Welcome. This tour is intended to help you in locating and using the basic services offered by the Parks Library. Please turn to Map 1 of the booklet you received with the tape. Stops on the tour are marked by squares on your map, and major stops will be identified by number as you walk through the tour. There will be a short musical segment whenever you need to move a short distance from one stop to another. At any time during the tour when you want to spend additional time at one of the locations you visit, just stop the tape, and then start the tape again when you are ready to move on.

To begin the tour, you should be at the Information Desk, located in the middle of the lobby, and identified by the number 1 and the word "start" on your map. The person at this desk can give you directions and answer general questions about the library. The Information Desk is normally staffed between 9 a.m. and 4 p.m., Monday through Friday during the Fall and Spring semesters.

If you look right behind the Information Desk, you see a black kiosk with floor plans of the Parks Library. This directory will help you find the location of such things as telephones, rest rooms, and elevators, and will also show you the arrangement of library materials throughout the building. You'll find a kiosk like this on each floor of the library near the main staircase.

Now look back at the entrance to the library. To the right of the entrance is a curved desk with a black counter. This is the Circulation Desk, identified as number 2 on your map. Please walk over there now. You don't need to stop the tape. Whenever you change location, let the tape continue to run. There will be a short pause in the narration that will be long enough for you to get to your next stop.

You should now be standing in front of the Circulation Desk. As you use the library, you may want to take some books home. Most books in the library can be borrowed for two weeks, although magazines and journals normally can't be checked out. When you are ready to leave the library with the books you want to borrow, bring the books to this desk and present your university ID card, which is also your library card. You'll find basic circulation policies explained on the "date due" slip, which is placed in the book when you check it out.
Now look to the right of the Circulation Desk. You should see a silver sign that says "book return." This is where you should leave your library books when you bring them back before the end of the grace period. If the library is closed when you return your books, you can drop them into the Book Depository, which is outside, on the south side of the library.

On the left end of the Circulation Desk are two large binders containing the Circulation Printout. This computer printout lists all materials currently checked out of the building or shelved somewhere other than their normal location.

Before we leave this area, look back toward the main entrance to the building. These exit gates are part of a security system. If you try to leave the library with materials you haven’t checked out, an alarm will sound and the gates will lock. If the alarm goes off as you walk through the gate, please go to the Circulation Desk.

Now, as you face the Circulation area, turn to your right, and walk past the counter until you are outside Room 117. This is the Photoduplication Office, marked number 3 on your map. Please go there now. Don’t forget — you can leave the audio tape running when you move.

You should now be in front of Photoduplication. If you would like to have copies made on colored paper, or have transparencies made, or do large amounts of copying, you need to come to this office. The office hours for Photoduplication are posted by the door.

Along the wall to the right side of the door to Photoduplication, you'll see a row of self-service copiers. Other photocopy machines are located on each floor of the building. Copies on these machines are five cents per page, and the machines will take nickels, dimes, and quarters. You can get change for a one-dollar bill from the change machine located to the left of the Photoduplication door. If you have trouble with any of the copy machines in the library, the staff in Photoduplication can help you.
Now turn around and face the Card Catalog. The Card Catalog will help you locate books in the Parks Library and in the reading rooms in other buildings on campus. The cards in the Card Catalog are arranged by author, title, and subject. Each book in the Library is assigned a unique number known as a "call number," which you'll find in the upper left corner of the catalog card. Once you've identified the call number for a book you'd like to find, use the "Guide to the General Collection" to find out where that book, with that call number, is located in the library. This guide lists the first letters of the call numbers and their location on the floors and tiers of the library. There's a "Guide to the General Collection" in your booklet, and copies of the guide are also available at the Information and Reference Desks.

The Card Catalog is divided into two sections. The section at this end of the room, closest to Circulation, is the author-title section. You'll notice that the author-title section has black plastic drawers. If you know the author or the title of a book, this is the part of the card catalog that you check to find out if the library has the book, and if it does, what is the call number. If you don't have a specific book in mind and just want to find out what the library has on any individual topic, you need to use the subject section of the card catalog. That is

the section of the card catalog at the other end of the room, nearest the Reference area. Please take a minute and walk down there now.

