DIRECTORY

Circulation and Check-Out Desk..................2\textsuperscript{nd} floor

Circulating Books........................................2\textsuperscript{nd} and 3\textsuperscript{rd} floors

Circulating Books in Art and Music..............2\textsuperscript{nd} floor

Copy Machines........................................2\textsuperscript{nd} floor

Group Study Room.....................................2\textsuperscript{nd} floor / Room L 209

Information Literacy Library Classroom.........3\textsuperscript{rd} floor / Room L 302

Periodicals Desk......................................2\textsuperscript{nd} floor

Reference Books......................................2\textsuperscript{nd} floor

Reference Desk........................................2\textsuperscript{nd} floor and 3\textsuperscript{rd} floor

Reserve Desk..........................................2\textsuperscript{nd} floor
(Calculators, E-chargers, Headphones, iPads, Laptops, Scanners, Textbooks)

Restrooms...............................................2\textsuperscript{nd} and 3\textsuperscript{rd} floors

Silent Study Room....................................2\textsuperscript{nd} floor / Room L 2-17

Silent Study Room....................................3\textsuperscript{rd} floor/ Room L 307

Important Telephone Numbers: Reference Desk 1-718-631-6241

Circulation Desk 1-718-631-6227
Dear Student:

Welcome to your Library!

This self-guided tour will enable you to learn about the services of the Library. You will find out about the books, magazines, journals, and online services that are available to you as a student at QCC.

If, at any time during this Tour, you feel you require assistance, please do not hesitate to ask for help at the Reference Desk.

- Use the Library Floor Plans in the beginning of this Handbook to guide you throughout the Library. Make note of the alphabetical markers on the plans which coincide with different sections of the Library.

- The Tour begins now.
At the Reference Desk, you will always find a member of the Library Faculty who will assist you in locating information and materials for your assignments, speeches and research projects. If you need help in trying to locate another building, room or service available to you on campus, we can help with that too!
Action Alert

Take out your TIGERCard and give it to Library Staff at the Check Out Desk.

Ask a staff member to activate the card.

This means you will be in the Library System and will have access to Library materials.
Circulation and Check-Out Desk Continued

At the Circulation and Check-Out Desk you can check out, renew, or return books. Fines and fees are paid here.

Using your TIGER Card you can check out up to six books at QCC for a period of four weeks and renew for another four weeks.

You may go to other libraries within the CUNY system, and check out circulating books (except the CUNY Law Library) with your TIGER Card. These books may be returned to any CUNY Library.

An easier method of getting circulating CUNY books is to request them electronically from the online library catalogue. The books will be sent from another CUNY Library to you at QCC. Ask a librarian about this service called “CLICS.”
Whenever you see the word “periodicals” in a Library think of magazines, journals (scholarly magazines), and newspapers.

Though most periodicals are now available online in databases, some are still kept at the Library in closed stacks. This means they are kept behind the counter and a Library staff member has to get the one you want. You must fill out a **Periodical Request Form** (located at the Periodicals Desk). Periodicals cannot be taken out of the Library.

Some print periodicals are also available in racks on the second floor.

**Action Alert**

- **Look for the holder** that contains the **Periodical Request Form** so you will be able to see the form you will need to use when you request a periodical.
Reserve Desk Area D / 2nd floor

Reserve Desk Area: iPads, Laptop Computers, Calculators and Headphones

- iPads and laptop computers are available for students to use within the Library (2nd and 3rd floors).
Reserve Desk Area Continued / 2nd floor

iPads and laptops provide Internet access. Laptops have Microsoft Office with PowerPoint.

iPads and laptops can be checked out for two hours and allow for wireless printing on the 2nd or 3rd floors of the Library.

To borrow an iPad or laptop computer, a student must present an unaltered TIGERCard. The ID card is scanned to confirm the student is currently enrolled at QCC and has no library blocks. iPads and laptops may be used only in the Library.

Go to the Reference Desk for instructions on printing from your personal laptop or mobile device at the 2nd floor Reference Desk.

- A calculator can be borrowed for 4 hours and this item may leave the Library.
- If you need to watch a video or listen to selected music for your class, check to see if it is in the Reserve Collection. Monitors and headphones are available for viewing movies, listening to music, and headphones are also available for use at the computer stations.
Reserve Desk Area Continued / 2nd floor

Reserve Desk Area: Reserve Collection / Textbooks

This Collection consists mainly of textbooks for your classes. All materials from the Reserve Collection can be loaned for a period of two hours.

Reserve materials may be photocopied and scanners are available (flash drive needed for scanner). When photocopying materials, copyright laws must be followed. Please read these laws listed on scanners and photocopy machines.

