

TRAINING SESSION C

Employee Building Tour

C. EMPLOYEE BUILDING TOUR

PART I

Part 1: Overview

Congratulations on your recent employment and Welcome to the University of Michigan Law Library Employee Building Tour.

This tour is not the same as the collection tour. We will not discuss the arrangement of the collection. Although our tour will walk you through various parts of the collection, our focus will be having you safely exit the building in case of a fire or other emergency.

At this time, please make sure that you have a copy of the Building tour handout. The handout contains maps of sub-levels 1, 2, and 3 of the Smith Addition, level one of Legal Research, and the Reading Room.

This tour is divided into two sections: the above ground building (including levels 1 through 10 of the Annex) and the underground building called the Smith Addition. It will take approximately 1 hour to complete both portions of the tour.

You will be asked several questions along the way, so be sure to bring a pen or pencil!

The purpose of this tour is to acquaint library employees with the layout of the buildings and the location of safety equipment – especially the emergency or fire exits.

In case of a fire or in the event that a fire alarm is set off, immediately leave the building.

As you walk through the tour we ask that you pay close attention to the following items:

- exits and signs
- fire alarms
- fire extinguishers

Before we begin the tour, there are a few additional pieces of information that you should remember:

- The ten floors of the Annex are locked evenings and weekends. Patrons may access this area during weekday business hours.
- Whenever you are working in an area, please take a few moments to note the closest exit.
- Finally, never use an elevator in case of a fire or at the sound of a fire alarm.

The handout is yours to keep, so feel free to take notes as you wish.

Part 2: Reference

At this time proceed to Sub-level 1 so that you are facing the reference desk. **(See Map A near the back of this handout.)**

The large wooden desk directly in front of you is the reference desk. Please note its location, as we will be returning to it after we complete the tour of the Annex. Turn right and exit through the theft detection gate and proceed to the bottom of the first set of stairs.

Part 3: Seminar room, emergency exit, grand staircase, elevator between Sub-1 and Legal Research Level 1

To your left is an elevator. This elevator runs only between Sub-1 and level one of Legal Research. It does not go to Sub-2 or Sub-3.

Both S-106 and the emergency exit are down a short corridor to the left of the elevator. S-106 is called the Seminar Room and is often used for law school classes and/or meetings.

This emergency fire exit is only one flight from the outside. Always use the closest exit in case of an emergency. NEVER use the main carpeted stairway in an emergency. And remember—once this door or any emergency fire door is opened, alarms will ring.

People who are unable to exit via the fire stairs should go into the nearest fire stairway on their floor and wait on the landing for assistance. Each landing has room for at least one wheelchair in addition to people exiting by foot. Tell anyone waiting for assistance that you will tell emergency personnel where they are. Emergency personnel will get them out of the building. Do not attempt to carry someone out yourself, even with the assistance of others. You may injure that person. Leave the building, and inform emergency personnel of the exact location where that person is waiting for assistance.

Now proceed up the green carpeted stairs and stop immediately at the second landing where the carpet changes to brown.

Follow the signs on the wall toward the legal research elevators. The signs direct you to the left through a set of double doors. Go through the double doors and turn right. Note the elevators to the Legal Research building on the right. Also note the stone staircase opposite the elevators and walk towards them. Turn right down the short corridor before you reach the stone staircase.

Part 4: Restrooms, snack bar, Law School copy center, phones

On your left is the women's restroom. The large room across the hall is the snack bar. At the far right end of the hall as you face the snack bar is the Law School Copy Center. Turn left into the main hallway.

As you begin walking notice the cell phone booths on your left. To your right is a small alcove. Inside this alcove is a men's restroom and a campus phone. It would be a good idea to remember this area because it is one of two campus phones in the vicinity of the library available for public use. Law Library patrons are not allowed to use library phones.

As you keep walking, notice the bulletin boards of various student groups within the law school community. Many student groups have their offices along this hall, as you can see on your right.

Proceed straight down the hall and down the short ramp. Turn right and proceed down the hallway.

