

# Student Library Guide

**Welcome** to the Douglas College Library. Come explore our wide variety of resources and services!

### Quick Facts

**Library Cards:**  
Your student ID card is your library card.

**My Library Account:**  
Login to your library account to renew items, check holds or view any outstanding fines.

**Holds:**  
Holds may be placed on materials that are out on loan or at another Douglas College campus.

**Course Reserves:**  
Check for books, videos, DVDs, articles and other readings placed on reserve via the Library's homepage or catalogue. These materials are kept at the Circulation Desk.

### Borrowing Library Materials



**Loan Periods:**  
Books, CDs - 2 weeks  
DVDs & Videos - Variable (Maximum 3)  
Reference Books, Magazines, Newspapers and Journals – In Library use only  
Course Reserves – variable (Maximum 2)  
Audio Visual Equipment – variable, depending on purpose of use and availability.

**Renewal of Books:**  
Renew library materials in person, by telephone or online at My Library Account. Reserve materials and items with holds or bookings on them, will not be renewed. They must be returned by the due date and time to avoid fines.

**End-of-Semester Returns:**  
If materials are not returned by the final day of semester, the library will issue a bill for replacement. Students will not be issued their grades or transcripts and will be blocked from all registration activity (registering, adding or dropping courses) until outstanding materials have been returned or paid for.

**Interlibrary Loans:**  
Can't find an item you need at the Douglas College Library? We can request it for you from other libraries through interlibrary loan. Submit your request online under the Books & DVDs tab, Borrowing From Other Libraries section.

**Reciprocal Borrowing:**  
You can borrow books directly from any college or university that has a reciprocal borrowing agreement with Douglas College Library. For details and a list of participating libraries, check at the Circulation desk or use the Books & DVDs tab to access the Other Libraries page on our website.

### Fines

Library privileges are suspended when fines exceed \$10.00. Fines can continue to accrue up to the replacement cost of the item. If not returned by the final day of the semester, an additional \$20.00 processing fee will be added.

Patrons who have long overdue materials will have their name submitted to a collection agency by the finance office.

Course Reserve Materials.....	\$1.00 per HOUR to a maximum of replacement cost
Audio Visual Equipment.....	\$1.00 per HOUR to a maximum of replacement cost
Books, Videos and DVDs.....	\$1.00 per day to a maximum of \$20.00
High Demand Items.....	In addition to a \$20 charge, fines will continue to accrue until items are returned
Replacement Fees .....	Replacement cost plus a \$20.00 processing fee



## More on Borrowing



### Audio Visual Material Bookings:

Bookings may be placed on videos, DVDs or equipment. Start your **Request** for **DVDs & Videos** or **Equipment** from the Books & DVDs tab on the Library's homepage. Please place bookings at least two days in advance.

### Audio Visual Labs:

Each campus has an area that houses multimedia materials, equipped with VCRs, DVD and CD players for on site use.



### Returns:

Two week loan books may be returned to either campus. Videos, DVDs, course reserves and equipment must be returned to the campus where they were borrowed.

Outside book drops are only cleared in the morning - overdue fines will be charged accordingly.

Borrowers assume full responsibility for material checked out on their Library cards and will be required to pay overdue, damage or replacement fees, where applicable. It is the responsibility of each borrower to return or renew material by the due date.

## Research

Your research begins at the Library's homepage [library.douglascollege.ca](http://library.douglascollege.ca). Access the Library catalogue, find articles in journals, magazines and newspapers, locate statistics and government documents, and more.

### Library Catalogue:

Search the Library catalogue to find books, CDs, videos, DVDs and other materials.

### Databases:

Search the Library's databases to find articles in journals, magazines, and newspapers.

### Journal Titles at Douglas College:

If you want to know if the Library has a particular journal or magazine, use the Journal Titles search tab on the Library's homepage.

### Study Space:

There is study space in the library. Study rooms and audio-visual preview rooms may be booked on line from the services tab on the Library homepage.

### Photocopiers:

There are photocopiers for student use at both campuses. The cost is 10 cents per copy or you may purchase copy cards.

### Colour Printers:

Colour printing is available at the pay print station at both the New Westminster and Coquitlam campus libraries. The cost for colour printing is 50 cents per page.

### Research Help

Librarians are available to help you in person at the Research Desk. You can even text them from your phone or chat with them online. If you need help with your research, go to Ask a Librarian on the Library homepage.



### Ask Me

The Library also offers the Ask Me service, designed to offer a quick option for frequently asked questions. The Ask Me staff are available during core hours at both campuses. We can help you find services and get you started in the right direction. What we DO is help you.

### Phone contacts at each Campus Library

Research Desk Coquitlam..... 604-777-6131  
Research Desk New Westminster ..... 604-527-5176  
Circulation Desk Coquitlam ..... 604-777-6130  
Circulation Desk New Westminster ..... 604-527-5568

### 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 & Holidays: closed

To check for service updates visit <http://library.douglascollege.ca/contact-us/hours>