



# Graduate Student Guide for UOIT Campus Library May

## Research Support

### RESEARCH HELP ONLINE

The Library provides access to 88,000 books, 47,000 e-books and 46,000 full text electronic journals (indexing and abstracting for 75,000). For a complete listing of our various resources including media and government information go to [RESOURCES](#) on the main page of the library website.

For helpful hints on defining your topic, gathering, analyzing and evaluating information, as well as, presenting information and citing sources, click on [RESEARCH HELP - Research a Topic](#). For help finding books, audiovisual materials and items that have been put on reserve see [Catalogue Help](#). Make your research easier by reading the sections on the Library's web page titled: [Periodical Search Strategies](#) and [Help Sheets for Specific Databases](#).

Along with discipline specific databases, the Library offers numerous online resources that make the researcher's job a lot easier. Check out the following:

- **Journal Citation Reports - JCR** shows you which journals have the highest impact and are the most frequently cited in each field
- **Web of Science** - A multi-disciplinary database including social sciences, arts and humanities, and science coverage
- **Scopus** - Coverage of the life sciences, health sciences, physical sciences and social sciences. Indexing and abstracts of journals and websites
- **Data Liberation Initiative (DLI)** - Survey data from Statistics Canada
- **PROQUEST Dissertations and Theses (PQDT)** - From a variety of disciplines. Full text from 1997 to present; Citations only 1861 – 1996
- **Theses Canada Portal** - Electronic versions from 1998 forward. Older paper copies available through [Interlibrary Loan](#) (RACER)

Under [RESOURCES](#) be sure to view the [Subject Guides](#) which are Librarian prepared documents that highlight resources pertinent to researching a given topic.

### GROUP & INDIVIDUAL LIBRARY INSTRUCTION

Visit (the Library is at the north end of Campus), phone (905-721-8668 x2390) or e-mail ([reference@dc-uoit.ca](mailto:reference@dc-uoit.ca)) the Library's Reference desk. While professors are encouraged to set up orientation classes for their students, you can participate in sign up sessions throughout the year too. Contact your subject librarian for an individual or small group appointment (see p.4).

### DIGILOG & E-SCHOLAR

[Digilog](#) (under [RESOURCES](#)—Archives—Digital Archives) 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.  
Contact: Gabor Feuer ext. 905.721.8668 Ext. 2974

### 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 student id number and network password.

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

### 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.

## IT Help/Facilities

### IT ASSISTANCE

At the beginning of the fall and winter terms IT staff will be located on the main floor at the reference desk. This is the place to visit if you are trying to connect to our e-journals or e-books and do not know your network password. Remote access problems, adding printers, and technical difficulties with printing can also be referred to IT in the library. Also see our [SERVICES—Information Technology Services](#) page on the library website to troubleshoot any pop up blocker issues, view the library system status, and report any errors you encounter on our website .

### PHOTOCOPYING IN THE LIBRARY

There are three self-service photocopiers in the library. They are housed with the public printers; one on each floor of the library. The cost of copying is ten cents per page. The photocopier on the first floor is equipped to accept coins and student photo ID cards, while the ones on the second and third floor only accept photo ID cards.

#### Cash Manager—Putting money on your student card for photocopying

To use a Student photo ID card in the photocopier, value must be added to it using the [cash manager](#) located in the first floor photocopying room.

Any problems with the photocopiers should be reported to the Circulation desk.

Patrons are strongly advised to be aware of the [Copyright Policy](#) when copying Library and personal material.

### GRADUATE STUDENT QUIET ZONE!

The 4<sup>th</sup> floor of the library houses the Graduate Student Quiet Zone. The design of this large open space takes advantage of natural light during the day. It provides 42 individual study desks for graduate students on a first-come, first-served basis. The Zone includes wired and wireless access for laptop computers. Lockers have been included in the area and are available for weekly use with keys checked out from the library circulation desk. Keys must be returned 1/2 hour before closing. Access to the Zone is by swipe card only.

### GROUP STUDY ROOMS

An additional ten rooms, with seating for 2 to 8 persons, are equipped with a whiteboard and wireless/wired internet connections. One room, # 303 is equipped with a plasma screen. Current students can reserve blocks of study time online through the DIRECT ACCESS – [Book a Group Study Room](#) page.

### SILENT STUDY SPACE

If you require complete silence for studying, visit the Silent Study/Special Collections Room located on the 3rd floor. No talking is permitted.

### FIREPLACE READING ROOM

Students may access the Dixon/Alger Fireplace Reading Room from the second or third floor level. This area includes comfortable seating for reading. Current issues of periodicals and the leisure reading paperback collection are housed here. Current newspapers can be accessed from third floor level.

### PRINTING IN THE LIBRARY

The library houses four public printers; two are located on the first floor and there is one on each of the second and third floors. These printers are accessible from all library computers and Mobile Learning issued laptops.

#### Adding a printer

The computers in the library have been configured to print to the public printer on the floor where the computer is located. To allow printing to another public printer or to print from a Mobile Learning laptop the printer must be added: [How to add a printer \(Win XP\)](#) or [How to add a printer \(Mac OS\)](#).

#### Print Balance

Each student starts out with a B&W print balance of 1,000 pages included in their student IT fee. If your print balance runs out you may purchase an additional prints at the bookstore. Colour printing is available in the Learning Commons and prints can be purchased at the bookstore.

