

Main Library audio tour

2nd Floor script

Welcome to the University of Reading Library. You are listening to a tour of the Main Library's 2nd Floor. To follow this tour you may print off a copy of the accompanying floor plan to take with you.

The 2nd Floor contains books and journals for agriculture, biological sciences, chemistry, computer science, construction management and engineering, earth sciences, food and nutrition, maths, meteorology, pharmacy, physical geography, physics and psychology; as well as maps. Please note that food and drink are not allowed on this floor with the exception of bottled water, and that mobile phones should not be used.

The tour begins at **point 1** on the map as you enter the Lift Lobby having come out of the lift. Opposite you will see a staircase which will take you down to the Ground Floor and the other floors. To your left you will see a plan of the floor and a directory of which books are kept on which floors. You will see that the map is colour coded to differentiate between the different types of material kept here: white for normal size books, pink for large size books or folio books, blue for normal size periodicals and yellow for folio size periodicals. Green on the 2nd Floor indicates Chemical Abstracts and reference books. These colours are used on the shelf labels on the floor to indicate the different areas.

Near the door to your left you will see a button with a wheelchair symbol. This button will automatically open the door for you, but it can also be manually pulled open. Go through the door and proceed to point 2.

Standing at **point 2** you should be able to see a row of PCs in front of you. Most of these are Library catalogue PCs, and can be used for this purpose only; however, the two PCs closest to the Information Desk allow full access to the University network and the Internet. Many more networked PCs in the Library are located on the 1st Floor and may also be used to access electronic resources, such as e-journals or e-books. To your right is the 2nd Floor Information Desk. This desk is normally staffed between 9am and 5pm, Monday to Friday. If you are having difficulty finding what you are looking for or have any questions about using the Library, staff will be pleased to help you. In front of the Information Desk, you will see sets of shelves labelled 'Recent returns'. Books returned on the Ground Floor are brought here to be collected and shelved by members of staff. If you cannot find an item you want at its location on the shelf, it is always worth checking here as the book may have only been recently returned.

You will see near to the Information Desk that there is a collection of printed guides. Amongst these are guides which describe the most useful resources in your subject and how

to search the various databases the Library subscribes to. All the printed guides produced by the Library are available online from the Library website.

Follow the route round to **point 3**. This will take you past the Reference Section on your right and a fire exit on your left. The Reference section contains dictionaries, encyclopedias and other reference books for subjects kept on the 2nd Floor. These books are for use in the Library only and may not be borrowed. The staircase on your left will take you to the Ground Floor, and also to a fire exit which will unlock in an emergency. The landings on this staircase are fire protected refuge areas for those users who are unable to use the stairs in an emergency evacuation. Opposite this staircase you will see another set of doors by the catalogue PCs. These lead onto stairs that will take you down to the Library's main entrance. In front of you are rows of shelves. The shelves have yellow labels indicating they are folio size periodicals.

As you cut through the periodical shelves towards **point 4**, you will see that there are study spaces all around the edge of the floor. Quiet conversation is permitted in this area, but for group work we recommend you use a Group Study Room or the Knowledge Exchange on the Ground Floor or the Group Study Rooms on the 1st Floor. Follow the edge of the floor around the folio periodicals. Turning right through the stacks you will see on your right side the end of the Periodical Folio sequence, and after this the Chemical Abstracts. To your left you will see a photocopier and a staircase. To use the photocopier you will need to top-up your Student Access Card which can be done on the Ground Floor. The staircase will not give you access to the Ground Floor, but leads down to a fire exit which will open if the fire alarm is triggered.

Continue to **point 5**. On your left you will pass part of the Map collection which contains maps, atlases and gazetteers. Please ask if you wish to consult anything in the cabinets. Immediately on your right you will see the end of the sequence of normal size periodicals which have blue shelf labels. Continuing onwards, past the map cabinets and on your left you will see the start of the normal size periodicals section. Opposite this, on your right you will see normal size books with white shelf ends. Once you reach point 5 you will see another staircase directly to your right. Again, this leads down to a fire exit on the Ground Floor. The landings on this staircase are also fire protected refuges.

Follow the route around the corner to **point 6**. This will take you past part of the Middle Folio sequence. This is a small collection of very large books. Follow the route around, cutting through the shelves which contain normal size books and round the staff office until you come to the rest of the Middle Folio section.

Continue to **point 7**. You will pass another staircase which will take you down to the administration corridor on the Ground Floor, and another fire exit. Down this side of the floor you will see a row of desks for individual study. This side of the floor is a silent study area. As you are walking back towards the Lift Lobby you will see on your right-hand-side the end of the normal size books sequence, and following that the larger size or folio books for all subjects on this floor. Standing at point 7 and turning the corner you will see microfiche readers in front of you.

Wireless internet access is available throughout the 2nd Floor, however some of the sockets on the floor are not protected against power surges, so while there are points at which you may plug in your laptop, it is at your own risk. Protected sockets can be found by the windows overlooking the Palmer Building (between points 4 and 5). You may be asked to unplug your computer if the lead constitutes a trip hazard for other users.

To complete the tour follow the route back round to the Lift Lobby.

If you haven't yet listened to the Ground Floor audio tour, please do – it provides you with the most important features of the Ground Floor and explains how you may borrow and return books. I would also suggest that you listen to the 1st Floor audio tour as this is where you can gain access to the University networked PCs.

For further library training you can attend a 'Finding your way' session at the beginning of the academic year. Alternatively you can make an appointment with your liaison librarian who will be happy to help you with any further queries.

Thank you for listening to this University of Reading Library tour.

Running time: 10 minutes approx.