



SELF-GUIDED TOUR OF THE JOHN T. RICHARDSON LIBRARY DEPAUL UNIVERSITY LINCOLN PARK CAMPUS

HOW TO USE THIS GUIDE

This guide is intended to be used as a walking tour of the John T. Richardson Library and is not a virtual tour. As you walk through the Library, this guide will acquaint you with the services and the arrangement of materials on each floor.



When you see the DePaul shield symbol, the guide will prompt you to move to another section of the Library.

***Art Notes:** Information about art and exhibits in the Library are in italics.*

Print this page and proceed to the hallway just outside of the Library entrance, where the tour will begin.

GENERAL INFORMATION

The Lincoln Park Campus Library was named the John T. Richardson Library after a past president of DePaul University. The current collection contains approximately 800,000 volumes, including both books and periodicals, of which approximately 3/4 of the volumes are at Lincoln Park and 1/4 are at the Loop Campus Library. Most of the study areas are arranged along the outside walls of the Library so that you get the natural light through its many windows.

ENTERING THE LIBRARY

When you enter the Library building from Kenmore Avenue, the Quad, or Saint Vincent's Circle, you are in KELLY HALL. At either side of the doors to the Library, there is a bulletin board on which you may post personal messages (for example, if you are meeting people in the Library, you can leave a note letting them know which group study room you are in). The messages are removed at the end of the day.

***Art Notes:** The stained glass triptych at the east end, "Nativity" (c. 1904), was designed by the Chicago firm of Flanagan and Biedenweg. It was previously part of the DePaul Academy building, now Byrne Hall.*

FIRST FLOOR

As you enter the Library from Kelly Hall, you are facing the CIRCULATION DESK, where library materials may be charged out and returned. A DePaul ID card valid for the current quarter is required to borrow materials. The card also allows you to borrow books directly from over **70** other academic libraries in the Illinois consortium called I-Share, including the University of Illinois at Chicago (UIC), Northeastern University, and Roosevelt University.

***Art Notes:** The sculpture in the lobby to your right, "Our Mother," is by Damien Manuhwa, renowned Shona sculptor from Zimbabwe.*



The computers on both sides of the Circulation Desk and throughout the Library provide access to the online Library Catalog listing all of the materials in the DePaul Libraries. For each item (whether it's a book, magazine, newspaper, video, or CD) you can find out which campus has it, how many copies there are, whether it's checked out or available for borrowing, and the specific call number you need to locate it on the shelf. These computers also provide access to **information about reserve materials, both print and electronic, and forms for requesting an interlibrary loan of material from another library.**

To the right of the Circulation Desk is the REFERENCE DESK. The Reference Desk is staffed by professional librarians who will help you find information and assist you in getting started with research you may need to do for class assignments.

Across from the Reference Desk is the LIBRARY LAB. The computers are for use by DePaul students, faculty, staff, and alumni. They connect to over 200 databases. Nearly 100 of the databases can be searched for periodical and newspaper articles on a wide range of topics. The other databases provide information such as census data, company financial reports, the Oxford English Dictionary or the Encyclopaedia Britannica. The computers also provide access to Microsoft Word, Excel, and PowerPoint.

The REFERENCE COLLECTION is located on the shelves on the east side and in compact shelving in the northwest corner of the Reference area. It includes encyclopedias, directories, bibliographies, maps/atlas, and other reference works in most subject areas. Printed indexes and abstracts to magazine and newspaper articles are in the banks of low bookcases in front of the Library Lab.

In the northeast corner of the Reference area, you will find the CAREER INFORMATION collection, which contains materials about various occupations and guides on writing resumes and preparing for interviews.



Now move to the other side of the Circulation Desk.

Any materials that your instructor has placed on reserve for a class can be charged out at the RESERVE DESK, on the left (west) side of the Circulation Desk. You can use the Course Reserves feature of the Library Catalog to see a list of materials on reserve for a specific instructor or a specific course section. (To view material that has been placed on Electronic Reserve, you can use lab computers or the computers on either side of the Circulation Desk.) Audiovisual materials and headphones that can be used in the Media Viewing/Listening Room and the Lab are also available at the Circulation Desk. Videotapes and other audiovisual materials in DePaul's collection are listed in the Library Catalog.

