

Kamloops Library Faculty, Staff & Administrator Services

www.tru.ca/library

TRU LIBRARY



TRU Library Hours

September–April
Reference and *Checkout Services:
Monday–Wednesday 8am–9pm
Thursday–Friday 8am–5pm
Saturday 12pm–4pm
Sunday 12pm–8pm

Building Access:

Both the Main Library and the House of Learning are open until 10pm 7 days a week for computer access and quiet study.

Telephone numbers

Main Library
Reference Desk 250.828.5306
Checkout Desk 250.828.5473
House of Learning
Reference Desk 250.828.5310
Checkout Desk 250.828.5312

*Checkout desk shuts down 10 minutes prior to closing time. Summer and holiday hours vary; please check the library website.



THOMPSON RIVERS UNIVERSITY

Library

Our Mission

It is the mission of the Thompson Rivers University (TRU) Library to participate actively in the education of students by providing excellent instruction, resources and services to support learning, teaching and research within the TRU community.

TRU Library seeks to promote student and faculty success in learning, teaching and scholarly work by:

- Developing and maintaining balanced collections of print and non-print resources, in a variety of formats, to support degree, career, developmental, vocational and general interest programs.
- Providing appropriate services and spaces to support the use of library resources, and by providing appropriate staff to assist and instruct users in accessing in-house and off-site collections and information sources.

The Libraries

There are two library branches at the Kamloops Campus (and one branch at the Williams Lake Campus).

The Main Library houses the Arts, Humanities, and Social Sciences collections. The Science, Nursing, and Law collections can be found on the third floor of the House of Learning. Both libraries have Checkout and Reference service desks; at the Main Library these can both be found on the first floor near the entrance, and in the House of Learning the Checkout Desk is on the third floor with the library collections, while the Reference Desk is on the first floor next to the Learning Commons.

Librarians

Librarians can help faculty identify, research, and use the wealth of information which academic libraries make available. As fellow faculty members, they work with instructors to furnish instructional support and to provide information in a variety of print, electronic, and audio-visual media. Librarians can also collaborate with faculty to plan and teach library instruction classes and research workshops, integrate reference and research into their curricula and course outlines, provide advice on developing assignments that maximize the effective

and efficient use of library resources and minimize opportunities for plagiarism, select materials for the collection, and identify new and relevant resources for research.

Borrowing Policy

Your TRU Campus ID card is your library card. Faculty can get a TRU Campus ID card at the Campus Cashier (OM 1614). It is a good idea to get your card before September when the line-ups at the Cashier's window can be long. You must present your TRU Campus ID *every time* you wish to borrow materials from the library.

Faculty have a 6-week loan period for most circulating items, and most items may be renewed up to 4 times unless a hold has been placed. Renewals are done online through the "Renew Library Items" link on the library homepage.

The library mails out overdue notices, but if you provide the library with your email address you will receive additional enhanced email notices. These include a warning notice that tells you your library materials are about to become due in 3 days, which gives you ample opportunity to renew your items and avoid late fees. You will receive another email warning on the actual due date, as well as notices that any holds or traces you may have placed are ready for pick-up. All TRU faculty must pay overdue fees and replacement costs for lost or damaged items.

Library PIN

When checking out materials, ask the clerk at either branch Checkout Desk for your Library PIN (Personal Identification Number). Your ID number and Library PIN will allow you to renew your own materials, check the status of your holds, see when your materials are due back, and search library resources off-campus. For reasons of security, Library PINs cannot be issued over the phone or via email.

Connect from Home

Due to licensing agreements, access to many of the library's online resources is restricted to current TRU faculty, staff, and students. Follow the "Connect from Home" instructions on the library's homepage to learn how to access resources off-campus; you will need to know your TRU ID number as well as your Library PIN.

On-Site Borrowing from Other Canadian University Libraries: COPPUL Cards

The TRU Library participates in the Canadian University Reciprocal Borrowing Agreement (CURBA), which extends in-person borrowing privileges to faculty, staff and students at most university libraries across Canada. If you plan to visit another Canadian university library (such as SFU or UBC), and would like to borrow any of their materials, be sure

to obtain a "COPPUL Card" from either TRU Library Information Desk first.

Reference Services

At the TRU Library, reference help is available in several ways:

Information Desks: Reference staff are available at both branch Information Desks to provide assistance in all aspects of library research. Faculty are encouraged to inform librarians of any upcoming student assignments that might require research and any reference help they might need to support assignments so that librarians can ensure that students will be able to find the resources they require.

