



Employee Library Guide

Welcome to the Douglas College Library. We invite you to explore the resources and services we offer. The Library has a dynamic collection of books, journals, audio-visual and electronic materials that support the programs and courses offered at the College. The collection is developed in collaboration with faculty. We encourage all to participate actively in this process by recommending titles and reviewing the areas of the collection related to your field.

Quick facts

Library Card

The Douglas College Identification Card is also your Library card. Contact Employee Relations at 604-527-5440 for your ID card.

Off Campus Access to Databases

In order to have off campus access to the Library's databases, you need a Douglas College ID card which must be validated each semester in the Library. Come into the Library or contact the Circulation Desk, 604-527-5568 or 604-777-6130.

Using other Libraries

UBC: Douglas College faculty can obtain library cards at no cost from the University of British Columbia. When requesting a card, please ensure that you take your Douglas College Library card and a letter from your department indicating you are currently working at the College.

SFU and other educational institutions: Douglas College Library has a reciprocal borrowing agreement with Simon Fraser University and a number of other institutions that allows Douglas College faculty, staff and students to borrow print material. Contact us or go to the Library website, under Other Libraries for details.

Retired Employees

Retired Douglas College employees continue to have access to library materials and services. Library cards are available at no cost. Contact Sam Catherine Cheng, Borrower Services Librarian, at 604-527-5181.

Employee Publications

The Library welcomes and adds to the library catalogue, copies of books and audio-visual material authored by Douglas College faculty and staff. Periodically, displays of Douglas College publications are promoted in the library.

Borrowing Library Material

Books

Books can be borrowed for two weeks. Reference books are for Library use only but may be borrowed on short term loan by faculty.

Periodicals

Current issues of print periodicals are for in-library use; back issues may be borrowed by faculty on a three-day loan. Periodical databases containing thousands of full text journals are also available. Go to the Library Website for a list of databases in your discipline.

Audio-Visual Software & Equipment

Videos and DVDs circulate for two days and those borrowed on Friday are due on Monday.

Advanced bookings are encouraged and your request needs to be submitted at least 48 hours before your booking date. If you require the material sooner, please contact us.

AV Software & Equipment Bookings

- 604-527-5186 (New Westminster Campus)
- 604-777-6129 (Coquitlam Campus)
- Email: lib_media@douglas.bc.ca
- Online: Forms are available on the Library website

Interlibrary Loans

Through the Library's interlibrary loan service, you may get books and periodical articles from university, college and selected public and special libraries in British Columbia and across Canada. Materials are generally delivered within twelve days.

Course Reserves

Books, CD, articles and other readings that are assigned for specific courses may be placed on reserve by instructors for short loan periods – two hours, three or four days. These items are kept at the Circulation Desk. Videos and DVDs may also be placed on reserve, provided they have public performance rights.

End of Term Recall

All outstanding materials borrowed from the Library are recalled at the end of each semester. Items not returned are presumed lost and borrowers are billed.

Electronic Reserves

The Library can provide electronic access to certain types of reserve material through the catalogue. Material suitable for electronic reserve include past examinations, PDF files, full text articles in the Library's periodical databases, and Web resources.

Copyright

The College's licensing agreement with Access Copyright covers copying for print reserve purposes. Copying that does not fall within the following guidelines would require special copyright permission:

- Up to ten percent of a work
- Or an entire article, play, poem, essay etc.
- Or an entire chapter which is 20 percent or less of a book

Please note that these guidelines do not apply to all publishers.

Student Term Paper Submissions

Instructors may arrange for students to hand in term papers at the Circulation Desk after 4:30 pm during the week or on Saturdays. Date and time of delivery are recorded and term papers are returned to instructors.

Research Skills Instruction

Librarians provide classes for students on how to do research in the Library. Classes are booked by instructors and bookings should be made in advance, with a minimum of two weeks notice. To schedule classes at either campus, call 604-527-5198 or email us at: elf_nw@douglas.bc.ca. Contact Patti Romanko at 604-527-5183 for more information.

Collection Development

The Library has a collection of over 176,000 books, videos, etc. and subscribes to a many electronic databases. To see a list of new titles that have been added in your subject area, check the New Acquisitions link on the Library homepage.

Ordering Materials

BOOKS: Forms for ordering books are available at the Information Desk or may be submitted online at the **Suggest a Purchase** link on the Library homepage. Contact Susan Ashcroft, Collections Librarian, at 604-527-5189.

PERIODICALS: Prior to purchase, it is customary to obtain sample copies of print periodicals for review because of cost. Contact Christian Guillou, the Serials Librarian, at 604-527-5184.

ELECTRONIC DATABASES: Look for email notification of upcoming database trials or check the Library's home page. Contact Jean Cockburn, Electronic Resources Librarian, at 604-527-5184.

AUDIO-VISUAL MATERIAL: Videos are normally previewed before purchase. Contact Susan Ashcroft, Collections Librarian, at 604-527-5189.

TECHNICAL SERVICES: All acquisitions and cataloguing of Library materials takes place in house. Contact Gretchen Goertz, Technical Services and Systems Librarian, at 604-527-5259

Library Website

Subject-specific Web resources are listed on the Library website under Resources by Subject. If there are sites you would like to make available to your students, contact Dianne Hewitt at 604-777-6135.

Ask a Librarian

An online chat reference service is available from the Library homepage by clicking on the Ask a Librarian link. Email reference service is also provided. For further information, contact Debra Flewelling at 604-527-5190

Distance Education

The Library offers services to Distance Education students that include online reference and the delivery of books and periodical literature. If you are offering a Distance Education course and need information, please contact Mary Matthews at 604-777-6137.

Regular Fall and Winter Hours at Both Campuses

Monday - Thursday: 8:00 a.m. - 9:30 p.m.

Friday - New Westminster: 8:00 a.m. - 5:00 p.m. Coquitlam: 8:00 a.m. - 4:00 p.m.

Saturday: 9:00 a.m. - 5:00 p.m. / Sunday closed

<http://library.douglas.bc.ca>