



## Reference/Information Desk

The **Reference/Information Desk** provides just what the name says - information! This second floor desk is the best place in the library to ask your questions, especially about your research. There is always a librarian on duty here when the library is open, and her/his job is to answer your questions and help you find the resources you need. They are a valuable resource for you, and you should remember to take advantage of their expertise. You can always consult a librarian when you have an information need.



Help from the librarians is also available by phone (305) 237-2077.

A reference librarian will have a brief interview with you so that he or she will understand the research need that you have. Typical questions for you would include:

- What will be the topic of your paper?
- What question are you trying to answer?
- Just what kinds of materials do you need? (books, magazines, journals?)
- What is your assignment, and what course is it for?
- What databases have you used?
- What terms did you enter for your searches?
- What other terms could you use?
- Have you found any useful items?



Other reasons to visit the Reference/Information desk include:

- High use reference materials are kept here for in-house use
- These high use materials are called "Ready Reference"

### **REFERENCE BOOK COLLECTION**

The library has a collection of books for use in the library only. These books are located on the second floor in front of, and to the right of, the Reference desk.

Most Reference books are used for fast consultation, to find information or facts in a brief format. Some of the more common types of book in Reference are the Encyclopedias, Dictionaries, and Atlases.

There are many subject-related sets of encyclopedias in the Reference area. Some of these are: Encyclopedia of Careers, Encyclopedia of Business and Finance, and The Guide to American Law.