

Instructions

1. Purpose of the scavenger hunt is to familiarize students with the library.
2. Instructions to students
 - a. Review packet:
 - i. List of locations
 1. At every stop there will be something for you to pick up. Either a flyer explaining the purpose of that place, for example, the Check Out Desk. Or there will be a post-it note for you to take, for example, near the books in the stacks. The post-its are on one of the doors of the classroom. If there are no post-its on one side, check the other. **DO NOT ENTER THE CLASSROOM.**
 2. There are a few items on your list that will require you to find the call number. There are quick look up computers on every floor that you can use to look up the item. Use the library catalog to get the call number. **NOTE:** for the film Psycho, you need the DVD not the VHS. Once you look up the item, you must still find it on the shelf (book stacks, periodicals and media)
 - ii. Map
 - iii. Roles
 - iv. Grid
 - v. Scratch paper – Please don't write
 - b. When you have visited each of the locations, come back to this room to take a quiz. The quiz is what you will all get credit for. The first group back to complete the quiz correctly gets a 10 point bonus. That said, do not cheat!! Please only take one handout or post it and leave the others for your peers.
 - c. Rules
 - i. Do not hurry (or run). The faster you go, the less likely you are to win the extra 10 points.
 - ii. Do not split up; you all need to visit each of the locations
 - iii. Do not cheat; please only take one handout or post-it from each station
 - iv. Come back to the classroom at 00:30, even if you are not finished.
3. Break into groups of 4-5 - count off, don't let them choose. Have them choose roles. Do this last!! Once they are in their groups, they start talking and don't listen to instructions.
4. Direct each group to start at a different location; this will keep all 30+ students from going to each station together.

Scavenger Hunt KIT

The kit includes:

1. Scavenger hunt instructions
2. 20 folders -2 packets of 10 (enough for 10 groups of 4-5 students)
3. Quizzes
4. All materials that go in the folders (master copies and extras)
 - a. Left side of folder
 - i. List of locations
 - ii. Library map
 - b. Right side of folder
 - i. Role descriptions
 - ii. Post-it grid
 - iii. Scratch paper
5. All materials for the tour stops
 - a. Post-it notes for the following stops:
 - i. KEL 2303
 - ii. KEL 3400
 - iii. 4th floor stacks – youth, popular culture and moral panics
 - iv. 4th floor periodicals – ms. Magazine
 - v. Study room 4310
 - vi. Barahona Center
 - vii. Curriculum room
 - b. Handouts for the following stops:
 - i. Student Technology Help Desk
 - ii. Media Library – in between Psycho DVD and the next film
 - iii. Check Out Desk
 - iv. Research Help Desk
 - v. Reading Room

Scavenger Hunt

Objective: To familiarize you with the physical layout of the library building

2nd Floor:

1. Student Technology Help Desk
2. Media Library –
 - a. Use the **Library Catalog** (on a computer on the 3rd, 4th or 5th floor) to look up the call number for the film *Psycho*. Find the film on the shelf in the Media Library.
3. KEL 2303 – Library Classroom

3rd Floor:

1. Check Out Desk
2. Research Help Desk
3. KEL 3400 – Library Classroom
4. Librarians' Offices – Collect the business card of one librarian

