

## 1. Search for images or texts relevant to your zine.

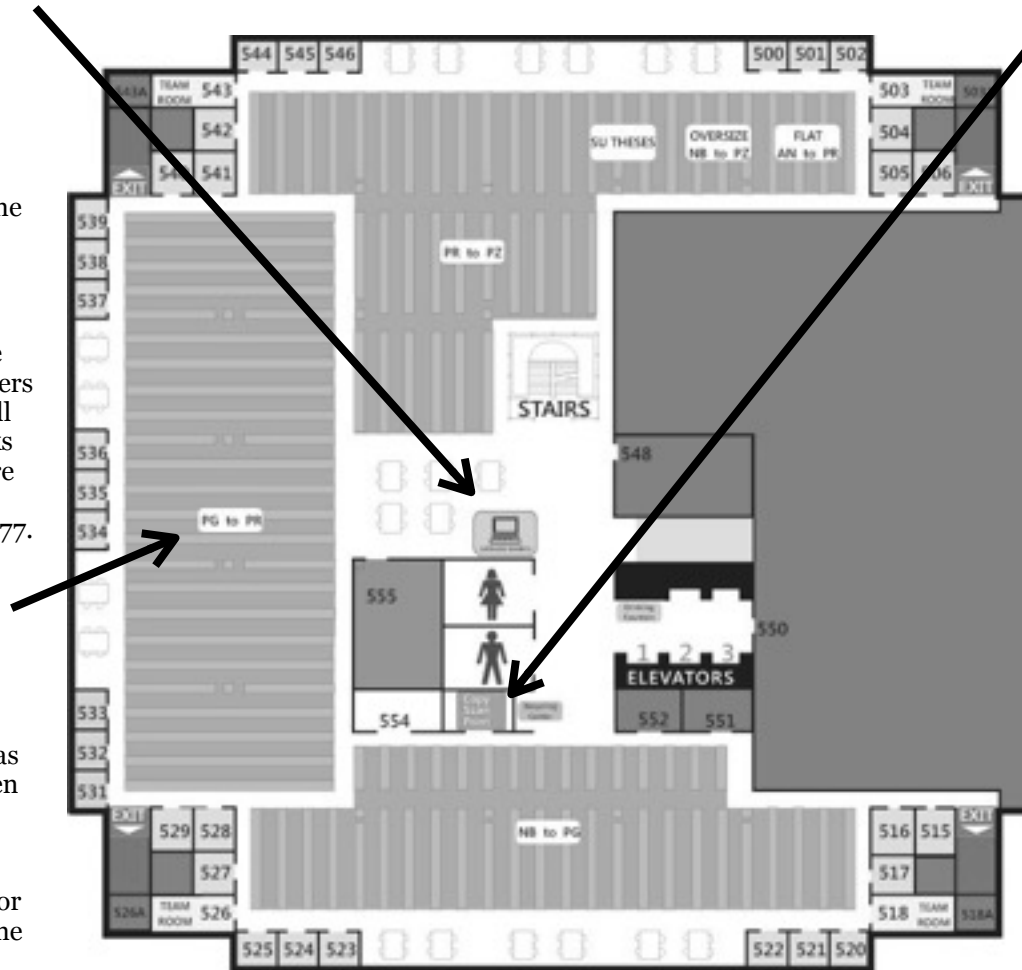
Locate stacks relevant to your zine. How do you find these? Explore the online catalog. If you're doing something on "Jerry Seinfeld," you might search his name, but also comedy. (Hint from Patrick: use the "subject (keyword)" field in the catalog's Advanced Search to get individual headings with a term in them.) Try "gentrification," for example, as a subject (keyword) in the Advance Search tab. If you're doing something more abstract, you might explore some of the stacks Patrick recommended or search for specific things relevant to your project. Once you get a list, notice the first few letters and first few numbers of the LOC call number and head to that shelf. Books about Jerry Seinfeld, for instance, are generally found around PN1992 and PN1995. Gentrification, around HT177.

## 2. Find the stuff.

There's a nifty interactive map of the library on the HDTV by the 1st floor elevators, but **every** floor not only has a color-coded, printed map right when you get off the elevators, but also a subject guide. Use these to find your books quickly. My arrow above, for example, shows where to find books or content that start with PG to PR on the 5th floor. Find your relevant stacks, then start pulling out stuff that looks interesting. Vintage black & white images are gold because they look cool and reproduce well, but it's also interesting to use textual material. Whatever you do, once you pull a book off the shelf — **DO NOT PUT IT BACK**. Find one of the many red carts in the library (usually by the elevators) and let the professionals re-shelve it.

# Find & Copy

## A Field Trip to Bird Library



## 3. Copy or scan the stuff.

Once you have a pile of material, locate your floor's copy machine. These are blue squares on the maps and labeled "Copy/Scan/Print" (see arrow). Once you find one, insert your copy card — even if you just want to scan. If you don't have a card, you can purchase one for \$1 (cash) from the machine on the first floor, or from the Business Office in the basement. Copying and printing is pretty straightforward, but since the paper in these machines is letter sized, you'll need have to work within those parameters. That said, you can play around with copy ratio if you want to shrink or blow up images, either out of necessity or just to experiment, keeping in mind that copies cost \$.10. To save money, you might consider scanning images. The easiest way for this is to insert a thumb drive and choose Mail Box USB -> Memory Media -> Scan. Play around with some of the features, or come and see me and on the first floor and I'll walk you through it.

## 4. Copy your zine.

When you get a moment, try to make a double-sided ("duplex") copy of your zine pages so that you can fold them and get a sense of this process. I'll be hanging out down by the first floor machines to help you with this.

