call number of the book below:

Call Number	Title
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*Proceed to Stop 2 – Computers, Labs, and Ask a Librarian (Reference) Desk.*

**Note:** The so-called 24/7 Lab in front of the library is currently open only during library hours and closes 30 minutes prior to the closing time of the library. Ask-a-Librarian is the future name for the Reference desk.

3. Please give two reasons why you would consult a librarian at the Ask-a-Librarian (Reference) service desk?

a. \_\_\_\_\_

b. \_\_\_\_\_

*Proceed to Stop 3 – Reference Collection.*

4. Using the Library of Congress classification system posters found at the end of aisles 1 through 3, choose a topic that interests you. Write down your chosen classification letters for that subject (e.g. Music, ML).

Topic of Interest	Classification Letters
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Name \_\_\_\_\_

Date \_\_\_\_\_

Locate and browse that section in the reference collection and record the full call number (on the spine of the book) and title of a reference book that interests you.

\_\_\_\_\_

Full Call Number

\_\_\_\_\_

Title

***Proceed to Stop 4 – Circulating Collection.***

**Note:** The library is currently shifting the circulating collection. LC call numbers beginning with A-PM will be housed on the first floor. The second floor will begin with call numbers beginning with PN-Z.

5. Proceed to the call numbers that begin with **HD 4801-HD 8943** in the circulating collection. Browse the books in this section and describe the general topic/subject of this area.
6. Books in the circulating collection are housed on both floors of the library:
  - a. True
  - b. False

***Proceed to Stop 5 – Current Periodicals.***

7. Choose one of the periodicals listed below and find issues of that periodical in the current periodicals section. Then, find an article on one of the topics of interest below. Circle your choices below. Carry that periodical with you to the next part of the tour.

**Periodicals** (*circle one*)

Newsweek

Time

U.S. News and World Report

**Topics** (*circle one*)

Health care reform

War in Afghanistan

Climate change

***Proceed to Stop 6 – Bound Periodicals.***

8. Browse the shelves of bound periodicals and find a periodical of interest. Find the issue from the month and year you were born. (If the periodical you chose comes out less frequently than once a month, choose the issue closest to your birth month and year.) Pull the volume from the shelves and proceed to the Copy Break.



**Copy Break** – Take both periodicals from questions 7 & 8 to the copy machines next to the Circulation Desk. Please make the following copies:

- Question #7: Copy the first page of the article from the current periodical. Write the name of the periodical and volume/issue numbers or circle these if they included on the page you copy.

Name \_\_\_\_\_

Date \_\_\_\_\_

- Question #8: Copy the title page of the bound periodical of the issue of the month and year of your birth.

***Make sure to locate the nearest “Book Drop” cart to drop off your materials. Do not try to place the materials back on the shelves yourself – the library staff will handle that for you!***

***Proceed to Stop 7 – Second Floor.***

**Note:** the second floor now includes LC call numbers beginning with PN-Z.

9. Circle all of the following that are located on the second floor of the library.
- group study rooms
  - silent study area
  - most videos of feature films
  - reference collection

10. Browse the shelves in the PN 1997s and select a movie of interest. Write down the title and complete call number in the space provided below:

