Welcome to the Parks Library. This booklet includes the maps you will
need during the tour as well as additional information about the
Library's services. Please note that these maps are in the order of
the tour and not as the building is arranged.

We hope you will enjoy the tour. Please feel free to keep this booklet
for your future use. To begin the tour, go to the Information Desk
on the First Floor and turn on the tape player.

Parks Library
Iowa State University
Ames, Iowa 50011
1990
GENERAL INFORMATION

Collections and Hours

The Iowa State University Library comprises one main library, the Parks Library; one branch library, the Veterinary Medical Library; and four reading rooms: Design, Economics/Sociology, Mathematics, and Physical Sciences. The collection currently has:

- 1.7 million volumes with 45,000 volumes added each year
- 18,000 serial subscriptions
- 2 million pieces in microformat
- 10,000 audiovisual materials

The Collections' greatest strengths are its extensive holdings in the fields of science and technology. Historically, strong emphasis has made Iowa State's scientific collection one of the best in the nation. These holdings are being expanded through current purchases, gifts, and an exchange network. Also strengthening the Library's collections are the rare books and major archival collections in the Special Collections Department.

Located on the walls of the staircase leading to the second floor in the original building are nine murals comprising the Grant Wood Heritage Area. These murals, designed by Grant Wood, were painted in the 1930s by art students as part of the Works Projects Administration (WPA). Inquire at the Reference Desk for information on these murals and additional art works in the Library.

Hours for the Parks Library are posted at the entrance. Look for announcements in the ISU Daily or University News for special hours during break periods, final exams, and holidays. Please note that hours for some service desks and departments, the Veterinary Medical Library, and the reading rooms vary from those of the Parks Library. Always check the times posted near each area or ask at the Information Desk or Reference Desk.

Computerized Literature Searches

Computerized literature search services are available from the Reference Department. These services provide access to bibliographic databases which contain references and abstracts to journal articles, books, conference proceedings, dissertations, technical papers, and patents. They cover the literature of virtually every field and discipline, and many are the online equivalents of well-known printed indexes. For further information contact the Reference Department (294-3642).

Eating, Drinking, and Smoking Policies

The Parks Library's food, drink, and smoking policies are part of its conservation and preservation program. Because food and beverages brought into the Library not only can ruin materials but will also attract pests such as rodents and insects, eating and drinking are prohibited. In many cases, once the materials are damaged they cannot be replaced. Please help maintain the collections for future use by handling all materials with care and by keeping food and beverages out of the Library. Smoking is allowed only in the Smoking Lounge on the Ground Floor.
Elevators, Restrooms, and Telephones

Elevators and restrooms are indicated on the enclosed maps and on the directional kiosks found on each floor. Public pay telephones can be located on all floors except Floor 2.

Handicapped Assistance

The Library suggests that persons needing special assistance in retrieving library materials utilize the list of volunteers in the Office of the Coordinator of Advocacy and Disabled Student Services (294-1021). For special needs concerning the use of the Library contact the Office of the Assistant Director for Public Services, 102 Library (294-4716). Short term assistance can be provided by the staff at the Circulation Desk.

The Visual Assistance Rooms, located immediately north of the Reference Desk, provide specialized reading devices, audiocassette players, phonographs and headphones, a Kurzweil Reading Machine, and other services for the visually impaired. To use these Visual Assistance Rooms contact the Circulation Desk (294-3961).

Library Research Studies and Group Study Rooms

Faculty members, administrative officials, professional and scientific staff members, and visiting scholars are eligible to apply for a library research study. Obtain an application for a Library Research Study in the office of the Assistant Director for Public Services, 102 Library (294-4716). These rooms are in demand so application should be made in advance of need. Group Study Rooms are available to all library patrons on a first-come, first-served basis for a two-hour limit. Proper identification must be presented to use a Group Study Room. Ask at the Circulation Desk for additional information regarding these rooms.

Typewriters, Photocopiers, and Change Machines

Coin-operated typewriters are available in the typing rooms on the Ground Floor and First Floor. The charges are posted in each room and vary according to the features of the typewriters. Report problems with the typewriters to the Circulation Desk. Coin-operated photocopy machines are located in clusters throughout the building. The charges and operating instructions are attached to each machine. Report any problems with photocopy machines to the Photoduplication Office or the Circulation Desk when the Photoduplication Office is closed. For copier capabilities and locations, see the Library Guide, "Photoduplication." Change machines are located outside the Photoduplication Office and in the Reserve Room.

