

## 1<sup>st</sup> floor:

Hi! My name is Mikelle Payne and I am currently a student at Northern Kentucky University. As we begin our tour, please go to the first floor entrance of the W. Frank Steely library. Please pause this recording until you are at the entrance of the library on the first floor. If you are already located at the first floor entrance of the library, then let's begin. Here you will notice the Public Service Desk. At this location you are free to ask any questions regarding library hours, finding books, and checking out books. As you continue to walk you will pass two classrooms on your left. On your right you will see the Eva G. Farris Special Collections & Archives. This department preserves documents and artifacts relating to the history of the university, Northern Kentucky, and the Tri-state region. Continue through the entrance towards the glass elevator. Veer towards the right of the elevator. To your right are the Steely library group study rooms. These rooms are for personal quiet time and group meetings. In order to use these rooms, you must retrieve the key from the third floor public service desk. The rooms can also be reserved in advance. The books that you see on this floor are part of our circulating collection which means you can check out these books. Walking through the stacks you'll notice private study cubicles off to the side. Outlets for media convenience can be found near these study cubicles. Straight ahead is a small computer lab. Here you will find a few MAC computers equipped with software to handle multimedia purposes; the computers located here are also connected to printers. As you continue around the computer lab, you will see another quiet area. Private study cubicles are located on these walls as well. Passing by, the exit stairs will be located on your right. Restrooms are also located on your right. For more information about the first floor visit the public service desk or the library homepage. Please return to the glass elevator and proceed to the 2<sup>nd</sup> floor.

## 2<sup>nd</sup> floor:

Coming off the glass elevator, proceed forward towards the Eva G. Farris Reading Room and art gallery. Here you will find the library's popular book collection. This reading material consists of Twilight series, Watchmen, and other popular fiction and nonfiction books. Books located in this area are allowed to be checked out. Sitting arrangements are provided for reading and studying. As you continue to circle around the reading room, off to your right is the suite 200 office. A number of library faculty and staff work in this office. Walking past and staying to the right of the stacks, private study cubicles are aligned against the wall. As stated previously, media outlets are located nearby for media purposes. The books on this floor of the library are also a part of the circulating collection and can be checked out. Up ahead is the Information Technology Solutions Center also known as the ITSC. Located in Steely Library suite 220, the Information Technology Solutions Center is designed to meet your technology needs through professional training, state-of-the-art innovate technologies, and customer-centered service. Located in the same area are a few computers tucked away alongside the ITSC. You will also see the Media Collections area. Audio/Visual equipment is located in this area. This equipment includes PCs, VCRs, DVD players and turntables for playing vinyl records. You are also allowed to check out media material. In-class DVD's, movies, and other media can be checked out for classroom or entertainment purposes. Another quiet area is located on your right. While returning to the glass elevator, you will notice a few computers aside from the Eva G. Farris Reading Room. Please return to the glass elevator and proceed to the third floor.

3<sup>rd</sup> floor:

Here we are on the 3<sup>rd</sup> floor. This floor serves as our main entrance level. While continuing off the elevator you will notice the Stegowagonvolksaurus. This is one of the several donated pieces of art you will see throughout the library. Feel free to admire the Stego exhibit.

As you walk past Stego veer toward the right of the computers and you will see the print reference collection straight ahead. Steely Library offers a collection of reference books selected and organized to correspond to NKU's curriculum. The reference collection contains specialized subject encyclopedias, dictionaries and manuals. Materials in this collection, however, cannot be checked out.

As you walk through the Reference Collection you will see older journals and magazines are bound and stored on the shelves after the reference collection.

Once you get to the back of the third floor, turn to the left and proceed along the back wall. Here you will see the Government Documents collection which are documents published by government agencies. There is a microfilm machine and microfilm collection along this wall. You will also notice maps in this area as well.

As you proceed back to the front of this floor toward the elevator, the entire Government Documents collection will be on your right, next to the Reference Collection and bound journals.

As you past Stego again you will see Ellison Die cuts around a large concrete pillar. These die cuts are available for use by library patrons. They are FREE to use anytime the library is open. You must however supply your own paper. There are also paper cutters and trimmer available on these tables with the die cuts.

Continuing towards the public service desk, you will pass a cluster of computers. You can use these to access electronic library resources such as electronic books and journal articles. The library has a large collection of electronic materials. Most of these books and articles can be accessed off campus using your NKU email username and password. While you are in the library you can also use these computers to check email, Blackboard, Facebook and just surf the web.

