Mary B. Blount Library & Academic Commons: 344 W. Main Street, Danville (between English Hall and the Art Building).

Information Desk: As you enter the library’s Academic Commons, the information desk is in front of you. Here you can ask a question or borrow books and media. Undergraduates may borrow circulating books for three weeks with an Averett student ID card, and renew them for three more weeks. To renew books, phone 434-791-5690 or email circdesk@averett.edu.

At the information desk you can also:
- borrow, renew, return media (DVDs, etc.)
- borrow materials on “Reserve” for your class,
- pick up items we place “On Hold” for you,
- pick up and return books you are borrowing through “Interlibrary Loan,”
- locate lost and found items,
- checkout a wireless mouse to use a computer.

Print journals, books of fiction and recently acquired academic books are displayed near the information desk. Here you can browse for books and articles to read, and recommend books for the library to acquire. (Note that print journals are a very small fraction of the library’s journal holdings. Blount Library offers over 31,000 full content journals in online databases.)

What is the title of one print newspaper or journal displayed near the information desk?
__________________________________________.

Commons Media Area
The flat screen in the back corner of the Academic Commons works with a minicomputer and wireless keyboard. Ask the reference librarian for the keyboard whenever you want to use the screen for group work, for example to rehearse a presentation with your study group. You can also do this in Blount 307 and Blount 102.

Reference Librarians:
Librarians are available until 9:00 P.M. Mon.-Thurs. (4:30 P.M. Friday, 7:00 P.M. Sunday) to help you with information research. You can also contact us at aclib@averett.edu. It’s a good idea to consult a librarian when you need:
- articles, books, or information on a subject,
- a research consultation for a class project,
- help with online databases, library software, and remote access to the library,
- help getting books and articles the library does not own (Interlibrary Loan).

**Reference Books:**

In one corner of the Academic Commons is a collection of “Reference” books. These are dictionaries, encyclopedias, and guides to a field of study. You will find many more reference sources in the library’s digital collections, available from [WorldCat](http://discover.averett.edu/library) and [Databases, A-Z](http://library.averett.edu/databases).

Print books in the library are arranged by Library of Congress Classification. Their call numbers, which match the call numbers in WorldCat, begin with letters and numbers that denote the subject, and letters and numbers unique to each book. Ask a librarian or staff member if you need help finding a book.

When you find a book, you can browse similar call numbers on the book shelves (stacks) for volumes on the same subject or by the same author.

**Note:** Most of the library’s reference books and journals are now online. You will find them in subject research guides, WorldCat, [Literature Resource Center](http://library.averett.edu) and other library databases.

**Upstairs (Second Floor):**

Locate the stairway near the front door and go upstairs. Here you will find:
- Circulating books (those you can borrow) with call numbers “A - HJ”
- Restrooms and water fountain
- Study rooms with computers and a small media room for group study (Blount 307)
- “Quiet Area” for individual study
- The Betty J. Steele Children’s Literature Collection
- Averett University Archives and Special Collections (by appointment)
- Archives of a former member of the U.S. House of Representatives
- Archives of a former member of the Virginia State Senate.

Name one person whose archive is enclosed behind glass at the far side of the room:
__________________________________________.

**Downstairs:**

Go down the stairs to the basement level. Here you will find:
- Circulating books with call numbers from “HM” - “Z”
- Restrooms, water fountain
- Blount 102 Media Room (seats 9-12)— Ask the reference librarian for access
- Open area for group study.

Return to the information desk on the main floor (Academic Commons) and present your AU ID card to borrow a wireless mouse.
**Academic Commons Computers:**

Beyond the information desk are “scholars workstations” for use by Averett students. You can use them to locate books in the library, search for articles on a topic, scan documents, and connect to other services. (Actually, you can search library databases wherever you have internet access, on or off campus! If you are prompted for an Averett Library username name and password, enter the login you use for Moodle and PC Self-Service.)

Connect the wireless mouse you borrowed at the information desk, and use a computer to tour the library’s web guides: [http://discover.averett.edu/library](http://discover.averett.edu/library) (“Blount Library” under “Academics” on the Averett homepage).