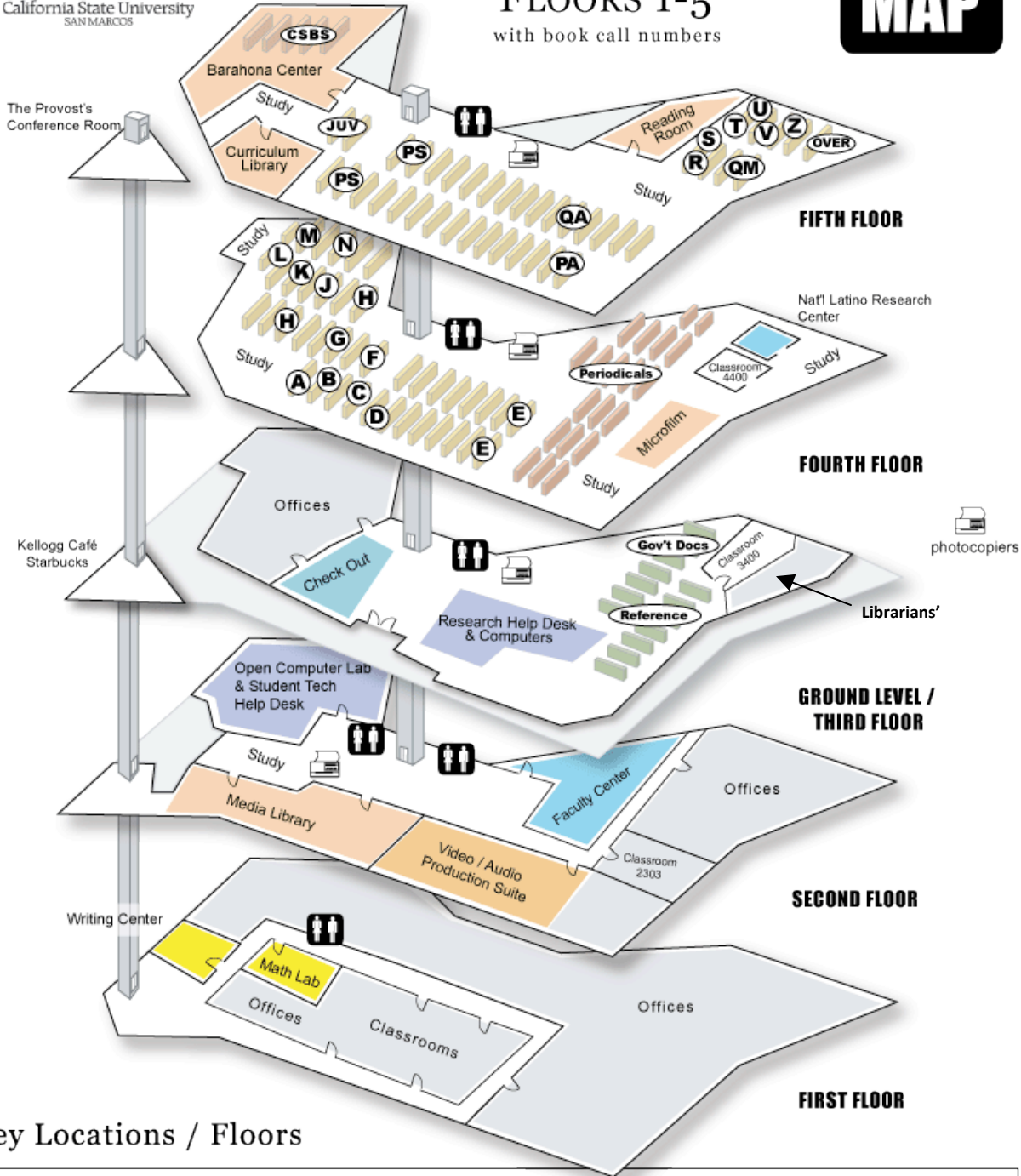
4th Floor:

5th Floor:

1. Reading Room
2. Curriculum Room
3. Barahona Center



KELLOGG LIBRARY FLOORS 1-5 with book call numbers



Key Locations / Floors

Adaptive Technology Lab	3rd	Curriculum Library	5th	Student Technology Help Desk	2nd
Barahona Center	5th	Faculty Center	2nd	Nat'l Latino Research Center	4th
Check Out	3rd	Math Lab	1st	Technology Resource Center	2nd
Community Service Learning	2nd	Media Library	2nd	Writing Center	1st
Computer Lab	2nd	Reading Room	5th	Video / Audio Production	2nd
Copy Center	4th	Research Help Desk	3rd		

Scavenger Hunt Quiz

Team # _____

Leader _____

Navigator _____

Recorder _____

Archivist _____

Where can you check out laptops and get help with computer issues?

How many sound recordings do we have in the Media Library? _____

What is the call number of the book *Youth, Popular Culture and Moral Panics*? _____

What is the maximum number of books a student can check out? _____

Where will you find course reserves books?

