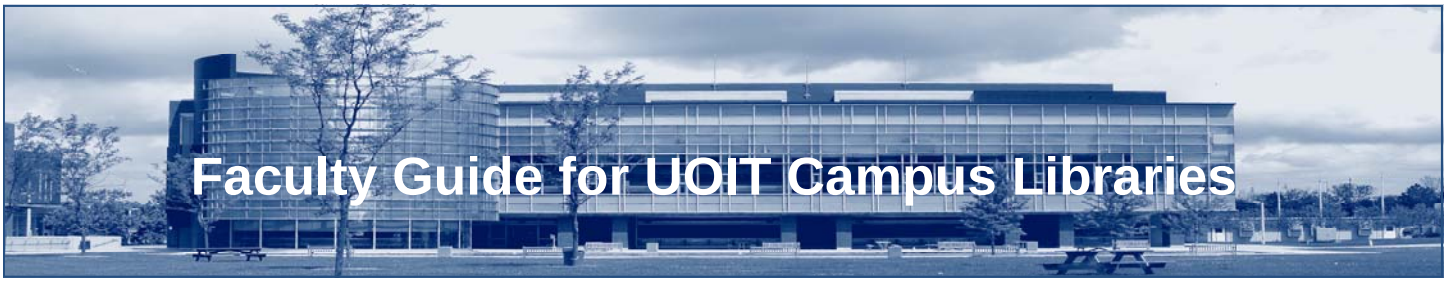

Research and Teaching Support

COLLECTIONS

The Library provides access to 101,000 books, 99,700 e-books and 59,000 full text electronic journals (indexing and abstracting for 77,000). For a complete listing of our various resources including media and government information go to RESOURCES on the main page of the library website. Under RESOURCES be sure to view the Subject Guides which are Librarian prepared documents that highlight resources pertinent to researching a given topic. The library also has online subscriptions to tools such as Citation Reports (JCR) and Scopus to help you evaluate and compare journals using citation data. Other suggested databases for all researchers include: Web of Science , Data Liberation Initiative (DLI) , (also Equinox , ICPSR , ODESI , Proquest Dissertations and Theses (PQDT) , Theses Canada Portal , E-Scholar@UOIT.

The UOIT Library system is presently comprised of three branches -one located on Simcoe Street North and two in Downtown Oshawa primarily serving Education and Social Sciences faculty and students. General information on library resources and services is provided in this guide. If you have a question specific to Education Library call 905-721-8668 x. 2976, or visit the Education Library webpage from the main page under Quick Links. For the Social Sciences Library call 905.721.8668 x 5644 for any queries.

BOOK, AUDIOVISUAL AND JOURNAL PURCHASES

Your suggestions for library purchases are welcome. Contact the subject librarian for your program area or use the purchase suggestion form on the website (under FORMS —Suggestions and Comments) .

Note: The library does not acquire course textbooks, however, such materials may be purchased by your department or donated by faculty and placed on reserve.

LIBRARIAN	SUBJECT AREAS	CONTACT
Reference Desk	General Reference questions	reference@dc-uoit.ca 905.721.8668 Ext. 2390
Kate Gibbings	Education	Kate.Gibbings@uoit.ca 905.721.8668 Ext. 2976
Carol Mittlestead	Associate Librarian for Collections	Carol.Mittlestead@dc-uoit.ca 905.721.8668 Ext. 2005
Stephanie Orfano	Social Science and Humanities	Stephanie.Orfano@uoit.ca 905.721.8668 Ext. 5651
TBA	Business	905.721.8668 Ext. 2962
Trish Johns-Wilson	Health Science	Trish.Johns-Wilson@dc-uoit.ca 905.721.8668 Ext. 2388
Nathalie Zhou	Science, Engineering, Nuclear Science, and Computing	Nathalie.Zhou@dc-uoit.ca 905.721.8668 Ext. 2966

FINDING MATERIALS

How do I find books, media & articles in the library?

Find Books (under Resources - Books OR through the Direct Access library website main page link)

Find E-Books (under Resources - E-Books OR through the Direct Access library website link on the main page).

Find Journal Titles, Articles and Indexes/ Databases (under Resources - Articles in magazines, journal, newspapers OR through the Direct Access library website main page link)

Find DVDs, Videos and CDs *listed* in the library catalogue (under Resources - Media) BUT *located* in Media Services in the Willey Building (B200) NOT in the library. Booking is also done through Media Services (905.721.8668 Ext. 3333 opt. 2).

Google Scholar When using Google Scholar be sure to add University of Ontario Institute of Technology- Find It @ UOIT as a Library Link under Scholar Preferences.

ACCESSING E-RESOURCES

You may also access the library's catalogue and electronic resources from your own computer at home or at work via the library website. To access electronic resources (other than the catalogue, BIBCAT), you will be directed through the Campus proxy and will need to have your faculty id number and network password.

Note: If you do not know your network password, call IT at 905.721.8668 x.3333.

