Welcome to Bracken Library!

Bracken Library is the main library of Ball State University. We hope you’ll take time to go through this self-guided tour at your convenience to become better acquainted with our building, its services, and collections. The tour begins on the first floor in the lobby near the Forest Idyll statue. Please ask any staff member if you have questions about the tour.

While touring Bracken Library, be sure to note these locations:

- **Forest Idyll** statue is in the lobby. A popular meeting place.
- **Elevators** are located on the east and west sides of the lobby.
- **Campus telephone** is located near the entrance to the Bookmark Café.
- **Restrooms** are located on every floor.
- **Bookmark Café** is a great place to grab coffee, lunch, or a quick snack.
- **Photocopiers** are located on the first and second floor. Color and black and white are available.
- **Printers** are located on the first floor and the lower level. Color and black and white are available.

If you are taking this tour as a class assignment, please fill out the following information.

**Your Name:**
**Course Number:**
**Your Instructor’s Name:**

Also please note the ? symbol, which highlights questions related to various library locations and services. Spaces are provided for your answers.

In addition to Bracken Library, there are two other libraries on campus. Please visit them as well. They are staffed with friendly people who can show you around and answer questions.

- **Architecture Library** (AT 116) – A collection of books, journals, and other materials related to architecture, landscape architecture, and urban planning.
- **Science–Health Science Library** (CN 016) – A collection of books and journals related to biology, physics, chemistry, and nursing.
First Floor

Main Circulation (1 East)
On the east side of the first floor is the main circulation counter, where you will check out books and other materials (use your BSU ID). To the right (south) of the counter is the Bookmark Café.

Current Periodicals (1 East)
The most recent magazines, scholarly journals, and newspapers are kept on the east side of the first floor. Also located in this area are the microfilm and microfiche readers, as well as computer workstation and printers.

1. List the title of one current periodical in the Current Periodicals collection on the first floor, east.

Current Periodical Title:

Reference Desk and Reference Collection (1 West)
On the west side of the first floor is the Reference Desk. Librarians and staff are available to assist you with your research. For more information about research assistance, go to www.bsu.edu/libraries/askalibrarian/

The Reference Collection contains specialized encyclopedias and dictionaries on a variety of topics and is a great place to start your research.

2. Visit the Reference Desk and ask a librarian to sign your Self-Guided Tour. You can also ask any questions you have about the Libraries or about this exercise.

Librarian’s Signature:

Schwartz Digital Complex (1 West)
The Schwartz Digital Complex provides access to digital collections available through the University Libraries, and also provides access to international media, broadcasts, podcasts, and multimedia. Ball State faculty and students may reserve either the Learning Pod or Viewing Room for study groups and presentations.

To continue the tour, take the spiral stairs or an elevator to the second floor.
Second Floor

Bound Periodicals (2 West)
Older, bound issues of journals are arranged in alphabetical order by title on the shelves on the second floor, west side.

Archives and Special Collections (2 West)
This area includes Rare Books and Manuscripts, the Middletown Studies Collection, the Stoeckel Archives of Local History, University Archives, and Drawings and Documents Archives. You are welcome to go in and look around. Research assistance is available.

3. Locate the journal called Communication Arts. Look at the spines of the volumes of this journal. What are the volumes and years available?

Volumes (years):

4. Locate the display cases outside the doors to the Archives and Special Collections. What is the topic or title of the current display?

Answer:

GIS Research and Map Collection
This is the place to find Geographic Information System software and expert mapping assistance and research help using a wide-ranging collection of geospatial materials in class assignments and research projects. The GRMC also provides customized instructional sessions, a large GIS research area, and a growing collection of digital resources. The GRMC offers large-format printing and laminating services to members of the Ball State University community.

5. What is the current “Map of the Month” located on the GRMC windows?

Answer:
The General Collection

Most of the books in the library are shelved in what is called the General Collection. It encompasses the second, third, and fourth floors. Books are arranged by Library of Congress call numbers.

All General Collection locations are in Bracken Library.