Part 5: Law School Pendaflexes, student locker rooms & vending machine, restrooms with handicap access

You are now in the basement of Hutchins Hall. On your right is the other campus phone. Turn left and walk to the student file folders or Pendaflexes as they are called. Notices to students are placed in these Pendaflex file folders against the wall. Each student in the law school has his/her own folder.

WHAT IS THE NUMBER ON THE DOOR ACROSS FROM THE PENDAFLEXES?

_____ *(Also write your answer on the quiz at the back of your packet.)*

Just beyond the Pendaflexes and to the right is one of two student locker rooms located in this area of the building. In addition to student lockers, there is a vending machine and computers with internet access.

At the end of this hallway is the B-38 suite of law school offices. Inside the entrance, and to your right, is a second set of public restrooms. These restrooms have handicap access. Continue to your left down the hallway, past the second locker room and head back to the ramp.

Now retrace your steps back to the snack bar.

As you face the snack bar there is a stairway on either side. Go up one of these staircases and go through either set of double doors into the Reading Room.

Part 6: Level 3: Reading Room, emergency phone, stone staircase, North emergency exit, Tea

Room

YOU ARE NOW IN THE READING ROOM ON LEVEL THREE OF LEGAL RESEARCH

The Reading Room is the only area in the law school available to non-law students. It is open for all users to study. As you face the large wooden Reading Room desk, notice the red emergency phone. This is directly connected to the 911 line at the Department of Public Safety. Note the set of double wooden doors to the right and to the left of the desk. The doors on the left lead to the elevator lobby. The doors on the right lead to the stone staircase and the tea room. Proceed through the doors to the right of the desk. The stone staircase to your right goes only to odd numbered floors and level eight.

Walk toward the fire extinguisher and enter the door to the right.

You are now in a small hallway containing a series of four doors: one immediately to your left - which is the door leading to the emergency exit stairwell. Note the red fire alarm on the left; **WHAT IS THE NUMBER ON TOP OF THE ALARM?** _____ *(Also write your answer on the quiz at the back of your packet.)* There is also a door in front of you bearing a sign that says "Enter here to reach offices 371," etc. - this is the door to the Annex. The door one to the right of the Annex door leads to the Tea Room, and finally directly to your right, is a door that is being used as an office for the construction workers.

Now enter the Tea Room and look around. The Tea Room is a place for staff and student workers to take breaks. There is a refrigerator, ice machine, a water cooler and microwave here plus, tea, coffee and hot chocolate at no charge to staff or student workers. The Tea Room is locked evenings and weekends. If you wish to take your break in the Tea Room when it is locked, please ask your supervisor how you can gain access. Feel free to take a moment to look around.

Part 7: Level 3: Annex, South emergency exit, gate, elevators

Now continue through the Tea Room to the door at the middle of the room on your left. Exit through this door, and you'll find yourself on level 3 of the Annex. **(See Map B near the back of this handout.)** Walk straight ahead and turn right down the center aisle following the direction of the exit sign. You will come to a level 3 emergency fire exit door. When you come to the door, push it open and hold it open with your hand but do not go through because it will lock behind you.

While holding the door open, notice a fire exit, which is to your right inside this lobby area. This exit is the SOUTH ground level emergency fire exit which leads you to Monroe Street. If the fire alarm sounds, and you are nearest the SOUTH emergency fire exit, you will take the stairs to this area and exit through the door to the outside. Remember: Level 3 of

Legal Research is actually ground level. And just a reminder: if the fire alarm goes off, all employees of the law library are to meet on Tappan St. after safely exiting the building.

Please close the door and retrace your steps to the center aisle. Turn and begin walking down this aisle. As you walk observe the EXIT signs and the direction in which they are pointing. Straight ahead of you is a door that leads to the Reading Room's staff work area – don't open it, but note the red fire alarms on the wall. **WHAT IS THE NUMBER ON THE BOX ON THE RIGHT?** _____ *(Also write your answer on the quiz at the back of your packet.)* Turn right when you reach the end of the center aisle and walk until you see a door on your left. Go through this door and enter the elevator lobby. These are the elevators you passed earlier, two floors down.