Research and Teaching Support

WHY DOES INFORMATION LITERACY MATTER TO MY STUDENTS

The Conference Board of Canada has identified three areas of skills required for employees of the future: teamwork skills, personal management skills, and fundamental skills. Fundamental skills include the ability to **locate, gather and organize** information; and the ability to **access, analyze and apply knowledge** (Conference Board of Canada, p. 2).

Students should learn and use these skills in their course of study, in order to graduate with the skills required by their future employers.

Where can I learn more about Information Literacy and my role as a professor?

1. Review the information for faculty posted on the Association of College and Research Libraries' website.
2. Direct your students to the information posted on our library website. Under the main navigation bar RESEARCH HELP students will find assistance with researching a topic, resource management, and help with finding resources.

Researching a topic and resource management:

From the library website under RESEARCH HELP —Research a Topic
The Research Process,
Comparing Sources of Information,
Academic Integrity, Plagiarism; Citation Styles

Finding resources (Catalog and Periodical Help):

From the library website under RESEARCH HELP— How to Find Resources — Catalogue Help
General Search Help , Advanced Keyword Searching in the Library Catalogue , Call Numbers

From the library website under RESEARCH HELP— How to Find Resources — Periodical Help
Periodical Search Strategies, What is Find IT/Citation Locator?, Help Sheets for Specific Databases, Guide to Electronic Licences, Refworks/RefShare FAQ, Refworks/RefShare: importing from databases

INSTRUCTION TO STUDENTS AND SUPPORT TO FACULTY

Reference Librarians provide instruction to students and support to faculty in the areas of research and information literacy. Individual or small group appointments can also be made with your Subject Librarian (see contact information on page one). To book an Information Literacy Skills class or any of the sessions listed below (905.721.8668 Ext. 2390). The Library has two classrooms with seating and computer workstations that may be combined to accommodate a maximum of 60 students. For more information on information literacy, class information for faculty, and assistance for students click here.

USING LIBRARY RESOURCES TO CONDUCT RESEARCH FOR A SPECIFIC ASSIGNMENT

One 50 minute class; additional 50 minute tutorial as appropriate
These classes are designed to teach students how to use the tools required to find and retrieve information for a specific assignment.

INFORMATION LITERACY SKILLS: AN INTRODUCTION

One 50 minute class
Classes cover the research process, with an emphasis on using the resources and guides accessible on the library website to find and retrieve information from books, articles and recommended websites; and on analyzing and evaluating these sources.

GUEST LECTURER

10 minutes - 50 minutes
Invite a librarian to your class for a short visit, to provide targeted instruction on a specific skill like finding course reserves or, book a longer visit, and we'll review the entire research process, identifying stages where library resources and library staff can provide assistance.

LIBRARY TOUR

20 minutes; in your class or at the library
Visit the library with your class for a walking tour of the library, and an overview of the library services and facilities available to students. Virtual tours are available for those unable to bring their class to the library.

REFWORKS: AN INTRODUCTION

One 50 minute class
A guided tutorial of the features and operation of this web-based citation manager, which may be used to generate bibliographies in a variety of formats for literature searches, research papers, etc.

Research and Teaching Support

INTERLIBRARY LOAN SERVICES

Interlibrary loan service is available FREE OF CHARGE to students, faculty and staff. Fines for overdue material - $1.00/day.

Click on Services – Borrow from Other Libraries – Interlibrary Loan to access the RACER search interface. In order to make use of this service and to receive your PIN, make sure to update your staff card at the Circulation Desk.

Note: It is important to register in RACER in order to receive automatic alerts to your preferred email address when your material arrives!

RECIPROCAL BORROWING

UOIT also has reciprocal borrowing agreements with other Canadian universities. The following institutions will lend directly, in person, to faculty, staff, and students from UOIT.

- Institutions in Ontario that belong to the Ontario Council of University Libraries (OCUL).
- Institutions in British Columbia, Alberta and Manitoba that belong to the Council of Prairie and Pacific University Libraries (COPPUL).
- Institutions in New Brunswick, Nova Scotia, PEI and Newfoundland that belong to the Council of Atlantic University Libraries/Conseil des bibliotheques universitaires de l'Atlantique (CAUL/CBUA)
- Institutions in Quebec that belong to La Conference des recteurs et des principaux des universites du Quebec (CREPUQ). *Institutions in Quebec do not lend to undergraduate students.*

To borrow material from these universities (except for universities in Quebec), present your valid UOIT photo ID student or staff card at the appropriate desk and complete any necessary registration form. Collateral identification may be required. You will be issued a library card for use at the library. To use the libraries at universities in Quebec you must present an Inter-University Borrowing Project (IUBP) card. You can apply for this card at the Circulation Desk .

For more details see Reciprocal Borrowing.

GIFTS AND DONATIONS

If you've cleared out your office and have a pile of books to donate see our Gifts and Donations Principles and Procedures information and contact the subject librarian for your program to make arrangements (see page 1).

RESERVES - PRINT & ELECTRONIC

You may place print books and articles (existing library materials or your own personal copies) on Reserve at the Circulation Desk for a 3-hour, 1-day, or 3-day loan period. Simply fill in a form available at the Circulation Desk or use our online form (through our SERVICES —Reserves—For Faculty: How to Put Material on Reserve).

