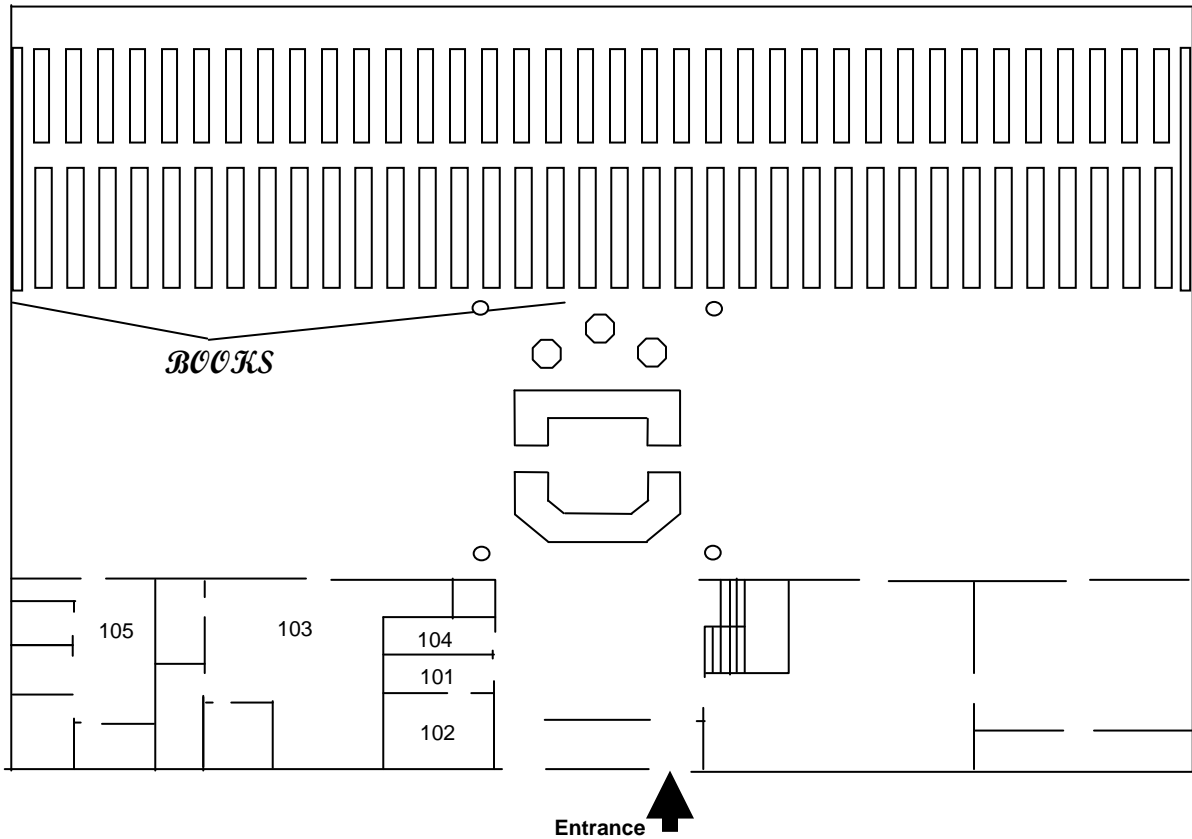


Name: _____ Grade: Not Graded

Unit 1 Assignment: Library Basics

1. Libraries prepare information handouts to help library users become familiar with the library's services. Collect **two** information handouts that would be helpful to you as you begin to use Moon Library. Library information is also on ESF's & SU.'s web sites:
 - SUNY ESF MOON LIBRARY: <http://www.esf.edu/moonlib>
 - SYRACUSE UNIVERSITY LIBRARIES: <http://library.syr.edu>
2. What are Moon Library's hours? What are SU Library's hours?
3. What hours is a reference librarian at the main desk at Moon Library?
4. Who is the reference librarian on duty now?
5. What is the loan period for books at Moon? What is the loan period for books at S.U.?
6. What are the fines for most overdue items at Moon?
What are the fines for overdue leisure DVD's at Moon?
What are the fines for overdue books at S.U.?
7. May these materials be borrowed at Moon or at the S.U. libraries? Circle the correct answer.
 - Bound journals (periodicals): Moon (YES/NO).....S.U. (YES/NO)
 - Reference books: Moon (YES/NO).....S.U. (YES/NO)
9. Describe the procedure for using reserve materials at Moon Library.
10. What is interlibrary loan and how can interlibrary loan requests be submitted at Moon?
11. List some learning support services that are in Moon Library.
13. Where is the Quiet Study Room located?



Locate the items listed below and indicate their location in Moon Library by marking them on the map as illustrated by "Books" above.

Books arranged by LC class number

Oversize Books

Bound Periodicals

Puzzle and Game Table

Circulation/Reference Desk

Reference Area

Circulation Office

Reserve Materials

Conference Room

Study Carrels with Student Lockers

Current Newspapers

Writing Support Center

Current Periodicals

Theses

E-mail/Internet Workstations

Topographic Maps

Environmental Impact Statements

Academic Support Center