➢ A Call Number is necessary to obtain the material. Library Faculty at the Reference Desk will teach you how to find the Call Number when you need to use a Reserve item. Computers are also available at the Reserve Desk so you can find the Call Number by yourself.

In order to take out materials from the Reserve Collection you must have your TIGER Card.
Reserve Desk Area Continued / 2nd floor

Reserve Desk Area: Charging Mobile Devices in the Library / E-Charger Tip Finder /

In an effort to prevent tripping accidents caused by draped electric cords, cordless chargers are available for use for up to two hours for your laptops, cell phones, etc.

➢ ACTION ALERT

GO to the stand-up computers near the second floor Reserve Desk.

Look for the following icon on the screen:

Charger Tip Finder

Click on the icon to find instructions about charging your mobile device in the Library.
The Reference Collection is located on the 2nd floor of the Library building. The books in this Collection cannot be taken out of the Library. You can use these books for as long as you want.

The books in this Collection are called reference books because they are books to which you refer. This means you may use only one page, or even several paragraphs from a book. You do not have to use the entire book. Some types of reference books are encyclopedias, atlases (maps), and dictionaries.

The 2nd floor Reference area is for individual study.
Silent Study Room 2-17 F / 2\textsuperscript{nd} floor

This room is for students who wish to do independent work in a quiet environment. Study groups are not permitted to use this room.
Students may work together in groups in this area. Go to the Reserve Desk on the 2nd floor for information regarding the use of this room.
Computer Search for Books H / 2nd floor

**GO** to one of the stand-up computer stations near the Reference or Reserve Desk if you need to find the call number for a book.

If you need assistance – ask a library faculty member seated at the Reference Desk.

**Click** on the Explorer or Firefox Icon to search for a book:

This computer gives you access to the online QCC/CUNY Union Catalog. The online catalog is a listing of all the books, textbooks, and media (CD’s, Videocassettes, etc.) in the Library. You will be searching in QCC’s online catalog for books. A book can be located by a search using the author’s name, title of the book, or an “All Fields” search where you would type in a topic.
Sit-down computers without yellow cards on the top have Internet access, online database access, Microsoft Word, PowerPoint, and the online catalog for books.

Sit-down computers with the yellow cards have online database access, Microsoft Word, PowerPoint, and the online catalog for books.

Stand-up computers are only for searches in the online catalog for books.

**Note:** There are also three ADA (Americans with Disabilities Act) desktop computers with ADA software and full Internet access.
You have completed the Tour for the second floor of the Library.

➢ ACTION ALERT

➢ Walk-up the stairs to the 3rd floor of the Library to finish the Tour.
Sit-down and stand-up computers have online database access, Microsoft Word, PowerPoint, and the online catalog for books.

If all the computers are being used in the Library you can go to the Academic Computing Center (L117) on the first floor of the Library Building. There are additional computers available for your use with Internet access, additional applications, and technical support.
On the 3\textsuperscript{rd} floor you will find Circulating Books. This area is called the \textit{Stacks}. These books can be taken home for a period of four weeks and renewed for another four weeks.

\textbf{Please note that the Art and Music Circulating Books are located on the 2\textsuperscript{nd} floor of the Library in the Reference area.}
Group Study Area J / 3rd floor

Drinks and light snacks are permitted on the 3rd floor in areas that do not have carpeting.
Library Information Literacy Classroom 302 K
/ 3rd floor

This room is where all the Library Information Literacy Classes are taught by Library Faculty.
In this room, during the Fall, Winter, Spring, and Summer Semesters, **Walk-In Research Help is available to all students** who may need assistance in finding information for their research papers, speeches, and projects. In addition, help with citation styles as Modern Language Association/MLA, American Psychological Association/APA, Chicago, etc., for documenting papers and speeches is available.

An e-mail will be sent to your Tigermail account to let you know the dates and times of these Walk-in Workshops. This information is also available on the Library Homepage.
Silent Study Area – Entrance at Room 307 L / 3rd floor

Study Groups are not permitted to use this room.
Go to the stand-up computers or the one sit down computer, against the brick wall on the 3rd Floor, and click on The Library Tour Icon.

You will view a short video on how to print from the computers in the Library, and make copies from the photocopiers. Also, it will show you how to find a book in the QCC/CUNY online catalog.
Library Etiquette

Please keep cell-phones on vibrate or turn them off in the Library.

Remember students are studying, conducting research, reading, or working on their assignments, so please speak in quiet tones.

Congratulations!

You have completed the Student Library Orientation Tour.

➢ ACTION ALERT

➢ Go to the Reference Desk on the 2nd floor of the Library to receive your Certificate of Completion signed by a member of the Library Faculty.

Updated August 2015:  Prof. Neera Mohess
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