



Introduction to the Engineering Library Grad-Tutorial 1

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UNB Engineering Library



Learning Objectives

- Overview of UNB Libraries
- About the Engineering & Computer Science Library
- Our Services
- Library's Web Site
- Catalogue Searches
- Document Delivery (Inter-Library Loans)



Overview of UNB Libraries

- **Hans W. Klown Library (Saint John)**
- **Law Library (Fredericton)**
- **UNB Libraries (Fredericton)**
 - Harriet Irving Library
 - Science & Forestry Library
 - Engineering and Computer Science Library

Overview of UNB Libraries (Cont.)

- Collection covers many disciplines
- The collection includes over 1.3 million print volumes
- Over 400,000 e-books
- 37,000 electronic and print journals
- 3 million microforms
- Over 200,000 government documents
- 50,000 maps
- Specialized data sets
- Rare books and manuscripts
- The University Archives
- Special collections
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Overview of UNB Libraries (Cont.)



Physical Collection (the Library)

A screenshot of the University of New Brunswick Libraries website. The header features the text 'UNIVERSITY of NEW BRUNSWICK LIBRARIES' and 'FREDERICTON & SAINT JOHN'. A navigation bar includes links for 'About', 'Resources / Collections', 'Services', 'Faculty Support', and 'Help'. A table in the top right corner lists library locations and their hours: Harriet Irving (8am - 10pm), Science & Forestry (8am - 6pm), Engineering & CS (8am - 4pm), Saint John (8am - 10pm), and Law (8am - 4pm). The main content area has a search bar for 'UNB WorldCat' with a 'GO' button and a 'Research by Subject' dropdown menu. A 'Chat' box is on the right, and a 'QUICK LINKS' section lists services like 'Book Renewal', 'Document Delivery', and 'RefWorks'. A banner at the bottom asks 'How do I start my research essay?' with a 'Learn How' link.

Electronic Collection (E-Library)

Engineering & Computer Science Library



About the Engineering & Computer Science Library

- Located in Head Hall at room C-15
- Services and resources are specialized for CS and Engineering
- Reading Room (quiet study area)
- Study Hall
- Daily newspapers / current issues of academic journals
- 2 bookable group study rooms (Online- www.lib.unb.ca)

About the Engineering & Computer Science Library (Cont.)

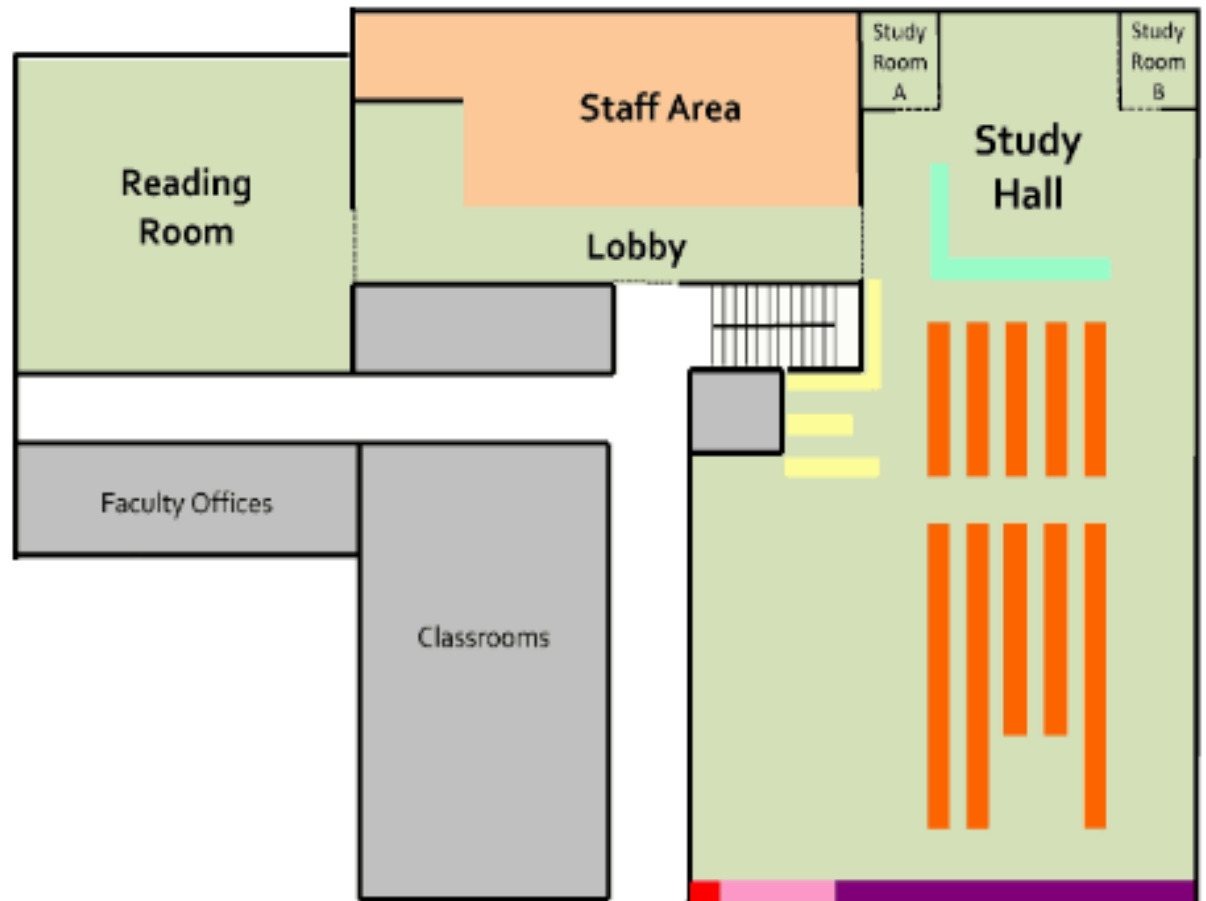
Regular Hours:

Monday –Thursday	(8 a.m. – 11 p.m.)
Friday	(8 a.m. – 8 p.m.)
Saturday	(10 a.m. – 8 p.m.)
Sunday	(11 a.m. – 11 p.m.)

