

SELF-GUIDED TOUR OF THE LOOP CAMPUS LIBRARY  
DE PAUL UNIVERSITY  
DE PAUL CENTER, 10th FLOOR

### **HOW TO USE THIS GUIDE**

This guide is intended to be used as a walking tour of the DePaul's Loop Campus 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. Print this page and proceed to the hallway just outside of the Library entrance, where the tour will begin.

### **GENERAL INFORMATION**

Welcome to the DePaul Center Library, containing the DePaul library collections in business and computer science. The DePaul Center Library and Lincoln Park Campus Library provide access to the same online resources, and a shuttle system is used to move books and periodicals between the campuses. The library is 50,000 sq.ft. and seats 496 people. It holds a collection of approximately 100,000 volumes.

### **ENTERING THE LIBRARY**

As you enter the library, you will see the CIRCULATION DESK. This is where you may check out and return circulating material, or pick up materials that have been sent to you from the Lincoln Park Campus Library. 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 Illinois, including the University of Illinois/Chicago (UIC), Northeastern University, Columbia College, and Roosevelt University.

The staff at the Circulation Desk will also assist you with the equipment in the MEDIA VIEWING/LISTENING and MICROFORMS ROOM (to the left of the desk). Microforms are located in cabinets in front of the VIEWING/LISTENING ROOM. To the left of the VIEWING/LISTENING ROOM is a campus computer lab. The lab seats approximately 100 students, and is supplied with a telephone that dials the Help Desk.

The computers nearest 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 the means for requesting an interlibrary loan of material from another

library. The INTERLIBRARY LOAN department requests books from other libraries across the country on behalf of the DePaul community. Instructions and forms are available online.

NOTE: You will need to use your Demon Express account on your DePaul I.D. to print or copy. Add money to your Demon Express account online, or using the machine in the copy room in the middle of the library. Photocopy machines do not accept change.

The Circulation staff will refer you to the Reference Desk for assistance with your research or questions about the collections.



Walk to area near the windows that overlook the elevators

The periodicals are brought together in one place and are organized by subject (DePaul uses the Dewey Decimal Classification system). Current issues are kept on shelves across from the Reference Desk.



Proceed to the center of the library.

The smaller desk against the east wall is the REFERENCE DESK. The REFERENCE DESK is staffed with professional librarians who will help you find information and assist you in getting started with research you may need to do for class assignments. Students, faculty and staff may also schedule a research consultation with a reference librarian for one-on-one assistance with a major project or paper.

Across from the REFERENCE DESK, and behind the current periodicals is the library COPY CENTER. You can use the Value Transfer Machine (VTS) to add money to your Demon Express Account or purchase a courtesy card.

There are three group study rooms for student use on a first come, first served basis. Two are on either side of the COPY CENTER. Faculty members may reserve them by calling the Circulation Desk.

Behind the Reference Desk is the Library computer lab, with 21 terminals. The computers in the Library Lab are for use by DePaul students, faculty, staff, and alumni. They connect to over 200 databases. Many of the databases can be searched for periodical and newspaper articles on a wide range of topics. Other databases provide more specialized information such as census data or company financial reports, or are electronic versions of resources like the Oxford English Dictionary or the Encyclopaedia Britannica. Nearly all of these resources can be accessed from home with a Campus Connect ID and password.



The CAREER INFORMATION COLLECTION (on the east wall) contains materials on researching career opportunities, finding information about potential employers, writing a resume, and preparing for interviews. The DATABASE SEARCH ROOM, the room behind the Career Information Collection, contains two workstations designed for multimedia use and the library's Bloomberg terminal for financial information and analysis.

Following the aisle along the east wall you will see the rest of the REFERENCE COLLECTION. Here, you will find encyclopedias, directories, bibliographies, maps/atlasses, indexes to magazine and newspaper articles, and other reference works.



Walk through the reference collection towards the center of the library.

Beyond the reference collection and on your left, you will find the INSTRUCTION CLASSROOM, washrooms and drinking fountain. Another study room is located just beyond the washrooms.

The INSTRUCTION CLASSROOM provides a space for class instruction in library research skills and demonstrations on the use of the library research databases. Opposite the Instruction classroom is the CIRCULATING COLLECTION (the items that can be checked out). Books may be charged out by current students, faculty, staff, and as well as alumni and students of other area colleges that belong to the I-Share consortium.

### **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. Use the Ask a Librarian link on the Libraries' web page to send a question or instant message to a reference librarian.

Thank you for visiting the library. If you have any questions, please come to the Reference Desk and we'll be happy to help you.

Questions or Comments to Heather Jagman: [hjagman@depaul.edu](mailto:hjagman@depaul.edu)