

Library Tours for Non-CWU Groups

CWUP 5-120-150 Tours for Non-CWU Groups

The Brooks Library's priority is to serve the research and curriculum needs of CWU students, faculty, and staff. The Library also serves as a valuable resource to the local community and to the state. Tours are available to assist non-CWU groups make the best use of the facilities, collections, and services. Every effort will be made to accommodate requests for tours from outside groups. Due to the demands for facility use and academic support, library tours for non-CWU groups are discouraged the last two weeks of each term.

[Responsibility: Library Dean; Authority: Marilyn Levine, Provost/VP for Academic and Student Life; Reviewed/Endorsed by Provost's Council; 09-11-2013: Cabinet/UPAC; Review/Effective Date: 02-05-2014; Approved by: James L. Gaudino, President]

CWUR 2-20-030 Tours for Non-CWU Groups

All visitors to the Library are expected to comply with policies regulating the use of the facility and conduct within.

To discuss a tour contact the unit that best fits the needs of the group:

- General research and tours: Contact Reference at 509.963.1021
- Government Information and/or Map Library tours: Contact 509.963.1541
- Music Library & Listening Center tours: Contact 509.963.1841
- Special Collections & University Archives tours: Contact 509.963.1717
- For campus parking information, contact 509.963.2667

General Tour of the Brooks Library Building

- A tour will provide the group with an orientation to the physical space, services, and collections of the library and does not include instruction on how to use library resources.
- Tours last approximately 30 minutes.
- Groups larger than 30 will need to be divided and should have at least one teacher/ supervisor per 15 students.
- For groups of K-8 students, the Reference Unit must be notified two weeks prior to the requested date of the tour.
- Individuals may go on self-guided tours using the library's floor maps, signage, and by asking for information at service desks.

Instructional Orientation (for non-CWU groups)

The Library encourages the scheduling of instructional orientations for high school and community college classes where there is a substantial research assignment that can benefit from university-level library resources. Basic instruction in using appropriate information resources will be provided. Depending on the size and needs of the group, some limitations on equipment and resources may be necessary. More extensive instruction may be available for certain collections (e.g., Special Collections & University Archives).

- Sessions typically last 50 minutes and can provide students with an overview of a university library and hands-on practice with the library's catalog and resources relevant to the class assignment.
- Access to Library resources is limited to on-site classroom instruction; for borrowing and other privileges, inquire at Circulation.
- Groups larger than 30 will need to be divided and will require the presence of at least one teacher/supervisor per 15 students.



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