

## 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](http://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 3<sup>rd</sup> 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.