

Self-Guided Tour of the OISE Library - Script

INTRODUCTION AND GROUND FLOOR

Hello and welcome to this self-guided tour of the Library of the Ontario Institute for Studies in Education, OISE, at the University of Toronto.

This tour is ideal for students who are new to OISE or anyone interested in learning more about the OISE Library and the services it offers.

The OISE Library is one of over 30 libraries in the University of Toronto library system. Spread over 5 floors, the OISE Library houses the largest collection of education-focused materials in Canada including over 2,000 journal titles, current and historical curriculum materials and textbooks, and specialized collections of children's literature, modern languages materials, Franco-Ontarienne, and women's studies materials.

In addition to our collections, the OISE Library offers a wide range of amazing services from instructional workshops and individual research consultations to scholarly communications and open access support. At the library you will find individual and collaborative study spaces, computer terminals, a printer, photocopiers, and wireless internet throughout the building.

Library resources and services are design to support the teaching, learning, and research needs of OISE students, faculty, and staff. University of Toronto community members, education practitioners, OISE alumni, and members of the public are also welcome.

This tour is designed to allow you to explore the library at your own pace. Pause the tour at any time and feel free to explore! In addition to this tour, we encourage you to explore the library's website at oise.library.utoronto.ca

Okay, let's get started. We'll begin our tour in lobby of the OISE building at 252 Bloor Street West. You'll see the entrance to the library right beside the security desk at the south end of the lobby. You will also see the Library book drop just to the left of the Library entrance. This is where you can return books after library hours.

At the opposite end of the lobby, you'll see a coffee shop where you can pick up a drink or snack while at OISE. Covered beverages are allowed inside the library, but please consume all snacks and open drinks outside the library.

To enter the library, head through the two sets of glass doors. There is an automatic door button on the right. Through the security gates and you're on the Ground Level of the library. The Ground Level is the busiest floor of the library where users come to connect with library staff, use computer stations, or just browse our most recent journal issues. The ground floor can also be booked for special OISE-sponsored events. It really is the hub of the library!

Immediately on your right is the Circulation Desk. This is where you will do things like check out books, pick up materials requested through interlibrary loan, pick up hold items, obtain a key for a study room, and pay fines. Your TCard is your library card: you will need it for all your library transactions. A variety of alumni and community borrowing cards are also available. Please ask at the Circulation Desk for more information. If you can't make it into the library, you can renew items by phone at 416-978-8450 or online on the OISE Library web site.

A few steps to the left, you will see the Reference Desk. The Reference Desk is your primary stop for research help. Whether you are looking for a particular book, need help using RefWorks, or want to find research articles for a paper you're working on, this is the place to ask! Additionally, OISE's reference librarians are available for in-depth research consultations. This service provides expert assistance on locating and evaluating sources, designing research strategies, and retrieving information. You can book a consultation in person at the Reference Desk, or on the OISE Library website under the "Help" tab.

The OISE Library also holds a variety of workshops in the fall and winter terms to help you make the best use of library resources for academic and professional success. See what we're offering now on the OISE Library home page under the "Research" tab.

Okay, let's proceed. Just past the circulation and reference desks you will see our blue comment board on your left. You can leave a comment in the comment box and read our responses to your concerns!

On your right are some comfy couches and chairs. This is a great place to relax with a coffee, meet friends, and try out the feature "Activity Kits" displayed on the table or flip through the selection of new curriculum resources on the shelf behind the couches.

Let's continue. Just past the stairs, on your left, you will see our New Acquisitions bookcase. We regularly update this display to showcase some of the new books that are constantly being added to our collections. These books are yours to browse and borrow! Next, in the glass case, you will see our seasonal display showcasing books on a particular theme or season. Look here for classroom inspiration!

As we continue toward the south end of the building, you will pass the central elevator on your left. This elevator provides access to all levels of the library.

Just past the elevator you will also see an emergency exit on your left.

You are now in the ground floor open study space. This L-shaped study space wraps around the front of the OISE building. This space is a favorite for students who enjoy the open feel, large windows, and lots of natural light. This area is a collaborative space where students can work in groups, talk, and discuss. If you find this area too busy, quiet, individual study spaces are available on the Mezzanine and Second Levels of the Library.

