

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.

KPU CARD

KPU cards serve as both a library and student identification card. Students can apply for their card at any campus library or online (kpu.ca/kpucard) one month prior to the start of classes or anytime thereafter. You must present your KPU Card to borrow any library materials and 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 when students pick up their transit Compass Card from the Bookstore. KPU cards are permanent and automatically update each semester upon registration. The information on the card forms part of your student record and is confidential. If you lose your card, 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).

COLLECTIONS AND SERVICES

The library's website provides access to a wide variety of information resources and services including tutorials, subject specific research guides, catalogued library material 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 are 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).

BORROWING AND FINES

The majority of our collection is accessible online, so there is no need to borrow. For our print material, most items can be borrowed for a three-week period. 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).

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:	kpu.ca/library

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).