

The Library Tour Fact Sheet

- The Library Tour is a mandatory component of University Orientation.
- Over 3,500 University Orientation students took Library Tours in 2004.
- Students are required to attend a tour of the Main Library on out-of-class time.
- Library Tours last about 20 minutes.
- **Fall 2005 Library Tours will be offered during the following time periods:**
 - At select times on the Friday before classes begin (during Week of Welcome).
 - During the weeks spanning September 12th through November 18th.
 - The most current information about Library Tours, including the most current schedule, is available on the Libraries' web site at:
www.library.kent.edu/library_tours
- **Tour Size:** Usually only 15 students are permitted on any single tour. Larger groups become difficult to manage and limit the tour experience for everyone involved.
- **Tour Vouchers:** Librarians will provide a voucher to students upon completion of the Library Tour. They will then turn the voucher into the University Orientation instructors.
- **Tour Sign-Ups:** Students can sign-up for tours in the lobby of the Main Library. Sign-up sheets are made available at 9:00 a.m. on the days tours are offered. Sign-ups are only available for tours on the day they are scheduled. Students cannot sign-up for a tour in advance of the day it is scheduled. The sign-up sheets are used as a way of managing size of tours and for later "back-up" verification of tour attendance.
- **I Lost My Voucher:** It is not the Library's policy to replace lost vouchers. If a student loses their voucher, they should be instructed to contact First Year Experience Librarian Ken Burhanna. If possible their prior attendance will be verified and confirmation will be emailed to the student's University Orientation instructor.
- **Contact Information:** Ken Burhanna, FYE Librarian, (672-1660 or kburhann@kent.edu)