This assignment is worth 25 points. It is due by Sunday evening of Session 6. Load it into the Assignment section of Session 4 in Blackboard.

Visit a nearby library to explore and then describe its collections. First walk around the library and note the various collections and locations. Interview/talk with one or more of the reference librarians (you may want to make an appointment) to find out what different types of materials are available, the size of each type, what special collections they have, and what special organization or classification schemes other than DDC or LC they use. Be sure to explore the various formats and media that are available in addition to books and online material. Review Lecture 1 Part 3 on the way information is produced and made available to remain aware of the various media/format possibilities. Think about how each of the different types of material in the library could be used to answer patron questions.

Name of Library Greenwood Public Library
City Greenwood, IN
Type of Library (public, academic, school, special) Public
Web site address http://www.greenwoodlibrary.us/home.asp

Main Classification Used for Items on Shelf (DDC or LC) DDC

Size of collections (Give approximate numbers)

Number of Book Titles Reference librarians could not locate this information. They tried to contact someone else but did not receive a response while I was there.

Within the book collection, name some of the special sections such as fiction or fairy tales.

Collections include Mystery, Science Fiction, and Romance, General Fiction, General Non-Fiction, Reference, Biography, Graphic Novels, Teen.

Number of Print Magazine Titles 275

Does the library keep back issues? Back issues are kept for one year.
Number of Online databases (give the number of database titles beyond INSPIRE)

13

List at least some of the database titles here:
Alldata, Ancestry, Careers Internet Database, Novelist, Reference USA

Other Formats Such as CD’s
(Name each type below & give approximate number of titles)

Collection includes CDs, DVDs, and electronic formats. Reference librarians also did not have numbers for these. VHS tapes are being weeded from the collection. There are 40 computers for public use and 25 laptops for the teen programs.

Special Collections (Name or describe & give approximate size)

There is a genealogy collection. Reference librarians did not have information on size, but described it as "nothing special." Head of teen department joked that as far as she's concerned, the teen collection is very special.

Tell which special collections the library is most proud of and/or which ones get the most use.

Reference librarians did not feel any collection stood out as especially worthy of pride (except for teen collection). General fiction, general non-fiction and mysteries get the most use.

Based on conversation with a reference librarian, discuss below which of the collections mentioned above are most used for reference work. Tell why they are used. (Name at least 2.)

The circulating non-fiction collection is used most for reference work, mainly because they are in the process of putting the entire reference collection into circulation. Apart from that, Inspire is used most often, because it is online, free, and easy to access.

What collection was your favorite and why?

The graphic novels are probably my favorite, because I enjoy the format. I also find that teen novels explore a wider variety of subjects than adult fiction.

Draw and attach a simple diagram of the building and where the collections above are located. You can draw this by hand and scan it in to send or mail it separately to the address in the Instruction section of your Blackboard course.
Collect some of the locally created guides and help sheets and list and describe some of them here. These may be printed sheets in the library or they may be on the library’s web site.
http://www.greenwoodlibrary.us/subjectguides.asp

These guides include suggested books, relevant online databases, links to relevant websites, FAQs, and related catalog searches.

http://www.greenwoodlibrary.us/pathfinders.asp

Pathfinders guides are topic-specific, created by the library for homeschoolers. Print materials and teacher resources are included along with the same types of info as found in the adult guides.

Give your overall impression of the library’s collections.

My overall impression of the library’s collection is favorable. There don’t seem to be any gaps, and materials appeal to a wide audience while covering all the bases.

EXTRA CREDIT:
For extra credit, create a guide sheet that will help patrons understand the collections in the library, highlighting 3 special areas and several formats/media collections.