



# Middleton Library Self-Guided Walking Tour

## Middleton Library Reference Services

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**WELCOME to the LSU LIBRARIES!** The Libraries has nearly 3 million volumes, over 4 million microform holdings, and 9 million manuscripts. This tour is intended to familiarize you with **Middleton Library**. For additional assistance please go to the Reference Desk (In room 141). A virtual walking tour of the library is also available on the Internet at: <http://www.lib.lsu.edu/instruction/tour/>

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### LOBBY

The long desk in the Lobby serves two distinct areas:

**CIRCULATION DESK/Lost and Found**, where materials are checked out of the library. A valid LSU ID is needed to check out unrestricted materials. Non-LSU patrons may inquire at the desk regarding special library privileges or for information on how to participate in the Friends of the Library Program. Books currently checked out will be indicated in the online catalog. **Lost and Found** items can be reported or retrieved at the Circulation Desk. This desk also circulates laptops, tablets, CDRW drivers, and cameras as part of the Gear to Geaux program. More information can be found at [www.lsu.edu/its/gear2geaux\\_checkout.htm](http://www.lsu.edu/its/gear2geaux_checkout.htm). Circulation also has a limited amount of “clickers” (student response systems) available for checkout for the semester.

**RESERVE DESK** Next to the Circulation Desk is the Reserve Desk. Materials are placed here by faculty for students to use. Ask the staff at this desk for help with newspapers and journals.

There is also a **Self-Service Checkout Station** in the Lobby, near the Circulation Desk. At this station, you can check out circulating materials with your LSU ID. Remember to desensitize your books by sliding each book across the table.

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### CURRENT PERIODICALS/NEWSPAPERS, Room 126

To your left you will find the **NEW BOOKS** display. Most of these items are available for circulation. You will also see a **PRINTING CARD MACHINE** where you will be able to add money to your Tiger ID card or purchase a card and add money to it. You will also see a vending machine that holds materials you might need such as blue books, pens, highlighters, etc.

**Display Shelves** Unbound issues of magazines and journals, along with some current U.S. and international newspapers, are kept in this area. Current issues of periodicals are arranged by call number. Use the location chart in the room to find periodicals, or ask for help at the Reserve Desk in the Lobby.

The office in the far right-hand corner of the room is **INTERLIBRARY BORROWING**. LSU faculty, students, and staff may borrow materials not owned by the LSU Libraries from other libraries. Ask for details in this office, or visit their website at [www.lib.lsu.edu/ILL.html](http://www.lib.lsu.edu/ILL.html).

Leave the Current Periodicals/Newspapers room through the glass doors and move into the hall, where you will find restrooms, water fountains, and telephones near the elevator. Return to the Lobby area and stop at the area on your right, directly opposite the Circulation Desk.

**BOOK RETURN** Books and journals which have been borrowed are returned here. However, materials from any reserve desk must be returned to the location from which they were borrowed.

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### REFERENCE SERVICES, Room 141

Through the double glass doors in Room 141, you will find **REFERENCE SERVICES**. Several different collections are located within this room. Reference materials may be used in the library but only circulate to graduate students, staff and faculty. This room also contains Middleton Library’s Information Commons, which includes two help desks, as well as public and student computer labs including PC, Macintosh, and Linux computers.

When you first enter the room, the desk immediately to your right is the Computer Services Help Desk. The attendants at this desk answer questions that come in through the help line for computing services (578-3375). These questions range from account operations to in-depth technical support. They also provide on-site technical assistance.

Further to your right you will see an island of computers in front of the Reference Desk. These computers are for public users. If you are currently affiliated with LSU, it is recommended that you use the other computers in the room as the public service computers are limited in their functionality and are on time-limiting software. On your right you will see the lab that contains PC and Linux platform computers. The Macintosh computers are in two locations: to the right of the Reference Desk and behind the Reference Desk. The lab behind the Reference desk contains the higher end computers.

The large desk in the center of this room is the **REFERENCE DESK**. This is where you can get assistance from trained personnel for your information needs. Behind the Reference Desk and to the left is the Print Help Desk. The student workers at this desk can assist with troubleshooting the printers in the labs and using the large format printers.

**REFERENCE STACKS** The Reference stacks are arranged in Library of Congress call number order along the back of the Reference Room. Books in this section are noted in the online catalog as "Reference." Items in this room are usually consulted for background information or as an index to other sources.

**GOVERNMENT DOCUMENTS REFERENCE STACKS** LSU is a Regional Federal Depository Library. Documents published after 1976 are listed in the online catalog; earlier documents are located through the *Monthly Catalog*. This collection includes publications by agencies of the federal government. All other documents are shelved by Superintendent of Documents Classification number and are housed in Room 53.