<PAUSE -- 10 seconds>

You should now be standing in the section of the card catalog marked "subject." Please notice that the fronts of these drawers are wooden, rather than black plastic. This is the part of the card catalog that will help you identify books in the library collection on a specific subject. To use this section of the catalog, it's best to begin by consulting the Library of Congress Subject Headings books, which are located on a stand in the middle of the subject catalog area, number 4 on your map. Only subject headings listed in the Library of Congress Subject Headings are used in the card catalog, and in SCHOLAR, the computerized catalog.

Our next stop is back at the Information Desk, where we began the tour. Please go back there now. If you'd like to browse through the card catalog drawers on your way, please feel free to do that. Simply stop the tape, and start it.
again when you are ready to continue the tour. You should be at
the Information Desk when you restart the tape.

<Pause -- 15 seconds>

You should now be standing in front of the Information Desk,
where you began the tour. The card catalog is where you find
books in the library's collection. To find out what periodicals,
magazines, journals, and newspapers the library subscribes to,
you'll need to consult the Serials Catalog, the two red volumes
located at the Information Desk on a small stand. You'll notice
that half the pages are blue in one of the volumes.

The Serials Catalog lists, in alphabetical order, all the
serial titles held in the I.S.U. library system, along with their
call numbers, locations, and which issues the library has. The
introductory pages of the catalog will tell you how to use it.
You'll find additional copies of the Serials Catalog located on
stands and tables throughout the library building. If you'd like
to take a minute to look through the Serials Catalog, stop the
tape now and turn it on again when you're ready to continue the
tour.

<Pause -- 5 seconds>

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We'll continue the tour at the SCHOLAR computer terminals,
located behind the card catalog, marked on your map as number 5.
You'll see them on your left if you walk toward the Reference
desk. Please go there now.

<Pause -- 15 seconds>

You should now be at the SCHOLAR computer terminals. SCHOLAR
is the library's computerized catalog, which combines the
information in the Serials Catalog with the information in the
card catalog. For books published before 1978, you may need to
consult the Card Catalog, in addition to SCHOLAR. These older
titles are gradually being added to the SCHOLAR database, as funds
permit. You can search SCHOLAR by author or by title, or by
subject, using the Library of Congress subject headings. Please
note that you cannot use SCHOLAR to find individual journal
articles. SCHOLAR terminals are located throughout the building,
and your information booklet gives you directions on how to use
the SCHOLAR system.

Now turn around to your left and see the large, curved
Reference Desk, number 6 on your map. If you need help finding
books or journals, or in conducting research, please ask at this
desk. The librarians will help you find the information you need,
and answer your questions about the card catalog, Serials Catalog, and SCHOLAR.

In front of the Reference Desk, you'll see a display rack. The guides in this rack describe the collections, services, and policies of the Parks Library. Some provide basic information on how to find books and periodicals. Others provide lists of reference materials on specific topics such as literary criticism, census materials, or biographical information. You're welcome to take with you any of the materials from this rack. Stop the tape now if you'd like to take a minute to look through this rack, and then turn it on again when you're ready to continue the tour.

<PAUSE -- 5 seconds>

The next stop on our tour is the Reference Room, located on the other side of the glass wall behind the Reference Desk. Please enter the room through the door farthest from the Reference Desk and closest to the telephone, and stop just as you enter the room.

<PAUSE -- 10 seconds>

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The first shelves you see on your left as you enter the Reference Room hold the library's telephone book collection. The Reference Room consists of two main areas -- the abstracts and indexes area, and the general reference stacks. In general, resources in both of these sections are shelved in call number order. The abstracts and indexes area, on your right, consists of numbered tables and short shelving. This is where you find the major periodical indexes, such as Readers Guide, Psychological Abstracts, and Engineering Index, that help you identify journal and magazine articles on a given subject. General encyclopedias and business information sources are also located in this area.

Other reference books -- including dictionaries, directories, subject encyclopedias, and statistical sources -- as well as less heavily used indexes, are located in the tall shelves on your left. All materials designated as REF, or R-E-F, in the card catalog, Serials Catalog, and SCHOLAR are located either in this room or behind the Reference Desk. Because they are heavily used, the books in this room cannot be checked out. If you need help in locating or using materials in the Reference Collection, ask the Librarians at the Reference Desk.

If you'd like to take a few minutes and walk around the Reference Room, just to see what's here, please stop the tape.
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Make sure that you come back to this spot when you are ready to continue.

