

# Tips and Info about the Northwest Room (Main Tacoma Public Library) and Visiting a Museum.

## Using the Northwest Room at the Downtown Tacoma Library

### Library Hours:

Monday - Thursday	9 am - 9 pm
Friday & Saturday	9 am - 6 pm
Sunday	Closed

1. Come Prepared...
  - a. **Bring paper and pens or pencils** to take notes.
  - b. **Bring your research packet**
  - c. **Bring \$ for making copies.** Dimes are best, but you might also be able to use a change machine that takes \$1 and \$5 bills.
  - d. **Bring your inquisitive mind and patience!**
2. Once you arrive...
  - a. **Locate the librarians at the information desk in the Northwest Room.** The librarians will know to expect your questions and will be excited to help. Let them know what your topic is and what information you might be looking for.
  - b. **If you get frustrated, stop, take a deep breath and ask for help.**
  - c. **Take lots of notes!** You probably won't be able to check out the books in the Northwest Room.
  - d. **Write down bibliographic information for your sources.** It will be difficult to go back later if you forget to write down the author or title of a resource.
  - e. **IT IS VERY IMPORTANT THAT YOU RIGHT DOWN THE SOURCE OF YOUR INFORMATION.** If you are using a clippings file, make sure you look for the tiny pencil marks or stamps that identify the newspaper each clipping came from. Ask if you aren't sure.
  - f. **Be sure to look for the following...**
    - i. Clippings files located in the large file cabinets behind the information desk.
    - ii. Photograph Collection
    - iii. Card catalog
    - iv. Microfilm machines

## Visiting a Museum for your Research

1. Come Prepared...
  - a. **Bring paper and pens or pencils** to take notes.
  - b. **Bring your research packet** containing the notes you have already collected.
  - c. **Bring your inquisitive mind!**
2. Take helpful notes...
  - a. **Take notes on your topic if you can, or look for information from the same time period.** Also, take notes on how the displays look.
  - b. **Picture notes** may be helpful. You can draw examples of how displays have been arranged and interesting items you might want to research.
  - c. **Look for the "whole picture" of what's going on in the display,** not just individual facts. How does it make you feel? What artifacts have been collected? What do you learn from the display that you can't learn from a book?

**Remember:** You are required to visit the Northwest Room at the downtown (Main) Tacoma Public Library and visit a museum.

Ms. Harris and/or Ms. Petrich will be at the Northwest Room on the following dates and times:

**Fri. 11/6 from 9:00 AM-2:00 PM**

**This is Conference Day**

**Tues. 11/10 from 3:30-6:00 PM**

**Thurs. 11/12 from 3:30-6:00 PM**

**Mon. 11/16 from 3:30-6:00 PM**

**Wed. 11/18 from 3:30-6:00 PM**

**Sat. 11/21 from 10:00 AM-1:00 PM**

**NOTE:** You do not have to go to the Northwest Room when Ms. Harris or Ms. Petrich are there, but it will be helpful to you if you can. ☺