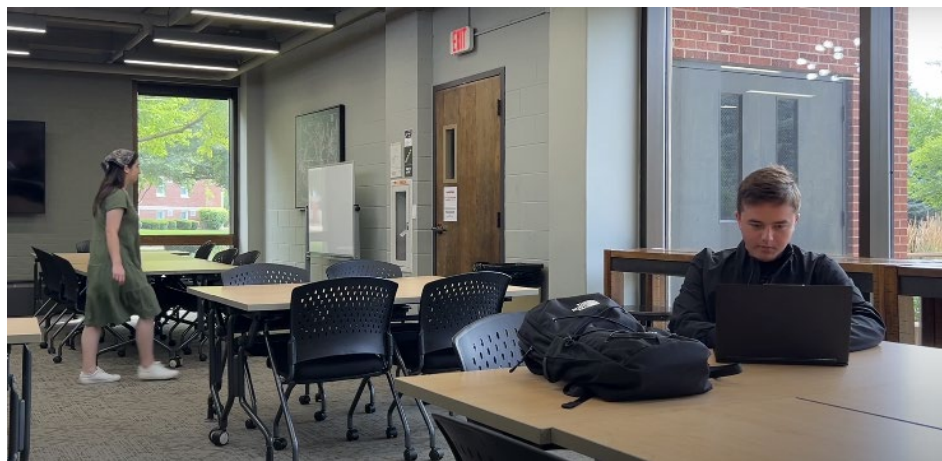


Library Tour 2024

Welcome to Benner Library. Let's go over some important areas of the library and their purposes.

First Floor

As you enter the library, you'll find the Fishbowl. This space is open 24/7 and has two computers and a printer available for use. During the day, walk through the main doors and then around the large sliding glass door. When the rest of the library is closed, use your ID to enter the outside doors and access the fishbowl through the foyer door. This space can be used for late night study, presentations, group work, and class instruction. Feel free to move the tables around to fit your needs.



Also located on the first floor are several library services including Circulation and Interlibrary Loan. At this desk you can check out books and other supplies, find your holds from another library, check the lost and found, or purchase individual office supplies.



Next to the Circulation Desk is the Accessibility and Disability Resource offices. Enter quietly for testing rooms and assistance.



At the Info Desk you can ask a librarian for research help. We can help you find physical or digital sources or help you formulate your research question. You can also ask for printing help here.



Reference Books, including Biblical Commentaries, are available for use while visiting the library. These books are not available for checkout, but many have a second copy located on the third floor that can be checked out.



At the back of the first floor is Room 124, the Teacher Education Center, where you can find children's books, young adult books, and teaching materials.



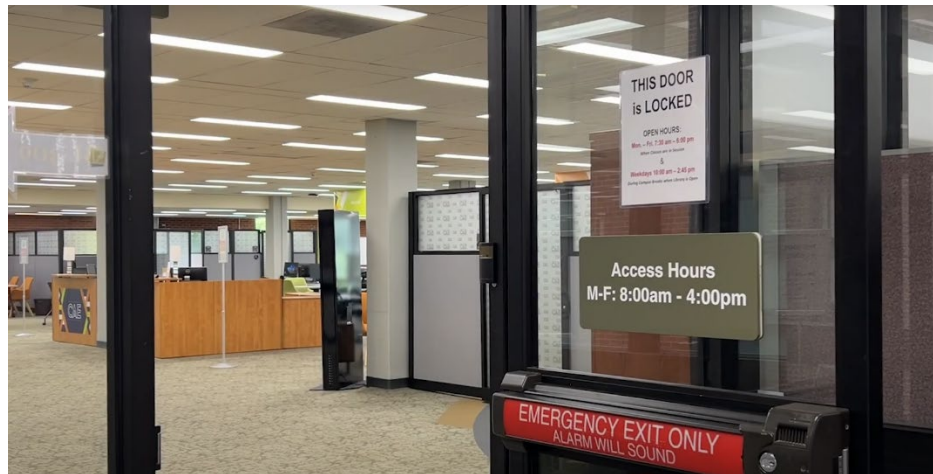
Just next door is the Archives office. Make an appointment with the University Archivist to see items from Olivet's history.



First floor is a great place for group study as you can talk with others without being too loud. There are two printers available to print, copy, or send a scan to your email. Black and white pages cost 4 cents per side and color printing costs 10 cents per side. And if you need a study break, try putting together a piece of the puzzle!

Second Floor

The Second floor is home to the Center for Academic Excellence (CAE). Find tutoring and academic support here during posted hours or by appointment. During the day, use the glass door to reach the Communications Department, General Studies offices, and restrooms.

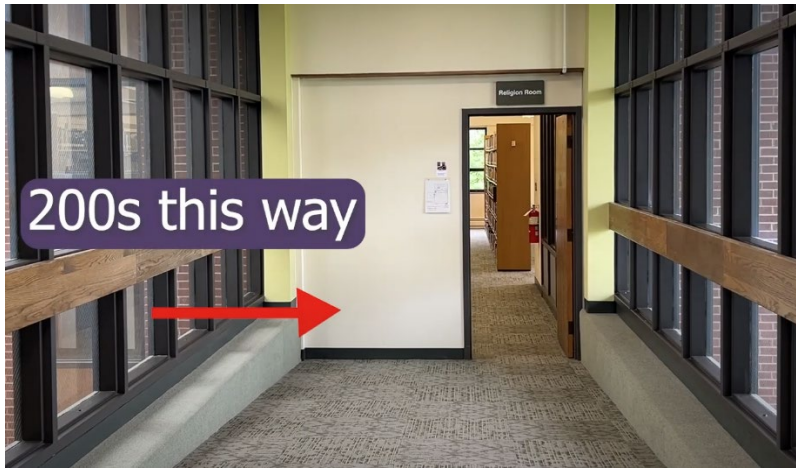


Third Floor

The South side of third floor is the ultra-quiet study area. This space is designed for individual study. There are many seats and desks along the walls, individual study carrels, available on a first come first serve basis, and a study room available for reservation on the library website.



The third floor is home to the majority of the books located in the library. Use the signs on the end of the row to help you locate the book you're looking for. Books in the 200's are located in the Religion Room. Soft talking is allowed on this half of the third floor and many tables are available for group work.



Restrooms

Women's restrooms are located on the third, first and lower levels, and men's restrooms are located on third and the lower level.

Lower Level

On the Lower Level you will find the IT Help desk where you can get assistance with personal devices, internet, or ID problems. You can also find study rooms 007, 014, and 017, all available for reservation for groups. The Lower Level lab has a few dual monitor stations as well as two computers with the Lockdown Browser application.





The Informatics service desk on the Lower Level is another place to checkout headphones and chargers, ask for printing help, or inquire about 3D printing, poster printing, and button making in the Irene Clerico Maker Space.



Periodicals are found on the moving shelves. Be sure to only move two shelves at a time and check the lock if shelves aren't moving.