<PAUSE -- 5 seconds>

As we continue the tour, walk through the Reference Room, using the aisle between the tall shelves and the abstracts and indexes area. Stop in front of Interlibrary Loan, Room 150, the first office on your left. This room is marked number 7 on your map.

<MUSIC -- 30 seconds>

You should now be in front of Interlibrary Loan, Room 150. If the Parks Library doesn't own a book or journal, the staff in this office will try to borrow the material or obtain a photocopy from another library. In most cases, there is no charge for borrowing books, but you may have to pay for photocopies of articles. There is generally a three or four week delay in receiving your materials. Please notice that the hours for this office are posted by the door.

Located next to Interlibrary Loan is Room 152, the Reference Department Office, number 8 on your map. Please walk down there now.

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<PAUSE -- 10 seconds>

Offices for reference librarians are located in this area. One of the services provided by the Information Services Department is online computerized literature searching. Students and faculty who need to do thorough literature searches may wish to use this option for searching indexes and abstracts. The average cost of a search is about 25 dollars. Online searches are conducted by reference librarians, and an appointment is necessary. If you'd like to have the library conduct a database search for you, make an appointment with the receptionist in Room 152.

On the other side of the green wall behind you is Room 140, the Microforms Department, number 9 on your map. Walk down the hallway and enter Microforms through the first doorway on your right. Please go there now.

<PAUSE -- 15 seconds>

You should now be standing in the Microforms Department, which houses the library's microfilm and microfiche collection. Items designated MICRO in the card catalog, Serials Catalog, and SCHOLAR are located in this room, along with some uncataloged
microforms, such as college catalogs, company annual reports, technical reports, and some government publications. The staff at the service desk to your right will get the materials for you and show you how to operate the viewing equipment, which you see on your left. They can also make photocopies of microforms for you. The charges for copying are posted near the desk.

If you'd like to stop here and look around the Microforms area, please stop the tape. Make sure that you come back to this spot when you are ready to continue the tour.

<PAUSE -- 5 seconds>

Now cross the room and leave Microforms through the door opposite the one you entered. Stop as soon as you are in the hallway outside the Microforms door.

<PAUSE -- 10 seconds>

Across the hall and to your left is Room 161, one of the library's two typing rooms. The typewriters in this room are coin-operated, and operating instructions are posted by each machine.

Now look down the hallway towards the windows on your left. At the end of the hall, you see a green exit sign that marks the entrance to the northeast staircase. Enter this doorway, and proceed up the stairs to Tier 4, which is on the same level as Floor 2. You need to turn to map number 2 in your booklet, the floor plan for the second floor in the Parks Library. When you get to the top of the stairs and enter Tier 4, you will be at position number 10, at the top of map 2. Please go up the stairs and enter Tier 4 now.

<MUSIC -- 30 seconds>

You should now be at position number 10, just inside the doorway on Tier 4. The call number range in front of you should begin with "Q-E." The main shelving areas of the library are concentrated on the floors and in the tiers. There are five floors, Ground through Four, and seven tiers. Since there are approximately two tiers for each floor of the library, Tier 2 is on the same level as the first floor, and Tier 4, where you're standing now, is on the same level as the second floor. Now, to get to the next point on the tour, turn right and walk to the far end of Tier 4, past the caged area on your left. When you get to
the end of the cage, under the green exit sign, stop and wait for further instructions. Please go there now.

<MUSIC -- 30 seconds>

On your left, you should see some metal stairs. Walk around, not down, these stairs and enter the door marked "Second Floor." Stop when you are through this door and are standing in the hallway.

<PAUSE -- 15 seconds>

You should now be standing in the second floor hallway. Turn left and enter the upper lobby of the original library building, built in 1925. Directly ahead is the Periodical Room, and to your left, on the stairway walls, are the murals designed by Iowa artist Grant Wood in the 1930’s. If you’d like to take time to look at the murals, turn off the tape, and then come back to this spot when you’re ready to continue the tour.

<PAUSE -- 5 seconds>

Cross the lobby and walk into the Periodical Room now, entering through the wide doorway marked number 11 on your map.

