

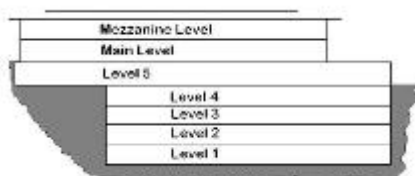
Thomas Cooper Library Self-Guided Tour

Welcome to the Thomas Cooper Library, the main library of the University of South Carolina. We have more than 3 million volumes and approximately 2 million microforms on subjects ranging from American History to Zoology. This tour will introduce you to the Thomas Cooper Library building as well as some of the services offered by the library. You can find out even more about the library and the many services available by asking the library staff or by searching the library's website at <http://library.sc.edu>.

Thomas Cooper Library is just one of the University Libraries on the Columbia Campus. Everyone is welcome to use any of the University Libraries:

- ◆ Elliott White Springs Business Library (2nd floor of the Business Administration Building)
- ◆ Ernest F. Hollings Special Collections Library (behind Thomas Cooper Library)
- ◆ Music Library (2nd floor of the Music Building)
- ◆ Math Library (3rd floor of LeConte College)
- ◆ Moving Image Research Collection (707 Catawba Street)
- ◆ South Caroliniana Library (Sumter Street on the Horseshoe)
- ◆ Thomas Cooper Library (Greene Street)

The Law Library and the School of Medicine Library are also located in Columbia.



Thomas Cooper Library is comprised of seven floors. You enter the building on the Main Level. This tour will start on that level and proceed down, one level at a time, to Levels 5 through 3. The tour will end on the very top level, the Mezzanine Level.

Some areas and departments work on a different schedule than the Thomas Cooper Library building itself. You can pick-up a hand-out with library and departmental hours at the library or find the hours online at the library's website. Changes in hours due to exams, intersession, and holidays will be posted at the library entrance or you may call the hours hotline at 803-777-8169.

The following pages will guide you through all seven levels of the Thomas Cooper Library. You may print this tour out on your own and bring it to the library, or you can pick-up a copy at the Reference Desk on the Main Level. If you have any questions, please stop by the Reference Desk or call 803-777-4866.



Main Level

What's here?

- ◆ Browsing
 - ◆ Circulation Desk
 - ◆ Cooper's Corner Coffee Shop
 - ◆ Computers
 - ◆ CarolinaCard Money Machine
 - ◆ Entrance & Exit
 - ◆ New Books
 - ◆ Newspapers
 - ◆ Photocopiers
 - ◆ Printing
 - ◆ Reference Desk
 - ◆ Reference Collection
 - ◆ Reserves
-

Please begin your tour inside the front entrance of the building.

Welcome to the Main Level of Thomas Cooper Library. Behind you are the only public entrance and exit to the building. Patrons who are unable to use the main doors can enter Thomas Cooper Library through the Disabilities Services entrance located on the east side of the building and enters on Level 5.

To your left is the Research and Reference Help desk. This desk is the central information point for Thomas Cooper Library. Reference staff can help you develop research strategies, locate information, and learn how to use the library's resources. Anytime you have a question or need help in the library, please ask at the Reference Desk.

In front of you are computer workstations, Uniprint print stations, CarolinaCard Money Machine, and Quick Reference. The computer workstations offer full access to the Internet and all of the library's electronic resources, including the catalog, databases, and electronic journals. Students, faculty, and staff are able to login using their network username and password (the same one used to access Blackboard and university email). Guests who need to use library subscription resources may be logged by a Reference Librarian based on availability. You can print from the computer workstations to the Uniprint stations anywhere in the library. Printing is available in black and white (at a cost of \$0.10 per page) or color (at a cost of \$0.25 per page) and must be paid with CarolinaCard Cash. To the left of the Uniprint stations you will find the CarolinaCard Money Machine. This allows you to immediately add cash to your CarolinaCard and to purchase a visitor CarolinaCard to which money can be added. These funds can then be used for printing, photocopying, and other services. Quick Reference provides easy access to commonly used materials, such as general encyclopedias, style guides, and CQ Researcher.

To your right, beyond the computers are the photocopiers. Self-photocopying in black and white is available at a cost of \$0.10 per page and can be paid using either CarolinaCard Cash or bills/change. If you are interested in having copies made for you, please inquire at the Circulation Desk.

Walk to your left past the computers, toward the display case.

This area houses New Books - here you will find some the library's latest acquisitions. You can also see the Mac Lab for students, faculty, and staff.

Turn right down the walkway toward the back of the floor.