The elevator on your right goes to levels 1-10. There are two doors in this elevator – one door opens in the lobby area and the other door opens in the Annex. If you use the elevator on the right, please note that the elevator will only stop on certain levels of Legal Research without a key. If during the course of your workday you need to do work on a level that is accessible only with a key, see your supervisor for assistance. The elevator on your left goes only to Levels 1, 3, 5, 7, 8, & 9. Now take either elevator to the ninth floor.

Part 8: Level 9: 9th Floor lobby & corridor, faculty mailboxes

You are now in the ninth floor lobby directly above the reading room. In this area are professors' mailboxes. To the right is the Level 9 corridor. Walk straight ahead across the lobby from the elevators and go through the door under the exit sign. Follow the arrows and signs that direct you to the tenth floor and proceed up the stairs.

Part 9: Level 10: Annex, restrooms, drinking fountain, plastic for leaks, air horn

Go through the door at the top of the stairs to enter level 10. **(See Map C near the back of this handout.)** Turn left and continue walking straight-ahead and around the perimeter of level 10. As you walk around you will see a number of law school offices on this floor. It's important to be mindful of faculty and staff offices on levels 3, 5, 7, 8, 9 and 10 and try to keep noise to a minimum.

WHAT IS THE NUMBER OF THE OFFICE DOOR ON THE SOUTHWEST CORNER OF THE BUILDING THAT IS PAINTED RED? _____ *(Also write your answer on the quiz at the back of your packet.)*

Note that there is a restroom on this floor to the right of the elevator, but be aware that not all floors in the Annex have restrooms. Pass the elevator and come to the drinking fountain on your right. Directly across from the drinking fountain are boxes of plastic sheeting and sock sorbents on the shelves. These materials should be used to cover and protect books in the area of a leak. We do not want the collection to be ruined by water damage.

Continue walking until you see the center aisle of level 10. Again make note of the two visible exit signs. Also notice that along the wall and above the are more fire alarms. When the fire alarms go off, there will be no mistaking it; it is a sound unlike any other. Now follow the first exit sign and exit through the NORTH emergency fire exit stairwell and descend to the level 9 landing.

Part 10: Level 9

We will not go through the Annex as the layout is much like that of level ten.

Open the level nine stairwell door. There is another door on your right. Pass through this door. You are now standing on the landing to the stone staircase. In case of a fire or other emergency, use the emergency fire exit stairwell NOT the stone staircase.

If you look through the other doorway on this level, you'll see the Level 9 lobby that you passed through earlier. Go through the lobby and turn left down the short corridor and turn left again and proceed down the corridor. Note the signs that say "Bridge to Hutchins Hall" and keep following them. At the end of the hall you will make a slight left. Ahead of you are stairs and an elevator. **WHAT IS THE NUMBER ON THE DOOR NEXT TO THE ELEVATOR?**

_____ *(Also write your answer on the quiz at the back of your packet.)*
Use either the stairs or the elevator to go down to the Hutchins Hall bridge and cross it. Take a moment to enjoy the view and then turn right when you are across and follow the hallway.

Part 11: Hutchins Hall Level 3 & return to Level 9 of the Annex, south emergency exit.

YOU ARE NOW ON LEVEL THREE OF HUTCHINS HALL.

Hutchins Hall, a four story building, contains classrooms and offices for many of the law school's employees, faculty, and administrators. You should be near office #342—it will be on your left. Walk down the hall. Note that the Dean's office is on this floor of Hutchins Hall. It is also where you will find the Hutchins Hall mailroom. Various law school staff and journals have mailboxes in this mailroom.

Now return to the area of office #342, go back over the bridge and return to level 9 of the Legal Research building. Go back down the hallway and take the short corridor back to the lobby and take an elevator back to level one of the Legal Research building. Once on level one, go through the double doors and return to the reference desk on sub-level one of the Smith Addition.

REMEMBER: Always be familiar with the area you are in so escape in a time of a fire or emergency will be quick and easy.