By Appointment: Reference librarians are the specialists when it comes to finding information, and they are available by appointment to help you and your students with research projects. 1-ON-1 Research Consultations can be booked through our online forms on the library homepage.

Email, Phone, and Chat: Research questions can be sent to reference librarians by email, and will generally receive a response within 24 hours. You can also chat with a librarian live using either the AskAway or Meebo chat services, or phone either branch Information Desk with your question. These services may be used from home, from your office, or even from within the library; choose which service is most convenient for you. See "Ask a Question" on the library homepage for more information about all of these reference services.

RefWorks

The TRU Library subscribes to RefWorks, a web-based bibliographic management database. Current faculty, staff and students may sign up for an individual account to have a personal database for collecting and organizing references, documenting sources, and creating bibliographies in a variety of citation styles. See www.tru.ca/library/guides/refworks/refworks.html for more information about getting started using RefWorks, or ask a librarian.

Library Instruction

Library instruction classes are more than simply "how to search the catalogue and article databases." They teach information literacy and critical thinking skills, effective research strategies, and evaluating information sources through a graduated curriculum, enabling students to learn better and more complex search strategies and research skills as they proceed through their studies. Library instruction can occur in a number of ways:

In-class Instruction: Classes are course-specific, acting as an extension of regular classroom activities. Instructors are encouraged to work with the Instruction



and Outreach Librarian to develop subject-focused sessions and assignments; this collaboration helps to ensure that the resulting instruction sessions will be viewed as relevant to the information needs of students. Faculty must attend the sessions with their students, as faculty participation reinforces the importance of the sessions. To book a library instruction class please use the online form available through the library website.

Drop-in Workshops: Students can also be directed to a variety of drop-in workshops offered by the library. These are intended to supplement in-class instruction. See the “TRU Library Events & Workshops Calendar” on the library homepage for updated workshop offerings, and keep in mind that you may request that any of the library workshop topics be developed into a course-specific in-class session for your students.

Research Guides: Subject/Research Guides have been developed for most disciplines and areas of undergraduate study; these guides are intended to be used as starting points for subject-specific research and point students to appropriate library resources and quality websites. The “How Do I...?” section of the library homepage has guides on building effective search strategies, evaluating information, citation style, and more. Librarians welcome faculty suggestions for new guides to develop as well as content to include in the Research/Subject guides, and are willing to collaborate on course-specific guides where appropriate.

Reserves

Faculty may place high-demand materials such as books, articles,

course notes, and other supplementary materials currently being used in courses in the Reserves Collection available in the Main Library. Loan periods for these materials are short in order to provide access to the maximum number of students. Items may be placed on Reserve for no more than 2 consecutive semesters, and faculty are responsible for informing themselves of and complying with all copyright requirements before placing material on reserve. More information about copyright and how it pertains to course reserves can be found at www.tru.ca/library/faculty/faculty_reserves.html

The TRU Library Reserves request form is available online through the above library website. Please allow at least one week for processing reserve requests.

Blackboard or Moodle Integration

Links can be created in Blackboard or Moodle to full text journal articles in Article Databases, giving students seamless access to library resources. Note however that it is strictly against Canadian Copyright laws to download PDF articles and save them directly on the Blackboard or Moodle servers. Because there are licensing and copyright law restrictions governing the use of subscription and licensed resources, persistent links can only be used in these Learning Management Systems (LMS); creating links to licensed content is not permitted on web pages. Detailed information on which resources support links within Blackboard or Moodle can be found through the Faculty Services section of the library website. Faculty using an LMS may also wish to link to some

of the library’s online Research Guides, highlighting certain resources and skills for students.

Copyright

The laws and regulations related to copyright in Canada are undergoing change. Revisions to the Copyright Act are expected, and the Access Copyright license that determined photocopy guidelines for Thompson Rivers University students and faculty expired in December, 2010. Please consult TRU’s Intellectual Property Office www.tru.ca/distance/idrg/intellectualproperty.html if you have any questions about copyright, as despite the current state of change, faculty are responsible for complying with all copyright requirements before submitting photocopies to be placed in Reserves, creating links in Blackboard or Moodle, or otherwise copying or distributing material.

