

Online Library Orientation

PPT Recording Transcript

Part 1

Welcome to Taylor Memorial Library's Online Orientation, Part One

This Orientation is made up of five parts.

While it is possible to watch each part out of order as a stand-alone lesson, it is recommended that each part is completed consecutively.

In its entirety, this orientation will introduce you to Taylor Memorial Library's (or TML's) services and resources to help you understand and start using all the Library has to offer!

Part One, this part, focuses on the layout of the library building, the shelving locations of resource collections, and Library Staff members.

At the end of this presentation, viewers should be:

- Familiar with the resource collections at the Library
- Familiar with the basic layout of the Library building
- Able to name members of Library Staff

So let's get started.

The Taylor Memorial Library is made up of three levels. From top to bottom, we call them the Mezzanine, the Main Floor, and the Bottom Floor.

Let's start with the Main Floor, or the floor from which you can both enter and exit the library building. The front doors open into the vestibule and Circulation Lobby. Across the Lobby is what we call the Patio Door, leading to the back patio and stairs down to campus sidewalks. This floor is home to our main collections, student study spaces, public computers, and the circulation desk where you can ask questions, check out materials, or talk with a librarian. The Instruction room is normally available for student use at times when a library class or workshop is not taking place. The Staff Work Area is only accessible by invited students, faculty, or staff.

Next is the Mezzanine, or the upper floor of our academic book collection. It can be accessed via one of two stair cases in the Quiet Area on the Main Floor. If you require assistance retrieving a book in the Mezzanine, please ask for help at the Circulation Desk on the Main Floor.

Lastly, the Bottom Floor of the Library houses the restrooms, University Archives, the Writing Collaboratory, and the Campus Print Shop. The Faculty Copier room is available to faculty and staff members with a valid campus ID with clearance. Access to the University Archives is by appointment only.

As mentioned before, the Main Floor houses our print collections. This map highlights the areas of the library where each type of collection is shelved.

The academic books are in the Quiet Area – this of course includes the second floor Mezzanine shelves. New Acquisitions or newly purchased books added to the academic book collection are shelved for a time in the Lobby next to the Circulation Desk while the print periodicals like magazines, newspapers and journals are on the opposite wall.

Education materials such as picture books and other children's books are shelved in the West Wing area of the Library. Both Adult and Young Adult Fiction collections are also found here. Popular Dvds and Graphic Novels are located in the room next door while the Irish Collection is in the small room leading to the Instruction Room. If at any point you have a difficult time locating a book or any other library item, please ask for assistance at the Circulation Desk. We are always happy to answer questions.

When you ask questions at the Circulation desk, you will most likely speak with a member of Library Staff. Sometimes you will interact with our Student Workers who are trained to provide general assistance.

There are 8 members of Library Staff, 3 of which are full time librarians:

- Full time librarian, Maryanne Fegan, or Library Director oversees the operations of the Library.
- Full time Librarian, Sara Purifoy, or Instruction Librarian, is head of the Information Literacy and Instruction program which means she works closely with students and faculty in the classroom.
- Full time Librarian, Amy Hayes, or Electronic Resources Librarian maintains online database subscriptions and the Library Website.
- Colleen Bain is the University Archivist and answers questions about the history of Centenary University.
- Wendi Blewett is the Visual Resources Manager in charge of periodicals, social media, and library marketing.
- Keith Orr is our Circulation Desk Supervisor who monitors day to day activities around the library and supervises library student workers.
- Lastly, Steve MacMillan and Janice Mundi are our part time reference librarians available intermittently for library and research help.

Collectively, we support the intellectual curiosities and educational pursuits of students, faculty, and staff. Through research support, information literacy instruction, and superior customer service, the Library aims to produce effective searchers and users of information to facilitate academic success and life-long learning.

But of course, we all have individual responsibilities related to our job descriptions. As mentioned before, Keith manages our student workers, Colleen answers questions about the history of the University, and Wendi creates marketing materials. In addition, we all take turns answering questions over the phone, by email, or at the Circulation Desk. You might even see one of the three librarians - Maryanne, Sara, or Amy - in one of your classes!

Our student workers also contribute to the daily operation of the Library in so many ways by creating displays, updating catalog records, creating fliers, shelving books, checking out books, scanning and sorting archival photos, and more. We thank them for all the work they do.

Congratulations, you have completed Part One of TML's Online Orientation.

Part Two will help you set up your Student Library Accounts in Koha and EbscoHost:

- A Koha account, or TML's Online Catalog of Print Materials, will help you keep track of your checkouts and
- An Ebscohost account will help you keep track of your online research.

See you again soon.