

## Roesch Library Tour: A Script for English Composition Instructors

### 1. Gather in the Lobby area, near the two benches.

“Welcome to the Roesch Library (rhymes with fresh). Hours: It is open until midnight the first few weeks of the semester, and until 5AM once the semester gets going, then 24 hours during finals.”

There are 8 floors:

- The LTC (Learning Teaching Center) is in the basement with learning support, meeting spaces, offices, and The Blend (a great place to get a cup of coffee.)
- The first floor is Circulation and Reference, Group Flex Space, and computers.
- The second floor is periodicals, the Information Desk, the Write Place (a great place to get writing assistance with your papers), and Group Project Space
- The third floor houses two special collections, the US. Catholic Collection and the Marianist Archives. The elevator actually skips this floor.
- Floors 4, 5, and 6 are the book floors. There are nice places to study up there.
- On the 7<sup>th</sup> floor is the Marian Library, an international study and research center that houses the world’s largest collection of printed material about Mary. You might enjoy their display of crèches from around the world, as well as their frequent art exhibits.

### 2. Move over to Circulation Desk

Our first stop is the Circulation Desk. Here you can check out books, reserve materials, videos, and reserve study rooms.

You can also pick up and return your OhioLINK books.

We have a self-check out machine in the lobby. It works a lot like the self-checkout machines at the grocery.

Point to photocopiers. Photocopiers are on the first and second floors. Copies are 5 cents apiece. You can pay with coins, dollar bills or a copy card. The copiers do not take Flyer Express though.

There is a UD Kiosk located in this area. Use the kiosk to add money to your Flyer Express account as well obtaining more information about UD.

### 3. Move to Reference Area in front of Reference Desk.

Now let’s go into the Reference Room. There are 20 computers in this room for student use.

You will need your Novell login to use them. It’s the same login you used for V.O. or when you login from your dorm room. Microsoft Office is available on these computers.

Point to printers. Prints are 4 cents per page, deducted from your Flyer Express account.

The building has wireless access points on every floor, so you can also bring your laptop to the library and do research that way. Also in this area you will notice a Leisure Reading area where we have various fiction books, magazines, and newspapers.

On of other side of the reference books, we have a Group Flex Space area. Use this area for group projects and feel free to move furniture around to suit your group needs. There is a plasma screen in this area that you can hook your laptop up to for sharing presentations and discussions.

Point to the reference desk, and smile at reference staff.

This is a large building and all the databases can get complicated. If you need help with a question, Ask a Librarian. The librarians are very friendly, and they’re here to help you with your research. Don’t spend 4 hours trying to solve a problem, come up and ask. You can also call, e-mail, and IM with questions.

4. Take the stairs to the second floor. Right next to the stairway doors is the Information Desk.

This is the Information Desk where you can get help finding materials or using the computers, and get answers to other Library questions or problems.

5. Walk over to the bulletin board.

The area behind the bulletin board and to the left is another Group Project Space. You can work on group projects here.

6. Walk over to the Microfilm Sign, which is just past the bathrooms.

Most of the space on the 2<sup>nd</sup> floor is for our journal collection. All of our journals are stored alphabetically by title. There are two photocopiers on the 2<sup>nd</sup> floor, in case you need to make copies of articles. Those machines are located in the microfilm area.

Around the 2<sup>nd</sup> floor perimeter there are 38 computers with Internet access; Microsoft Word, Excel, Access, and PowerPoint; Lotus Notes, and other applications. There are 3 PCs and 2 Macs with scanners. You can research, email, IM and type papers here. If you just want to IM or write an email, there are 4 computers set up for shorter tasks—look for the “Walk-up Workstation” signs.

This floor also has 2 printers when you are ready to print an article or your paper or project. Just like downstairs, prints cost 4 cents apiece.

7. Walk back (west) to the bulletin board. From here walk all the way down the middle set of book stacks. You will then see the Write Place.

The Write Place hosts writing assistants during certain hours. At other times, it’s a quiet place used for studying.

8. Come back to near the bulletin board.

Floors 4, 5, and 6 are the book floors. You can take the stairs or the elevators to those floors.

Roesch Library has over 1 million books. They are arranged by Library of Congress call numbers. To find a book, look at the floor indicator in the catalog, and go up to that floor. They are filed alphabetically and numerically.

If you can’t find a book, come to the Reference Desk, the Information Desk, or the Circulation Desk, and staff will assist you in locating a book.

Are there any questions?

**NOTE to instructors: This tour should take roughly 10-20 minutes.  
Questions? Please contact Heidi Gauder (x94259 or [heidi.gauder@notes.udayton.edu](mailto:heidi.gauder@notes.udayton.edu))**