Where in the library do you go to get help with research?

Where can you find group study rooms in the library?

What is the Barahona Center?

Please enter the name and title on the librarian's business card you picked up:

Name: _____

Title: _____

BONUS: Which stop on your hunt, is in the library building, but not part of the library?

Group Roles

<p style="text-align: center;">Leader/Presenter</p> <p>Makes certain that everyone contributes, and keeps the group on task.</p> <p>Presents the group's finished work to the class.</p>	<p style="text-align: center;">Navigator</p> <p>Takes charge of the map and locations to visit.</p> <p>Provides physical directions to the group.</p>
<p style="text-align: center;">Recorder</p> <p>Keeps notes on important thoughts expressed in the group.</p> <p>Writes final summary.</p>	<p style="text-align: center;">Archivist</p> <p>Picks up, distributes, collects, turns in or puts away materials.</p> <p>Manages materials in the group during group work.</p>

Research Help Desk

Need some help with your research? We have experienced librarians and library assistants ready to give you a hand no matter where you are.

If you are doing your research in the Library, simply drop by the **Research Help Desk**. Librarians are on-call ready to help you with your research.

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GEL

KEL 2303 – Library Classroom	KEL 3400 – Library Classroom
Stacks – <i>Youth, popular culture and moral panics</i>	Periodicals & Microforms – <i>Ms. Magazine</i>
Study Rooms – Room #4310	Curriculum Room
Barahona Center	

Media Library Collection Information

Collection Information

- Cable TV on demand
- 5753 video recordings which includes 704 dvds and 30 laser discs
- 2049 sound recordings (cds)
- 84 cd-roms
- 10556 slides
- Transparencies, media kits, multimedia guides and tutorials, and audio cassettes

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Use of the Reading Room in Kellogg Library

The Kellogg Library Reading Room (KEL 5400) is located on the 5th floor of Kellogg Library. The Reading Room provides:

- A quiet study space for use by all students during the library's open hours.
- A venue to host events.

Hosting Events in the Reading Room

The President and Library Dean will work together to preserve the room's primary use as a quiet study area and to limit the number of events. Events must be either library-sponsored programs or events which showcase the campus to the external community.

If you wish to book the Reading Room:

- Send an email to the Library Dean's assistant (dkillion@csusm.edu) describing your event.
- Include the time, date, type of event, number of guests, number of off-campus guests. Indicate whether food and/or alcohol will be served. Explain how your event showcases the campus to the external community.

All acceptable Reading Room requests will be forwarded by the Library Dean to the President's office for final approval.

- If you receive an approval email, consult the [University Events Scheduling Office](#) (UESO) at 760-750-8888 and submit an Electronic Request For Use (e-RFU).
- To avoid delays, it is very important that you copy the approval email into the Notes section of the eRFU.

The UESO site also has links to other services and general information about holding events on campus.

The following information and documents may be useful in your planning:

- [Kellogg Library Reading Room use costs](#)
- [Reading Room furniture arrangement options](#) (PDF 254 K)
- [Guidelines for Caterers](#)
- Signage: For directional signage to the Reading Room, contact Library Dean's Office x4330.
- There is no additional charge for the outdoor Reading Room patio. However, the patio must be specifically requested through UESO.

Books & Media: Borrowing Policies

Who can borrow

CSUSM students, faculty and staff with limited reciprocal borrowing for North County Community Colleges and other CSUs.

Periodicals and reference books do not circulate. [Readers' Circle cards](#) are available at a cost of \$30.00.

Loan Period

Books -Circulating library books may be checked out at the 3rd floor circulation desk for 13 weeks for faculty and four weeks for all other patrons.

Barahona Center for the Study of Books in Spanish- Most of these books may not be checked out. However, selected duplicates may be checked out for the same periods shown above.

Media- Videos, DVDs, CDs, audio cassettes, and other formats are located in the Media Library and check out for a period of seven days.

Limits

Books -There is a maximum checkout of:

- 100 for faculty
- 40 for graduate students
- 30 for undergraduate students
- 30 for staff
- 10 for all other categories.

