

LIBRARY INTRODUCTION AND “TOUR”

NAME _____

Right now you’re ONLY looking for the answers to the questions that are in bold italics. Return to your table as soon as you have those answers written down—you’ll be getting the answers to the other questions in a few minutes.

Go to each library area listed below. Find the answers to the questions in bold italics by using your phone or tablet to read the QR codes in each area. Copy the answers onto this sheet.

- 1) What is the librarian’s name? _____
- 2) What is the library assistant’s name? _____
- 3) When is the library open? _____

CHECKOUT

4) What must you have with you in order to check anything out? _____

What is the length of checkout for each of these?

- 5) ***Books*** _____
- 6) Magazines _____
- 7) Audiovisual _____
- 8) Reference _____

9) What can you do if an item you really want is checked out? _____

10) Can an item be renewed if you need it longer? _____

RETURN

Where can you find the due date in each of these?

- 11) Books _____
- 12) Magazines _____

13) When and where are overdue notices handed out? _____

14) If an item is overdue, how much is the fine per day for MTHS items? _____

15) How can you avoid paying a fine for an overdue item? _____

16) If you do owe a fine, what can you do in order to pay just half of it? _____

17) What happens if you ignore overdue notices for more than two weeks? _____

COPY MACHINE

18) What is the charge for a lost or damaged magazine? _____

19) *What is the charge for any other lost or damaged item?* _____

REFERENCE

20) Can a book be borrowed through interlibrary loan? _____

21) *What program could you sign up for that would allow you to borrow ebooks to read on devices like iPads and cell phones?* _____

FICTION

22) *How is this section arranged?* _____

23) There is a laptop computer on a table as you enter the fiction section—what can you use that laptop to watch? _____

24) *What is the name of the reading program about which information can be found in the bookcase facing out as you enter the fiction section?* _____

25) What can be found by the window in the fiction section? _____

BIOGRAPHY

26) *How is this section arranged?* _____

27) What is the **one important** “rule” to remember when you’re in the library? _____

NONFICTION

28) *How is this section arranged?* _____

29) What should you do when you first enter the library with a pass (not when you’re coming in with a class)? _____

To find the answer to #30, locate the 641.59 section (cookbooks) in nonfiction.

30) *One last (but very important) question--what should you do if you have problems finding what you need?* _____