Welcome to Cannell Library at Clark College. Follow this tour for an overview of the library, its services, and how you can access materials for assignments. The tour usually takes 30 minutes.

Library Entrance and Check Out Desk

Start your tour at the front door.
- Notice the display rack near the front door which contains information about the library. You may want to examine these items later.

Move towards the Check Out Desk. Here you can:
- Get a free library card if you have not purchased a Clark student photo ID (which may be used as a library card). Stop here to update your email, address or phone number if they have changed.
- Check out books or other materials, such as CDs, DVDs or course reserves.
- Check out laptops, netbooks, calculators and headphones for three hours. Some netbooks may be checked out longer.

Find the photocopy machines, restrooms, water fountain and elevator around the stairs.

Reference Collection

Move forward along the long counter towards the back windows to the Reference Collection shelves.

- The Reference Collection contains encyclopedias, handbooks, almanacs, and other sources of quick background information on all sorts of topics. The Reference books do not check out. You may photocopy at 5¢ per page (single-sided). Many Reference books are also available online on the library’s website.
- Books are arranged using the Library of Congress System instead of the Dewey Decimal System. Books are grouped by subject according to a system of letters and numbers.
- Look for the Library of Congress Classification System charts posted on the ends of the Reference shelves to see how the books are organized.

A. Reference Collection Activity:

1. Find the very beginning of the Reference Collection (A). What types of sources are found there?

Continued on next page
A. Reference Collection Activity – continued:


3. Locate the following book: Ref. HA 202 .A1 What is the title of this book?

4. Use the Library of Congress Classification System Chart posted on the Reference shelves to find one reference book on each of the subjects below. Write the title and library call number.

   Science

   Art

Down and Up the Ramps

Locate the stairs near the end of the Reference shelves. To the left and right you will find:

- The Transitional Programs Collection, with resources for career and academic prep, ABE and ESL.
- The CD and DVD Collection - may be checked out for 21 days
- The Library Instruction Lab (Room 103)
- The Renaissance Kids children’s book collection

Now, go down the ramp towards the windows. In this area you will find:

- A study area with tables, chairs and computers

At the end of the windows, turn right and walk up the other ramp. Stop at the top and look to your left. In this area find:

- Current magazines, journals, and newspapers

Also at the top of the ramp, look to your right where you’ll find:

- **TechHub Desk** – for technical help with computer passwords, wireless, etc.
  - Printers - behind the TechHub on the lower level
  - Quick Print stations, scanner - in front of the TechHub

- **Ask a Librarian Desk** - help with questions of any kind … research, citing, etc.
  - If there is no librarian at the desk, look for the sign indicating who is on duty and where their office is located.
The Second Floor – Quiet Zone

Go back toward the front door. Use either the elevator or the stairs to get to the second floor.

At the top of the stairs, to your left, find:
- The Computer Lab … with a Print Pay Station (where you can add print credits to your printing account).

In the opposite direction, locate:
- Large Group Study Room (Room 204). This room may be reserved at the Check Out Desk and online.
- Circulating Book Collection. (Note they are arranged A-Z by Library of Congress Classification, just like the Reference Collection downstairs.)
- Library Student Assistant Desk - located across from the book shelves.
- DVD and VHS players (with headphones).

Walk along the shelves, from the shelf marked Oversize to the shelf marked Z. Beyond the Z shelf are 3 small study rooms for 1-3 people.

Note more small study rooms along the opposite wall. Groups of 3 or more students may use them on a first-come, first-served basis.

Walk down the hallway beside Room 218. On the right is Room 217, a Quiet Study Room (laptops not permitted).

Walk out of the hallway and you’ll find shelves of magazines and journals organized alphabetically by title, with a small section of newspapers in the middle.

B. Magazines and Journals Area Activity:
Locate the following title on the shelves:

1. Time (magazine)
   What magazine is shelved before it? ______________________________________________________

Look for the Large Group Study Room 212 (which may be reserved at the Check Out Desk and online), restrooms, and water bottle refilling station on your right, on your way back to the staircase or elevator that you came up.

Return to the First Floor.
Computers on the First Floor

Locate the two computers on either end of the Check Out Desk service area. Use these computers to find books, ebooks, and DVDs at Clark Libraries … and beyond!

To use the other computers in the library, log in with your Clark username and password. Create or update a password at the Clark Students page:

- From the library homepage (see above) under Help, select student resources → My Clark.
- Enter your student ID and global pin, then select Password Change to create a password for the library and Clark lab computers.
- Need help? … Visit or call the TechHub.

Congratulations! You’ve completed the tour!