

# **Tour Guidelines**

## **Crane Lit & Style I and III– Fall 2009**

### **Outcomes**

- Students will become familiar with the physical layout of Crumb Library
- Students will understand the library of congress classification system, especially those elements that relate to background materials for the arts (history, religion, visual art, literature...)
- Students will become minimally aware of subject searching of the library catalog
- Students will be able to read a catalog record to find the significant elements (subject, call number, location, circulation status)

### **Tour**

#### **Library Lobby**

- Welcome
- I know you are a mix of student levels, please bear with me if you are more experienced, everyone will learn something
- Hand out assignment sheets {which will be kept in the projection room on a green cart}
- Lit & Style I sheets are due AT THE END OF THE TOUR! Note that questions 3 & 4 must list different items from those on the handout we will give you. No late sheets will be accepted.
- Lit & Style III sheets will need to use BearCat and so can't be completed during the tour. They are to be handed in to the CRUMB reference librarian (during reference hours only – plan accordingly) by Monday morning. (I'm taking them to Crane Mon. afternoon.)
- The Attendance sheet will be handed around in the classroom during the computer demo later in the tour
- We will be moving through the whole library, please be mindful of the students who are trying to get some work done as we travel through their space.
- You're here because it is my understanding that you will have an assignment in the next week or two that needs Crumb materials
- Please feel free to remove books and carry them with you if you will be checking them out later, but there are MANY tours coming through, so for today's assignment, you need only note titles and call numbers without removing items from the shelf. If you do take something down but don't end up checking it out, please place it on a cart – DON'T RESHELVE!! (brief explanation)

## **Circulation desk**

- Need your bearcard to check things out.
- If you have reserve readings for classes other than Crane, it will be here – find things with the reserve section of our catalog (BearCat – point out later)
- Also, you'll pick up interlibrary loan materials here (anything not electronically delivered)

## **Interlibrary loan**

- we'll get you things from other libraries
- takes time – plan ahead
- Lit & Style is trying to improve focus on Primary resources (ask them if they know what this is) so may need this more, especially in Lit & Style III

## **Reference section** (*pass out our handout*)

- Materials for background information – library use only
- Many such materials are also available electronically
- Explain library of congress classification system (refer to our handout)
- M's are in Crane (happstance that M is music, after all, L is education)
- Show some specific resources (refer to our handout) (chronologies for L & S III sheet)
- Give them time to do assignment

## **Basement**

- A's – highlight popular periodicals and graphics therein
- B's – Religion & Psychology
- C – Civilization (coat racks & potted plants)
- Wireless study space and 4 computers
- Give them time to do assignment

## Microfilm/Periodicals area

- What is microfilm/fiche/form?
- NY Times (publishing and copyright in general, and why we still have/get NYT microfilm)
- Other newspaper access largely electronic, for example, NNYLN's Northern New York Newspapers, but often text only, like Lexis-Nexis.
- Microform machines (scanning/PDF conversion – might use with an ILL primary source)
- Current periodicals mostly for browsing
- Online access through subscription services – MUST go through the library web page, can't get there (to, say, JSTOR) directly. Explain. Also off-campus access.
- Full-text vs. indexing (to get to things not electronically available)

## Second Floor

- Walk from D around to Z
- Point out specific call numbers (D, E, F, L, N, P – foreign lang. dictionaries to check out)
- Point out all the sub collections (for other, non-Crane classes). Especially note Oversize and Media (which will be moving)
- Point out study rooms
- Explain Archives & Special collections
  - Jane Subramanian
    - Bachelor of Music and Masters of Science in Music Ed from SUNY Potsdam, Master of Library Science from SUNY Albany
    - Must make advance appointments – she's very busy, don't assume immediate access
    - Best to try to arrange times for groups & she will need ahead of time to know topics/needs (e.g. correspondence from the Crane Archives)
  - Significant collections relating to Crane and the History of SUNY Potsdam
  - Brief explanation of Frederick Crumb
    - Dates: Born 1909 – Died 1967
    - President of SUNY Potsdam from 1946 – 1967
    - President at the time of campus relocation & building of Crumb library.
    - Close association with Helen Hosmer, which led first to the building of Dunn Hall (the music building from 1956-72) and eventually to the current Crane complex.
- Give them time to do assignment

## Demonstration of Catalog

In LTEC or library classroom – 10 – 15 minutes

### PASS AROUND ATTENDANCE SHEET!!!

Start at Campus page and show how to get to library page

Show things that were mentioned on the tour

- Course Reserves (2nd item down under the Find Books maroon bar menu)
- Reference sources (in the new “more” drop-down box)
  - Quick box for OED on the reference page itself
  - Go into Encyclopedias and show GVRL and the title list

### BearCat Demo

(note, Lit & Style I course content starts way back with greek/romans)

Start with 3 quick Basic Searches to show how computer matches words:

- Basic Search, All Fields, **Ancient Greece** (254 results)
- Basic Search, All Fields, **Ancient Greek** (248 results)
- Basic Search, All Fields, **Ancient Greeks** (46 results)
  - Note #18 (*Sexuality and feminism in Shelley*) and #20 (*The reverent discipline*) as not useful hits, but contain the search terms
  - Look at #4 *A companion to the Hellenistic world*
  - Discuss Database/Record/Field/Data and character/word matching
  - Look at subject area

Go back to search screen (explain more control if typing in yourself vs. clicking through)

- Basic Search, Words in Subject, **Greece History** (276 results)
- Too many results and too varied. What is our interest?
- Look at, say, #5 *Ancient Greek Religion* and look at subject area

Go back to search screen (explain that this is the general process: try something, look at the subject area, then go back and search by subject)

- Basic Search, Words in Subject, **Greece History Religion** (7 results)
- Look at #4, *The religious context of early Christianity : a guide to Graeco-Roman religions*
- Review the record for location, call number, & availability

[Type text]

So the point is to get a list where everything on the list is USEFUL. Length of the list DOESN'T MATTER!!!! Subject Searching helps eliminate false hits and get a more focused, useful list.

Mention that Proper nouns work well as subject points

- Names of people (Beethoven)
- Names of works (Rhapsody in Blue)
- Names of geographic areas (Greece)

Point out Music page with Courses tab and handout for future reference

Point out WorldCat and explain that it works exactly the same way searching-wise and is the main finding tool for interlibrary loans.

**COLLECT ASSIGNMENTS & Attendance !!!!!!!**