On your left is the Circulation Desk and Reserves. This is where items can be checked in or out, renewed, and recalled. You can also check out study rooms and pay overdue fines here. The Circulation Desk is also where the library's lost and found is located. Reserves is where items that have been placed on hold by faculty

Main Level (cont.)

members for their students, recent editions of popularly periodicals, and current course textbooks can be located. If you are unsure if an item is on Reserve, you can check in the Catalog or ask at the Reference Desk.

To your right on the low shelves are the Browsing Books. These books are selected for their general interest or fun reading. You will also see several stand-up “Express” computers. These computers are quick access machines that are used for visitors that need Internet access as well as students that need a computer for a short period of time. You will also see you many helpful handouts and brochures on the shelf behind the “Express” computers.

Walk past the Reference Desk to the elevators.

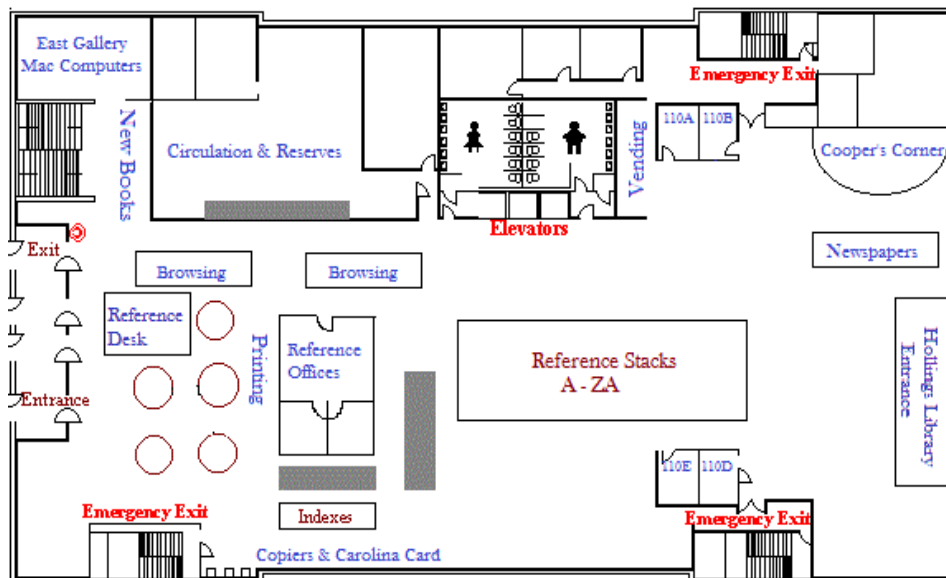
On your left you should find the elevators, drinking fountains, and restrooms. Drinking fountains and both a men’s and women’s restroom along with a floor map and a red emergency phone are located on either side of the elevators on all levels of the library.

The taller bookshelves further to your right hold the Reference Collection. The Reference Collection contains many useful resources, including specialized encyclopedias, dictionaries, and more. These items cannot be checked-out. You will also notice several computer terminals. Two of these computers allow you to search the library catalog without logging in. The others are 30-minute quick access computers.

Continue to walk toward the back windows.

As you look around at the Reference Collection and back area of the Main Level, you will see many tables and individual desks for studying. In the rear left corner you will see Cooper’s Corner, the library’s coffee shop. Cooper’s Corner brews Starbucks coffee and offers a variety of sandwiches, salads, and other foods. The library’s print newspaper collection is also housed in this area – perfect for browsing while relaxing in the large, comfortable seating area. The glass bridge connects Thomas Cooper Library and the Ernest F. Hollings Special Collections Library.

Turn back toward the front of the Main Level. You may either take a right at the vending machines to find the stairs or return to the elevators to reach Level 5.



Level 5

What's here?

- ◆ Center for Teaching Excellence (CTE)
- ◆ Cooper Technology Lounge
- ◆ Government Information
- ◆ Interlibrary Loan
- ◆ Map Library
- ◆ Microfilm/Mircoforms

Please start your tour of this level in front of the elevators.

To your left is a room containing the Map Library, the Center for Teaching Excellence (CTE), and study tables. In addition to maps, the Map Library also houses aerial photographs, atlases, and travel guides. These materials may only be used in the Map Library.

