Research Support

*The UOIT Library system is presently comprised of three branches—one located on Simcoe Street North and two in Downtown Oshawa primarily serving Education and Social Sciences faculty and students. General information on library resources and services is provided in this guide. If you have a question specific to our downtown locations please call 905-721-8668 x. 2976 or 2348. At the time of printing (August 2010), buildings are being renovated and websites are being constructed and/or revised.

RESEARCH HELP ONLINE
The Library provides access to 95,000 books, 50,000 e-books and 48,000 full text electronic journals (indexing and abstracting for 77,000). For a complete listing of our various resources including media and government information go to RESOURCES on the main page of the library website.

For helpful hints on defining your topic, gathering, analyzing and evaluating information, as well as, presenting information and citing sources, click on RESEARCH HELP - Research a Topic. For help finding books, audiovisual materials and items that have been put on reserve see Catalogue Help. Make your research easier by reading the sections on the Library’s web page titled: Periodical Search Strategies and Help Sheets for Specific Databases.

Under RESOURCES be sure to view the Subject Guides which are Librarian prepared documents that highlight resources pertinent to researching a given topic.

The library also has online subscriptions to tools such as Citation Reports (JCR) and Scopus to help you evaluate and compare journals using citation data. Other suggested databases for all researchers include: Web of Science, Data Liberation Initiative (DLI), (also Equinox, ICPSR, ODESI, Proquest Dissertations and Theses (PQDT), Theses Canada Portal, E-Scholar@UOIT.

GROUP & INDIVIDUAL LIBRARY INSTRUCTION
Visit (the Library is at the north end of Campus), phone (905-721-8668 x2390) or e-mail (reference@dc-uoit.ca) the Library’s Reference desk. While professors are encouraged to set up orientation classes for their students, you can participate in sign up sessions throughout the year too. Contact your subject librarian for an individual or small group appointment (see p.4).

DIGILOG & E-SCHOLAR
Digilog (under RESOURCES—Archives—Digital Archives) is an online digital archive. At present, collections include The Chronicle newspaper (full text), the Campus Photograph Collection, and the Nuclear Reports Collection (Bibliographic data and abstracts—actual physical collection is held in the Special Collections room on the Library’s third floor). Full text UOIT Graduate Theses are accessible through E-Scholar. Graduate students and faculty are invited to post their research findings on E-Scholar.

Contact: Gabor Feuer ext. 905.721.8668 Ext. 2974

ACCESSING E-RESOURCES
You may also access the library’s catalogue and electronic resources from your own computer at home or at work via the library website. To access electronic resources (other than the catalogue, BIBCAT), you will be directed through the Campus proxy and will need to have your student id number and network password.

Note: If you do not know your network password, call IT at 905.721.8668 Ext. 3333.

CURRENT AWARENESS—NEW BOOKS AND JOURNAL LITERATURE
Email Alerts
To keep up-to-date with journal literature, try the alerting services available through many of the library’s database subscriptions.

New Books in Your Subject Field
Look for New Titles to view our new acquisitions in your subject area.
IT Help/Facilities

IT ASSISTANCE
At the beginning of the fall and winter terms IT staff will be located on the main floor at the reference desk. This is the place to visit if you are trying to connect to our e-journals or e-books and do not know your network password. Remote access problems, adding printers, and technical difficulties with printing can also be referred to IT in the library. Also see our SERVICES—Information Technology Services page on the library website to troubleshoot any pop up blocker issues, view the library system status, and report any errors you encounter on our website.

PHOTOCOPYING IN THE LIBRARY
There are three self-service photocopiers in the library. They are housed with the public printers; one on each floor of the library. The cost of copying is ten cents per page. The photocopier on the first floor is equipped to accept coins and student photo ID cards, while the ones on the second and third floor only accept photo ID cards.

Cash Manager—Putting money on your student card for photcopying
To use a Student photo ID card in the photocopier, value must be added to it using the cash manager located in the first floor photocopying room.

Any problems with the photocopiers should be reported to the Circulation desk.

Patrons are strongly advised to be aware of the Copyright Policy when copying Library and personal material.

PRINTING IN THE LIBRARY
The library houses four public printers; two are located on the first floor and there is one on each of the second and third floors. These printers are accessible from all library computers and Mobile Learning issued laptops.

Adding a printer
The computers in the library have been configured to print to the public printer on the floor where the computer is located. To allow printing to another public printer or to print from a Mobile Learning laptop the printer must be added: How to add a printer (Win XP) or How to add a printer (Mac OS).