Part 16: Assistant Director's Office, Jackier Rare Book Room

Now turn left and walk straight ahead. Within a few steps on your right is room S-130, the office of one of the Assistant Directors. Continue walking down the hall and note the offices of the Reference Librarians.

You are now in a small reading area. The large and beautiful room adjoining this area is the Jackier Rare Book Room. Admittance to this room is highly selective and applicants must go through a series of interviews before they can use the room.

Part 17: Library Staff Offices, emergency exit, drinking fountain, Administrative Services Unit, Library Catalog terminals.

Proceed walking down the hall with the ranges of books on your right side. Faculty Services employees work in the large office area on your left. Keep walking until you can no longer go straight.

On your left are study tables and to your right is an emergency fire exit. The exit is in the far back corner of Sub-1. Walk towards it now. It is important to remember that each of the three sub-levels in the addition has an emergency fire exit on opposite ends of the floor. There will be emergency exits in the same locations on the two floors directly below this one.

Walk back toward the windows. You are in the North wing of the library. There is a drinking fountain on your right. The drinking fountains are in the same location on all three floors.

Walk back toward the reference desk. On your left is S-180, the Administrative Services Unit. Questions about payroll and other general matters should be directed to this office. The Director of the Library also has an office in this area.

A little further down is the entrance to the Faculty Services office that you saw outside the rare book room area.

Also notice the library catalog terminal here and on the other side of the reference desk.

Part 18: Subs elevator, fire hose, library staff offices

To the left of the reference desk is the elevator. Go to the elevator now. This runs to each sub-level. Just before the elevator is a small door in the wall. The handle has the word "FIRE" inscribed on it. Pull the door open. Inside are a fire extinguisher and a fire hose. There are fire extinguishers in this location on each sub level.

Turn around and head toward the descending staircase closest to the theft detection gate. Before you descend, look behind you. This large office area is S-110 and is home to a variety of library units and the office of an Assistant Director.

At this time please descend the staircase all the way to Sub-3.

Part 19: S-3: Core, law journal offices, emergency exits, computer lab, compact shelving, study rooms

You should be standing in the core area. If not, locate the library catalog terminals and face them.

Sub-3 is primarily home to the various law journals at Michigan. The journal carrels are housed on both ends of the floor and most of their administrative offices are located in the core area.

At this time look to your right and your left and note the exit signs in both directions. Pick one sign and follow it to the emergency exit. After you have located the exit door—please do not push the door open unless there is an emergency— return to the area of the library catalog terminals.

As you face the Law Library Catalog terminals go down the hallway to your right and keep walking until you reach the large room with computers. This is the Sub-3 computer lab. Notice the location of the restrooms on your way to the lab. Printers, copier/scanners are located outside the computer lab. Walk through the computer lab and exit through the doorway in the back left corner of the room. This will lead you to the North wing of the library.

Turn left as you exit the computer lab. Those shelves on your right are the compact shelving units. Turn left at the end of the aisle. A copier/scanner and other equipment are to your left. Turn right and walk down this long aisle. Compact shelving is on your right and regular shelving is on your left. When you reach the emergency exit door, note the two study rooms along the right wall. These rooms are available for law student group study. **WHAT ARE THE ROOM NUMBERS?** _____ *(Also write your answer on the quiz at the back of your packet.)*

Now turn left and walk toward the water fountain. Go back to the stairwell area, find the elevator and ascend to Sub-2.

Part 20: Sub-2: CALR, copy room and study carrels

Once you step off of the elevator, go to your right. At the end of the hall, make another sharp right and follow the wooden wall.

After the study tables look to your right and see the Computer Assisted Legal Research room, or CALR. This area is for law student and law faculty use only. Go down the hallway on your right past the CALR. At the end of this hallway is the Sub-2 copy and printer room. This is one of the areas in the library where patrons can make copies and/or scan documents. The location of copiers is important since none of the library's materials can be taken out of the building. In this copy room value may be added to law library copy cards.

