



## **WILLIAM T. YOUNG LIBRARY**

### **Fall 2011**

### **UK 101 Peer Instructor Tour**

Please become familiar with the information in the tour orientation.  
The building tour should take no more than 30 minutes.

Divide your class into 2 groups. Groups of 12 or fewer are easier to manage. Take your groups to the 1<sup>st</sup>, 2<sup>nd</sup>, 5<sup>th</sup> and basement floors. There is no need to walk through an entire floor, but do tell the students what is located on each floor. The Featured Space on each floor should be emphasized.

#### **At the beginning of your tour, please tell your group the following:**

1. Food and beverages are allowed in the Hub (basement). On floors 1-5, you may have beverages in approved containers only and dry snacks such as crackers, pretzels, chips, etc. are allowed except for areas marked "No Food Allowed." See the Security Guard's desk for details.
2. ALWAYS have your WildCard with you when you come to the Library. You'll use it to check out books and to print or copy. Your WildCard is also required for entering Young Library after 10 pm during the semester.
3. Assistance is available on the 2<sup>nd</sup> floor Reference Desk and the Hub Help Desk.

*Feel free to personalize your tour by pointing out your favorite places to study, best times to visit the library, helpful tips, etc.*

#### **Begin your tour in the Hub.**

Remember, cores 2 and 4 contain 2 elevators each

## Basement – Featured space - The Hub

### The Hub@WT's

- Information Technology Help Desk and Library Research Help Desk in the center of the Hub
- Computers for student use (both Windows and Mac)
- Flexible study space ideal for group study and projects
- Digital Video Editing Rooms
- Presentation Practice Rooms
- Classrooms (B108-a and B108-c)
- Satellite location of **The Study** (Academic Enhancement) room B110
- Snack and beverage machines in Grub@The Hub (Core 2)
- Student projects showcased in “video window” displays

### Audio-Visual Services:

- Wireless laptops may be checked out here **only** for use in the Library.
- Macs and PCs – Macs require a separate Mac account. Lab assistant will help.
- View class videos or check out videos.

### Student Computer Lab:

- 110 PCs – *Log on with link blue account*
- 3 computer classrooms
- Lab assistants to help with software questions
- KY Trade Co. on campus location for computer repair
- Color printer

Research Assistance is available in the Center of the Hub  
and at the 2<sup>nd</sup> floor Reference Desk

## 5<sup>th</sup> Floor - Featured space – Writing Center

### West Wing

**Writing Center:** A great resource for students who need help with writing assignments. One-on-one or group consultations available for all phases of the writing process. Appointments recommended a day in advance. Drop-ins will be seen if a consultant is available.

**Shelving:** The 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floors all have compact shelving. **DEMONSTRATE COMPACT SHELVING.**

Explain that if a shelving unit fails to work properly, you may you may call 859-257-0500 x2072 (**see signs posted at the end of each wing**), use the phones located in Core 2 that ring the Circulation Desk , or go to the Circulation Desk and report the floor and call number area where the problem occurred. Walk to Core 2 and point out the phone.

### North and East Wings

**Government Publications:** A separate collection from the books and periodicals. Point them out as you walk past them in the North Wing, on your way to Core 2 elevators.

### North, East, and South Wings

**Quiet Study Areas:** Additional quiet study areas are located along the outer perimeter of the building on the 3<sup>rd</sup> floor.

## 3<sup>rd</sup> and 4<sup>th</sup> FLOORS

**Note:** Tours need not stop on the 3<sup>rd</sup> and 4<sup>th</sup> floors. However, please explain what is located on the 3<sup>rd</sup> and 4<sup>th</sup> floors.

**Bound Periodicals:** Shelved on the 3<sup>rd</sup> floor. May be checked out for 4 days. **Return them promptly.** Overdue fines are \$5.00 per day.

**Books:** Shelved on the 4<sup>th</sup> and 5<sup>th</sup> floors. Books and Periodicals are arranged by the Library of Congress call number system.

## 2nd floor – Featured spaces - Reference and Periodical Desks

### North Wing

**Reference Desk:** A **Help Desk** with librarians available to help you with research and answer any questions you might have. Desk hours vary. Call or check web site. Behind the Reference Desk are the most frequently used reference books (e. g. dictionaries, encyclopedias, style manuals) that you are welcome to use while you are in the library.

#### **Computers:**

- 16 computers in north wing are public computers. All others require UK logon.
- Use InfoKat and articles databases
- Do homework. Printers are located at the end of each room. Students can use their WildCard to print.
- Microsoft Office is available on all public computers

**Disability Services:** Services and assistance to permit access to and use of library resources. Adaptive equipment and software are located in Room 2-65 (Core 1)

### East Wing

**Periodicals Desk:** Ask at desk for newspapers and microfilm or microfiche. Microfilm/fiche reader/printers are also located in the east wing.

### South Wing

**Current Periodicals:** Contains new (usually most recent year) issues of magazines and journals in order by call number. Older issues are upstairs on third floor and many are available online.

### West Wing

**Reference Collection:** Contains both general and subject encyclopedias and all other reference materials, including the government publications reference collection.

Research assistance is available at the 2<sup>nd</sup> floor Reference Desk.

## 1st FLOOR – Featured space – Circulation Desk

**Atrium:** Orient the group to the building. It is divided into **wings** (North, South, East and West) and **cores** (on most floors, Cores 1-4, but on the 1<sup>st</sup> floor Core 2 is in the staff area and isn't visible to the public). To help orient everyone, the tapestry of Mr. Young at Overbrook Farm is in the East Wing, near Core 3. Point out the Information Kiosk next to Circulation.

**General layout of floors and service centers:** The Hub, Student Computer Lab, and Audio-Visual Services (basement); Circulation (1<sup>st</sup> floor); Reference & Periodicals Desks (2<sup>nd</sup> floor); periodicals (2<sup>nd</sup> and 3<sup>rd</sup> floors); books (4<sup>th</sup> and 5<sup>th</sup> floors); government documents (5<sup>th</sup> floor); Writing Center (5<sup>th</sup> floor)

**Ovid's Café and Starbuck's:** Ovid's and Starbuck's can only be reached from the outside of the library. Go out the University Drive exit of the building and turn to the left. The entrance is on the East side of the library.

### **Circulation Desk:**

- Use your WildCard to check out books; undergraduates may check out 25 books for up to 28 days.
- Ask for Reserve items (required class materials placed on hold by instructors for students enrolled in their classes.) *Fines for returning these items late are much higher than regular materials.*
- Check out group study rooms
- Handouts with details on services and policies are available at the desk

**Copy Center & Public Photocopiers:** Copy Center services include black/white & color printing – 10 page minimum – and fax service. Copiers in Core 3 on the 1<sup>st</sup> floor accept cash and Wildcards. All other photocopiers and ALL printers require the WildCard or Dart cards.

**Printing:** Printing costs 12 cents per page. You can add money to your WildCard online through your Plus Account. You can also add money to your WildCard by using the DART machines located in Core 3 basement, first, and second floors. Dart machines do not accept coins.

**SafeCats:** During the fall and spring semesters, students may use a campus service located in the Lobby which provides an escort anywhere on campus.

**CATS Bus:** Regular transportation during the day and evening and a special on-call service available for late evening and week-ends. The Security Desk keeps schedules

**Before you leave the library, remind your group once again that Reference Librarians are here to help you at the 2<sup>nd</sup> floor Reference Desk and the Hub Help Desk.**