

Main Library audio tour

4th Floor script

Welcome to the University of Reading Library. You are listening to a tour of the Main Library's 4th Floor. To follow this tour you may print off a copy of the accompanying floor plan to take with you.

The 4th Floor contains books and journals for economics, management, history, typography, law, politics and other social sciences. 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.

This 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 all 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 or folio books, blue for normal size periodicals and yellow for folio size periodicals. Green on the 4th Floor indicates British legislation and other parliamentary or legal material, as well as the reference section. These colours are used on the shelf labels on the floor to indicate the different areas. On the ends of all shelves you will find labels giving a detailed breakdown of the subjects contained on each shelf.

Near the door to your left you will see a button with a wheelchair symbol. Pressing this button will 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 4th Floor Information Desk. This desk is normally staffed between 9am and 5pm. If you have any 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 been only recently returned.

You will see a collection of printed guides next to the Information Desk. 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 4th 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. Those to the left have pink labels on the shelf ends. These are the folio or large size books for all subjects except law.

Follow the route round to **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. As you walk by the windows at the front of the building you will see that the pink labels give way to green labels. These shelves contain British Parliamentary debates and papers. These are followed by folio size law books and law reports. At point 4 you are in the middle of the Law Library. This area contains law reports, legislation and normal size law books.

Proceed to **point 5**. This will take you past current law reports and the Library's European Documentation Centre on your right which contains official EU publications such as newsletters and reports; and a staircase, microfilm readers and a photocopier on your left. To use the photocopier you will need to top up your University 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. If you wish to use the microfilm readers please ask a member of staff at the Information Desk who will show you how.

Continuing to **point 6** you will pass the law periodicals and the main sequence of normal size periodicals on your left with blue labels on the ends of the shelves. On your right you will see the main sequence of normal size books with white labels on the ends of the shelves. At the end of this sequence you will see another staircase which again leads down to a fire exit on the Ground Floor. The landings on this staircase are also fire protected refuges. As you approach point 6 you will see that the labels on your left change to yellow. This is the folio size periodicals sequence.

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

Continue to **point 7**. Here you will see another staircase, which will take you to the administration corridor on the Ground Floor, and another fire exit. Down the side of the floor you will see a row of desks for individual study. This side of the floor is a silent study area.

Wireless internet access is available throughout the 4th 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 5 and 6). 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 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: 8 minutes approx.