The open study space on the Library Ground Floor is also often booked for OISE events such as student orientations, conference sessions, lectures, and even research displays. It is the hub of the Library!

Around the corner, you will see a small stage that is often used for presentations in the library.

If you continue left past the stage, you'll see our print Reference collection. The reference collection contains primarily historical reference materials. Most of our current reference materials are online, and accessible through the library catalogue. So if you can't find what you're looking for in the print collection, just ask at the Reference Desk. We can guide you!

As we continue past the Reference Collection, you will see our video and DVD collection on your left. Video recordings with call numbers VC5000 and up are here and those numbered VC 1- 4999 are located at the south end of the Third Floor. Some materials are restricted to OISE students, faculty, and staff, but everyone is welcome to view films in the viewing room on the 3rd floor of the Library

The public washrooms for the Ground Level are located here as well. The only accessible washroom in the library is located here.

Just past the end of the Reference Collection are the Ground Level computer stations where you can log in with your UTORid and password. TCard holders can also print from any of these machines to the printer at the end of the counter. Double-sided printing is the default setting and costs \$0.15 cents per side. If you don't have a TCard, ask at the Reference Desk and we'll help you log on!

Finally, just beyond the computer stations, are our current print journals. This is where you can browse current issues of your favorite education journals. Journals don't circulate outside the library, but you are welcome to photocopy articles or just grab a comfy chair and read up on the most recent research in your field. Most of our journals are also available electronically through the library catalogue.

Looking for older journal articles? Those can be found downstairs on the Concourse Level. Let's head there now.

To get to the Concourse Level you can use the stairs behind the reference desk or the central elevator we passed earlier. For this tour, we'll use the central elevator to access all floors of the library. You will also find another elevator and staircase with access to levels Ground, Mezzanine, 2, and 3, through the green doors across from the Reference Desk.

You may want to pause the tour while you head downstairs to the concourse level.

CONCOURSE LEVEL

Welcome to the OISE Library Concourse Level. You should now be on the lower level of the library, having just exited the central elevator or walked down the stairs.

Behind the stairs case, you'll find two photocopiers, where you can use your TCard to make copies. One of the machines also accepts coins! In this area there is also a change machine and a cash-to-card machine where you can add money to your TCard.

NOTE: If you already have a TCard, press the green button on the right to add money to your card. If you don't have a TCard, you can purchase a visitor card for \$5.00 or borrow the one at the Reference Desk to use for the copiers or the printers. Be warned that if you accidentally purchase a \$5.00 visitor card, we can't refund the cost of the purchase to you!

On this level you will also find older issues of print journals. Journals are shelved alphabetically by title starting with A just behind the stairs.

You might want to pause the tour now and spend a few minutes exploring some of our 2,000 plus journal titles!

Like the current issues upstairs, the journals on the Concourse Level don't circulate outside the library, but you are welcome to read them here and photocopy articles of interest.

Another great reason to come down to the Concourse Level is to use one of our 4 Concourse Level group study rooms. The Concourse Level study rooms are located on the east side of the floor. To find them, head out from behind the stairs and walk south past the two tables on your left. You will find the study rooms along the far left wall.

These study rooms are available to *all* members of the University of Toronto community (including students, staff, faculty, alumni, and visiting scholars). These study rooms are available to groups of 3 – 6 people. You can get a key for a group study room in exchange for 3 TCards at the Circulation Desk on the ground floor.

There are additional study spaces, including four group study rooms, available on the Mezzanine Level of the Library. Let's go take a look at those now.

On your way back to the central elevator, please note that there is an emergency intercom button located on the far south column in the centre aisle. Push this button if you need assistance exiting the building during an emergency. It connects directly to building operations.

Now you should be back at the elevator. Once you're inside, press "M" for the Mezzanine Level. You may want to pause the tour while you head up to the Mezzanine Level.

MEZZANINE LEVEL

Welcome to the newly renovated Mezzanine Level! You should now be in the centre of the Mezzanine level, having just exited the central elevator.

