

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.

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

- ① EMAIL:
lib_media@douglascollege.ca
- ① ONLINE: Forms are available on the Library website
- COQUITLAM
 - ① 604-777-6133 Media
 - ① 604-777-6129 Equipment
- NEW WESTMINSTER
 - ① 604-527-5186 Media
 - ① 604-527-5187 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.

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.

Electronic Reserves

The Library can provide electronic access to certain types of reserve material through the catalogue. Material suitable for electronic reserve include past examinations, PDF files, full text articles in the Library's periodical databases, and Web resources.

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 [employee directory](#) to contact the Information Literacy Librarian.

Using other Libraries

UBC/SFU and other educational institutions: Douglas College faculty can obtain library cards at no cost from post-secondary institutions in the lower mainland. 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. The Library has a reciprocal borrowing agreement with UBC. SFU 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:

- ① Up to ten percent of a work
- ① Or an entire article, play, poem, essay etc.
- ① 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.

Douglas Open Repository (DOOR)

The library has a new publishing platform for faculty, employee and student publications. DOOR is a digital repository of the scholarly, research and creative outputs of the Douglas College community. DOOR also preserves materials of significant historic value. The repository provides the means for Douglas College researchers who have been funded to comply with Canada's Tri-Agency Open Access Policy. DOOR aims to increase the visibility and impact of the College's collective knowledge. Examples of research for deposit include published articles, article preprints or final refereed manuscripts, research reports, books, book chapters, conference presentations, scholarly videos, theses or other material pertaining to scholarly research or creative outputs. Faculty can also request an Academic Introduction page. <http://dc.arcabc.ca/>

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

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

Connect with the Electronic Resources Librarian for 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 Monograph Collections Librarian for more information.

Library Website

Subject-specific Web resources are listed under the Guides tab. If there are sites you would like us to make available to your students, contact your Liaison Librarian.

Ask a Librarian

Research assistance is available through Call/Chat/Email/Text.



Coquitlam Research 604-777-6131
New Westminster Research 604-527-5176

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

library.douglascollege.ca