

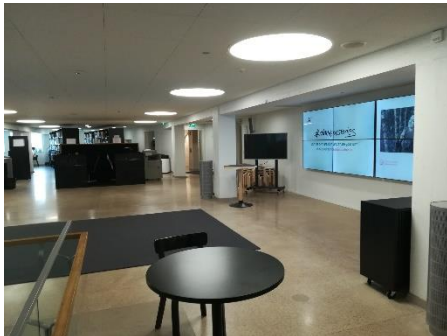
# Instructions for a tour in the Learning Centre for new students

Opening hours: Mon-Tue 10am - 6pm, Wed-Fri 10am - 3pm (Mon Sep 6<sup>th</sup> 2pm-4pm Makerspace not in use!)

## **Important** to keep in mind due to the special circumstances caused by covid-19:

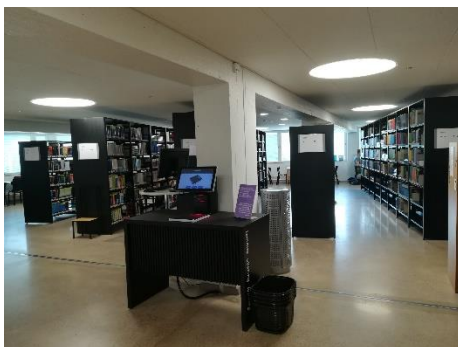
- each member of the group is expected to wear a face mask, masks are available in the Learning Centre lobby if someone forgets to bring their own
- the group members have to keep a min 2 meters safety distance to anyone outside their group
- the tour has to be completed in max 15 minutes; it is not allowed to stay longer e.g. to collect library cards
- normally the facilities and spaces of the building may be used during opening hours, but due to covid-19 only some of the spaces are available and a place reservation must always be made via Aalto Space App
- books can be picked up from the shelves and borrowed with borrowing machines or at the service desk

### 1. Watching video at Tori



Enter the Learning Centre lobby with your group either from the side of Otaniementie or Alvarinaukio. Walk up the lowest stairs on the side of Alvarinaukio, keep straight ahead and you will arrive at the location for watching the video at Tori. Watch the video displayed on the screen. (The video lasts for 3.5 minutes and is in Finnish but has subtitles in English. If the video is running when you arrive, wait for it to start over. A ticker in the video shows the time that is left.)

### 2. Course books



Check the location of the course books with your group, a few steps away from the spot where you watched the video. All the course books are in the same shelves. Books can be borrowed with the machine and the lending period is two weeks. Loans can be renewed if there are no reservations.

### 3. Tori-floor



In the Tori-floor, there is the 7-24 access to the building. This door is normally (not during covid!) accessible from 7am to 12pm with an HSL card registered with Aalto credentials. When the customer service is closed, only Tori and Makerspace floors are open.

#### 4. Makerspace



Makerspace is on the ground floor of the Learning Centre. If you have time, you can go and check the space out by going down the stairs or it can just be mentioned while passing the railing of the opening. There are studying and working areas in the Makerspace as well as book and journal collections. Makerspace is often used as a venue for events.

#### 5. Customer service in the lobby



Return to the lobby. There you can find the library service desk, where customers can borrow and return books, collect their reservations, and ask for help. NB! It is not allowed to collect library cards during this tour. First, the new students should sign into Aalto-Primo and after that collect the library card when they want to borrow books for the first time.

#### 6. Second floor



Walk up the stairs to the second floor. There you can find silent space to read and work and more comprehensive book collections on all the subject fields of Aalto University. For the time being, it is only allowed to use the spaces limitedly and a place reservation must be made in Aalto Space App!

#### 7. End of the tour!

You may now proceed to your next destination.