Go back into the hallway and walk straight towards the end of the building. While you are walking you will see carrels on your left and ranges of books on your right. When you reach the end of the aisle look to your right you will see the main Michigan Journal of International Law office and an emergency exit. To the left of the exit door is a red fire alarm. **WHAT IS THE NUMBER BELOW THE BARCODE ON THE RIGHT SIDE OF THE FIRE ALARM? (Also write your answer on the quiz at the back of your packet.)** _____

Now walk to your left and head toward the drinking fountain and turn left. Proceed to the Library Catalog terminals and face them.

To your right, at the far end of the building is an emergency exit sign. Follow the sign to the exit. Once you have reached the emergency exit, which should be on your right, walk past it. At the end of the wall you will notice more carrels in the far corner.

Now retrace your steps to the stairway in the core of the Library.

Part 21: Distribution Room

Across from the stairway is the Circulation desk area and to the right of the Circulation desk area are study tables. Walk between the wall and the study tables, toward the back of the library. As you walk, there will be a short corridor on the left; note that there is another group study room immediately on the right. Continue towards the back wall of the library and enter the distribution room on your left. All books are brought here before they are shelved. Enter the room and browse for a while. Once you have finished looking through this room return to the Circulation desk area.

Part 22: Reserve Area, microforms, VCRs, library staff offices, Circulation Desk

Walk past the circulation desk and straight down the hall. Restrooms are on your right. Across the hall from the restrooms is room S-221, a library staff office. Walk to the end of the hallway. You are now in the Reserve area.

Take a moment to walk around this room. There are microfilm and microfiche readers and microfilm and microfiche cabinets located in this area. You will also find a copy machine, a library catalog terminal and two DVD/VCR units in the Reserve area. After you look around this area, return to the Circulation Desk.

Part 23: Conclusion

We at the University of Michigan Law Library hope this tour has been beneficial to you. It is our desire to provide a work environment in which you feel safe. It is our hope that in case of a fire or other emergency, you will be able to exit the building in an expedient and safe manner. If you have any questions, please ask your supervisor. Thank you and we hope you enjoy working here.

At this time, detach the quiz and evaluation forms from your handout packet, complete them, and return them to your supervisor. This concludes the employee building tour.

Building Tour Quiz

Questions from the tour:

1. (Page 3) What is the number on the door across from the pendaflexes? _____
2. (Page 4) What is the number on top of the alarm? _____
3. (Page 5) What is the number that is on the box on the right? _____
4. (Page 5) What is the number on the office door on the southwest corner of the building that is painted red? _____
5. (Page 6) What is the number on the door next to the elevator? _____
6. (Page 7) What is the room number of the women's restroom? _____
7. (Page 9) What are the room numbers of the groups study rooms? _____
8. (Page 10) What is the number below the barcode on the right side of the fire alarm?

True or False:

1. True or False: All levels of the annex are accessible to patrons any time from 8 a.m. to 12:00 midnight.
2. True or False: The bridge connects level 7 of the Legal Research building to level 4 of Hutchins Hall.
3. True or False: In the Smith Addition (Subs), the closed reserve area is located on Sub 2.

