

Guide to Library Services

http://www.ufv.ca/library • refabby@ufv.ca

Abbotsford: (604) 854-4545 • Chilliwack: (604) 795-2824 • Mission: (604) 557-7609



🔗 Create Your Own Success Story @ the Library

It's been proven: learn to use the library early in your studies, and you'll get better grades and make your life much easier. Relying on Wikipedia and Google sources to write your research papers just won't cut it with your professors; they expect you to use reliable, authoritative academic sources, the kind of sources that are available through your library. Let us help you become a savvy researcher.

🔗 Your Library Card

- » **Students and Employees:** Your UFV Campus Card is your library, photocopy, and printing card.
- » **Alumni:** Get a free library card when you join the UFV Alumni Association
- » **Others:** Purchase a Community Borrower card for \$25/year
- » Show your card when you borrow library materials
- » You are responsible for everything borrowed with your card
- » Fines and/or replacement costs are charged for lost or damaged items
- » Replacement cost for lost cards:
 - » UFV Campus Card: \$10
 - » Other Borrower Cards: \$5



Get us on your mobile device

🔗 New to UFV?

Make a visit to the library one of your first stops

- » Get your UFV Campus Card
- » Get your Library PIN
- » Load up your Campus Card for printing & photocopying
- » Sign in to your MyUFV account to change your password, set your security question, and set up access to your UFV email account

Loan Periods & Late Charges		Books	Journals	Videos & DVDs	Course Reserves	Interlibrary Loans	
Undergraduate Students	Loan Period	3 weeks	7 days		Varies	Usually 2 weeks	
	Renewals ¹	Up to 2 times online				None	None
	Late Charges	25¢/day (\$1.00 / day if recalled)	\$1.00/day		\$1.00/hr to \$1.00/day	\$2.00/day	
Graduate Students	Loan Period	4 weeks	7 days		Varies	Usually 2 weeks	
	Renewals ¹	Up to 3 times online				None	None
	Late Charges	25¢/day (\$1.00 / day if recalled)	\$1.00/day		\$1.00/hr to \$1.00/day	\$2.00/day	
Employees	Loan Period	4 months ¹	7 days		n/a	Usually 2 weeks	
	Renewals ¹	Up to 2 times online				None	
	Late Charges	\$1.00/day if recalled				\$2.00/day	
Other ²	Loan Period	2 weeks ³	7 days ³		n/a	Usually 2 weeks ⁴	
	Renewals ¹	Up to 3 times online				None	
	Late Charges	25¢/day (\$1.00 / day if recalled)	\$1.00/day			\$2.00/day	

1 Items may be recalled after the initial loan period (for employees, after 3 weeks); all renewals are subject to recall by another user.

2 Includes alumni, community borrowers, and other non-affiliated users.

3 Maximum 5 items (books and journals) at one time.

4 UFV Subsidizes ILL requests for current students, faculty, and staff; fees will apply to all other requests.

🔗 A 24/7 Library at Your Fingertips ... Literally

Get Information

» Use the **library catalogue** to find books, e-books, DVDs, government reports, and more.

» Use the “**Place Hold**” link to have an item transferred from another campus or to have us hold it for you when it comes back.

» Explore your topic in journal, magazine and newspaper articles (many of them online) using **research databases**.

» Use the **Journals List** to hunt down a specific article.

Get Help

» Let our **Libguides** point you to the best databases and resources for your project.

» You can **ask a librarian** – in person or by phone, email, chat or appointment – for help with your research projects.

Get Organized

» Stay on top of your research projects with the **assignment planner**; email reminders provide helpful resources at every stage of your project.

» Keep your research sources and notes organized with **RefWorks**, then let it format your paper’s references and citations for you.

» Keep track of due dates on all your library materials, renew your library materials online, and manage your library PIN with your **library account**.

🔗 Services for Faculty

<http://www.ufv.ca/library/faculty.htm>

Liaison Librarians

Your faculty and/or department has a librarian assigned to assist you with your library needs and questions.

Access & Open Studies	Colleen Bell
Health Sciences	Heather Compeau, Diane Cruickshank
Humanities	Mary-Anne MacDougall, Patti Wilson
Professional Studies	Colleen Bell, Heather Compeau
Science	Hongfei Li
Social Sciences	Brenda Philip, Patti Wilson
Trades & Technology	Heather Compeau

Instruction

You know that research is a complex activity, one with which your students often struggle. Ask us how we can work with you and your students ensure that they get the support they need to develop appropriate research, problem solving, and critical thinking skills.

To request a workshop, use our online Library Instruction request form (look for the link on our home page).

Collections

Your department receives an annual allocation to purchase books and media for the library’s collection; send your requests to your departmental library representative or liaison librarian.

Course Reserves

Make books – whether your own or the library’s – articles, old exams, answer keys, and more available for short-term loan; strongly recommended for high-use items.

🔗 Can’t Get It from UFV?

Request it from another library

» Look for the “Interlibrary Loans” link on our web site, or...

» Click on “Where Can I Get This?” in most of our research databases.

» Articles arrive in about 3 days, books in about a week.

» Watch your email – we’ll let you know when it arrives.

Heading to another library?

» Ask us for a **COPPUL Card** before you head out – it will let you borrow materials while visiting libraries at participating post-secondary institutions across Canada.

🔗 Questions?

Library

(604) 854-4545 • refabby@ufv.ca

Access to databases •
Interlibrary loans • RefWorks •
Research help

IT / Computing

(604) 854-4610 •
helpdesk.its@ufv.ca

Email • MyUFV • Blackboard •
Network storage/Q drive •
Passwords • Wireless access •
Computing labs

Educational Technology Services

(604) 854-4546

Equipment loans • Video editing
& production • Poster
production • Transparencies •
Colour printing & photocopying

Writing Centre

(604) 504-7441 x4282 •
<http://ufv.mywconline.com/>

Writing • Citations