Past the computers you will see the current journals, magazines, and print newspaper section near the photocopiers. Materials in this collection cannot be checked out. Steely Library participates in the campus-wide printing system. Aside from printing for free with your All Card, you are able to photocopy for a discounted fee. For convenience, an All Card machine is located in the copy machine area for you to add money to your All Card if needed.

The public service desk is to the left of the photocopiers. The public service desk is the one stop help center for patrons. Here you are able to check out materials and find help with other questions. Librarians are available to help you with your research questions. In addition to stopping by the desk to ask questions, the library has a variety of ways you can ask for help. These include email, text message, chat, and one-on-one consultations with librarians. To find out more about these services, ask at the public service desk or go to the library's homepage and view the Ask Steely Library button.

The library also has laptops available for checkout from this desk. This is a very popular service provided by the library.

Course reserves are also available at the public service desk. The library offers print and electronic reserves. Electronic reserves are available in Blackboard, and the print reserves can be checked out at this desk. Materials in this collection circulate for periods ranging from two hours to three weeks. As you walk past the public service desk toward the stairs you will see the Faculty Alcove which is located near the entrance of the third floor. The collection contains books authored by NKU faculty and staff.

If you walk out the entrance of the third floor you will be in the library's loggia. This is where the Steely Café is located. Here you can grab a bite to eat and drink. There are also computers and a printer available in this area. This is a very popular place on a campus for students to hangout in between classes.

If you chose to walk out and take a look around the loggia, when you are finished, return to the area next to the faculty alcove.

Next to the faculty alcove is the Steely Library classroom 300. Here, library instruction courses are given. This classroom is equipped with laptops and a printer.

Alongside room 300, is the New Book Shelf. This collection contains a selection of books that have been newly purchased. The books in this collection can be checked out.

Behind the new book shelf you will see a meeting office. This is where you might have one-on-one consultations with a librarian.

Continuing on the path towards the glass elevators, restrooms and printers will be located on your right. The eContent area is also housed in this area. The eContent Area provides computers loaded with multimedia software including Photoshop CS3, Acrobat Professional 8, Dreamweaver CS3, and InDesign CS3. Scanners are also available in this area.

Now, you've made it completely around the third floor. Return to the glass elevators for our next stop on the fourth floor.

4<sup>th</sup> floor:

As you step off the glass elevators you will notice study cubicles ahead of you. To your left are more computers also connected to a nearby printer. Continue along the path of computers. Ahead of you will be another map stand...as stated before these are not to be checked out. The stacks to your left are known as the Learning Resource Collection, also referred to as the LRC. The collection is composed of materials which support the programs of Northern Kentucky University's College of Education. Materials in the LRC are appropriate for preschool through grade twelve, and include textbooks, computer programs, games and activities, puppets, and many other items that can be used with children in a teaching or tutorial environment. These LRC materials can be checked out. Also housed in the LRC is the children's and young adult literature collection. This is a representative collection of the literature being published for children and young adults. Children's and young adult literature can be checked out. The fourth floor computer lab greets you as you come towards the end of the collection. Veer towards the left and you shall see a small study area also alongside another row of computers. These computers have specialized equipment and scanners for students with disabilities.

Straight ahead is the microform collection. The collection is made up of a variety of microfilm and microfiche. The materials are stored in large cabinets, arranged alphabetically according to title. Microform machines are available for viewing the collection. Veering towards your left again, the other half of the LRC is housed in this area of the fourth floor. Also housed upon this floor, is the Dean's office for the College of Arts and Sciences. Continue towards the glass elevator.

The 5<sup>th</sup> floor of the library has all of the library's administration offices. We won't be going to that floor for the tour.

As a student, I appreciate the fact that Steely Library allows me to print up to \$12 dollars free of charge. It's not only the printing system that I enjoy, but it's also the intense resource collection that is housed here. If I'm unable to visit the library publicly, I can visit the library homepage and still benefit from all Steely Library has to offer. The majority of my friends find the library hours to be the most useful; especially during Finals week. My friends come from all majors : education, business, communications...and regardless of their different majors, Steely Library also has much to offer them. This concludes the tour of Steely Library. I hope you found this information useful and remember, if you have questions about the library, please use the Ask Steely Library services. If you are using one of the library's MP3 players, please return it to the 3<sup>rd</sup> Floor Public Services Desk at this time. Thank you again for taking a tour of the library and have a wonderful day.