Circulating Media- The checkout limit for students and staff is four of each format.

Renewals

Books -Items may be renewed [two times online](#), at the circulation desk or by phone.

Media-Media can be renewed once online, at the circulation desk or by phone.

Holds / Recalls

Patrons may place holds (recalls) on materials checked out by another person. All materials are subject to recall after two weeks of use. Materials needed for reserve may be recalled at any time. Recalled materials are subject to fines if not returned by the prescribed date and a hold may be placed on the borrower's record.

Holds must be placed with the Circulation Desk. When the returned item is ready for pickup you will be notified by e-mail or mail. The item will be held for the requester for one week. When material is unavailable patrons should consider using the Circuit to obtain the item from one of our consortial partners (SDSU, UCSD or USD).

Overdue Fines

Books-Overdue charges are \$0.25 per day (Max. \$25.00) per item.

Media Materials-Overdue fees for circulating media materials are \$1.00/day.

Media Equipment-Overdue fees for media equipment are \$5.00/day per item.

Faculty and Administrators

Administrators are defined in this policy as Presidents, Vice Presidents, Associate Vice Presidents, Deans, and Directors.

Privileges- With a current CSUSM ID faculty and administrators are allowed the following:

- Checkout of a total of 100 items -- includes CSUSM, Circuit and Interlibrary Loan materials

- 15 requests per week for Interlibrary Loan materials

Check Out Periods

- 13 weeks for CSUSM materials (excluding media) with 2 renewals allowed
- One week for media material with onerenewal allowed
- Three weeks for Circuit materials with one renewal allowed
- Two to three weeks for Interlibrary Loan depending on the lending institution with the possibility of one renewal

Responsibilities

Faculty and administrators are responsible for the timely return of library materials. Materials not renewed or returned by the due date are considered overdue. A hold will be placed on the record of anyone who has not returned overdue materials by the time they go to billing (21 days after due date) and Library privileges will be suspended until the material is returned.

Billing amounts per item are:

- CSUSM material \$59.46 (excluding media)
- Media material replacement cost
- Circuit material \$140.00
- Interlibrary Loan material \$71.71

Teaching Assistants/Support Staff

Faculty and administrators may grant their teaching assistants or support staff permission to check out materials in their name. A written [consent form \(PDF, 53K\)](#) must be filled out each semester prior to these checkouts being allowed. ID will be required at each checkout to verify that the teaching assistant or support staff is the one allowed this privilege.

Be advised that materials checked out in this manner will be on the faculty member's / administrator's record. Ultimate responsibility for the material belongs to the faculty member/administrator. Any overdue notices, bills or suspension of privileges will appear on the faculty member's/administrator's record. It is important that your teaching assistants/support staff do not abuse this privilege and check out their materials under your name.

Student Technology Help Desk

[Hours](#) of Operation

(Please note: All labs follow the [Academic Calendar](#) and are closed when the University is closed.)

Contact us: 760.750.6505 or email us at sth@csusm.edu.

[Email at CSUSM](#) - Learn how to get and use your CSUSM email account.

[WebCT Online Course Help](#) - For questions about accessing or using your (WebCT) online course.

[Computer Hardware Recommendations](#) - Cal State San Marcos recommends to all incoming students that they have access to a personal computer they can use toward the completion of their coursework.

[Computer Purchase Information](#) - Looking to purchase a computer for home use? Look at the special student pricing and purchase plans on a number of pre-configured computer systems from Dell's University Program for Cal State San Marcos.

[Apple Product Purchase Information](#) - Looking to purchase Apple products for home use? Stop by Apple's on-line store. Apple features educational pricing for students, faculty and staff of up to 10% off on hardware (including I-Pods) and up to 80% off on software.

[Computer Competency Requirement \(CCR\)](#) - The Computer Competency Requirement (CCR) at Cal State San Marcos is a requirement for all baccalaureate students, irrespective of major.

[Student Laptop Checkout Program](#) - The Student Technology Helpdesk has laptop computers with a 3-hour checkout time for students.

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