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.

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.

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

<table>
<thead>
<tr>
<th>Your Name:</th>
<th>__________________________</th>
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<tbody>
<tr>
<td>Course Number:</td>
<td>__________________________</td>
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<tr>
<td>Your Instructor’s Name:</td>
<td>__________________________</td>
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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 http://bsu.libguides.com/helpandFAQ

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:
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 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, maps, expert mapping assistance, and research help for your 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.

4. What is the “Map of the Month” displayed on the GIS Research and Map Collection 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>
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<tbody>
<tr>
<td>A - D</td>
<td>2 East</td>
</tr>
<tr>
<td>E - H</td>
<td>3 West</td>
</tr>
<tr>
<td>J - PR</td>
<td>3 East</td>
</tr>
<tr>
<td>M</td>
<td>Lower Level West</td>
</tr>
<tr>
<td>PS - QM</td>
<td>4 East</td>
</tr>
<tr>
<td>QP - 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.

For example:

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

This book would be located on **4 East** (4th floor, east side of Bracken).

5. Where would you look to find a book with the call number K170 .H88 2012?

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 lib.bsu.edu/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 lib.bsu.edu/openroom2/

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.

6. 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 Technology and Resources Collection and the Music Collection.

The Educational Technology and Resources Collection (ETRC) includes an assortment of objects, games, and classroom activities for pre-service teachers. The Educational Technology and Resources Collection is also the place to check out DVDs, computers, video equipment, digital cameras, projectors, and all types of technology accessories.

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.

7. There is a display of ETRC materials just inside the entrance. What is the topic or title of that display?

Answer:

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 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 OneSearch/CardCat

Instructions: Go to www.bsu.edu/library and locate OneSearch/CardCat under “Research Tools.” Use OneSearch/CardCat to answer the following questions.

1. Search for Fahrenheit 451 by Ray Bradbury. (Hint: Type the title into the search box). After searching, look at the filter options to the left of the page. Select Book/eBook to limit to books. There are a few copies of this book in the Libraries. In what year was the most recent edition published?

_____________________________________________

2. What is the call number of the most recently published copy of Fahrenheit 451 in the University Libraries?

_____________________________________________

3. Now, you’d like to find a film adaptation of the book. Start fresh by selecting ‘Clear Filters’ at the top of the filters menu.

Use the filters to find a video adaptation of the book. (Hint: Select ‘More’ under ‘Content Type’ in the Filters menu to see all of the formats available. Select the format you want and click on ‘Apply’ to see your results.) To check out a DVD, you need to bring its four-digit number to the Educational Technology and Resources desk. What is the number for this DVD?

___________________________________________

___________________________________________

4. Select Preview to see more information about the movie. What company is listed as the Publisher?

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