Online articles from the e-journals to **which the library subscribes** may also be linked and made available online.

Due to Canadian copyright law, print articles may not be scanned and provided as digital reserves without written permission of the copyright holder.

Print and electronic copies of course reserves can be searched in the library catalogue by instructor name, course code, or course name.

For more information contact: **Robyn Kirkham 905.721.8668 ext. 2915**

POSTING E-RESOURCES ONLINE

If you choose to post e-resources online within Word documents or on WebCT, another option is to create durable links or persistent URLs. Rather than navigating through the Library's databases, the user is presented with a more direct route to articles paid for by the Library. Instructions on how to create durable links or persistent URLs are available under RESEARCH HELP - How to Find Resources– Periodical Help—Guide to Electronic Licenses.

COPYRIGHT LICENSING SERVICE

The library is offering a service to obtain non-exclusive licenses on your behalf for copyrighted content used in online courses or in the classroom. To place a request go to: Copyright Licensing Request under Quick Links from the front page of the library website.

For more information contact: **Kathryn Hanson 905.721.8668 ext. 2399**

WHAT IS DIGILOG & E-SCHOLAR?

Digilog is an online digital archive. At present, collections include The Chronicle newspaper (full text), the Campus Photograph Collection, and the Nuclear Reports Collection (Bibliographic data and abstracts— actual physical collection is held in the Special Collections room on the Library's third floor).
Full text UOIT Graduate Theses are accessible through E-Scholar. Graduate students and faculty are invited to post their research findings on E-Scholar.

For more information contact: **Gabor Feuer 905.721.8668 ext. 2974**

CURRENT AWARENESS— NEW BOOKS AND JOURNAL LITERATURE

Email Alerts

To keep up-to-date with journal literature, try the alerting services available through many of the library's database subscriptions.

New Books in Your Subject Field

Look for New Titles to view our new acquisitions in your subject area.

Borrowing

YOUR LIBRARY CARD

Your staff identification card is your library card and must be presented when you borrow materials. Bring your ID to the Library Circulation Desk to have it authenticated.

BORROWING INFORMATION

Faculty may borrow up to 50 books for a thirty day period. You may renew your materials three times, as long as no one else is waiting for the items. Faculty may request term loan at the time of checkout. Such loans are subject to recall, after the regular staff loan period of 30 days. Most paper periodicals (limit 10 items) may be borrowed for three days.

Renewals

Books may be renewed up to three times online using your library account PIN provided to you when you update your library card at the Circulation Desk. You may also renew by phone or in person at the Circulation Desk.

My Account - User ID and PIN Information

Your User ID is your staff number or, if you were issued a separate library card, your library card number. Your PIN number is emailed to you within 24 hours when you register for library privileges each academic year. You may access My Account under Direct Access—My Account. If you have already updated your library card and have forgotten your PIN number call the Circulation Desk.

Research Assistants

Faculty can request the same library privileges for their Research Assistants with the expectation that the requesting faculty member will take responsibility for all charges incurred on the Research Assistant's card. To obtain a card the Faculty member is required to complete an Application for a Research Assistant Card form (under Services—Borrow from UOIT libraries—Library Card) and submit the completed form to staff at the Circulation desk in the North Oshawa, Education, or Social Sciences and Humanities Libraries. These cards take 24 hours to issue.

CIRCULATION CONTACT INFORMATION		
Access Services Manager	Karin Downie	Karin.Downie@uoit.ca 905.721.8668 Ext. 2967
North Oshawa Circulation Desk	General Circulation Inquiries	library@dc-uoit.ca (905) 721-3082
North Oshawa Interlibrary Loans	Jane Dubis, Allison Caddies	racer@uoit.ca
North Oshawa Reserves	Robyn Kirkham	libreserve@dc-uoit.ca 905.721.8668 Ext. 2915
UOIT Social Sciences & Humanities Library	Service Desk	library@dc-uoit.ca 905.721.8668 Ext. 5644
UOIT Education Library	Rebecca Regehr	Rebecca.Regehr@uoit.ca 905.721.8668 Ext. 2976

COPYRIGHT PERMISSIONS AND LICENSING		
Special Projects Officer	Kathryn Hanson	copyright@uoit.ca 905.721.8668 Ext. 2399

GENERAL INQUIRIES		
General Library Inquiries	Teresa Read	ibrary@dc-uoit.ca or Teresa.Read@dc-uoit.ca 905.721.8668 Ext. 2214

HOURS (For summer, holiday, or extended hours see Hours under Quick Links)	BUILDING & CIRCULATION SERVICES	REFERENCE SERVICES
Monday—Thursday	7:45a.m. to Midnight	8 a.m. to 9 p.m.
Friday	7:45a.m. to 9 p.m.	8 a.m. to 4:30 p.m.
Saturday & Sunday	10 a.m. to 6 p.m.	10 a.m. to 5 p.m.