This level includes a variety of open study spaces as well as locked individual and group study rooms to accommodate the various study needs of our library users.

The individual, double, and group study rooms are available to members of the OISE community including current OISE students, staff, faculty, and alumni who have purchased the OISE Alumni Reader library card. Rooms are available on a first-come, first-served basis and keys can be obtained at the Circulation Desk in exchange for one or more TCards. The 8 single spaces along the tall counter and 10 single study carrels do not require bookings and are open for use by everyone.

The four largest group study rooms are equipped with 42” LCD screens for presentations and to facilitate group work. Additionally, rooms M1, M3, M28, M30, and M32 have height-adjustable tables to accommodate individuals with accessibility needs.

For more information about the study rooms and how to get a key, check the Library web site, under the “About Us” tab!

You might want to pause the tour here and take a moment to explore the Mezzanine. We’ll meet back at the central elevator.

Okay, let’s head up to the Second Level to explore the Library’s Stacks and several of its special collections.

We’ll access the Second Level using central elevator. Press 2 for the Second Level.

You may want to pause the tour while you head upstairs.

SECOND LEVEL

Welcome to the Second Level of the OISE library.

The Second Level is where you’ll find our key research collections including the stacks, OISE theses and dissertations, the Modern Languages Collection, the Women’s Education Resource Collection, and the Franco-Ontarienne Collection.

Please note that there is an emergency intercom button located on the wall just left of the elevator. Push this button if you need assistance exiting the building during an emergency. It connects directly to building operations.

Directly ahead you will see an open study area, which contains 6 large tables for quiet study as well as some comfy couches for relaxing. In this area there are also three computer stations. You will need your UTORid to log in to these computers.

On the left of the open study area, there is one photocopier, where you can use either your TCard or coins to make copies. If you require coins for making copies, you can find the change machine on the Concourse Level of the library.

Directly beside the photocopier, there is also a cash-to-card machine where you can add money to your TCard.

NOTE: If you already have a TCard, press the green button on the right to add money to your card. If you don't have a TCard, you can purchase a visitor card for \$5.00 or borrow the one at the Reference Desk to use for the copiers or the printers. Be warned that if you accidentally purchase a \$5.00 visitor card, we can't refund the cost of the purchase to you!

If you continue north towards the three green exit doors, you will see the Interlibrary Loan office on your left. This is where intercampus and interlibrary loans are coordinated and processed. If the University of Toronto doesn't hold a book you are looking for, you can request it through RACER, the University of Toronto's interlibrary loan service. To access this service, you will need to create a RACER account using your UTORid. You can find all the details you need on the OISE Library web site under the "Services" tab.

Okay. Let's turn around and head back toward the elevator and the sign that reads "Stacks 001 – 370". Just before you get to the stacks, you will see the Second Floor sorting shelves on your right. These shelves are a handy place to check if you can't find the book you're looking for in its place on the shelf. It may be in transit here!

Just past the sorting shelves is where the library's Stacks Collection begins. The Stacks include the OISE Library's collection of almost 120,000 education-related books and documents. Unlike most libraries at the University of Toronto, OISE's collections are classified and sorted using the Dewey Decimal system. We use Dewey because it was designed specifically for educational materials. Public and school libraries also use Dewey.

Call numbers on this side of the library begin at 001 and go to 370. Right now, we are standing at the 001s.

Follow the signs on each shelf to find the call number you are looking for. And don't hesitate to ask for help at the Reference Desk if you can't find the book you're looking for!

If you look to your right down the aisles of books, you will see individual study desks all along the wall. There are 30 individual study desks on the Second Level. These are good study spaces if you need some quiet, focused time.

Okay, let's continue. Just past the central elevator, in the centre of the Second Level, you will see the Second Level Emergency Exit on your left.

Continue past the emergency exit and you will see the Thesis Collection on your left. This collection includes the theses and dissertations of students who have completed Masters or PhD programs at OISE. Theses are shelved alphabetically by author's last name and we have two copies of each title. Copy #1 is for use in the library but copy #2 can be borrowed.

