

Self-Guided Tour of the OISE Library - Script

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.