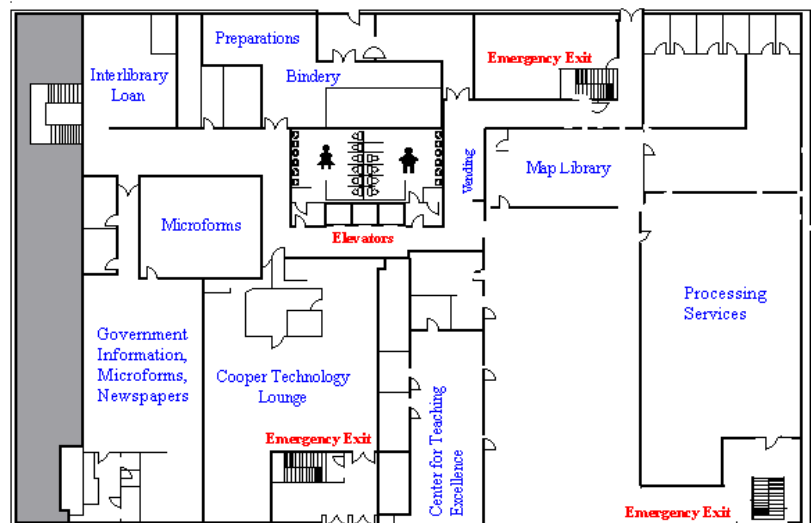
Straight ahead you will see the Cooper Technology Lounge. This computer lab is available to students, faculty, and staff. The Technology Lounge has over 50 computers, including PCs and Macs, and laptops available for check-out. You can print in the Technology Lounge in either black and white for \$0.10 per page. Like all printing stations in the library, the funds must be on a CarolinaCard.

Walk to your right, around the corner, and down the hallway.

To your left you will find the entrance to Government Information and Microfilms/Microforms. United States government publications, some United Nations documents, and European Union documents are housed here. Any publication on Microform or Microfilm, including previous editions of major U.S. newspapers are also held here. Machines to read and print Microfilm/Microforms are available in this area, and the Government Documents staff can assist you in using any of the materials in this area.

To your right is the Interlibrary Loan Office. Materials that are not held by University Libraries may be obtained through this office free of charge for USC faculty, students, and staff. Requests for materials should be made through the *ILL Express!* website. When the requested material arrives you will receive an email, and hard-copies will be held at the Circulation Desk for you to pick-up or check-out.

Turn back and either take the elevators or continue to the back stairs to reach Level 4.



Level 4

What's here?

- ◆ Call Numbers Q - Z
- ◆ Computers
- ◆ K-12 Textbook Collection
- ◆ Printing
- ◆ Science Ready Reference
- ◆ Science Reference Collection

Please start your tour of this level in front of the elevators.

In front of you are the library stacks containing books and journals with call numbers Q through Z. These include items on science, technology, and library science. The floor plan by the elevators will guide you when you are looking for call numbers on this floor. The re-shelving area is located along the wall to your right.

Walk to your left until you reach the computers.

In front of you are computer workstations that offer full access to the Internet and all of the library's electronic resources, including the catalog, databases, and electronic journals. Students, faculty, and staff are able to login using their network username and password (the same one used to access Blackboard). You can print from the computer workstations to the Uniprint station on this level. Printing is only available in black and white on this level and cost \$0.10 per page, which must be on a CarolinaCard.

To the left of the computers you will see the Science Ready Reference Collection marked with yellow tags. These are frequently used materials such as science encyclopedias, style guides, and manuals such as the CRC Handbook of Chemistry & Physics. These items are not available for check out, but can be photocopied.

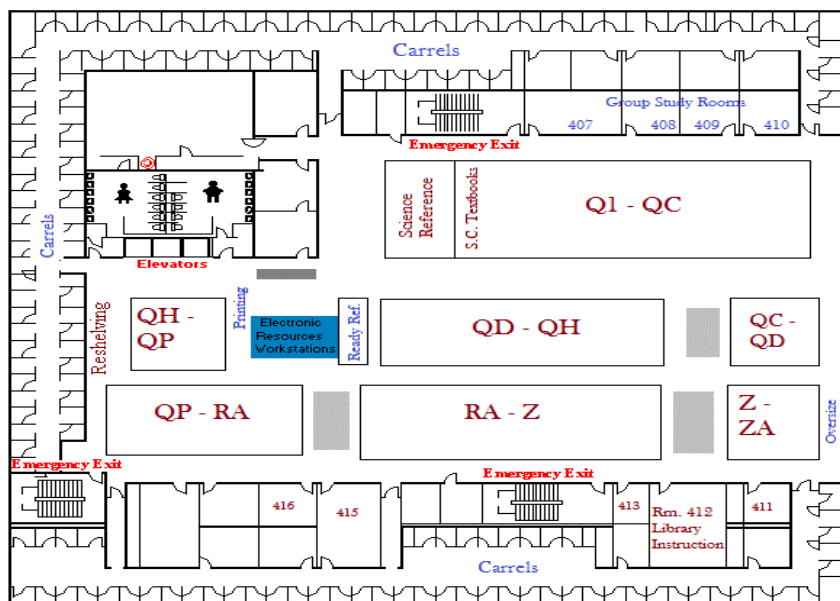
Walk to your left and continue to the tall stacks with the red tags.

The stacks with the red tags are the Science Reference Collection.