Library Collection

The library’s collection includes more than 240,000 volumes, 12,000 audio-visual items including more than 9,000 films and videos, more than 80 article databases, government publications, access to Statistics Canada data, maps, and subscriptions to more than 18,000 periodicals. Many of these resources are available electronically, including thousands of the library’s periodical subscriptions, many government documents, and 41,000 e-Books.

Library Catalogue

The TRU Library collection of books, journals, e-Books, videos, government documents, etc. is searchable through the Library Catalogue. The catalogue is online and accessible 24/7 (except during system maintenance Mondays from 3:30a.m. to 7a.m.), and reference

staff will be pleased to help you search the catalogue. In order to find material from your catalogue search, be sure to make note of the Branch, Location, and Call Number of the items you'd like to retrieve.

Article Databases

Finding journal articles, newspaper articles, and dissertations requires the use of specialized periodical indexes, commonly called "Article Databases." Some of these search tools also provide the full text (complete article) online. TRU subscribes to more than 80 online article databases, both general and discipline-specific. Due to licensing agreements, access to most electronic resources is restricted to current TRU faculty, staff and students. For information about off-campus access to the article databases, see the "Connect from Home" section of this brochure.

Data Services

Through Statistics Canada's Data Liberation Initiative (DLI), faculty at TRU have access to Statistics Canada's non-confidential microdata files, databases and geographic files. Access to these files is restricted to members of the TRU community and requires an appointment with the Borrower and Data Services Librarian; raw data files require knowledge of either SPSS (Statistical Package for the Social Sciences) or SAS (Statistical Analysis System).

Interlibrary Loans (ILL)

The Interlibrary Loan (ILL) Department will obtain materials that are not held by the TRU Library. ILL forms are available online through the library's homepage, and online article ordering is also available in most of TRU's article databases.

The ILL staff will try to obtain material as quickly as possible, but some items, especially those coming from the U.S., may take more than 3 weeks to arrive. Most items will arrive within 5 working days. However, the ILL department will not process any requests that are required in less than 7 days. Sorry, there are **no renewals** for ILL material.

While ILLs are free to faculty and students, they are not without cost; the library pays the transaction fee and labour costs and will pay up to US \$25 per item. You will receive an email when your item has arrived. Received items will be held at the Checkout Desk at the Main Library, where you will need to show your TRU Campus ID card in order to receive the item.

Video Bookings

The Video Booking service allows TRU faculty to book films for specific show dates. These videos can be in the TRU collection or from other public post-secondary institutions in B.C. The library cannot borrow videos from public libraries due to copyright restrictions. Please submit your request at least 7 days prior to your "show date." Video bookings are on a "first-come, first-served" basis; the library will not Interlibrary Loan a

video if someone else already booked TRU's copy for the time you want. Video booking forms are available online through the library website, and videos will be held at the Checkout Desk at the Main Library for pickup.

Collection Development

Faculty are welcomed and encouraged to participate in library collection development, following the criteria of the TRU Library Resource Development Policy. Please do not leave your orders to the last minute; the library requires at least three months lead time to acquire and process new resources. A Library Orders form for book and media requests is available through the library website, and the Acquisitions Librarian can answer any questions about the process.

Donations of books, journals, and other materials to the library are evaluated and selected by the same criteria as those materials that are purchased. Proposed donation materials must meet current or anticipated curriculum needs at TRU, as per the TRU Library Resource Development Policy.

Current Awareness Alerts

Current Awareness services are customized literature searches automatically run against a specific database each time the database is updated (often weekly). By having table of contents from newly published journals as well as subject-specific searches automatically emailed from many of the library's databases, this library service can help faculty to stay up-to-date with current literature in their field or subject area.

Library RSS Feed

The TRU Library RSS feed allows you to stay up-to-date on the library's latest developments (e.g. news and new resources) without requiring you to constantly visit the website to see what's new. For more information, check out www.tru.ca/library/guides/rss.html

Distance, Regional, and Open Learning Services

Faculty offering Distance, Regional, and Open Learning courses may ask the Distance and Document Delivery Librarian for assistance in integrating information literacy skills into course curriculum, checking the availability of appropriate library materials, doing literature searches, checking recommended/required reading lists against library holdings before they are finalized and distributed to students, providing ideas for avoiding or minimizing student frustration in accessing library resources, and offering instruction on how to effectively conduct research using various information tools.

See www.tru.ca/library/distance/DROLfacultybrochure.pdf for more information about services specifically tailored for Distance, Regional, and Open Learning faculty.

Kamloops Faculty Librarians

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