- ❖ Close or reduced hours during National Holidays
- ❖ Reduced hours during summer terms

Floor Plan - Engineering & Computer Science Library

- ENG-STACKS
Books & Journals
 - ENG-REF
Reference
 - ENG-THS
Theses
 - ENG-STNDRD
Technical Standards
 - ENG-SENRP
Senior Reports
 - ENG-SPEC
Special (older) material
- For RESERVES and all other codes, please inquire



About the Engineering & Computer Science Library (cont.)

- UNB's wireless network (Wireless@UNB)
- 10 Laptops (2 hours)
- Ethernet ports
- Graduate theses from CS and Engineering
- Senior Reports (final year undergraduate theses)
- Institutional Repository (UNB Scholar – Coming Soon)



About the Engineering & Computer Science Library (Cont.)

- Research reports
- Technical reports
- Subject specific books
- Dictionaries
- Encyclopedias
- Handbooks
- Conference proceedings
- Standards
- Codes



**** Items are available in print and electronic formats****



About the Engineering & Computer Science Library (Cont.)

- Number of items at the same time 100
- Loan period for books (ENG-STACKS) 1 term
- Loan period, journals (ENG-STACKS) 2 Days
- Loan period, reserves (ENGRESERVE) 2 Hours
- Loan period, Reference (ENG-REF) In library only
- Laptops 2 Hours

Fines and Fees

Item Type	Per Item Late Fines	Maximum Late Fees	Lost Fees
Books, Periodicals, DVD/Videos	\$1 /day	\$28	\$200 (minimum) plus accumulated fines.*
Recalled items	\$5 /day	\$100	\$200 (minimum) plus accumulated fines.*
Course Reserve Loans	\$5 /hour or any portion thereof	\$100	\$200 (minimum) plus accumulated fines.*
Short Term Loans – not Course Reserve (e.g. laptops, room keys)	\$1 /hour or any portion thereof	\$50	\$200 (minimum) plus accumulated fines.*
Document Delivery	\$1 /day	\$28	Charges may also be applied by the lending library

Our Services

- Circulation Services
- Research & Reference Services
- Study and Computing Spaces
- Document Delivery (Inter-Library Loans)
- Coping and Printing Services

Circulation Services

- Most items in the library can be borrowed
- Standards and reference materials (In use only)
- Valid Student ID must be presented to borrow items
- Graduate students can borrow items for **1 term (2 renewals)**
- Undergraduate students can borrow for **2 weeks (5 renewals)**

More details can be found here:

<http://www.lib.unb.ca/about/policies/borrowing.php>

Course Reserves

Course Reserve:

- *Textbook and other material for specific course available at the Engineering & CS Library*
- *Most items are 2-hour loans*
- *1, 2 and 3-day loans (due by 1:00 pm on the due date)*
- *\$5 per hour late fee*

Reference & Research Services

Library staff can help you:

- Find information on a topic
- Search library catalogues, indexes, databases and the Web
- Plan a research strategy
- Get instruction on the use of the Library and all of its resources and facilities



Can't Find What You Are Looking For?

2 Free Options:

- 1) Get items through Document Delivery (Inter-library loans)
 - 2) Or make a purchase suggestion
- Both options are Free of Charge!

Document Delivery

What is document delivery?

- *Document Delivery supplements UNB library resources by obtaining material from other libraries and organizations*

How much does it cost?

- *It's a Free Service to all the students, faculty and staff*

How does it work?

- *Search UNB WorldCat*
 - *Login using UNB ID and password*
 - *Submit Request Form (only if unavailable at UNB libraries)*

Document Delivery

How long do I have to wait?

- *Generally for books 1-2 weeks*
- *Articles 2-3 days (PDF file delivered to your UNB email)*

How will I know when the item is here?

- *Messages will be sent to UNB email accounts ONLY*

Where can I pick up the item?

- *Engineering Library, Science Library, Harriet Irving Library or Law Library*
- *You can choose the location that you prefer*



Computing, Printing & Copying Services

- 4 Express PCs (No printing & network access)
- 12 PCs (printing available)
- Black & White Printing (10¢ per page, 15¢ double side)
- Colour printing (20¢ per page, 30¢ double side)
- 2 Scanners (free)

Copying Services

- Price per side copied:
 - \$5 Copier Card 11.5¢
 - \$20 Copier Card 9.2¢
 - Print credits 9.0¢



- Print cards are available at the Circulation Desk (\$1)

Let's Do Some Demos:

- Library website (main features)
- Find a reserve item
- Basic catalogue search
- Document delivery form
- Placing a hold on an item
- Research Guides
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