**PATENTS** Directly in front of the Government Documents Reference Stacks is the CASSIS Machine which is used for patent and trademark searching. Other resources regarding patents and trademarks can be found at the reference desk, and on the information kiosk in the main lobby.

## **ELECTRONIC SOURCES**

Most of the computer terminals located in the Reference Services area provide access to the online catalog and electronic indexes and databases in addition to Internet connectivity.

The **Stand-alone terminal** gives access to CD-ROM databases such as Compact Disclosure (business), Census data, and others. Assistance for this terminal is available at the Reference Desk.

**INFORMATION CLARIFICATION** The Reference Desk is the best place to go for help with the online catalog, clicking on the **SERVICES FOR PATRONS WITH DISABILITIES** The LSU Libraries is committed to providing services for patrons with disabilities.

Patrons with a Telecommunications Device for the Deaf (TDD) can contact Middleton Reference Services at 578-3653.

Patrons may also use the Adaptive Aids computers in Middleton Reference. Patrons may inquire at the desk for more information.

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Now leave the Reference Services area and turn left after the Book Return. Go all the way to the end of this hall and see Room 109 on your left. This is the **LSU Faculty Technology & Visualization Services Center**. Staff in the Center provide walk-in support to faculty for high performance and scientific computing.

Right outside Room 109 are some machines to photocopy materials. Photocopying machines are available on every floor and only accept Tiger Cards or the copy cards that are for sale in Room 126.

**CC's Coffee Shop** is located to your right, directly across from Room 109.

Now return to the elevators or take the stairs to the Second Floor.

## 2nd FLOOR

From the elevator, turn left and walk behind the elevator to Room 202, Music Resources.

**MUSIC RESOURCES, Room 202** houses all printed music materials, including scores, books on musical topics, reference materials, and serials. The “M” Library of Congress numbers are located here. This area also houses records, cassettes, compact discs, video discs, and playback equipment. These materials do not circulate and may not be copied.

To your left as you leave Music Resources is **EDUCATION RESOURCES, Room 227**. Copies of Louisiana approved textbooks, curriculum materials, and curriculum guides are located here. Materials are circulated from and returned directly to this area.

Turn left as you leave Education Resources and enter **Room 241, 2<sup>nd</sup> Floor Stacks**. Books with the Library of Congress classifications beginning with A, B and Z are located here, along with the Dewey Decimal classification 378.76 (LSU theses and dissertations). The oversize books are also located in this room.

**As you first enter this room you will notice another computer lab for general use.**

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Walk toward the elevators on this floor. As you face the elevators, notice the hallway to your left. The rooms down this hall are classrooms. A one credit hr. course, **LIS 1001** (Library Research Methods and Materials) is taught in Room 230A. This course provides instruction for using library resources. Hands-on assignments include practical use of the online catalog, electronic databases and the Internet. Class schedules are at the Reference Desk, and online at [www.lib.lsu.edu/classroom/](http://www.lib.lsu.edu/classroom/). Room 230-B provides computers for hands-on learning, and Room 230-C provides a projector and an instructor’s PC for presentations. Any LSU teaching faculty may reserve these rooms for occasional use for their classes. The Reserve Request form can be found at [www.lib.lsu.edu/classroom/reservation\\_form.html](http://www.lib.lsu.edu/classroom/reservation_form.html).

Take the elevator or stairs to the **3rd or 4th floor**. The 3rd floor contains book stacks for Library of Congress call numbers C-N, and P-PM. The 4th floor contains book stacks for Library of Congress classes PN-V. There are charts on each floor to give specific locations. Take the elevator or the stairs to the **BASEMENT** for the last part of the tour.

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## BASEMENT

From the elevator, turn left, then right and enter Room 53, **DOCUMENTS/MICROFORMS**. LSU is a **Regional Depository** for **United States Government documents**. (Reference materials for Government documents are located on the first floor in Room 141.) The Documents staff can assist you in retrieving materials from behind the desk.

**DOCUMENTS** The LSU Libraries is one of 53 Regional Federal Depository Libraries located throughout the country. As a Regional Depository, the library receives all the government publications distributed by the Superintendent of Documents to depository libraries. The bulk of the Depository collection is located in Room 53, Middleton Library. The reference collection and all of the publications distributed through the Internet are available in Reference Services, where you can also receive assistance for government information at the Reference Desk. The Depository’s map collection is housed in the Cartographic Information Center in the Geology Building.

**MICROFORMS** This area houses newspaper, magazines, journals and other collections on microform. Items with microfilm, microfiche, microcard, and microprint call numbers are located here. Copies of microform material may be made for 20 cents a page.

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**Thank you for your interest in Middleton Library.**

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