Starting in the fall of 2009 OISE graduate students now submit their theses electronically to the University of Toronto's T-Space web site, where they can be searched and downloaded. So if you're looking a recent thesis, T-Space is the place to look. Explore TSpace at: tspace.library.utoronto.ca

At the very south end of the Second Level, past the Thesis Collection, you will find a series of beige cabinets housing the Educational Resources Information Centre, or ERIC microfiche document series. You will also find an assortment of *out of print* journals here on microfilm. There is also a Microfiche/microfilm reader located in this section of the library for you to view and print these materials. If you have any trouble with the machine, please visit the Interlibrary Loans Office for assistance.

Let's continue past the cabinets to the stacks on the other side of the library. This side of the library contains books with Dewey numbers starting with 371 up to 999. Right now we're in the 900s section. Let's head back towards the 300s and the open study space near the elevator.

On your way back, you will pass the washrooms on your left.

As you pass the open study space on your left, you will see the Modern Language Collection, or MLC, on your right. Let's stop here for a moment and I'll tell you a bit about this collection.

The Modern Language Collection was established to meet the professional needs of language educators in second language education. The main languages represented in this collection are French, English, Spanish, German, and Italian. If you find a book in the library catalogue that says it is in OISE's Modern Language Collection, you will find that book here.

Okay, let's continue past the Modern Language Collection. On your right you will see a few more desks, several library offices, and a small alcove with the remainder of the Modern Language Collection.

Directly ahead, now, is the Collection Franco-Ontarienne. Let's stop here. The Collection Franco-Ontarienne, or CFO, has over 2500 volumes of learning materials related to the teaching of French as a first language, linguistics and sociolinguistics, and research regarding Franco-Ontarians. If you find a book in the library catalogue that says it is in OISE's Franco-Ontarienne Collection, you will find that book on these shelves.

Located behind the Franco-Ontarienne Collection, is the Women's Education Resource Collection, or WERC. The Women's Education Resource Collection contains over 8,000 monographs in all areas of women's studies with particular strengths in women and education, feminist studies, and women in development. The collection also includes archival periodicals, newsletters, pamphlets, leaflets, and reports from governmental organizations and women's organizations in Canada and around the world.

Finally, if you are ever having trouble locating an item in the library, make sure you're looking in the right collection! Our various collections (including the main Stacks, WERC, Modern Languages, Franco-Ontarienne, Curriculum Resources, and Reference) all have call numbers in the 001 to 999 range.

Okay, let's head back to the central elevator and head up to the Third Level to explore the Library's Curriculum Resources, Children's Literature, and Approved Learning Materials collections.

You may want to pause the tour while you head up to the Third Level.

THIRD LEVEL

Welcome to the Third Level of the OISE library. This is where you will find a variety of teaching resources including curriculum resources, kits, posters, children's literature, and approved learning materials such as textbooks.

The central elevator drops you off in the middle of the Curriculum Resources, or CR, section.

The Curriculum Resources materials are shelved using the Dewey Decimal system. Items with numbers CR001 – CR421 are located in the middle (in front of you), items with numbers from 421 – 791 are on your left, and items with numbers 791 – 999 are located at the south end of this level, behind the central elevator. Curriculum Resources materials can only be signed out by current OISE students, staff, faculty, and alumni who have purchased the OISE Alumni Reader library card. This restriction is in place to ensure that teaching materials are available, in particular, for students embarking on their teaching practica.

Let's stop here for a minute while I tell you about the CR collection.

The Curriculum Resources collection (CR) includes textbooks, lesson plans, curriculum guidelines, books, maps, kits, games, interactive multimedia, DVDs, teacher's guides and other useful materials for use in the K-12 classroom. My favorite is our occluded artery model! These items can be tricky to find in the library catalogue, so please don't hesitate to ask for help at the Reference Desk on the ground level. We also offer workshops on making use of the Curriculum Resources and other electronic sources for teaching practicums. You can find out more about our workshops available on the library web site under the "Research" tab.