New books are displayed on the west wall, near the HABER LOUNGE, which also showcases art exhibits. Washrooms are located nearby, in the southwest corner of this floor. A campus telephone is located across from the washrooms. Pay phones are located just inside the door at the Kenmore Avenue entrance.



Proceed north from the Haber Lounge.



The MEDIA VIEWING/ LISTENING ROOM contains workstations for using DVDs, videotapes, sound recordings, and other media. A 20 workstation Mac lab is available for use in this room as well.

Connected to the Media Viewing/Listening Room, the MICROFORMS ROOM contains equipment for reading and printing microforms in various formats, including microfilm of both the Chicago Tribune and the New York Times from the mid-19th century to the present. Current newspapers are in hanging carriers on the east side of the second floor of the Library.

Directly in front of you is a resource center with a collection of elementary and secondary curriculum materials used by Education students and faculty as well as by teachers from the surrounding community.

The copy center on your right is equipped with photocopy machines, and a Value Transfer Machine (VTM) where you can add money to your Demon Express account on your DePaul ID card to use for making photocopies or for printing on the library's printers.



Return to the front lobby and take the stairs or the elevator to the second floor.

SECOND FLOOR

The periodicals are located on the second floor of the Library. Periodicals at DePaul are arranged by call number starting to your left and extending across the entire floor. Current issues of newspapers are located in slings at the east side of the floor.

The Library Catalog can be used to find which newspapers, magazines, and journals are held by the DePaul Libraries. You can search for the title of a particular magazine or newspaper to see if DePaul has it and at which campus it is located.

On the southeast side of this floor there is a campus computer lab. A smaller lab of computer is also located in the northwest corner. At the kiosk near the stairs there is a telephone that dials the Help Desk for lab assistance.

Along the east wall the IMAGE COLLECTION / SLIDE LIBRARY contains more than 30,000 slides for faculty use. Several of the image collections have been digitized and are available on the Libraries' Web site.

Art Notes: *The lounge in the southeast corner of this floor contains a Tiffany stained glass window, "Good Shepherd" (c. 1900).*

Washrooms are located at the east side of this floor. The copy center in the northeast corner is equipped with photocopy machines, bill changers, and a Value Transfer Machine (VTM). There are GROUP STUDY rooms on the west side of this floor. Group study rooms are available on a first-come/first-serve basis. They should be unlocked during open hours of the Library.



Please take the stairs or the elevator to the third floor.

THIRD FLOOR

At the south side of the floor is the O'NEIL READING ROOM. It provides a large, comfortable study area and leads to the SPECIAL COLLECTIONS & UNIVERSITY ARCHIVES Room.

Art Notes: Notice the two stained glass windows overlooking this room: to the east, *Our Lady of the Miraculous Medal*; and to the west, *St Vincent De Paul*.

Special Collections comprise more than 11,000 rare books, manuscripts, and maps dating from the 15th century to the present. The University Archives contain materials that document the history and activities of DePaul University. This is an exhibit room as well as the place where you can use the materials kept in this area.

Art Notes: Walk back toward the landing (stairs) to see a display on the Vincentian heritage of DePaul University. Curated by Dr. Simone Zurawski, the display includes a diorama of Saint-Lazare, Vincent de Paul's community motherhouse in 17th-century Paris. The diorama was constructed by Jeff Wrona.

The CIRCULATING COLLECTION (books that can be checked out) is split between the third and fourth floors. It is organized by call number using the Dewey Decimal Classification System, which gathers books together according to their subject. The books on this floor include the first "half" of the call numbers (000 to 699).

Washrooms are located at the east side of this floor. There are also group study rooms along the east wall.



Please take the stairs or the elevator to the fourth floor.

FOURTH FLOOR

The second half of the CIRCULATING COLLECTION is on this floor, including call numbers from 700-999.

The VINCENT DE PAUL ROOM (Room 417) to your right, in the southeast corner, is used for library instruction sessions.

Washrooms are located at the east side of this floor. There are group study rooms on both the east and west sides of this floor.

FOR FURTHER INFORMATION

To learn more about the DePaul Libraries consult the Libraries' Web page (<http://library.depaul.edu/>) or speak to a reference librarian.

Thank you for visiting the Library. If you have any questions, please come to the Reference Desk (on the first floor) and we'll be happy to help you.

Questions or Comments to Heather Jagman: hjagman@depaul.edu