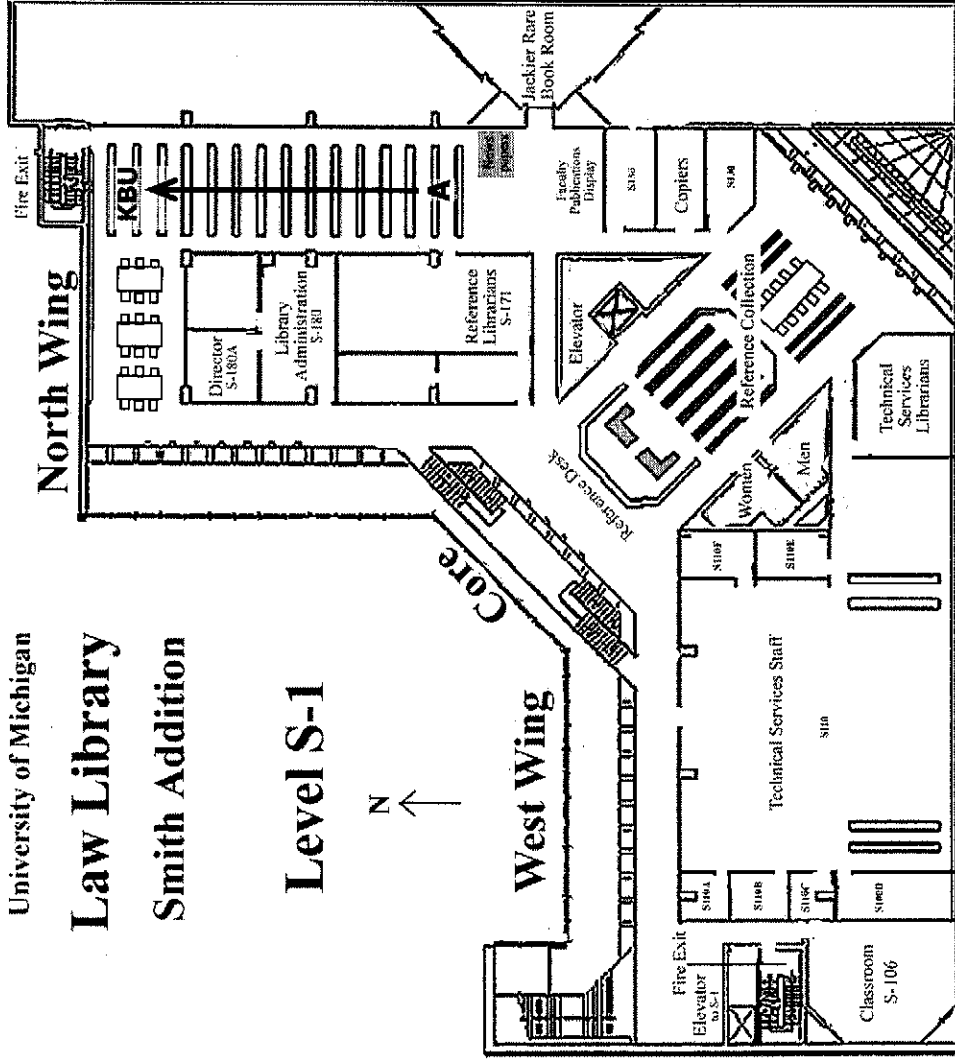
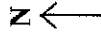
Multiple Choice:

1. Catalog terminals for public use are located on:
 - A. Sub 1
 - B. Sub 2
 - C. Level 9
 - D. Sub 1 and Sub 2 but *not* Level 9
2. In case of an emergency, library employees are to exit the building and meet where:
 - A. Dominick's
 - B. On Tappan Street
 - C. The Michigan Union
 - D. The west steps of Ross Business School
3. The red emergency phone is located where:
 - A. Reference Desk
 - B. Circulation Desk
 - C. Reading Room Desk
 - D. Administration

Sub-1

University of Michigan
Law Library
Smith Addition

Level S-1

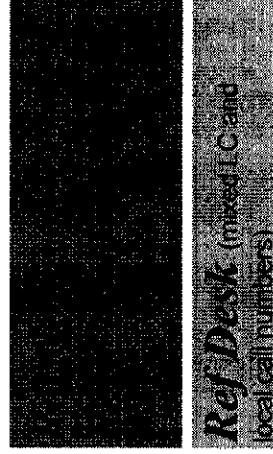


Sub-1 North

SMITH (LC call numbers)
A-KBU (Ranges 1-32)

