

# iTour Narration

## Video 1: Welcome to Milner Library

**Narrator:** Welcome to Milner Library. As a central location on campus it serves as a meeting and gathering place for individual and group study, cultural events, and access to thousands of information sources and various technologies.

The iTour will give you a brief overview of what Milner has to offer. Start at the Checkout desk, the large desk to the left as you enter the library on the 2nd floor. Use the QR codes to navigate through the stops of the tour. If you have any questions along the way, feel free to stop and ask a librarian. That's why we're here!

Here at the Checkout desk you can check out and return materials, borrow technology like laptops for use while in the library, and access materials on hold for your class in course reserves. This is also where you'll pick up items that you've requested from storage, I-Share, or Interlibrary Loan. You can even use a self-checkout machine if you like, which is located on the far right side of the desk. In general, books can be checked out to undergrads for 4 weeks with up to three renewals. Loan periods differ for items like DVDs, technology, and items from the Teaching Materials Center. This is also where you can return materials that you've checked out. Be sure to bring your Redbird Card to the library because it serves as your library card. You'll use it to check out items, make copies, and print from the computers. There is a Redbird Card machine near the desk where you can add money to your card. If you need help, just ask at the desk.

As you move to the left end of the Checkout desk, you'll find the area for course reserves. Continue past this desk, towards Einstein's coffee, and around the corner. As you head down the hall, you'll come to the next stop on the tour, the multimedia center.

## Video 2: Multimedia Center.

**Narrator:** Here in the multimedia center, you'll find DVDs as well as viewing stations and study areas. The viewing stations can play both DVDs and VHS tapes. If you've checked out a video from course reserves, you can watch it here or on a laptop. If you'd like to check out one of the browsing DVDs, just take it to the Checkout desk.

You'll also find a few Mac computers with digital media software installed, such as Adobe Captivate and Creative Suite, Final Cut Pro, Apple iLife, and Audacity.

Next, continue down the hallway past the restrooms and you'll find the computer lab on your left, in room 213B.

## Video 3: The Computer Lab at Milner Library

**Narrator:** The computer lab has over 100 PCs as well as Macs and scanner workstations. In addition to Microsoft Office, many of the workstations have graphics and statistical software, so if you're looking for a particular program ask a lab attendant for help. The only color printer in the library is located here as well. Color prints are 40 cents per page and black and white prints are available for 8 cents per page. If you need to print on both sides of the paper, ask a lab attendant and they'll be glad to show you how.

As you leave the computer lab, make a slight left at the silver bubble in the ceiling and continue down the hall towards the shelves and large windows.

## Video 4: Microforms, Newspapers, Magazines and Journals

**Narrator:** As you enter the southeast corner of the 2nd floor, on your left you'll find microform readers that are used for viewing microforms, stored in the cabinets to your right. Microforms are basically photos of documents on small film that last longer and are easier to store than newspapers.

Straight ahead, you'll find the current periodicals. Periodicals is the word we use to talk about newspapers, magazines, and journals. These are arranged by call number so that all magazines and journals on a particular subject are next to each other. Older issues are either on the shelves upstairs – which are called the stacks – or in storage areas. We also have electronic access to thousands of periodicals, so feel free to ask a librarian for help.

As you walk by the metal cabinets on your left, you will also see Reference materials. These are things like encyclopedias, dictionaries, handbooks, manuals, and so on. Continuing past the shelves towards the computers, you will come to our next stop on the tour. Look for the area with two computers and a printer. The next video will introduce you to the printing station, copiers, and scanners.

## Video 5: Printing station, Copiers, and Scanners

**Narrator:** There are printers, copiers, and scanners on floors 2 through 6 in Milner. You can print from a library computer or wirelessly send a print job from your laptop. You have to use your Redbird card when printing. There is a print station behind the reference desk and near the glass doors on all of the upper floors as well. Printing costs 8 cents per page. If you don't have money on your card, head over to the Checkout desk and you'll find a Redbird Card machine to add money.

For the copiers, you can use your Redbird card or cash. It's 8 cents per page with your card or 10 cents per page with cash. The color copier is the one closest to the reference desk on floor 2 and costs 40 cents per page with your card. If you need help with copying or printing, please ask at the reference desk.

