

Employee Library Guide

Welcome to the Douglas College Library. We invite you to explore the resources and services we offer. The Library has a dynamic collection of books, journals, media, electronic materials and equipment that support the programs and courses offered at the College. The collection is developed in collaboration with faculty. We encourage all to participate actively in this process by recommending titles and reviewing the areas of the collection related to your field.

Quick facts

Library Card

The Douglas College Identification Card is also your Library card. Contact Human Resources at 604-527-5440 for your ID card.

Off Campus Access to Databases

In order to have off campus access to the Library's databases, bring your Douglas College ID card to register with the Library.

Course Reserves

Books, CDs, articles and other readings that are assigned for specific courses may be placed on reserve by instructors for short loan periods. These items are kept at the Circulation Desk. Videos and DVDs may also be placed on reserve, provided they are bona fide legal copies.

Borrowing Library Material

Books

Books can be borrowed for two weeks. Reference books are for Library use only but may be borrowed on short term loan by faculty.

Periodicals

Periodical databases containing thousands of full text journals are also available. Go to the Library Website for a list of databases in your discipline.

Audio Visual Media & Equipment

Videos, DVDs and Equipment loans vary depending on availability and requirement.

Booking requests should be submitted 48 hours before your booking date. The library reserves the right to cancel bookings not picked up.

Media & Equipment Bookings

- 📧 EMAIL: lib_media@douglascollege.ca
- 📧 ONLINE: Forms are available on the Library website

COQUITLAM

- 📧 604-777-6133 Media
- 📧 604-777-6129 Equipment

NEW WESTMINSTER

- 📧 604-527-5186 Media
- 📧 604-527-5187 Equipment

Interlibrary Loans

Through the Library's interlibrary loan service, you may get books and periodical articles from university, college and selected public and special libraries in British Columbia and across Canada. Materials are generally delivered within twelve days.

Research Skills Instruction

Librarians provide classes for your students on how to do research in our Library lab. Classes are booked by instructors and bookings should be made in advance via the booking form on our website. We need a minimum of two weeks advanced notice to arrange instruction. For more information on booking a Research Skills Instruction class for your students, click on Faculty from the Library's homepage or use our department directory to contact the Instructional Services Librarian.

Using other Libraries

UBC: Douglas College faculty can obtain library cards at no cost from the University of British Columbia. When requesting a card, please ensure that you take your Douglas College Library card and a letter from your department indicating you are currently working at the College.

SFU and other educational institutions: Douglas College Library has a reciprocal borrowing agreement with Simon Fraser University and a number of other institutions that allows Douglas College faculty, staff and students to borrow print material. Contact us or go to the Library website, under Books & DVDs for Borrowing From Other Libraries details.

End of Term Recall

All outstanding materials borrowed from the Library are recalled at the end of each semester. Items not returned are presumed lost and borrowers are billed.

Copyright

The new Copyright Modernization Act (Nov. 2012) expanded Fair Dealing to include education, parody, and satire. Copying that does not fall within the following guidelines may require special copyright permission:

- Ⓒ Up to ten percent of a work
- Ⓒ Or an entire article, play, poem, essay etc.
- Ⓒ Or an entire chapter which is 20 percent or less of a book

Access our copyright guide online via the Faculty tab on our homepage.

Student Term Paper Submissions

Instructors may arrange for students to hand in term papers at the Circulation Desk after 4:30 pm during the week or on Saturdays. Term papers are returned to instructors via intercampus mail, with date and time of receipt noted.

Retired Employees

Retired Douglas College employees continue to have access to most library materials and services. Library cards are available with a \$5.00 refundable deposit for the card.

Employee Publications

The Library welcomes and adds to the library catalogue, copies of books and audio-visual material authored by Douglas College faculty and staff. Periodically, displays of Douglas College publications are promoted in the library.

Collection Development

The Library has a collection of books, e-books, videos, CDs, and we subscribe to a many electronic databases. To see what new titles have been added in your subject area, check under the Books & DVDs tab on our site.

Ordering Materials

BOOKS: Forms for ordering books are available at the Information Desk or may be submitted online from the **Suggest a Purchase** page found under both the Books & DVDs or Faculty tabs on the Library homepage.

AUDIO-VISUAL MEDIA: Videos are normally previewed before purchase. Get in touch with our Collections Management Librarian for more information about ordering via the Contact Us link on our homepage.

PERIODICALS: Prior to purchase, it is customary to obtain sample copies of print periodicals for review because of cost.

ELECTRONIC DATABASES: Look for email notification of upcoming database trials or check the Library's home page.

Connect with the Electronic Resources Librarian for more information about periodicals and databases by using the Contact Us link on our homepage.

TECHNICAL SERVICES:

All acquisitions and cataloguing of Library materials takes place in house. Use the Contact Us link on our homepage to connect with the Technical Services Librarian for more information.

Library Website

Subject-specific Web resources are listed on the Library website under the Guides tab. If there are sites you would like us to make available to your students, contact our Web & User Experience Librarian.

Regular Hours at Both Campuses

Monday - Friday: 8:00 a.m. - 9:00 p.m.

Saturday: 9:00 a.m. - 5:00 p.m. / Sunday closed

To check hours for exceptions, visit library.douglascollege.ca/contact-us/hours

Ask a Librarian

Research assistance is available through online chat from our homepage. Use the Ask a Librarian link to begin. We provide research assistance in various ways to reach customers where they are.



Coquitlam Research phone.....604-777-6131
New Westminster Research phone604-527-5176

library.douglascollege.ca