Call #: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

What about this movie interests you? \_\_\_\_\_

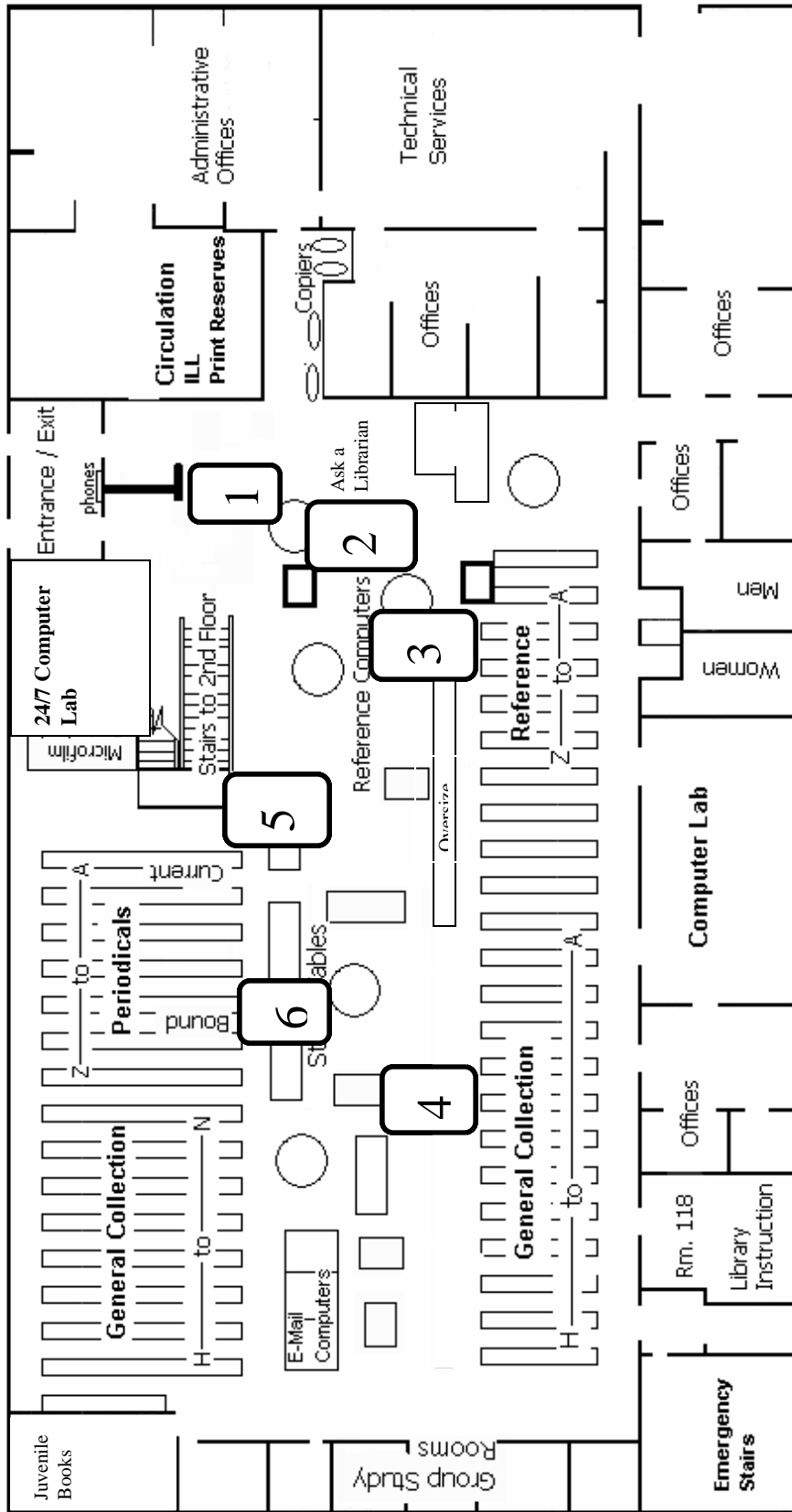
\_\_\_\_\_

\_\_\_\_\_

HONOR PLEDGE: By signing below, I affirm that I completed this assignment on my own and without assistance from others. I have acted appropriately within the university's Code of Academic Integrity.

\_\_\_\_\_  
Student Signature

*This concludes your assignment. If necessary, please submit this to your instructor for proof of completion of the Upstate Library iPod® Tour. If you have any questions, please don't hesitate to consult one of the reference librarians.*



### First Floor

- Stop/Track 1 – Introduction and Circulation Desk
- Stop/Track 2 – Ask a Librarian Service Desk and Computers
- Stop/Track 3 – Reference Collection
- Stop/Track 4 – Circulating Collection
- Stop/Track 5 – Current Periodicals
- Stop/Track 6 – Bound Periodicals

Name \_\_\_\_\_  
Date \_\_\_\_\_



### Second Floor

#### Stop/Track 7 – Second Floor

PN = Feature Films on Video and DVD