Rohrbach Library Open House
Library Orientation Form

Directions: Answer the 10 questions listed below. When your form is completed, turn it in at the Information Commons (IC) Desk on the first floor to become eligible for the prize drawing.

Deadline: The deadline to turn in your form is 4pm on Friday, September 26, 2014.

Prizes: KU students who complete this form and turn it in at the Information Commons Desk on the first floor before the deadline will be eligible for the prizes. Winners will be selected by random drawing on Monday, September 29, 2014. All winning forms will be checked for validity and completion. You do not need to be present to win. All winners will be notified via campus e-mail and will have until October 24, 2014 to claim their prizes. Winners must show their KU student ID to claim their prize.

Questions: Write your answers in the space below each question

1. **Look at the Liaison list online (under “About”) or at the Open House table.** Find the name of the librarian who is assigned as the liaison to your department and fill in the following information. (Undeclared students may use any librarian.)
   - Name:
   - Office Location/Number:
   - Email Address:

2. **Go to the Research Help Desk.**
   Tell the librarian on duty what your major is and ask them where you can go to find books for your major. Go to that area and write down the name and call number of a book that interests you.

3. **Go to the Information Commons Desk.**
   What do you need to check out a book?
   How can you reserve a study room?

4. **Go to the Periodicals office/ILL Office on the 2nd floor.**
   Ask someone about Interlibrary Loan (ILL).
   What is ILL?
   How can you request an item?

5. **Go to the ground floor.** Locate the following centers, and briefly describe what they are and who would use the services/materials in these areas:
   - Curriculum Materials Center (CMC):
   - Center for Academic Success and Achievement (CASA):
   - Tutoring Services:
6. Click on the button in the “Omnisearch” tab on the library homepage. Now click the word “Subjects” and explore until you find a database of interest to you. (Click on a subject in the list – maybe your major, maybe another subject of interest to you.) Write the name of the database here:

7. Use the “About” menu to find the library policies about circulation of materials. How many items can undergraduate students have checked out at one time?

8. Click the button on the library’s home page. What is the number for texting a question to librarians?

9. Click on the Books/Films tab to search for a book in the library catalog. What is the call number for the book *The Catcher in the Rye*? (Hint: you must find a copy of this book with the Library Location “Main Collection,” not “Online resource: Electronic book”)

10. Click on the “Libguides” tab on the library home page. This page provides links to online guides to library resources for particular courses or particular subjects. Use the “Browse by subject” box to see how many guides there are for the course COM 10; write the number below.

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**Evaluation – Check all that apply:**

- [ ] This was fun
- [ ] I learned something
- [ ] Map was helpful
- [ ] Directions were easy to follow
- [ ] I would recommend this event to others

Favorite part of the open house:

How can we improve the event for next year?

Other comments:

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**NOTE:** There are two other events in the Library on Tuesday, September 23, 2014:

- Fast Pass to Learning – Sponsored by the Department of Academic Enrichment, Fast Pass to Learning takes place at the second floor atrium area from 10:30am-12:30pm. Stop by to learn some quick study tips and get some goodies.
- Scholastic Book Fair – Sponsored by ABA, the Library Science Fraternity on campus, the Scholastic Book Fair is located near the coffee shop on the first floor. Profits from the sale support the Library Science Collection as well as ABA activities.