

# Library: Coast Capital Savings Library

KPU's four campus libraries at Cloverdale, Langley, Surrey and Richmond provide resources and services to meet the needs of KPU's diverse learner community. The library's print and electronic resources as well as instructional programs and other services help students develop their research skills and succeed in their course studies. Library resources are available to students, KPU employees, alumni, and community borrowers.

## SMART CARD

The KPU Smart Card serves as both a library card and student identification card. Students can obtain their Smart Card at any campus library one month prior to the start of classes. The Smart Card must be presented when borrowing any library materials and at all Student Association sponsored activities. It may be used as photo identification when picking up grade statements, transcripts, or other documents from Student Enrolment Services. In addition, it is used for photocopying and printing and is required to obtain a U-Pass/MultiPass. The Smart Card is permanent and is automatically updated each semester upon registration. The information on the Smart Card forms part of your student record and is confidential. If the card is lost, please notify the library immediately.

## HELP WITH RESEARCH

Librarians are available at all campus library Information Desks to assist students individually and to teach the skills needed to find and use library resources effectively. Most students will also come to the library during class time, as many instructors schedule group Library & Research Instruction Sessions for their students. Those requiring one-on-one help with research or accessing the library's resources can also contact a librarian by phone, email or chat reference through the Ask a Librarian page on our website ([kpu.ca/library/services/askalibrarian](http://kpu.ca/library/services/askalibrarian)).

## COLLECTIONS AND SERVICES

The library's website provides access to a wide variety of information resources and services including tutorials, subject specific research guides, the library catalogue and subscription research databases. Computers are available at all campus libraries to access these collections and services as well as provide students with internet access and any software they may require to complete class assignments. WiFi and a mobile friendly website are available to students who prefer to work from their own laptop or handheld device.

The library also has a range of equipment to assist students in completing any assignments or class presentations; from projectors to flipcharts, digital cameras to USB sticks. Staff is available to train students in the use of any equipment borrowed. A complete list of services and equipment can be found on our Audiovisual Services guide ([libguides.kpu.ca/av](http://libguides.kpu.ca/av)).

## BORROWING AND FINES

Most books are loaned for a three-week period with the exception of reference books, which must remain in the library. Materials may be renewed if not requested by another borrower. Items can be requested from other campus libraries through the library catalogue, or from other institutions outside KPU through our Interlibrary Loans service ([kpu.ca/library/services/interlibraryloan](http://kpu.ca/library/services/interlibraryloan)).

Fines are charged for overdue materials and failure to pay overdue fines or fees for lost material may result in the withholding of student transcripts and credentials, the suspension of library privileges and may also prevent registration for courses. Fines can be paid in person, by phone, or online using a Paypal account.

## FOR MORE INFORMATION CONTACT:

Cloverdale:	604.598.6043
Langley:	604.599.3204
Richmond:	604.599.3111
Surrey:	604.599.2103
Website:	<a href="http://kpu.ca/library">kpu.ca/library</a>

Hours of operation vary by campus and time of year. Please refer to the library website to find current open hours and service desk hours for each campus library ([kpu.ca/library/services/hoursloc](http://kpu.ca/library/services/hoursloc)).