- From the **Discover!** tab you can search the WorldCat database. WorldCat cites resources at Averett and libraries worldwide. “View now” links allow you to access the full content of digital resources: e-books, articles and media.
- Click on the **Learn** tab at the top of the page for an online user guide, overview presentation and library tutorials.
- Click on the **Consult** tab to see options for getting help from a librarian.
- Return to the **Discover!** tab. Under “Services,” click on “Request Interlibrary Loans” (ILL). Here are web forms to request books and articles from other libraries. Most of the library databases offer full text articles. However, scholars and professionals use ILL when necessary to access library collections around the world. Interlibrary loan is free in most cases. We will inform you ahead of time if there is any charge. Please schedule your research early to allow 2-4 days for interlibrary loan (ILL) articles, and 4-7 days for delivery of ILL books.
- Click on “Start with a Subject” from the left hand column of the **Discover!** page and locate a research guide for your major discipline or favorite subject area.

**Electronic Resources:**

The Library offers 24/7 remote access to electronic resources for students, faculty and staff, including 31,000 electronic journals, 200,000 electronic books, 145 databases, WorldCat, tutorials, and subject research guides. To access an online resource from anywhere on the library web, click on its title. You will be prompted to log in if the source is available by subscription. (The login is your AU web services (Moodle and PC Self-Service login.)

**Printing**

Students can use library computers to print from the Wēpa printer in the library or from any Wēpa kiosk on campus. Ask a librarian for assistance with photocopying and scanning. A self-service scanner is attached to one of the computers available for student use.

Please complete the Library Web Tour exercises on the next page:
Library Web Tour

Name: ___________________________ Date: __________________


2. Click on the title of Dr. Hawkins’ book to view the full record in WorldCat, then click Cite/Export. Can you copy the citation in both APA and MLA styles? ____ .


4. Find a peer-reviewed article addressing “mediterranean diet asthma.” (Hint: look in the left hand column on WorldCat for additional formats.)

5. Ok, WorldCat is pretty cool, but what is another place to start on AU Library web guides when looking for specialized information your major field? ________

6. From the Research Guide for “Biological Sciences,” link to Academic Search Complete and search for “sports medicine.” View the full text (PDF) of one article. In what journal was it published? ________________

7. In the “Academic Search Complete” database, use two of the search boxes to lookup “physical fitness” AND “academic achievement.” How many articles were found in “All Results?” ____ How many were found in “Scholarly (Peer Reviewed) Journals?” ____

8. If you already have a citation for a journal article, where can you look to see if the library has that journal? _________________________________. Search in “Journal Titles” for *Journal of School Health*.

9. How can you obtain a book or article not owned by Averett University? ________________________________

10. Can you request an Interlibrary Loan book or article on the library web? ____

11. Use WorldCat to find an Averett library book (in print) on a subject of interest to you, then check it out at the Circulation Desk. If you don’t have time to read the book in three weeks, how can you renew it for another 3 weeks without having to come to the library? __________________

12. If you haven’t done so already, introduce yourself to the reference librarian and ask any questions you have about these exercises or the academic commons. (Click on the “Consult” tab at the top of the library home guide to learn more about Averett librarians.) Librarian’s signature ________________ Date ______
Please tell us what you think of the tour by answering questions on this page. Then tear off page 5 and leave it at the information desk.

Ask the reference librarian to clarify any items that require further explanation. Your instructor may require that you submit the completed tour sheet as an assignment.

Date: ____________________________________

Course: ___ IDS ___ Other course: __________________________ 
___ No particular course, just wanted a tour

Please give us your impressions of this orientation exercise:

Difficulty: ___ too hard ___ too easy ___ about right

Information provided: ___ too much information ___ not enough information ___ about right

Clarity: ___ easy to understand ___ confusing

I completed the orientation: ___ alone ___ in a small group ___ with my whole class ___ with a librarian

I prefer to learn things like this: ___ with a teacher or tutor ___ on my own ___ with a study group ___ in a formal class

I prefer to do exercises like this one: ___ using paper worksheets ___ on a computer

Congratulations! You have completed the library tour. Please ask the Reference Librarian to clarify any questions that were unclear. (We will not grade you!) Your instructor may require that you submit the completed tour sheet (p. 4) as an assignment.

This tour has covered basic research tools. Averett librarians look forward to meeting with you to discuss your research topics and assist you in finding credible sources of information. Please disturb us!

For more information on library research, see the Library User Guide on the library web, under LEARN and “Orientation.”

Before leaving the library, please tear off this sheet (p.5) and leave it at the Information Desk. Thank you helping us to improve library orientation!