These items include many advanced science encyclopedias, dictionaries, and indices. These items are only available for in-library use.

The end of this section includes the K-12 Public School Textbook Collection. This is a sample collection of textbooks recommended for use in South Carolina public schools by the State Board of Education. Books can only be used in the library. Following the textbook collection are the regular stacks where you will find items with call numbers Q-Z which are available for check-out.

You may either take the elevators or continue to the back stairs to reach Level 3



Level 3

What's here?

- ◆ Call Numbers N - P
- ◆ Educational Films
- ◆ Film Viewing Rooms
- ◆ Multimedia Classroom 3

Please start your tour of this level in front of the elevators.

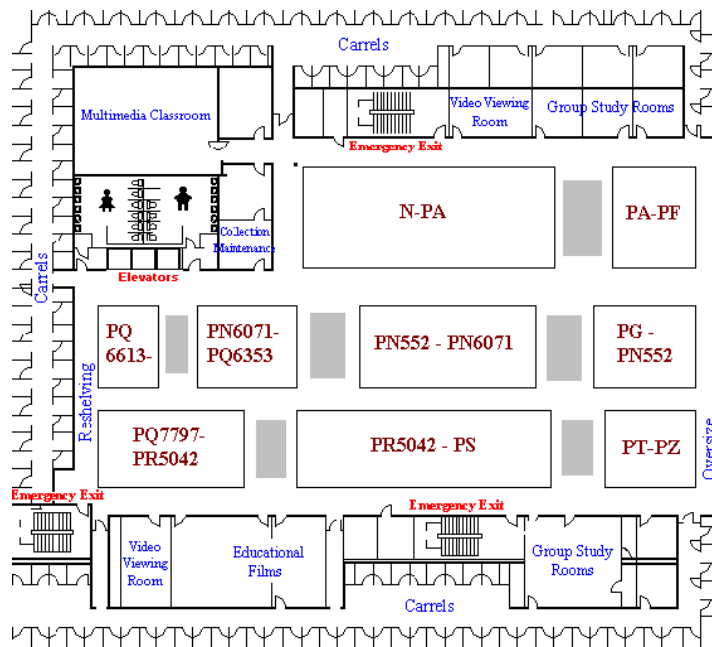
In front of you are the library stacks containing books and journals with call numbers N through P. They include items on the arts and literature. The floor plan by the elevators will guide you when you are looking for call numbers on this floor. The re-shelving area is located along the wall to your right.

Walk straight ahead into the stacks toward the west wall. When you reach the wall, walk to your left until you see the signs for Educational Films.

Educational Films is where you can check-out videos and DVDs for school work or just for pleasure. There are Film Viewing Rooms next door if the area is closed to check-out or if you do not have the equipment necessary to fun the film. You can find out what films are available by checking the library's catalog.

Walk back toward the elevators. Walk around the office located next to the elevators and back toward the far left corner.

This is Multimedia Classroom 3. This computer equipped classroom is used for librarian instruction and you may come to it (or the other Multimedia Classroom on Level 1) for one or more of your classes. These rooms are only available to instructors when scheduled through the library.



You will not need to proceed to Level 2 or Level 1 for the walking tour as these Levels are similar in layout to Level 3. However do take a minute to read the information below about what you will find on Levels 1 and 2.

Level 2 houses materials with call numbers E through L. These include items on History of the Americas, Social Sciences, and Education.

Level 1 houses materials with call numbers A – D. These include items on World History, Philosophy, and General Works. Level 1 also houses the Juvenile Collection. These books were written for a younger audience, but you may need items from this collection for a class, such as an Education course. Some juvenile items are available in foreign languages and can be used as study aids or practice for a language course. Any of these items can be checked-out from the library. There is also another Multimedia Classroom on Level 1. This computer equipped classroom is used for librarian instruction and you may come to it (or the other Multimedia Classroom on Level 3) for one or more of your classes.

You may either take the elevators or continue to the back stairs to reach the Mezzanine Level.

Mezzanine Level

What's here?

- ◆ Library Administration Offices
- ◆ Student Success Center

Please start your tour of this level in front of the elevators.

To your left is the Student Success Center. The Student Success Center offers free academic assistance to USC students. Services includes supplemental instruction, tutoring, and programs for special students groups, such as transfer students. This area also houses a satellite office of the Writing Center, which can help students at any point in the writing process, from formulating a thesis statement to proof-reading.

Turn right and follow the hallway around to the glass doors on your right.

Through these doors is the Library Administration Offices.

You may either take the elevators or the front stairs to reach the Main Level. If you need to verify that you completed the self-guided tour, please go to the Reference Desk. You may exit the building at the gate closest to the front stairs on the Main Level.

