

EMPLOYEE GUIDE TO BURNABY CAMPUS LIBRARY



LIBRARY

bcit.ca/library

Hours

During term the libraries are open:

Burnaby Campus

Mon-Thur	0800 – 2000
Friday	0800 – 1700
Sat	0930 – 1700
Sun	Closed

ehPod — 24/7/365

BCIT Marine Campus

Mon-Fri	0800 – 1300
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Aerospace Technology Campus

Mon-Fri	0800 – 1530
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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 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 email 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, HaloLenses, 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.

For full details of interlibrary loans see <https://www.bcit.ca/library/services-for-faculty-staff/interlibrary-loans-for-faculty-staff/>

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, writing tutoring, and free learning skills workshops. Check our website for up-to-date information on our service delivery and current schedule. <https://www.bcit.ca/learning-commons>

Online writing assistance is also available through WriteAway at <https://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, Cricut, and laser cutter.

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

Learning Glass rooms can be booked at <https://bcit.libcal.com/reserve/learningglass>

ciRcuit — BCIT's Research Repository

BCIT's research repository is BCIT's digital collection of openly accessible student 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 Coordinator	
Douglas Buchanan	604.431.4990
Public Services Supervisor, Course Outline and Copyright Administrator	
Greg Parr	604.432.8532
Archives, General Inquiries	
Taj Sohi	604.419.3739
Institutional Repository	
Elizabeth Padilla	604.453.4064
Systems & Digital Strategies Librarian	
FX Pare	604.432.8247

Subject Librarians

For subject/program areas not listed here visit <https://www.bcit.ca/library/library-contacts/librarians/>

Renewable Resources & Liberal Studies	
Alison Griffin	604.456.1193
Health Sciences	
Ana-Maria Ferrinho	604.432.8546
Energy, ISEP & Motive Power	
Cindy McLellan	604.456.1276
Marketing	
Deirdre Grace	604.451.6961
Marine Engineering & Nautical Sciences	
Elizabeth Padilla	604.453.4064
Emerging Technology & Open Education	
Ian Linkletter	604.451.6825
Aerospace, Business, & Computing	
Jeff Verbeem	604.453.4042
Electrical, Electronics, & Open Education	
Lin Brander	604.432.8922
Data & Graduate Studies	
Matthew Murray	604.432.8764

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