<table>
<thead>
<tr>
<th>Call number begins with</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - F</td>
<td>2 East</td>
</tr>
<tr>
<td>G - JC</td>
<td>3 West</td>
</tr>
<tr>
<td>M</td>
<td>Lower Level West</td>
</tr>
<tr>
<td>JF - PR</td>
<td>3 East</td>
</tr>
<tr>
<td>PS - QD399</td>
<td>4 East</td>
</tr>
<tr>
<td>QD400 - Z</td>
<td>4 West</td>
</tr>
<tr>
<td>Oversize</td>
<td>4 West</td>
</tr>
<tr>
<td>Oversize - Music</td>
<td>Lower Level West</td>
</tr>
</tbody>
</table>

To determine a book’s location, match the beginning letters of the call number to the chart above. These charts are located near each elevator and in CardCat.

For example:

Location: General Collection  
Call Number: QD400 .A18 V.1

This book would be located on 4 West (4th floor, west side of Bracken).

6. Where would you look to find a book with the call number RA781.7 .S568 2010?

Answer:

To continue the tour, take the stairs or an elevator to the third floor.
Third and Fourth Floors

The third floor houses much of the general collection. There are also lots of computers with a variety of software. If you need a specific software package, locate the computers (on any floor) with it installed by using the Software Locator at [www.bsu.edu/libraries/swsearch/](http://www.bsu.edu/libraries/swsearch/)

There are many group study rooms available on the third floor. You can find out more about these rooms and make a reservation online at [www.bsu.edu/libraries/studyrooms/](http://www.bsu.edu/libraries/studyrooms/)

The fourth floor also houses the general collection, thesis collection, and oversize books. This floor is designated a quiet study area. The study areas for student athletes are also located on the fourth floor, east side.

7. Take the stairs or elevator to the fourth floor, west side. Locate the books beginning with the call number TJ 211. What is the subject of the books in this section?

Answer:

To continue the tour, take the stairs or an elevator down the lower level/basement.
Lower Level

The lower level houses two collections: the Educational Resources Collection and the Music Collection.

The Educational Resources Collection comprise the K-12 state adopted textbooks, youth books for pre-school through grade 12 reading, and curriculum resources for teaching grades K-12.

Educational Resources also includes a collection of objects, games, and classroom activities for pre-service teachers.

Educational Resources is also the place to visit to check out DVDs, computers, video equipment, digital cameras, projectors, and all types of technology accessories.

8. Locate the Youth Books collection. List the title and call number of one of the books in that collection.

Answer:

The Music Collection contains printed music (scores), books on music and music recordings, as well as print and recorded course reserves for music courses. Seven computers in the area have Finale 2008 music notation software. The music books and music reference section are also located in this area.

9. Locate the Music Reference collection. List the title and call number of one of the books in that collection.

Answer:

10. List one thing that you learned from this tour that you might use this semester.

Answer:
Using CardCat

Instructions: Go to www.bsu.edu/library and locate CardCat under “Research Tools”. Use CardCat’s Basic Search to answer questions 1-3.

1. Below the search box in CardCat are some “Quick Tips.” What symbol can be used with the root histor to find simultaneously the words history, historical, historiography?

2. What is the call number for Fahrenheit 451 by Ray Bradbury (a print copy, not the book on CD)? (Select Title or Author under the pull-down menu. Click the Begins With button above the search box. Type the title or the author’s name, last name first.)

3. Click New Basic Search and do a search (Title, Begins With) for To Kill a Mockingbird. Click on the link to the film (not the book). Where do you go, according to CardCat, to check out this DVD? (See “Location” at the bottom of the record.)

Instructions: Now use CardCat’s “Advanced Search” to answer questions 4-5. (Either click New Advanced Search or click Search/Home and then Advanced Search.)

4. What are three collections/areas listed in the Location pull-down menu that you are most interested in?

5. What are three types of library materials available in the Format pull-down menu that you are most interested in?

You may turn in this completed exercise:
1) when your English class comes to the library or
2) at the Reference Desk any time