The library also has scanners on floors 2 through 6. The touchscreen stations and scanners allow you to scan print materials and save a digital copy for free. To save copies you can use a portable USB drive, your Google Drive or Office 365 accounts.

The next stop is the Reference Desk, which is located on the other side of the printing station.

## Video 6: Reference and Information Desk

**Narrator:** This is where you'll come for questions about research, finding materials, and library technology. The reference librarians are here to help with research, offer suggestions for the best resources on a topic, and guide you through the research process. The great thing about the reference desk is that you can come in and talk to a librarian or work with them via chat, text message, email, or over the phone. So if you're working from home and have a question or you're looking for a book up in the stacks, just contact the reference desk. We'll be glad to help.

Now that you've seen what's available on floor 2, head up to floor 3 to continue the tour. The QR code can be found next to the main doors on floor 3.

## Video 7: Floor 3

**Narrator:** The third floor of Milner is a great place to meet with groups and study with friends. There are collaborative workstations and open spaces for working on group projects. You'll also find books here in the call numbers ranging from A through F. This includes subjects such as psychology, religion, history, and

philosophy. If you have any questions or would like assistance while you're on the upper floors, there's no need to come down to the reference desk. Send us a text message or chat.

Feel free to pause the tour and explore this floor on your own. There is a floor map and a breakdown of books by subject posted on the glass windows near the doors.

To continue the tour, head upstairs to floor 4.

## Video 8: Floor 4

**Narrator:** The fourth floor is reserved for quiet study, so if you need a place to work quietly with minimal distractions, this is your best bet. While you're on floor 4 please respect those around you by silencing your phone, turning the volume down, and keep talking to a minimum. Along the outer walls you'll find group study rooms with whiteboards so you can work on group presentations and projects in a more private setting. These rooms are available on a first-come, first-served basis, so keep this in mind during the busy times of the school year.

The fourth floor is home to collections of government documents, maps, and books in the call numbers ranging from G to K. This includes subjects such as social sciences, criminal justice, political sciences, business, and law.

Feel free to pause the tour and explore this floor on your own. There is a floor map and a breakdown of books by subject posted on the glass windows near the doors.

Please go to the 5th floor to continue the tour.

## Video 9: Floor 5

**Narrator:** The fifth floor has open space for group study and also individual study. Here, you'll find books in the call numbers ranging from Q through Z. This includes subjects such as science, technology, computer science, nursing, health sciences, and photography.

Milner Library also partners with the Visor Center to offer drop-in writing assistance on the 5th floor. Hours change every semester but information about this service is on the library website and posters in the library.

Feel free to pause the tour and explore this floor on your own. There is a floor map and a breakdown of books by subject posted on the glass windows near the doors.

Next, let's go up to the 6th floor to continue the tour.

## Video 10: Floor 6

**Narrator:** There is a reference desk providing you with another place to get help from a librarian. This desk is open on most days and has a sign listing the open hours. Opposite the service desk, you'll find Special Collections. This is where rare and valuable books are held, including one of the largest collections related to the circus and allied arts. We also have materials on the life of Abraham Lincoln, children's literature collections, and more. The 6th floor holds items in call numbers L through P, which includes education, music, art, and literature, as well as audio materials and CDs.

Straight ahead and to the right, you'll find the Teaching Materials Center, also known as the TMC. This area holds collections of toys, games, and children's books for all ages and reading levels. It's designed to resemble

a pre-K through 12 grade school library so items here are arranged by the Dewey Decimal System, which is different from the Library of Congress system that is used throughout the rest of the library.

## **Conclusion**

**Narrator:** So now that you have a basic idea of what's available at Milner, take some time to explore on your own. And remember that we're here for you, so if you have any suggestions for us, we'd love to hear from you. We have a feedback form that you can find through the Contact Milner link on the library home page.

If your teacher has asked for verification that you've taken the iTour, go to the URL shown here on a computer and answer the questions to a short survey. Once completed, you'll have the option for printing or emailing a verification form.

Thanks for taking the iTour. If you checked out a tablet from the Checkout desk, please be sure to return it. And if you have any questions, feel free to stop by the Checkout or Reference desks.