

BRIEF SELF-GUIDED TOUR OF FIRESTONE LIBRARY: 2008–2009

[This tour takes approximately 20 minutes to complete.]

First (Main) Floor:


1. Front lobby
 - a. **Access Office** — all inquiries about access cards and borrowing privileges; laptop registration; carrel assignments and study room keys.
 - b. **Cotsen Children's Library Gallery and Research Collection** — Research collection of more than 60,000 illustrated children's books and related materials from the fifteenth century to the present in many languages; permanent interactive exhibit intended to teach children about the art of the written word and illustration.
 - c. **Exhibition Galleries** — the first Exhibition Gallery leads to the reception area for the Department of Rare Books and Special Collections and to the Library's administrative offices; just above is the Leonard Milberg Gallery for the Graphic Arts and the Library Human Resources office.
2. Past the entrance guard
 - a. **Circulation** (on the right) — where you check out and renew books; pick up material being held for you; pay fines. Use the Web forms linked to the Main Catalog to initiate requests of all sorts. Purchase pre-valued copy cards; cash transactions only.
 - b. **Information Center** (opposite Circulation) — for assistance with how to use the Main Catalog and where materials are located; when in doubt about where to begin, ask here.
 - c. **Trustee Reading Room** housing the **General and Humanities Reference Collection** — here you will find general encyclopedias, dictionaries, directories, periodical indexes, and other tools, plus specialized reference works for Philosophy, Religion, Language and Literature, History, Anthropology, Education, African-American Studies, Women's Studies, and Area Studies. At the round desk just inside the room, you can seek assistance about both electronic and print reference works. Librarians will help you determine what the Princeton University Library holds to support your work, and will advise you about all stages of information identification and retrieval, from fact checking to complex research design. This room is one of many wireless areas in the building, but there are also electrical and data outlets in the base of the table lamps. The ten **Library Web Computer PLUS** workstations in the center of the room are configured to run Microsoft applications as well as the Internet Explorer and Firefox browsers. The workstations are connected via a server to print release stations adjacent to large printers; staff can explain how to send and release print jobs. There is no charge for printing.
 - d. **Library Web Computers** you see elsewhere on this floor and throughout the building allow access to the Library's catalogs, to catalogs and Web sites elsewhere at the University and throughout the world, to scores of bibliographic and reference tools in electronic format to which the Princeton University Library subscribes, and to several thousand full-text periodicals, newspapers, scholarly journals and entire books. These machines do not have Microsoft applications, however.
 - e. **Main Catalog** — Princeton's unified electronic catalog for all campus libraries, accessible via the Internet with the URL <http://catalog.princeton.edu>; locations and circulation status are indicated for each item; for older materials in Chinese, Japanese, and Korean, use vernacular card catalogs in the East Asian Library.
 - f. **DeLong Room** — Quiet reading room with comfortable seating. It houses the Dixon Collection of *New York Times* bestsellers, other current popular books and leisure reading, and the Zeiss Wildlife Collection.

The Library's home page is <http://library.princeton.edu>.

Third Floor (take the elevators or use the main staircase):

3. **Collections** — Latin and Greek Literature, Philosophy, Religion.

A Floor (one level below the lobby):

4. **Collections** — General Social Science, Economics, and Statistics.
5. **Social Science Reference Center** (next to the elevators) — wide range of materials to support research in Economics, Finance, Law, Politics, Industrial Relations, and Sociology. SSRC also houses United States and New Jersey documents, the United Nations Collection, and the European Union depository; plus documents and statistical publications from multinational and international agencies, census and trade data, and electronic resources to support research in these areas. Reference librarians are available to assist with all aspects of social science research, both quantitative and qualitative. The Data and Statistical Services unit provides access to numeric data and a lab where consultants are available to advise researchers about statistical analyses of all sorts.
6. **Reserve/General Periodicals Services** (through the turnstile opposite the main staircase) — houses required and recommended readings for current undergraduate courses. Reserve readings for printed material are charged out at the counter; laptop computers are also available for short-term loan. The study area is open late at night Sunday through Thursday when the University is in session.
 - a. **Current periodicals** — recent issues of several thousand magazines, periodicals, and scholarly journals are arranged by title along the left side of the study area; earlier issues are either bound and shelved by call number elsewhere in Firestone, available in a digitized form, or housed in the Microforms Service on C Floor. Search the Main Catalog under the title of the periodical to learn Princeton's precise holdings, location(s) of issues, and whether there is an electronic version. You can also use the  icon you will see next to items in many databases to determine whether Princeton has a specific article in digitized form.
 - b. **Current newspapers** — recent issues are shelved near the windows; older issues are either on microfilm in the Microforms Service, available digitally, or we can attempt to borrow microfilm from another institution. Consult reference librarians.
7. **Interlibrary Services** (enter from the main corridor outside Reserve Services) — inquiries about materials needed for research that are not available at Princeton. Place requests using the form linked to the top of all Main Catalog screens.

B Floor (two levels below the lobby):

8. **Collections** — Anthropology, Law, Modern Languages and Literatures, Politics, and Sociology; books in Arabic.
9. **OIT Computing Cluster** (B-7-L and B-5-K) — Windows and Mac machines, all connected to a nearby laser printer; one scanner; computers have a full menu of applications. Since these workstations are intended for Princeton students, faculty, and staff, you must enter your NetID and password to use them.

C Floor (three levels below the lobby):

10. **Collections** — bound general periodicals, General Science, History, bibliographies; small collections in Art, Education, and Library Science; books and bound journals in Hebrew, Persian, and Turkish.
11. **Microforms Service** (to the left of the main staircase) — 35mm microfilm reels, microfiche, microprints, microcards; some full-text CD-ROMs; equipment for reading, printing, and digitizing microformat material; staff available at all times.

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