<PAUSE -- 10 seconds>

The Periodical Room houses the current issues for some of the most heavily used journals, and all the current issues of newspapers received by the library. When you look up a serial title in the Serials Catalog or SCHOLAR, and the location is listed as P-E-R, or PER, the current issues are held in the Periodical Room. Current issues typically include those from the current year, and sometimes those from the previous year, as well. The journals are arranged in call number order. A layout of the room, showing the arrangement of call numbers, is included in your booklet. If you cannot locate a particular issue, ask at the desk at the north end of the room, to your left.

Some of the publications kept in the Periodical Room are shelved behind this desk, because they are in such high demand. If you’d like to read one of these items, simply fill out a request slip at the desk and leave your ISU identification card. The desk attendant will give you the issues you want. Please don’t take any of the periodical materials out of this room. You’ll find photocopy machines
located in a little room to the left of the desk. Now look to the opposite end of the Periodical Room toward the newspaper shelves. Please walk to the newspaper area now.

<PAUSE -- 15 seconds>

You should now be at the south end of the Periodical Room. At this end of the room is the newspaper collection, including newspapers from major U.S. cities, Iowa communities, and major cities of the world. If you'd like to stop for a few minutes and browse through the Periodical Room, shut the tape player off now, and come back to this same location when you're ready to continue the tour.

<PAUSE -- 5 seconds>

At the end of this room is a doorway leading out into the new second floor lobby area. You should see the word "periodicals" backwards in the glass over the doorway. Please walk through this doorway now, and stop when you reach the small lounge area on the other side of the door. You should see the main library stairwell in front of you.

<PAUSE -- 10 seconds>

Now look back through the double doors to your right. These doors lead back into the old second floor lobby that we passed through a few minutes ago. Just through these doors on the left is the entrance to the Map Room. This is where you'll find a large collection of atlases, topographic maps, aerial photographs, road maps, globes, star charts, and other materials. Stop the tape now if you'd like to take a few minutes to explore the Map Room, and then come back to this spot when you're ready to resume the tour.

<PAUSE -- 5 seconds>

You should now be back in the new second floor lobby area, outside the south end of the Periodical Room. Now walk through the study area, towards the main staircase, and stop when you come to the black kiosk displaying the library floor plans. This will be right next to the entrance to the stairway. Please go there now.

<MUSIC -- 30 seconds>

From the kiosk at the head of the stairs, look around the corner at the card catalog cabinets. This card catalog is not part of the main card catalog downstairs. It contains a
listing of all the library's holdings in call number order. Now please walk around this corner, past the cabinets, and stop when you reach the Serials Information Window, number 12 on your map.

<Pause -- 10 seconds>

You should now be in front of the Serials Information Window. If a recent issue of a magazine, newspaper, or journal is missing from the general collection, the staff here will help you locate it, or check to see if it has ever been received. They can also provide information about books currently on order. When the window is closed, the staff at the Reference Desk can help you.

Now go back to the main staircase. Up these stairs are the 3rd and 4th floors, where you'll find more study areas. Third floor also has group study rooms and the Library's Administrative offices, and fourth floor is the location of the University's Archives and Special Collections Department. Now walk down to the first floor. Step to the side of the stairs, out of the flow of traffic. Please go down to the first floor now.

<Music -- 30 seconds>

You should now be at the bottom of the stairs on the first floor, facing the Reference Desk. Please turn to map number 3 in your booklet. <Slight Pause> Find where you are at the black arrow, just below the middle of the page. Now turn to your left and walk around the stairs to the square display cases. You will see the entrance to the New Book Reading Room, number 13 on your map. This is just north of the display cases. Please walk around to the New Book Reading Room now and go inside.

<Music -- 30 seconds>

Before new books are shelved in the General Collection, they are placed in the New Book Reading Room for one week. This gives you an opportunity to find out what new books have arrived in the library. Each Thursday, new books are added, and the previous week's books are made available for use. For each book you'd like to borrow, fill out one of the yellow cards provided, and drop it in the box for new titles at the Circulation Desk. The Circulation Department will then send you the card when it's your turn to borrow the book. If you'd like to take a few minutes and browse through the New Book Reading Room, please stop the tape now. Start it again when you're ready to move on.

<Pause -- 5 seconds>
Now leave the New Book Reading Room and walk to your left, towards the doorway marked "Reserve." Stop just before you get to the set of five stairs.