Print Balance
Each student starts out with a B&W print balance of 1,000 pages included in their student IT fee. If your print balance runs out you may purchase an additional prints at the bookstore for 3 cents a page or $30.00 for 1,000. Colour printing is available in the Learning Commons and prints can be purchased at the bookstore for 15 cents a page.

To check your print balance on a desktop computer login to your profile and view the print balance icon 'Print Balance.url'. Laptop computer users can access their print balance by going to the following URL: http://osfp01/balance.exe

If you experience any printing issues ask our IT personnel at the reference desk or inquire at the Circulation Desk. Also see our Solutions to Printing Problems guide on our website (under SERVICES—Information Technology Services —Printing).

ACCESSIBILITY
The Library provides equitable access to a full range of services, resources and facilities by recognizing individual needs.

Adaptive Equipment—Third Floor (LIB 328)
For patrons that have a UOIT or Trent in Oshawa issued network login there are three computers available for use. They have been loaded with the following adaptive software:
Workstation 1: Kurzweil 3000
Workstation 2: Kurzweil 1000 and JAWS
Workstation 3: ReadPlease, TextHelp, etc....

See our For People with Disabilities webpage under SERVICES main web page link for other service options.

LIBRARY CODE OF CONDUCT/POLICIES
The library code of conduct and/or library policies can be reviewed under the ABOUT THE LIBRARY main page link.
# Borrowing

## YOUR LIBRARY CARD
Your student identification card is your library card and must be presented when you borrow materials. Bring your ID to the Library Circulation Desk at the beginning of each academic school year to have it updated.

## BORROWING INFORMATION
Students may borrow up to 50 items for one month.

### Renewals
You may renew your books three times, as long as no one else is waiting for the items. Materials may be renewed online using your library account PIN provided to you when you register for library privileges at the Circulation Desk. You may renew in person or over the phone 905.721.3082.

### Placing Holds
A hold can be placed online on most items that are signed out to another borrower. There is a maximum of three hold requests per borrower.

To place a hold, click on the 'Place Hold' link in the library catalogue record of the item you wish to place on hold. You will be asked to enter your User ID and PIN.

### My Account - User ID and PIN Information
Access to My Account is through the DIRECT ACCESS link on the library main page. You will need your User ID and PIN. Your User ID is your student number or, if you were issued a separate library card, your library card number. Your PIN number is given to you at the Circulation Desk when you register for library privileges each academic year. If you have already updated your library card and have forgotten your PIN number call the Circulation Desk at (905) 721-3082.

## RESERVES - PRINT & ELECTRONIC
Reserve items have shorter loan periods. These items will be designated as 3 hour loan, 1 day loan, or 3 day loan by your instructor.

Print and electronic copies of course reserves can be searched from the library’s main page through SERVICES - Reserves – Reserve Catalogue.

To access Reserve items, go to the circulation desk and present your student card, along with the call numbers of the items you want to borrow.

For more information see How to Find an Item on Reserve page online or contact: Robyn Kirkham 905.721.8668 ext. 2915.

## PLACING ITEMS ON RESERVE
Teaching Assistants may place print books and articles (existing library materials or your own personal copies) on Reserve at the Circulation Desk for a 3-hour, 1-day, or 3-day loan period. Simply fill in a form available at the Circulation Desk or use our online form (through our SERVICES—Reserves—For Faculty: How to Put Material on Reserve link).

Online articles from the e-journals to which the library subscribes may also be linked and made available online.

Due to Canadian copyright law, print articles may not be scanned and provided as digital reserves without written permission of the copyright holder.

Print and electronic copies of course reserves can be searched in the library catalogue by instructor name, course code, or course name.

## RECIPROCAL BORROWING
UOIT also has reciprocal borrowing agreements with other Canadian universities. The following institutions will lend directly, in person, to students from UOIT.

- Institutions in Ontario that belong to the Ontario Council of University Libraries (OCUL)
- Institutions in British Columbia, Alberta and Manitoba that belong to the Council of Prairie and Pacific University Libraries (COPPUL).
- Institutions in Quebec that belong to La Conference des Recteurs et des Principaux des Universites du Quebec (CREPUQ). Institutions in Quebec do not lend to undergraduate students.

To borrow material from these universities (except for universities in Quebec), present your valid UOIT photo ID student card. Collateral identification may be required. To use the libraries at universities in Quebec you must present an Inter-University Borrowing Project (IUBP) card. You may apply for this card at the Circulation Desk. For more details see Reciprocal Borrowing under SERVICES—Borrow from Other Libraries.

## INTERLIBRARY LOAN SERVICES
Interlibrary loan service is available FREE OF CHARGE to students, faculty and staff. Fines for overdue material - $1.00/day.

