Coast Capital Savings Library

student handbook
2015/2016

WELCOME

“I’ve never been to the Library before... What do I do first?”

Browse Through This Booklet

This handbook gives you a good overview of our services.
If you still have questions, just ask any Library employee and we’ll be happy to help you out.

www.kpu.ca/library
Get Your KPU Card

This card is your Kwantlen Student ID, Library card and print card. If you know your student number and have picture ID, staff at the Checkout Counter can usually set you up with a card in a few minutes.

Want to use your own photo and avoid the lineups? Submit it online and we’ll email you when your card is ready to pickup.

kpu.ca/kpucard

Login to Our Computers
Use Your Kwantlen username and password; the same login you used to register for classes.

When We’re Open
Our hours vary throughout the year and from campus to campus. Please check the website for our current hours of operation.

kpu.ca/library/services/hoursloc
How long can you keep it?

- Books: 3 weeks
- Journals and magazines: 1 week
- DVDs: 1 day
- Reference materials and newspapers: In Library use only
- Course reserves: various

Check our website for information on fines, renewals and recall notices.

kpu.ca/library/services/loan-periods

You really don’t want outstanding fines

Unpaid fines and/or overdue material may result in the withholding of transcripts, diplomas, certificates or citations, and the loss of Library privileges. It can also prevent you from registering for courses next semester.

You can check due dates, renew items, pay fines and more through the My Library Account link on our website.
Finding Information

Start at our Subject Guides

Our Librarians have put together information resource guides for most of the subject areas taught at Kwantlen. Save yourself time and begin here—you’ll find a link to the guides on the Library homepage.

libguides.kpu.ca

Quick Search (almost) everything at once

You can search the library catalogue and most of our databases, (including journal articles, streaming videos, ebooks and more) using the Summon search box on our home page. Because it searches so many things, your result lists will be big, so don’t forget to use the limiters in the left column to narrow your search.

kpu.ca/library
Find a particular journal
If you are looking for a particular journal, use the Journal Titles link in the Summon search box on our website to find out if we carry the publication in print and/or which of our databases has it full text online.

Find articles on a specific topic
You can search one of the more than 100+ databases in our online collection. If the article citation has a full text link, you can view the full article online to read, print, save, or email. Most of our databases can be accessed off-campus with your Kwantlen username and password.

No full text articles? No problem
Try the Where can I get this? link in the item record. When you click on this link, it will show you if the article is available in print at Kwantlen or online through any of our other databases.

Still can’t find the book or journal article you want?
We can probably get it from another university for you. Find out about Interlibrary Loans through the Self Serve link on our website or ask at the Information Desk.
Teaching Labs
Before using a computer in one of our labs, check the notice board outside the room to ensure the room is not booked for a Library Research class.

WiFi
We have wireless access if you prefer using a laptop or mobile device. Access issues? Check Kwantlen’s Information and Educational Technology website.

kpu.ca/iet

Print, Copy & Scan
To pay for printing or photocopying you will need to load money into your online account. We can also load money for you at our Checkout Counter.

$0.10 per copy for black and white
$0.25 per copy for colour

papercut.kpu.ca

Send print jobs from any Library computer and retrieve them with a tap of your KPU card. To copy just tap your KPU card & start using the machine.

Scanning is free at all campus libraries at the printer/copier machines. If you need assistance with scanning printing or photocopying, staff at our Checkout Counters can help you.
Need to talk to a Librarian?

Librarians can help you:

- start your research
- locate any information in multiple formats
- cite information sources
- use our many online resources and services

How can you get Librarian assistance?

- in person at a service desk
- via email
- through AskAway chat reference
- by telephone

Contact information and hours of operation for all these services can be found through the Ask a Librarian link on the Library website.

kpu.ca/library/services/askalibrarian
Equipment & media

More detailed information about our wide variety of service, material and equipment options is available through the Audiovisual Services guide.

libguides.kpu.ca/av

Students with disabilities who need adaptive technology beyond our Zoomtext and JAWs stations must contact their Disability Advisor if they require use of this equipment.
Study Space

**Group Study Rooms** are available at every Library and may be reserved through the [Book Study Rooms](kpu.ca/library/study-rooms) link on the Library website. You’ll need your student number and password. Rooms can be booked for 1 two hour block per day up to 14 days in advance.

**Study Carrels and Tables** for individual or group study are available throughout our libraries.

**Keep It Clean** Nobody likes to sit down to find someone else’s trash. Please use the garbage and recycling containers around the Library.
Your Comfort & Safety

The Shhhh Factor Please be aware that people around you are trying to research and study and expect a certain level of quiet. If you need to discuss an assignment with others, please book one of the Library’s group study rooms.

Food and Drink Covered drinks and cold snack foods are allowed in the Library. Food particles leave a mess and attract bugs that like to eat books, so please consume meals and messy food outside the Library.

Ring Tone Free Zone Please set your phone to vibrate or turn it off when entering the Library.

Protect Your Stuff Textbooks are worth a lot of money, so don’t leave them unattended in the Library. If anything of yours is stolen at KPU contact Campus Security.

kpu.ca/security
- Cloverdale
  Phone 604.598.6043
  Room 1310
  5500 - 180th Street
  Surrey, BC V3S 6R1

- Langley
  Phone 604.599.3204
  Rm 1100
  20901 Langley By-Pass
  Langley, BC V3A 8G9

- Richmond
  Phone 604.599.3111
  Rm 1100
  8771 Lansdowne Road
  Richmond, BC V6X 3V8

- Surrey
  Phone 604.599.2103
  Arbutus Building
  12666 - 72nd Avenue
  Surrey, BC V3W 2M8

For current library hours, visit kpu.ca/library/services/hoursloc