STACKS
Newspapers

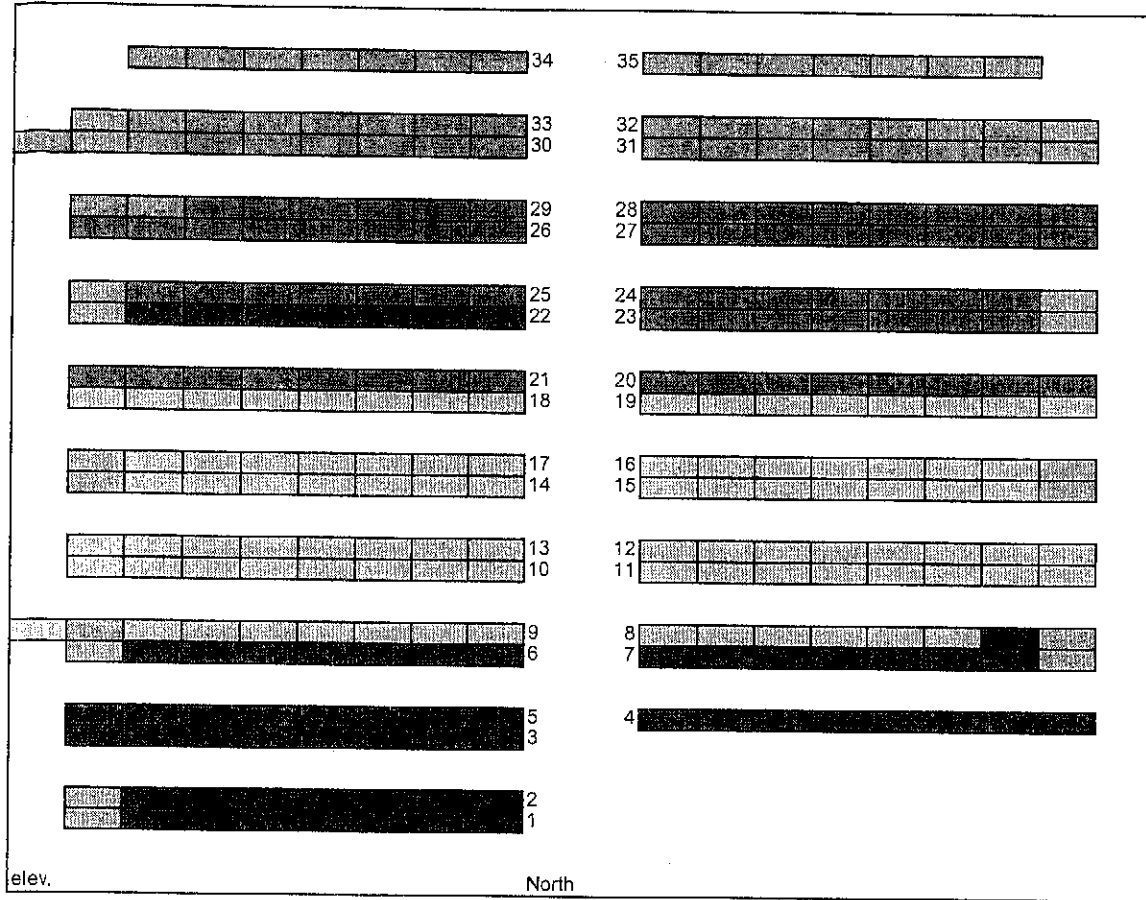
Sub-1 Core







MAP A

Level 3

South



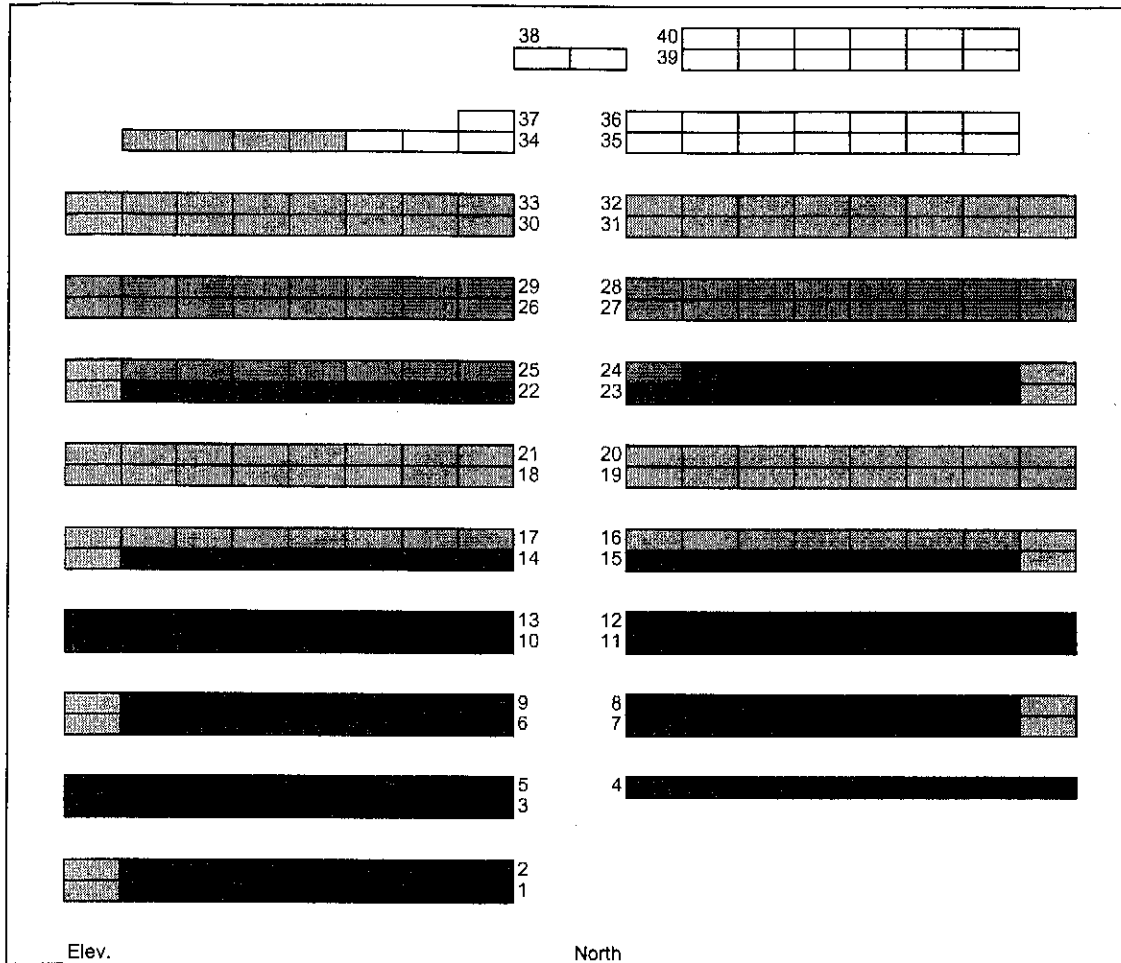
-  FL8 A-FL8 B5.38 A2 1934
-  Annex AAT C153-S6161
-  Annex KU-ZA
-  Annex Journals AP - K1 .K333x

C7: Level3maps.xls Rev. 02-10-11

MAP B

Level 10

South



 BC

 JX9

 Eng Repts

 Annex A-HD7599

C7: Level10maps.xls Rev. 8-17-10

MAP C

The Law Library
The University of Michigan

TRAINING SESSION EVALUATION

Please complete this form and give it to your supervisor along with the quiz from this training session. *Please be as complete and thoughtful as you can.* We use these evaluations to improve the sessions and you, the trainees, are the best people to tell us whether our training program is effective.

Name of Training Session _____

Date you read handout, viewed or listened to the tape, or date of group session _____

The format of this session was (check one) handout video audio live

Please circle the number that best describes your response:

	Agree	Neutral	Disagree
This topic is relevant to my job	1	2	3
I understand the library's philosophy on this topic.	1	2	3
I learned enough about this topic to perform this part of my job competently.	1	2	3
I know how to find information on this topic when I am on the job.	1	2	3
The quiz helped me be sure that I understood the material in the session.	1	2	3
The presentation was clear.	1	2	3
The handouts are useful.	1	2	3
Too much material was presented.	1	2	3
I need more information on this topic.	1	2	3

We use recorded sessions because: new employees can be trained as soon as they are hired and at their convenience; and recorded training sessions can be complete and consistent.

The best format for this session is (check one) handout video audio live

Please use the back for comments on any aspect of the training program. Or, give suggestions to your supervisor, or to someone in Library Administration.