A Reminder

It is recommended that you do not leave your personal items unattended while using the Parks Library as theft is an unfortunate but real problem. Please keep your purse, briefcase, backpack, books, calculators, etc., with you or within sight at all times. Should a theft or any other disturbance occur please report it to the Circulation Desk immediately.
**FLOOR DIRECTORY**

**GROUND FLOOR**

* **16 Bibliographic Instruction:** (Telephone 294-4527; Rooms 32-34) The Bibliographic Instruction Department schedules tours of the Library, arranges library presentations for specific courses and offers a required course for all undergraduate students with the purpose of promoting independent library use. Direct questions about tours, library presentations and the course, Library Instruction 160, to the Bibliographic Instruction Department, Room 33.

19 **Media Center:** (Telephone 294-9373; Room 2) The Media Center contains non-print materials including videotapes, audiocassettes, filmstrips, and slides along with playback equipment for most audiovisual formats. Reserve media materials are also housed here. Hours of operation for the Media Center vary slightly from the general building hours and are posted in the Media Center. An acceptable form of identification such as a University ID, driver's license, fee card or meal ticket is required to use Media materials. Equipment and most materials are for use only in the Media Center. The Media Resources Center in Pearson Hall (294-8022) lends media materials and equipment for classroom use.

18 **Smoking Lounge:** (Room 31) This is the only place in the Library where you may smoke.

17 **VAX A Computer Lab:** (Telephone 294-9695; Room 85) Twenty-nine walk-up terminals are located in this room. These terminals are part of the ISU mainframe system which provides a variety of data processing programs and services. The Computation Center will assist you in using these computer terminals.

* NUMBERS INDICATE LOCATIONS ON TOUR MAPS
**FIRST FLOOR**

* 2 Circulation Desk: (Telephone 294-3961) Borrow and return books at this desk, which is staffed all hours the Library is open. A book drop can be found on the south outside wall of the Library for returning books when the Library is closed. To borrow books use your University ID, which is your library card. Lending policies are explained in the Library Guide, "Circulation," and on the date due slip placed in the book when the book is borrowed. Following a grace period of seven days after a book is due, fines are assessed to all library users at a rate of $.25 per day. All fines are doubled if not paid when the materials are returned. The Parks Library uses a computerized system which generates the Circulation Printout, a list arranged by call number of all books borrowed or temporarily located in a special area.

1 Information Desk: If you need help using the Library, finding a classroom or building on campus, locating pencil sharpeners, or determining services in the Library, the people at this desk will be glad to help. This desk usually is staffed weekdays when classes are in session.

7 Interlibrary Loan: (Telephone 294-8073; Room 150) Access to library materials not available at the ISU Library can be provided by this office. In most instances there is no charge for borrowing books, but there usually is a charge for obtaining photocopies of periodical articles. Other universities' theses and dissertations may be borrowed and/or purchased depending on the individual library's lending policies. Request material several weeks before it is needed because the borrowing process typically requires three weeks. Hours for this office are posted near the door.

14 Leisure Reading Room: (Room 192) Fiction and nonfiction books chosen for their popular interest are placed here. These books may be borrowed for two weeks.

9 Microforms Center: (Telephone 294-8436; Room 140) This room contains microfilm, microfiche, and microcard formats. Examples of major collections housed here are newspaper and magazine backsets, annual reports of companies, college catalogs, technical reports, government documents, and other major research collections. Staff members will make paper copies of these microformats upon request for $.10 a copy. Hours are posted near each entrance.

13 New Book Room: (Room 191) Here you will find books newly acquired but not necessarily newly published. Arranged by call number, these books are available for inspection for seven days. If you wish to borrow one, complete the yellow postcard available in this room and turn it in at the Circulation Desk.

* NUMBERS INDICATE LOCATIONS ON TOUR MAP
Photoduplication: (Telephone 294-3644; Room 117) This service, under the provisions of the Copyright Law, will make copies for $.10 per page. Additional services offered by this office include bond paper copies, colored paper copies, 11" X 17" copies, transparencies, enlargements and reductions, and the use of an autotron for multiple copying. Hours are posted at the entrance.

