

# STUDENT GUIDE TO LIBRARY SUPPORT FOR ANNACIS ISLAND CAMPUS

The BCIT logo consists of the letters "BCIT" in a bold, white, sans-serif font, centered within a white square. A small registered trademark symbol (®) is located at the top right of the square.

## LIBRARY

[bcit.ca/library](http://bcit.ca/library)

### WELCOME TO THE BCIT LIBRARY

The Library offers a range of technology, spaces and resources to support your education at BCIT. Our collection includes books, videos, journals and other resources in the fields of commercial transport, heavy mechanical and railway.

### Your BCIT Student ID Card

Your BCIT Student ID Card provides access to a range of services, spaces and resources, including the AIC tool room. The easiest way to get your card is to submit a photo online at [bcit.ca/card](http://bcit.ca/card). Processing time for online submission can take up to five business days. You will be required to pick up your card in person and show government issued photo ID at the BCIT Information Desk on the 2nd floor of AIC. For most students, the cost of the card is included in your student fees, so there is no additional charge. However, there is an \$11 charge for a replacement card.

### Printing

A print station is located in the Library on the second floor. To print you will need to add value to your BCIT ID card by visiting [studentprint.bcit.ca](http://studentprint.bcit.ca)

Printing costs:

- 10 cents/page
- Double-sided printing is 16 cents/2 pages.
- Colour printing is 35 cents/page

If you are visiting other BCIT campuses the same system applies.

### Finding Library Materials

For program-specific resources including online repair manuals, refer to your Motive Power guide at: <https://libguides.bcit.ca/motivepower>

Search the general Library collection via First Search on the Library home page: [www.bcit.ca/library](http://www.bcit.ca/library)

Most Library resources are available online by logging in with your BCIT email address and password.

### Requesting, Borrowing and Returning Material

Our Library collections are spread across three campuses in the Lower Mainland, but there is no collection at Annacis Island Campus. If you wish to borrow a physical object [e.g., book or DVD] from the Library, you need to request it and we will deliver it to you. Click 'request' for the item you want and use your BCIT ID to login to the Library and set Annacis Island Campus as your pickup location. You will be notified by email when the item is being sent and by which day it will be ready for pickup from the BCIT Information Desk on the second floor of AIC.

The loan period for most books is two weeks. Most items can be renewed unless holds have been placed. Journals can be borrowed overnight while DVD loan periods range from overnight to seven days. Details on loan periods, late fines, etc. are described here: [bcit.ca/library/library-services-for-students/students-borrowing-materials](http://bcit.ca/library/library-services-for-students/students-borrowing-materials)

You can renew your loan online through your library account [see below].

Please return your material to the Information Desk at AIC.

### Online Access to Databases, eBooks and More

For access to most electronic resources, your BCIT login [email and password] is required.

It is important to access our resources from the links in the Library website or our Research Guides.

Some material can only be accessed via the Onelog software or AppsAnywhere. Read the notes under the database descriptions on the Research Guides, and if necessary refer to this guide <https://libguides.bcit.ca/techtips#s-lg-box-11570856>

### Study Space and Computers - AIC-2652

The new Library study space at Annacis Island Campus is open. It offers desktop computers, comfortable seating, self-serve book borrowing, large-screen display monitors and whiteboards to support individual and group study.

### Your Library Account

You can renew the materials you currently have checked out, place holds on books and view your patron record information online. Access your library account at [bcit.ca/library](https://bcit.ca/library) by selecting the My Library Account button and logging in with your BCIT email address and your BCIT password.

### Get Help

To speak with your Librarian, Cindy McLellan, call 604.456.1276 or email [cmclellan13@bcit.ca](mailto:cmclellan13@bcit.ca).

For general Library help, call the Reference Librarian at the Help Desk in Burnaby [604.432.8371], or email [ebrarian@bcit.ca](mailto:ebrarian@bcit.ca)

### Getting Material from Other BCIT Campuses or Other Libraries

We have a courier that makes deliveries three times a week so if the materials you want are located at the Burnaby Campus, we will bring them to you at the AIC Campus. For assistance please inquire at the BCIT Information Desk at AIC.

Or, if the book or article you want is not available at any of the BCIT Library campuses, we will get it for you from another library. Submit your requests using the online forms at [bcit.ca/library/loans.shtml](https://bcit.ca/library/loans.shtml) or email us at [interlib@bcit.ca](mailto:interlib@bcit.ca) with as much information as possible. Articles usually take about two days, books about two weeks to arrive. You can also use your BCIT ID card to borrow material from most other college and university libraries including UBC and SFU.

### Bookstore

Bookstore orders can be placed online at [bcit.ca/bookstore](https://bcit.ca/bookstore). You can select to have your order shipped directly to your home or you can pick it up at Burnaby Campus Bookstore.

### Did You Know...

BCITs other libraries are available to you for study, access a computer or return library material?

### Aviation Campus Library

3800 Cessna Drive  
Richmond, BC V7B 0A1  
604.419.3708

### Burnaby Campus Library

Building SE-14  
3700 Willingdon Avenue  
Burnaby, BC V5G 3H2  
604.432.8370 [Service]  
604.432.8371 [Reference]

### Marine Campus Library

265 W. Esplanade  
North Vancouver, BC V7M 1A5  
604.453.4107

### Contact Info

Research Help  
604.456.1276  
[cmclellan13@bcit.ca](mailto:cmclellan13@bcit.ca)

### Burnaby Help Desk

604.432.8371  
[ebrarian@bcit.ca](mailto:ebrarian@bcit.ca)