Click on Services – Borrow from Other Libraries – Interlibrary Loan to access the RACER search interface. In order to make use of this service and to receive your PIN, make sure to update your staff card at the Circulation Desk.

Note: First time users must register in RACER in order to receive automatic alerts to your preferred email address when your material arrives!

## EQUIPMENT FOR BORROWING
Dry erase markers and Ethernet cables are available for loan at the Circulation Desk. A library card is required to borrow these items.
## Contacts/Hours of Operation

<table>
<thead>
<tr>
<th>LIBRARIAN</th>
<th>SUBJECT AREAS</th>
<th>CONTACT</th>
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<tbody>
<tr>
<td>Reference Desk</td>
<td>General Reference questions</td>
<td><a href="mailto:Reference@dc-uoit.ca">Reference@dc-uoit.ca</a></td>
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<tr>
<td></td>
<td></td>
<td>905.721.8668 Ext. 2390</td>
</tr>
<tr>
<td>Kate Gibbings</td>
<td>Education</td>
<td><a href="mailto:Kate.Gibbings@uoit.ca">Kate.Gibbings@uoit.ca</a></td>
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<tr>
<td></td>
<td></td>
<td>905.721.8668 Ext. 2976</td>
</tr>
<tr>
<td>Trish Johns-Wilson</td>
<td>Health Science</td>
<td><a href="mailto:Trish.Johns-Wilson@dc-uoit.ca">Trish.Johns-Wilson@dc-uoit.ca</a></td>
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<tr>
<td></td>
<td></td>
<td>905.721.8668 Ext. 2388</td>
</tr>
<tr>
<td>Carol Mittlestead</td>
<td>Associate Librarian for Collections</td>
<td><a href="mailto:Carol.Mittlestead@dc-uoit.ca">Carol.Mittlestead@dc-uoit.ca</a></td>
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<td>905.721.8668 Ext. 2005</td>
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<tr>
<td>T.B.A.</td>
<td>Business</td>
<td>905.721.8668 Ext. 2962</td>
</tr>
<tr>
<td>T.B.A.</td>
<td>Social Science and Humanities</td>
<td>905.721.8668 Ext. 2976</td>
</tr>
<tr>
<td>Nathalie Zhou</td>
<td>Science, Engineering and Computing</td>
<td><a href="mailto:Nathalie.Zhou@dc-uoit.ca">Nathalie.Zhou@dc-uoit.ca</a></td>
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<td></td>
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<td>905.721.8668 Ext. 2966</td>
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## CIRCULATION CONTACT INFORMATION

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<thead>
<tr>
<th>CONTACT INFORMATION</th>
<th>(905) 721-3082</th>
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<tbody>
<tr>
<td>Circulation Desk General Circulation Inquiries</td>
<td>(905) 721-3082</td>
</tr>
<tr>
<td>Access Services Manager</td>
<td>Karin Downie</td>
</tr>
<tr>
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<td><a href="mailto:Karin.Downie@dc-uoit.ca">Karin.Downie@dc-uoit.ca</a></td>
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<tr>
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<td>905.721.8668 Ext. 2967</td>
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<tr>
<td>Interlibrary Loans</td>
<td>Jane Dubis, Allison Caddies</td>
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<td>Reserves</td>
<td>Robyn Kirkham</td>
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<td>Education Library</td>
<td>Victoria Woods</td>
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## GENERAL INQUIRIES

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<thead>
<tr>
<th>CONTACT INFORMATION</th>
<th>(905) 721-3082</th>
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<tbody>
<tr>
<td>General Library Inquiries</td>
<td>Teresa Read</td>
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<tr>
<td></td>
<td><a href="mailto:Teresa.Read@dc-uoit.ca">Teresa.Read@dc-uoit.ca</a></td>
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<tr>
<td></td>
<td>905.721.8668 Ext. 2214</td>
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## HOURS

(For summer, holiday, or extended hours see Quick Links—Hours)

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>BUILDING &amp; CIRCULATION SERVICES</th>
<th>REFERENCE SERVICES</th>
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<tbody>
<tr>
<td>Monday—Thursday</td>
<td>7:45 a.m. to Midnight</td>
<td>8 a.m. to 9 p.m.</td>
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<tr>
<td>Friday</td>
<td>7:45 a.m. to 9 p.m.</td>
<td>8 a.m. to 4:30 p.m.</td>
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<tr>
<td>Saturday &amp; Sunday</td>
<td>10 a.m. to 6 p.m.</td>
<td>10 a.m. to 5 p.m.</td>
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