

# Getting Started: Library Essentials for Newcomers, with a Focus on Firestone Library

## Activate your barcode at the Firestone Circulation Desk

- > You may need to activate your barcode before you can charge books out from the Library. To do so, enter the Firestone Library building; show your Princeton University ID to the guard; stop at the Circulation Desk to the right as you enter; and ask a circulation staff member to activate your barcode (the 14-digit number on the back of your ID card). Your ID card will then serve as your library card, allowing you to charge out books and make use of all library services.

## Locate other service points within Firestone

- > Refer to the section drawing of Firestone Library on the inside back cover of this guide. Note that Firestone has six floors: Main, 2, and 3 above ground, and A, B, and C as you descend from the Main Floor. The principal service points are on the Main Floor and A Floor. Books are shelved on all floors except 2. The two public elevators, located behind the stairwell on the Main Floor, are at the center of each floor.
- > Across the lobby from the Circulation Desk are the Information Desk and the entrance to the Trustee Reading Room. Walk into the Trustee Reading Room, where you will find the Reference Desk and librarians to help you.
- > Go back past the Information Desk and walk down one flight to A Floor. Directly ahead of you is the entrance to the Reserve and Periodical Reading Room. The Reserve Desk is immediately to the right as you enter. Beyond the Reserve Desk is a large room housing current periodicals and newspapers.
- > Exit Reserves, turn left, and then turn right. Directly ahead of you is the entrance to the Social Science Reference Center.
- > Go back to the main staircase and walk down to C Floor. Turn left. The entrance to the Microforms Service is on your right.
- > Take the stairs or the elevator back up to the Main Floor. Go past the access guards and turn to your left. Go through the door marked "Special Collections." At the far end of the exhibition gallery is the entrance to Rare Books and Special Collections. Registration is required to use these collections.

## Explore the Library home page: <http://library.princeton.edu>

- > Note links to practical information, such as hours and circulation procedures. Follow the links under **BOOKS, ARTICLES, MORE** to explore the great variety of resources, including electronic resources, available to Princeton users.
- > Note two other links that appear on the home page:
  - ASK A LIBRARIAN**, which consists of three buttons labeled **CHAT, E-MAIL**, and **APPOINTMENT**, allows you to ask questions and receive assistance from Library staff using the method that works best for you.
  - LIBRARY FACTS A–Z**, located along the top of the page, gives you quick access to information about collections, services, and policies, as well as answers to frequently asked questions about Firestone and other campus libraries.
- > From the Library home page, follow the links under **RESEARCH HELP** for useful information or to contact a librarian.