<PAUSE -- 10 seconds>

On your left, you see the Leisure Reading Room, number 14 on your map. Selected general interest books are placed in this room for easy browsing, and can be checked out for the usual two-week loan period. If you'd like to look around in the Leisure Reading Room, stop the tape, and return to this spot when you’re ready to continue the tour.

<PAUSE -- 5 seconds>

The next stop on the tour will be the Reserve Desk. Look again at map number 3. Right now, you are at the black square just below number 14. Go down the steps and walk through the Reserve Study Room, go across the hall, and into the Reserve Room, which is marked number 15 on your map. Please go there now.

<MUSIC -- 30 seconds>

You should now be standing in the Reserve Room. Instructors place additional reading materials and sample tests here for students to use. The looseleaf binders on the tables in front of you contain reserve lists, arranged alphabetically by the name and number of the course. To request reserve materials, complete one of the forms that you’ll find on the tables, and take it to the desk. You’ll need to show your university identification. The loan period for Reserve materials is either two hours or three days, with no grace period. The person at the desk will tell you which of these loan periods applies to the materials you are checking out. This desk is staffed whenever the library is open. Please notice that there are several photocopy machines in the Reserve Room, along with a change machine that accepts both one and five dollar bills.

Now look at map number 3 again. Please leave the Reserve Room and turn right. Go up the steps and through the double glass doors to the Grant Wood foyer, the old lower lobby, where you’ll see another mural by Grant Wood. Continue across the lobby and down the hallway, and stop just before you get to the double glass doors to the Reference Room. Please go there now. If you wish to browse in the Reserve Room, or stop to look at the Grant Wood mural, simply stop the tape when the music ends, and start it again when you get to the doors to the Reference Room and are ready to continue.
Now, you should be facing the double glass doors to the Reference Room. To your right, you should see two solid doors. Open the door to your right, marked "stair down." Walk down to the bottom of the stairs and go through the doorway to the ground floor. Please make sure that you go past the first landing and entrance to Tier 1. Stop when you reach the ground floor hallway.

You should now be in the main hallway of the ground floor, standing across from rooms 32 and 33, the Library Instruction classroom and offices. Please turn to map number 4. You are now at location number 16, which is right in the middle of the page. Opposite the classroom and to your left, you'll find a second typing room, also equipped with coin-operated electric typewriters. Just beyond the typing room, on your left, is a small hallway leading to two computer labs, number 17 on your map. Please walk to the end of this hallway now.

The two computer rooms are on your right. Room 85 contains VAX terminals, and Room 84 houses Burroughs computers. This equipment is provided by the ISU Computation Center and is used primarily for classes. For information on setting up a computer account or obtaining software, you need to contact the Computation Center. Now walk back to the main hallway, and turn to your left. Stop when you are standing outside the smoking lounge, number 18 on your map.

The glass walled room on your right, Room 31, is the Smoking Lounge. This is the only place in the building where smoking is allowed. Please remember also that food and beverages are not permitted anywhere in the Library.

If you look through to the other side of the Smoking Lounge, you'll see the Zenith Microcomputer Lab, number 19 on your map. The computers in this room are available for walk-in use, except when scheduled for a class. The computers are IBM-compatible, and a student monitor is there to provide assistance. You need to show your university I.D. card. Like the VAX and Burroughs equipment, the computers in this room are provided by the Computation Center.

Now continue down the hallway from the Smoking Lounge and return to the Media Center, number 20 on your map. Stop when you get inside the door.
The Media Center houses the library’s non-print collection and includes educational and feature films on videocassette, audiotapes of music and lectures, and other audiovisual formats. These materials are designated MEDIA in the card catalog, Serials Catalog, and SCHOLAR. The black notebooks you see on the table list Media reserve materials, and the red notebook lists materials for English as a Foreign Language. To borrow Media materials, you need to fill out one of the blue forms provided on the table. You’ll be asked to leave your ID at the desk until the materials are returned. The Media Center does not loan video tapes or equipment for use out of the library building. Hours for this room are posted on the door.

This concludes your tour of the Parks Library. Please help us improve the tour by completing the evaluation form included in the booklet, and returning it to the Media Desk along with the tape and player. We hope the tour has been a pleasant introduction to our services. You may keep the tour booklet, if you wish.

<MUSIC -- about 15 seconds or so>