WILLIAM T. YOUNG LIBRARY
Fall 2014
UK 101/201 Instructor Tour

New this year: Presentation U in Hub

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 1st, 2nd, 3rd 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. Research Assistance is available at the 2nd floor Reference area.

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 on the 1st floor.
Remember, cores 2 and 4 contain 2 elevators each
1st FLOOR

General layout of floors and service centers:
- Basement: The Hub, Audio-Visual Services, Media Depot, Presentation U, Student Computer Lab, and Writing Center
- 1st Floor: Circulation, Copy Center
- 2nd Floor: Reference & Periodicals areas
- 3rd Floor: Periodicals and Books, Quiet Study
- 4th and 5th Floors: books, government documents, Quiet Study

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 1st 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.

FEATURED SPACE -- 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 and lockers
- Handouts with details on services and policies are available at the desk

Copy Center & Public Photocopiers: Copy Center services in Core 3 include black/white & color printing – 10 page minimum – and fax service. Copiers in Core 3 on the 1st 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 and second floor. 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.

Ovid’s Café and Starbuck’s: Currently, 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. (New doorway coming soon!)
2nd FLOOR

South Wing

- Group and individual study space with whiteboards, laptop projection system and comfy seating all over.
- Kentucky Newspapers and Reading Room

East Wing

FEATURED SPACE - Periodicals Desk: Questions about journals, newspapers, and microfilm are answered here. Ask at desk for newspapers and microfilm or microfiche and get help with microfilm/fiche reader/scanner/printers.

North Wing

FEATURED SPACE - Reference and Research area: Individual and group study space with Librarians available to help you with research and answer any questions you might have. Librarian hours vary or by appointment. Call or check web site.

Computers:

- 8 guest computers in north wing require a UK Library account in order to logon.
- All other computers require UK logon (link blue)
- Use InfoKat and other library research 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).

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 2nd floor Reference area.
3rd FLOOR

Please remind your group to be quiet upon entering the 3rd floor. Quiet study areas are located in the east, west and north wings along the exterior walls.

Books: Begin on the 3rd floor and continue on 4th and 5th floors. Books and Periodicals are arranged by the Library of Congress call number system.

Periodicals (journals): Shelved on the 3rd floor. Bound periodicals may be checked out for 4 days. Return them promptly. Overdue fines are $5.00 per day. Current Issues may not be checked out.

Shelving: The 3rd, 4th and 5th floors all have compact shelving. DEMONSTRATE COMPACT SHELVING.

Explain that if a shelving unit fails to work properly, you may you may call 859-218-1881 (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.

Note: Tours need not stop on the 4th and 5th floors. However, please mention that these floors contain books and additional quiet study areas.
FEATURED SPACE - The Hub@WT's

- Flexible study space ideal for group study and projects
- Computers for student use (both Windows and Mac)
- media depot @ the Hub
- Presentation U
- Writing Center room B108-b
- Classrooms (B108-a and B108-c)
- Snack and beverage machines in Grub@The Hub (Core 2)
- Student projects showcased in “video window” displays and exhibit space in Core 1

Audio-Visual Services:
- Wireless laptops may be checked out here only for use in the Library
- View class videos or check out videos

media depot @ the Hub
- Two audio recording rooms, two video recording rooms and one mini studio that includes a green screen
- Collaborative spaces in which to edit and view your digital projects
- Windows and Mac computers
- Self help tutorials and onsite assistance for help with specialized software and equipment.

Presentation U:
- For teaching faculty: consulting services on integration of multimodal communication into courses
- For students: tutoring and training services with multimodal communication skills and projects

Student Computer Lab:
- 53 PCs, 4 iMacs, 2 Mac Pro's
- 3 classrooms (B-23, B-25, and B-35)
- Tech Help @ the Hub for software assistance
- KY Trade Co. on campus location for computer repair
- 4 color flatbed scanners
- 2 B&W printers, 1 Color printer
- DART machine

Writing Center:
- Get help with the writing process at every stage of your project
- Appointments recommended

Before you leave the library, remind your group once again that Reference Librarians are here to help you at the 2nd floor Reference area.