

EMPLOYEE GUIDE TO BURNABY CAMPUS LIBRARY



LIBRARY

bcit.ca/library

Hours

During term the libraries are open:

Burnaby Campus

Mon-Thur 0730 – 2230

Friday 0730 – 1700

Sat/Sun 0930 – 1700

ehPod – 24/7/365

BCIT Marine Campus

Mon-Fri 0800 – 1300

Aerospace Technology Campus

Mon-Fri 0730 – 1700

BCIT ID Card

Your BCIT ID card is your library card. It can be obtained from Safety & Security, SW1-1000, 604.412.7501.

Finding Material

From the Library website [bcit.ca/library] use “First Search”. For subject specific focus select “Research Guides”.

If you are not finding what you need, call 604.432.8371, visit the librarian at the Research Help Desk or contact your subject librarian [listed on page 2].

Accessing and Borrowing Material

For off campus access to online articles and e-books log in with your BCIT ID number and password.

To borrow print books and DVDs use your BCIT ID card. The loan period for most books is four weeks and they can be renewed unless holds have been placed. High demand items may be recalled, but you are guaranteed a loan period of at least two weeks. DVDs can be borrowed for seven days.

** The Library has laptops, iPads, GoPros, HoloLenses, Calculators, Chargers, Battery Packs and e-Readers available for loan from the Service Desk.*

In-depth Research/Library Skills Classes

Contact your subject librarian:

- for guidance on extended information searching and available resources
- if your students require resources or assistance with research projects
- to arrange a research skills class

Reserves and eReserves

You can place library materials or your own materials — books, photocopied articles, exams, videos or DVDs — on reserve for your students. Submit materials, together with a Reserve Material Request form, to the Service Desk at your campus library. Forms are available at the Service Desk or on the Library website.

For more information call 604.432.8370 or email libcirc@bcit.ca

Copyright

BCIT employees must ensure their copying complies with legislation. Visit the bcit.ca/library/copyright for more information and to find the Access Copyright Lookup tool. Questions can be emailed to copyright@bcit.ca

DVD/Video Booking

DVDs/Videos may be booked by BCIT faculty and staff for teaching purposes up to six months in advance. To submit requests visit the Burnaby Campus Library, call 604.432.8370 or email libcirc@bcit.ca

Bookings are processed on a first-come, first-served basis. Pick up pre-booked materials at the Service Desk.

To book A/V equipment call A/V services at 604.432.8780 or email avserves@bcit.ca.

Getting Materials from Other Libraries [Interlibrary Loans]

For material we don't have, submit your requests online at bcit.ca/library/facultystaff/interlibrary.shtml or email us at interlib@bcit.ca with as much information as possible. Articles usually take about two days, books about two weeks to arrive.

Video and DVD previews and rentals from producers and distributors can also be arranged.

UBC/SFU Library Reciprocal Privileges for BCIT Faculty [Free]

UBC library privileges can be obtained at the UBC Koerner Library. SFU library privileges can be obtained at any SFU branch Library. Bring your BCIT ID and another piece of photo ID.

Use your BCIT ID card to borrow material at most other BC post-secondary libraries. Call the specific library to confirm.

Part-time Instructors

A part-time instructors' centre equipped with a phone, computer, desk and printer is located in room 139 of the ehPod (first floor of the Library).

Visit the Service Desk to obtain the access code to the staff photocopier.

Learning Commons/Writing Centre

Services provided in the Learning Commons include: peer tutoring (free drop-in; one-to-one for \$20 per hour), writing tutoring (free in person and online), and free learning skills workshops.

bcit.ca/learningcommons

Online writing assistance is available through Write Away at writeaway.ca

MediaWorks

Explore new technologies and bring your ideas to life with the Library's 3D printer, HoloLens, Vive, Oculus Go/Rift, large format printer, 3D scanner and laser cutter.

Expert staff are available to help and provide free assistance with 3D printing/scanning, AR/VR, graphics, web, video or audio editing, and support for PC and Mac users.

ciRcuit — BCIT's Research Repository

BCIT's research repository is BCIT's digital collection of openly accessible students and faculty research, including theses, graduate research papers, journal articles, capstone papers and undergraduate journals. For information on submissions, go to <https://circuit.bcit.ca/repository>

Library Staff

Director, Library Services

Alison Nussbaumer 604.456.1059

Operations Manager

Mei Young 604.432.8827

Learning Commons Coordinators

Kathy Musial [Peer Tutoring] 604.432.8247

Peter Walsh [Writing Centre] 604.431.4990

Public Services Supervisor and Course Outline

Administrator

Greg Parr 604.432.8532

Archivist, Digital Archives

Cindy McLellan 604.456.1276

Institutional Repository, Entrepreneurship

Elizabeth Padilla 604.453.4064

Subject Librarians

Construction & the Environment

Alison Griffin 604.456.1193

Health Sciences

Ana-Maria Ferrinho 604.432.8546

Energy, Business, ISEP, Construction & the Environment

Deirdre Grace 604.451.6961

Applied Research

Elizabeth Padilla 604.453.4064

Transportation

Jeff Verbeem 604.453.4042

Energy

Lin Brander 604.432.8922

Business

Linda Matsuba 604.451.6825

Construction & the Environment, Health

Merilee MacKinnon 604.432.8647

Computing & Academic Studies, Business Admin., & Financial Mgmt.

Tony O'Kelly 604.432.8764

For more info visit <http://libguides.bcit.ca>