



Student Guide for UOIT Campus Libraries

Research Support

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 our downtown locations please call 905-721-8668 x. 2976 or 2348. At the time of printing (August 2010), buildings are being renovated and websites are being constructed and/or revised.

For a complete listing of our various resources including media and government information go to [RESOURCES](#) on the main page of the library website (www.uoit.ca/library). Under RESOURCES be sure to view the [Subject Guides](#) which are Librarian prepared documents that highlight resources pertinent to researching a given topic. 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 a lot easier by reading the sections on the Library's web page titled: [Periodical Search Strategies](#) and [Help Sheets for Specific Databases](#) (under the RESEARCH HELP - How to Find Resources - Periodical Help submenus).

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) 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. You are also welcome to contact your subject librarian directly for an individual or small group appointment (see p. 4 for contact numbers).

ACCESSING E-RESOURCES

You may also access the library's catalogue and electronic resources from your own computer at home or in residence via the library website. To access any 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 x. 3333.

WHAT IS FINDIT/CITATION LOCATOR

Find It!@UOIT is a library service which links database citations to full-text articles (if available) and other related supporting resources available from the UOIT Library. If you have questions around why full-text is not available for some items or need more information on the service [click here](#) .

REFWORKS: BIBLIOGRAPHIC AND CITATION MANAGEMENT

[RefWorks](#) is a web-based citation manager. If you do not have a login or password, click on the link entitled "Sign up for an Individual Account". Once you have registered using your student ID and network password, you will be issued a group code. You may then login again and begin to use [RefWorks](#). For information on how to import citations from databases [click here](#) . For general FAQ's on Refworks/Refshare [click here](#) .

E-SCHOLAR

E-Scholar is a digital repository of UOIT research! It contains full text UOIT [Graduate Theses](#), faculty publications, and student portfolios.

HOW DO I FIND BOOKS, MEDIA & ARTICLES

[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 Articles](#) (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 x 3333 opt.2).

CURRENT AWARENESS— NEW BOOKS AND JOURNAL LITERATURE

Look for [New Titles](#) under Quick Links on our library main page to view our new acquisitions in your subject area. Also to keep up-to-date with journal literature, try the alerting services available through many of the library's database subscriptions.

It Help/ Facilities for Students

IT ASSISTANCE

If you are trying to connect to our e-journals or e-books, do not know your network password phone 905.721.8668 x. 3333 option 1.

For information around off-campus access see [Services - Information Technology Services - Frequently asked questions about IT issues in the Library](#)

To troubleshoot any pop-up blocker issues [click here](#).

For the location of computer workstations in the library, wireless access information, the status of systems, or to report an IT error please [click here](#). Additional information regarding desktop computer access is available under [Equipment](#).

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.

For information on using the library photocopiers and the location of copiers [click here](#). To add money to your student card for photocopying on see [cash manager](#) information. For any other photocopying issues please inquire at the Circulation Desk.

COPYRIGHT

See the following links for the [Library's Print Copyright Policy](#) and [Guide to Electronic Licenses](#).

GROUP STUDY ROOMS

These ten rooms, with seating for 2 to 8 persons, are equipped with a whiteboard and wireless/wired internet connections. Current students can reserve blocks of study time online through the [group study rooms](#) page.

Bookings can be made one day in advance (after 10:00am) for a maximum of 2 hours per day. Your student ID can be used only once per day for bookings. One (2nd floor rooms) or two (larger third floor rooms) additional group member's ID are needed to complete and maintain the reservation.

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.

LIBRARY DEN FOR CASUAL USE

The opening of the new Library Den for casual use on lower level of Library building is planned for Fall 2010.

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. If you experience any printing issues please phone IT Support 905.721.8668 x. 3333 option 1 or inquire at the Circulation Desk. Within the Library there is a direct line from the Reference Desk phone. For frequently asked printing questions [click here](#).

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. From the [library webpage](#) see: [Quick Links - Add a Printer](#) - [How to add a printer \(Win XP\)](#) or [How to add a printer \(Mac OS\)](#).

Print Balance

Full-time students start 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 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. Laptop computer users can access their print balance by going to the following URL: <http://osfp01/balance.exe>

ACCESSIBILITY

The Library provides equitable access to a full range of services, resources and facilities for all 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 (Read and Write), etc....

See our [For People With Disabilities](#) webpage for other service options.

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 15 items for a two week period.

Renewals

You may renew your books twice, 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 update your library card 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

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.

FINES

- A fine of 25 cents/day will be charged for most loan overdue material (exceptions are listed below) to a maximum of \$25.00 per item.
- A fine of \$4.00/day will be charged for overdue material that is on hold for another library patron.
- Reserve readings are subject to a fine of \$4.00 per hour (or any part thereof) on 3 hour loans, and \$4.00 per day on one day and three day reserve loans to a maximum of \$100.00 per item.
- Overdue fines are assessed at a rate of \$4.00 per day, to a maximum of \$25.00, for overdue reference CDs.
- Overdue ILL (Interlibrary loan) material is subject to a fine of \$1.00 per day to a maximum of \$25.00 per item.

For more detailed information on other fine sanctions see our webpage under [Fines and Other Sanctions](#).

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 .

RESERVES - PRINT & ELECTRONIC

Your instructor may have placed items "on reserve" in the library. These items have shorter loan periods and will be designated as either 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 [Quick Links - Reserves - Connect](#) .

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 view the [How to Find an Item on Reserve](#) page online or contact: Robyn Kirkham 905.721.8668 x. 2915 or Education Library Reserves Technician x. 2976.

INTERLIBRARY LOAN SERVICES

Interlibrary loan service is available FREE OF CHARGE to students, faculty and staff.

Click on Quick Links – [Interlibrary Loans](#) to access the RACER search interface. In order to make use of this service and to receive your PIN, make sure to update your student 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 students from UOIT.

- Institutions in Ontario that belong to the Ontario Council of University Libraries (OCUL) (Excepting University of Toronto and Ontario College of Art and Design)
- 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](#).

Hours of Operation/Contacts

HOURS <u>View summer or statutory holiday hours online</u>	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.
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
Trish Johns-Wilson	Health Science	Trish.Johns-Wilson@dc-uoit.ca 905.721.8668 Ext. 2388
Carol Mittlestead	Associate Librarian for Collections	Carol.Mittlestead@dc-uoit.ca 905.721.8668 Ext. 2005
T.B.A.	Business	905.721.8668 Ext. 2962
Stephanie Orofano	Social Science and Humanities	Stephanie.Orofano@uoit.ca 905.721.8668 Ext. 2976
Nathalie Zhou	Science, Engineering and Computing	Nathalie.Zhou@dc-uoit.ca 905.721.8668 Ext. 2966
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, Allison Caddies	racer@uoit.ca 905.721.8668 Ext. 2412 or Ext. 2652
Reserves	Robyn Kirkham	libreserve@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 805.721.8668 x. 2214