Introduction to the Engineering Library

Grad-Tutorial 1

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UNB Engineering Library
Learning Objectives

- Overview of UNB Libraries
- About the Engineering & Computer Science Library
- Our Services
- Library’s Web Site
- Catalogue Searches
- Document Delivery (Inter-Library Loans)
Overview of UNB Libraries

- Hans W. Klown Library (Saint John)
- Law Library (Fredericton)
- UNB Libraries (Fredericton)
  - Harriet Irving Library
  - Science & Forestry Library
  - Engineering and Computer Science Library
Overview of UNB Libraries (Cont.)

• Collection covers many disciplines
• The collection includes over 1.3 million print volumes
• Over 400,000 e-books
• 37,000 electronic and print journals
• 3 million microforms
• Over 200,000 government documents
• 50,000 maps
• Specialized data sets
• Rare books and manuscripts
• The University Archives
• Special collections
Overview of UNB Libraries (Cont.)

Physical Collection (the Library)

Electronic Collection (E-Library)
Engineering & Computer Science Library
About the Engineering & Computer Science Library

- Located in Head Hall at room C-15
- Services and resources are specialized for CS and Engineering
- Reading Room (quiet study area)
- Study Hall
- Daily newspapers / current issues of academic journals
- 2 bookable group study rooms (Online- [www.lib.unb.ca](http://www.lib.unb.ca))
About the Engineering & Computer Science Library (Cont.)

Regular Hours:
Monday – Thursday (8 a.m. – 11 p.m.)
Friday (8 a.m. – 8 p.m.)
Saturday (10 a.m. – 8 p.m.)
Sunday (11 a.m. – 11 p.m.)

- Close or reduced hours during National Holidays
- Reduced hours during summer terms
About the Engineering & Computer Science Library (cont.)

- UNB’s wireless network (Wireless@UNB)
- 10 Laptops (2 hours)
- Ethernet ports
- Graduate theses from CS and Engineering
- Senior Reports (final year undergraduate theses)
- Institutional Repository (UNB Scholar – Coming Soon)
About the Engineering & Computer Science Library (Cont.)

- Research reports
- Technical reports
- Subject specific books
- Dictionaries
- Encyclopedias
- Handbooks
- Conference proceedings
- Standards
- Codes

**** Items are available in print and electronic formats****
About the Engineering & Computer Science Library (Cont.)

- Number of items at the same time: 100
- Loan period for books (ENG-STACKS): 1 term
- Loan period, journals (ENG-STACKS): 2 Days
- Loan period, reserves (ENGRESERVE): 2 Hours
- Loan period, Reference (ENG-REF): In library only
- Laptops: 2 Hours
# Fines and Fees

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Per Item Late Fines</th>
<th>Maximum Late Fees</th>
<th>Lost Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, Periodicals, DVD/Videos</td>
<td>$1 /day</td>
<td>$28</td>
<td>$200 (minimum) plus accumulated fines.*</td>
</tr>
<tr>
<td>Recalled items</td>
<td>$5 /day</td>
<td>$100</td>
<td>$200 (minimum) plus accumulated fines.*</td>
</tr>
<tr>
<td>Course Reserve Loans</td>
<td>$5 /hour or any portion thereof</td>
<td>$100</td>
<td>$200 (minimum) plus accumulated fines.*</td>
</tr>
<tr>
<td>Short Term Loans – not Course Reserve (e.g. laptops, room keys)</td>
<td>$1 /hour or any portion thereof</td>
<td>$50</td>
<td>$200 (minimum) plus accumulated fines.*</td>
</tr>
<tr>
<td>Document Delivery</td>
<td>$1 /day</td>
<td>$28</td>
<td>Charges may also be applied by the lending library</td>
</tr>
</tbody>
</table>
Our Services

• Circulation Services
• Research & Reference Services
• Study and Computing Spaces
• Document Delivery (Inter-Library Loans)
• Coping and Printing Services
Circulation Services

- Most items in the library can be borrowed
- Standards and reference materials (In use only)
- Valid Student ID must be presented to borrow items
- Graduate students can borrow items for 1 term (2 renewals)
- Undergraduate students can borrow for 2 weeks (5 renewals)

More details can be found here:
http://www.lib.unb.ca/about/policies/borrowing.php
Course Reserves

Course Reserve:

- Textbook and other material for specific course available at the Engineering & CS Library

- Most items are 2-hour loans

- 1, 2 and 3-day loans (due by 1:00 pm on the due date)

- $5 per hour late fee
Reference & Research Services

Library staff can help you:

• Find information on a topic
• Search library catalogues, indexes, databases and the Web
• Plan a research strategy
• Get instruction on the use of the Library and all of its resources and facilities
Can’t Find What You Are Looking For?

2 Free Options:

1) Get items through Document Delivery (Inter-library loans)

2) Or make a purchase suggestion

➢ Both options are Free of Charge!
Document Delivery

What is document delivery?
• Document Delivery supplements UNB library resources by obtaining material from other libraries and organizations

How much does it cost?
• It’s a **Free** Service to all the students, faculty and staff

How does it work?
• Search UNB WorldCat
  o Login using UNB ID and password
  o Submit Request Form (only if unavailable at UNB libraries)
How long do I have to wait?
• Generally for books 1-2 weeks
• Articles 2-3 days (PDF file delivered to your UNB email)

How will I know when the item is here?
• Messages will be sent to UNB email accounts ONLY

Where can I pick up the item?
• Engineering Library, Science Library, Harriet Irving Library or Law Library
• You can choose the location that you prefer
Computing, Printing & Copying Services

- 4 Express PCs (No printing & network access)
- 12 PCs (printing available)
- Black & White Printing (10¢ per page, 15¢ double side)
- Colour printing (20¢ per page, 30¢ double side)
- 2 Scanners (free)
Copying Services

• Price per side copied:
  - $5 Copier Card 11.5¢
  - $20 Copier Card 9.2¢
  - Print credits 9.0¢

• Print cards are available at the Circulation Desk ($1)
Let’s Do Some Demos:

- Library website (main features)
- Find a reserve item
- Basic catalogue search
- Document delivery form
- Placing a hold on an item
- Research Guides