To check your print balance on a desktop computer login to your profile and view the print balance icon 'Print Balance.url'. Laptop computer users can access their print balance by going to the following URL: <http://osfp01/balance.exe>

If you experience any printing issues ask our IT personnel at the reference desk or inquire at the Circulation Desk. Also see our [Solutions to Printing Problems](#) guide on our website (under [SERVICES—Information Technology Services —Printing](#)).

### ACCESSIBILITY

The Library provides equitable access to a full range of services, resources and facilities by recognizing individual needs.

#### Adaptive Equipment—Third Floor (LIB 328)

For patrons that have a UOIT or Trent in Oshawa issued network login there are three computers available for use. They have been loaded with the following adaptive software:

Workstation 1: Kurzweil 3000

Workstation 2: Kurzweil 1000 and JAWS

Workstation 3: ReadPlease, TextHelp, etc....

See our [For People with Disabilities](#) webpage under [SERVICES](#) main web page link for other service options.

### LIBRARY CODE OF CONDUCT/POLICIES

The [library code of conduct](#) and/or [library policies](#) can be reviewed under the [ABOUT THE LIBRARY](#) main page link.

# Borrowing

## YOUR LIBRARY CARD

Your student identification card is your library card and must be presented when you borrow materials. Bring your ID to the Library Circulation Desk at the beginning of each academic school year to have it updated.

## BORROWING INFORMATION

Students may borrow up to 50 items for one month.

### Renewals

You may renew your books three times, as long as no one else is waiting for the items. Materials may be renewed online using your library account PIN provided to you when you register for library privileges at the Circulation Desk. You may also renew in person or over the phone 905.721.3082.

### Placing Holds

A hold can be placed online on most items that are signed out to another borrower. There is a maximum of three hold requests per borrower.

To place a hold, click on the 'Place Hold' link in the library catalogue record of the item you wish to place on hold. You will be asked to enter your User ID and PIN.

### My Account - User ID and PIN Information

Access to [My Account](#) is through the [DIRECT ACCESS](#) link on the library main page. You will need your user ID and PIN. Your User ID is your student number or, if you were issued a separate library card, your library card number. Your PIN number is given to you at the Circulation Desk when you register for library privileges each academic year. If you have already updated your library card and have forgotten your PIN number call the Circulation Desk at (905) 721-3082.

## RECIPROCAL BORROWING

UOIT also has reciprocal borrowing agreements with other Canadian universities. The following institutions will lend directly, in person, to 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 Bibliothèques Universitaires de l'Atlantique (CAUL/CBUA)
- Institutions in Quebec that belong to La Conférence des Recteurs et des Principaux des Universités du Québec (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 card. Collateral identification may be required. To use the libraries at universities in Quebec you must present an Inter-University Borrowing Project (IUBP) card. You may apply for this card at the Circulation Desk. For more details see [Reciprocal Borrowing](#) under [SERVICES—Borrow from Other Libraries](#).

## RESERVES - PRINT & ELECTRONIC

Reserve items have shorter loan periods. These items will be designated as 3 hour loan, 1 day loan, or 3 day loan by your instructor.

Print and electronic copies of course reserves can be searched from the library's main page through [SERVICES - Reserves](#) – Reserve Catalogue.

To access Reserve items, go to the circulation desk and present your student card, along with the call numbers of the items you want to borrow.

For more information see [How to Find an Item on Reserve](#) page online or contact: Robyn Kirkham 905.721.8668 ext. 2915.

## PLACING ITEMS ON RESERVE

Teaching Assistants 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](#) link).

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.

## 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: First time users must register in RACER in order to receive automatic alerts to your preferred email address when your material arrives!**

## EQUIPMENT FOR BORROWING

Dry erase markers and Ethernet cables are available for loan at the Circulation Desk. A library card is required to borrow these items .

## Contacts/Hours of Operation

LIBRARIAN	SUBJECT AREAS	CONTACT
Reference Desk	General Reference questions	reference@dc-uoit.ca 905.721.8668 Ext. 2390
Nicole Doyle	Social Science, Business and Government Documents	Nicole.Doyle@dc-uoit.ca 905.721.8668 Ext. 2962
Kate Gibbings	Education	Kate.Gibbings@uoit.ca 905.721.8668 Ext. 2976
Nathalie Zhou	Science, Engineering, Health Science and Computing	Nathalie.Zhou@dc-uoit.ca 905.721.8668 Ext. 2966
Carol Mittlestead	Associate Librarian for Collections	Carol.Mittlestead@dc-uoit.ca 905.721.8668 Ext. 2005

### CIRCULATION CONTACT INFORMATION

Circulation Desk	General Circulation Inquiries	(905) 721-3082
Access Services Manager	Karin Downie	Karin.Downie@dc-uoit.ca 905.721.8668 Ext. 2967
Interlibrary Loans	Jane Dubis	Jane.Dubis@dc-uoit.ca 905.721.8668 Ext. 2412
Reserves	Robyn Kirkham	Robyn.Kirkham@dc-uoit.ca 905.721.8668 Ext. 2915
Education Library	Victoria Woods	Victoria.Woods@uoit.ca 905.721.8668 Ext. 2976

### GENERAL INQUIRIES

General Library Inquiries	Teresa Read	Teresa.Read@dc-uoit.ca 905.721.8668 Ext. 2214
---------------------------	-------------	--

HOURS (For summer, holiday, or extended hours see Quick Links—Hours)	BUILDING & CIRCULATION SERVICES	REFERENCE SERVICES
Monday—Thursday	8a.m. to Midnight	8 a.m. to 9 p.m.
Friday	8a.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.