Ok, let's turn around and head south past the central elevator and then the Emergency Exit on your left. When you get to the end of the aisle, turn left and then turn quick right at the Penguin. On your right you will see part of our Video Collection. Video recordings with call numbers VC 1- 4999 are located here and VC5000 and up are on the Ground Level. Some materials are restricted to OISE students, faculty, and staff, but everyone is welcome to view films in the viewing room on the 3rd floor of the Library.

Just past the Video collection, you will find the sorting shelves for the third floor. If you can't find the item you're looking for in its place on the shelf, it might be in transit here!

Okay, let's veer to the right and proceed to the very south end of the library. This corner of the library contains the Approved Learning Materials, or ALM, collection, a comprehensive source of curriculum and instructional materials. All items in the ALM Collection have been approved for use in Ontario classrooms by the Ontario Ministry of Education, including titles that are (or have been) on the Trillium List. These include books, videos, games, textbooks, teachers' guides, and lesson plans. This collection can be used in the library but cannot be borrowed. However, there are copies of most of these materials in the CR Collection, too!

Just to the left of the ALM materials on the far the south wall, you will see a door marked the Hodgins Room. This is the entrance to our Ontario Historical Collection, or OHEC. This collection is only accessible by special appointment. For now, let me tell you a bit about it. The historical collection includes materials from the mid-nineteenth century to the present including course profiles and textbooks, examinations, Ontario teacher college yearbooks, and documents from the Ontario Ministry of Education, that cover the areas of elementary, secondary and teacher education in Ontario. To set up an appointment to use this unique collection, please ask at the Reference Desk on the Ground Level.

Okay. Let's continue around the corner to your left. We will pass several office doors and a few more shelves of Approved Learning Materials on your right and the Curriculum Resources numbered 791 – 999 on your left.

Now, you are facing some low shelves and a small open study space with a few tables and chairs. In the small alcove directly on your right are our Picture Collections, which include large and small pictures, charts, and maps, covering a number of subject areas such as seasons, holidays, animals, and historical events. These items are not listed in the

University of Toronto library catalogue. If you need help finding materials on a particular topic, please feel free to ask at the Reference Desk for help.

Let's continue towards the open space with the tables and chairs. This open space is surrounded by our Juvenile Fiction collection straight ahead and to your right, as well as the Children's Literature collection on the left. Need something for story time? This is a great place to start!

Please note that there is an emergency intercom button located on structural column on the left of the open space near the bathroom door. Push this button if you need assistance exiting the building during an emergency. It connects directly to building operations.

Let's proceed through the open study space. Ahead on your left, you will see a women's washroom. Sorry guys, there are no men's washrooms on the 3rd floor! You'll have to head back downstairs.

Also on your left you will see a small cabinet containing Ontario Provincial Curriculum Guides.

Further along you will see several low filing cabinets on your right. These contain our collection of Course Profiles (9–12), Elementary Curriculum Units & Curriculum Expectations. Although these materials are for in-library use only, many of them are also available in our other collections, which can be signed out.

As we continue, you will see our 3 Media Suites on your right. These rooms contain computers, software, and equipment for audio and video recording and production. These rooms can be booked by current OISE students, faculty, and staff. If you are new to recording and video production, you can also request the help of OISE's media technicians at the Education Commons. To find out more, go the OISE web site (www.oise.utoronto.ca/ec) and look under the "Services" menu.

Behind the Media Suites, is our Audio-Visual Viewing Room. If you want to view a DVD, VCR, or slides, or listen to an audiocassette or CD, you can do that here. The viewing room is always open and doesn't need to be booked.

Finally, at the north end of the floor, near the green exit doors, you will find two more computer stations. You can log in here using you UTORid and password.

This concludes the guided tour.

For more information, visit the library website at oise.library.utoronto.ca, or talk to our of our staff at either of our service desks on the ground floor.

Stay in touch with us, even when you're not on campus, by following the OISE Library News blog and Twitter feed.

We love to get your comments and suggestions about library resources or services. So, post to our blog, Tweet us, call, or email us. Let us know what you think!

We're here to support your academic and professional pursuits and help make your time at OISE a success. Welcome to the OISE Library.