Reference Collection and Desk: (Telephone 294-3642) The Reference Collection includes dictionaries, directories, encyclopedias, indexes, statistical sources, and other specialized reference materials, along with access to the Library's collection of documents from Federal, State, and foreign governments as well as international governmental organizations. These materials are available all the hours the Library is open and can be used throughout the building; however, they cannot be borrowed for home or office use. The Library Guide Series which helps to define and describe Library services and collections are found in the display rack at the Reference Desk. Librarians are available for assistance during the hours posted at the Reference Desk and will assist you in locating and using these materials. For further information contact either the Reference Desk or the Reference Department Office, Room 152.

Reserve: (Telephone 294-4958; Room 198) Housed in this area are required reading materials for classes. These books and journal articles are in high demand and are "reserved" so they may be used by a large number of students. To use Reserve materials an acceptable form of identification is required, such as a University ID, fee card, meal ticket, or driver's license. Reserve materials have special circulation periods ranging from 2 hours to 3 days. There is no grace period for overdue Reserve materials, and fines range from $.25 to $.50 per hour or $.50 to $1.00 per day depending on the type of loan. The Reserve Desk is staffed all hours the Library is open.

* NUMBERS INDICATE LOCATIONS ON TOUR MAP
SECOND FLOOR

Map Room: (Telephone 294-3956; Room 281) This is the cartographic collection of the Parks Library. Atlases, topographic maps, aerial photographs, road maps, globes, and star charts are examples of the materials housed here. Hours are posted near the entrance.

*11 Periodical Room: (Telephone 294-6370; Room 268) The latest issues for over 2,500 selected popular magazines and scholarly journals are found in this room. A large collection of Iowa newspapers as well as many national and international newspapers are also located here. Materials in this room must be used in this area. The Periodical Room is open during all Library hours. Use the Serials Catalog or SCHOLAR, the online catalog, to determine if the current issues of a particular serial title are kept here.

12 Serials Information Window: (Telephone 294-6013) This service window provides library users with current information about the Library's periodical collection. Questions about the latest issues received and titles at the bindery can be answered here. When the window is closed, please ask for assistance at the Reference Desk.

THIRD FLOOR

Dean of Library Services/Director of the Library: (Telephone 294-1442; Room 301) This is the main administrative office of the ISU Library.

Group Study Rooms: Six group study rooms are available on this floor on a first-come first-served basis. Each room is equipped with a large study table, chairs for six people, and a blackboard. Appropriate identification must be left at the Circulation Desk for a key to a group study room.

FOURTH FLOOR

Special Collections and University Archives: (Telephone 294-6672; Room 403) Valuable and unique books, journals, manuscripts, and other materials requiring special care in preservation and use may be found here. Special Collections contains unique collections such as underground comic books, the American Archives for the Factual Film, and the Archives of American Agriculture. Also located here are the University Archives which include the repository for the official records of Iowa State, as well as the papers of various faculty members, photographs, and other artifacts of the campus. Hours for this area are posted at the entrance.

* NUMBERS INDICATE LOCATIONS ON TOUR MAPS
All periodicals are arranged by subject areas according to the Library of Congress Classification System. For example, mathematical periodicals are located in "QA"; anthropology periodicals in "GF - GT".
AUDIOCASSETTE TOUR EVALUATION

STATUS: ___ Freshman  ___ Sophomore  ___ Junior  ___ Senior  ___ Graduate
\[___ Faculty/Staff  ___ Other (please specify)\]

NATIVE LANGUAGE (please specify):  

How did you learn about this tour (please check all that apply):

\[_ Library Instruction \]
\[_ Educational Services Office (EO Building) \]
\[_ Reference Desk/Information Desk \]
\[_ Faculty/Advisor \]
\[_ Friend/Classmate \]
\[_ Newspaper/Flyer \]
\[_ Other (please specify) \]

Please rate the following items from 1 to 5:

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What did you like/dislike about this tape tour and/or how could it be improved?

Would you recommend this tape tour to your friends?  ___ YES  ___ NO

Additional Comments:

Thank you for your time in filling out this evaluation form. Please return it to the Library Media Center located on the Ground Floor.