Physical Layout of the Library

July 2019
Introduction

Welcome to an introduction of the physical layout of East Central University’s Linscheid Library.
Physical Location

The Linscheid Library is a three story building located in the east central section of the Ada campus of ECU. Attached to the main library is the annex which houses additional library services.
The purpose of the library is to support the curriculum and research needs of the ECU community and to teach students independent research skills.
Virtual Location

Many of the library’s resources are available electronically through the library’s home page. To locate the library’s home page, click “Library” at the bottom of any ECU webpage, or point your browser to http://library.ecok.edu/.
Tour of the Library

You enter the library on the third floor, which houses the Circulation Desk, and various collections: reference, music listening library, DVDs, and children’s literature.

This floor is a good place to start your research. The Reference Desk is also located on this floor.
Reference Desk

The Reference Librarian is available to assist in selecting the most appropriate resources and to teach you how to use them.
Reference Services

Reference librarians may also be contacted through the website by clicking on the Services button on the library home page. This service is most appropriate for brief, factual, and unambiguous questions.
Reference Collection

The reference collection, which includes both print and electronic materials, provides an overview to a topic and leads to additional resources or is designed to provide an answer rather than to be read cover to cover. These materials may not be checked out.

Examples are dictionaries, atlases, handbooks, statistical information, etc.
Circulation Desk

You may check out books at the Circulation Desk, located at the front entrance. You may renew non-overdue books there or via the web. The Circulation Desk also houses Lost and Found, Interlibrary Loan pickup and Reserves.
Check-Out Periods

Undergraduate Check-Out Periods:
• Books on 2nd and 4th floors
  • 2 weeks
• Government Publications
  • 2 weeks
• Children’s Literature
  • 2 weeks
• Select Audiovisuals
  • 3 days

Check the library’s webpage (ecok.libguides.com/circulation_department) for graduate and faculty check-out periods.
Printing

The printers for the computers in the reference area are housed at the Circulation Desk.

Printing is subject to your student account limits.
Copiers

Two black & white photocopiers are available near the Circulation Desk. Copies are 10¢.
Children’s Literature

The children’s literature collection, books on child and adolescent fiction and nonfiction books, is located on the third floor and is designed to assist the library media and education majors. It is arranged using the Dewey Decimal Classification System.
3rd Floor Art

The third floor also houses an extensive collection of Native American Art.
The next stop on our tour is the second floor which houses:

- Print journals
- Microforms
- Maps
- Books Q-Z
- Black & white copier (10¢)
- Digital Humanities Lab (DHL)
- Individual & Group Study Rooms
- Collaborative Spaces

This floor leads to the Quaid Lounge, and Media & Technical Services.
Current Periodicals

Current periodicals (publications that are published periodically like monthly, weekly, etc.) are arranged alphabetically on the shelves behind the individual and group study rooms. Newspapers and Gallery Obscura are located in the same area.
Bound Periodicals

Once a periodical is no longer current, the issues may be bound and placed on the shelves by call number (See the CatPac for the call number).
Microforms

Some periodicals were replaced by microforms (fiche and film). If you need assistance using these materials or with copying microforms, please ask for help from Collection Services located on the second floor.
2nd Floor Books

In addition to the periodicals collection, call numbers Q-Z of the book collection are located on the second floor.
Collaborative Spaces

The Collaborative Spaces are located north of the elevator and staircase on the 2nd floor. They were built in early 2017 through a grant from the Sarkeys Foundation. It is a place where students and faculty can come together in a casual atmosphere.
Quaid Student Lounge

Linscheid Library also provides a student lounge area with couches and snack machines.
Past the Quaid lounge, you will find Media Services where you can have posters printed, materials laminated, and take advantage of a variety of other services.
4th Floor

The next stop on the tour is the fourth floor which houses Special Collections and call numbers A-P of the book collection.
Special Collections

Special Collections is located in the northern part of the fourth floor of the library. Official ECU publications, such as yearbooks and newspapers, are housed in Special Collections along with books focusing on Oklahoma and Native American Studies.
4th Floor Books

Call numbers A-P of the book collection are also located on the fourth floor.
Government Documents

Government Documents, which include state and federal documents, are integrated throughout the collection so that you will find them within a given subject area. See the Reference Librarian for assistance with government documents.
Conclusion

For additional assistance in using library resources, ask for help at the Reference Desk or talk to your supervisor.

Thank you for taking this tour of the Linscheid Library.