**Levi Watkins Learning Center Tour Procedures**

Tours of the LWLC are available between:

Days of Availability: Monday through Friday

Times of Availability: 8:00 a.m. to 3:00 p.m.

All tour requests for the Levi Watkins Learning Center (LWLC) consisting of five or more individuals must be submitted three weeks in advance. Request should be made using the LWLC Tour Request Form and submitted to the LWLC Tour Manager. The Tour Request form is available at the Circulation Desk at the entrance of the LWLC, or on line at [www.libalasu.edu](http://www.Libalasu.edu). The completed hard copy of the form can be returned to the Circulation Desk, while the electronic form can be e-mailed to kwillis@alasu.edu.

Once a request for a LWLC tour has been processed and a tour time and date has been confirmed, the Tour Manager will contact the requestor with additional directions, including instructions on parking. The requestor will identify their preference for tour one or tour two.

There are two types of tours conducted in the LWLC:

**Tour One**

This General Library Tour takes as much as an hour to complete and covers the entire five floors of the library, including exhibitions, Special Collections, Circulating Collections, teaching and learning spaces, iCafe, art gallery, study and seminar rooms. This tour will also include visits to the Digital Production and computer labs, Presentation Practice Studio, Multimedia Presentation Studio, the Research Discovery Lab, the Television Studio and the Television Control room.

**Tour Two**

The Exhibits Tour takes one hour and focuses on the interactive civil rights exhibition room, and the five permanent and semi-permanent exhibitions situated throughout the first floor.

Tour Two - Exhibits:

Levi Watkins – Knight vs Alabama

ASU Timeline

Interactive Center

E.D. Nixon Museum

Library Timeline

Exhibits tours are limited to 2 hours and the entire library tours are limited to 3 hours.

Once a request is received a tour guide will be appointed and notified of the specifics of the tour. Library security will then be notified to ensure access to campus is arranged and parking will be available.