Library Essentials
for new computer science students

Get a head start to the year with this FAQ for new undergraduate computer science students.

Where is the Engineering & Computer Science Library?
Sandford Fleming Building, 2nd floor, Room 2402
http://engineering.library.utoronto.ca

Engineering & Computer Science Library hours

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8:30 am - 10:30pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 am - 6:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>1:00 pm - 6:00 pm</td>
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</tbody>
</table>

Hours, locations and websites of other U of T Libraries:
http://onesearch.library.utoronto.ca/libraries

Books

How do I find a book?
Use the U of T Library Catalogue to find the call number and location for books available at U of T libraries.

Write down:

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>the call number</td>
<td>e.g., QA76.73 .P98 L36 2006X</td>
</tr>
<tr>
<td>the owning library</td>
<td>e.g., Engineering &amp; Computer Science Library</td>
</tr>
<tr>
<td>the location within that library</td>
<td>e.g., Stacks</td>
</tr>
</tbody>
</table>

The book stacks in Engineering & Computer Science Library are up the Spiral Stairs.
How do I sign out a book?
Use your TCard. It is also your library card.

What is the loan period?
• Undergraduates: 2 weeks

Where do I return my books?

<table>
<thead>
<tr>
<th>Where do I return my books?</th>
<th>Library that owns them</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. George campus libraries' books</td>
<td>to the library that owns them</td>
</tr>
<tr>
<td>Aerospace, Scarborough, Mississauga campus libraries' books</td>
<td>you may return these to a St. George campus library if that is more convenient</td>
</tr>
<tr>
<td>Course Reserves/Short Term Loan</td>
<td>to the Circulation Desk of the library that owns them</td>
</tr>
</tbody>
</table>

Is there a limit to how many books I can have signed out?
Undergraduates: up to 50 books at a time

What is the overdue fine for a book?
• $0.50 per day per item
• $0.50 per hour per item for short term loan/ course reserve books
• $2.00 per day per item for recalled books

Library privileges are withheld when the $25 block limit is reached, until fines are paid.

How do I renew my books?

<table>
<thead>
<tr>
<th>How do I renew my books?</th>
<th>Display to Engineering Library's website and choose renew items or</th>
</tr>
</thead>
<tbody>
<tr>
<td>online</td>
<td>go to engineering.library.utoronto.ca and choose renew items or</td>
</tr>
<tr>
<td>in person</td>
<td>visit the Circulation Desk of any library. See the Guide to Libraries for directions</td>
</tr>
<tr>
<td>by phone</td>
<td>operator-assisted: 416-978-8450</td>
</tr>
</tbody>
</table>

You cannot renew a book that has been requested by someone else.

How do I place a hold on a book that is already signed out?

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How do I check to see what items I have signed out?
Online: Choose my.account on the library website (under "services" in the drop-down menu).

Does the Library have copies of my textbooks?
As a general policy, the Library does not purchase textbooks. However, you should check the Library Catalogue to be sure, as some textbooks may have been added to the collection.

**Course Reserves & Short Term Loan**

What is the difference between 'Short Term Loans' and Course Reserves?
Course Reserves are one type of Short Term Loan material. Other types include:
• some important reference items
• items which have had more than three holds placed
• past exams

All these materials have shorter loan periods of 2 hours, 1 day or 3 days. In the Library Catalogue their location is listed as 'Short Term Loan'.

How do I find out what is on Course Reserve?
Check your course website. Course reserve materials can be either online or hardcopy.

You can also check online using the "Course reserves (short term loan)" link from Engineering & Computer Library's website.

Where are hardcopy Course Reserves kept?
At the Loan Services Desk in Engineering & Computer Science Library. Give Loan Services staff the call number of the item you need to borrow.
Can Reserve books be renewed?
No, because they are in high demand.

Can I put a hold on a Reserve item that is signed out?
No, but you can ask at Loan Services Desk when the item is expected back.

Does the Library have copies of my textbooks on Reserve?
As a general policy, the Library does not purchase textbooks. However, you should check the Library Catalogue to be sure.

Journals

How do I find journal articles on my topic?

A simple method:

1. go to http://engineering.library.utoronto.ca
2. click on the Articles tab
3. type your keywords into the search box
4. you will get a list of citations. Click the title of the article to get the full text.

Another method, which allows you to choose from a wider range of article databases:

1. go to http://engineering.library.utoronto.ca
2. click on the Subjects A-Z button
3. choose your discipline, e.g., computer science
4. choose a database, e.g., IEEE Xplore
5. type your keywords
6. you will get a list of citations. Click the PDF link or [get it @ UTL] to find out if U of T has it available online or in print.

You can do all of this from home - just use yourUTORid and password to log in, when prompted.

Computer Science article databases include ACM Digital Library, IEEE Xplore, and Proquest Computing.

Questions? Reference Help Desk staff will be happy to help. Visit us, email us at engineering.library@utoronto.ca or call us at 416-978-6578.

How do I find out if U of T has the journal I need?
In many cases the article databases have direct links to the full text article.

If we don’t have full text, check the Library Catalogue to see if U of T has a hard copy version. To search the catalogue, type the journal title (not article title).

How do I find a hardcopy journal in Engineering & Computer Science Library?
Journals 1985 to the present are on the main floor, north side. The journals are shelved by title or corporate author - no call number needed:

e.g., Computer Aided Design
e.g., Operational Research Society. Journal

Older journals, published before 1985, are in Gerstein Science Information Centre, on a basement floor called 3-below.

Can I sign out journals?
Yes, for one week. Fill out a manual charge slip, available on the main floor, and take it to the Loan Services Desk.

Please note that Gerstein does not loan out the pre-1985 engineering journals.

Past exams

Which past exams do you have?
Past computer science exams are posted on the ERes site. We do not have hardcopies in the library.

Standards & codes

Are on the main floor, behind the Reference Help Desk. Many standards are also available online. You can also request ISO and IEC standards if you are using them in a course - just ask at the Reference Help Desk.
Theses

All theses held in the U of T library system are listed in the library catalogue. Engineering & Computer Science Library has computer science masters & PhD theses that were completed in 2000-2009. To find them on the shelves, on the main floor go past the journals northwards to the back room, then go upstairs. For computer sciences theses completed before 2000, and theses completed in other disciplines, check the library catalogue for holdings information and locations. To find theses published outside U of T you can search a database such as ProQuest Dissertations and Theses - Full Text (this database also includes U of T theses).

Conference papers

Check the Library Catalogue. Some conference papers are filed with journals, some with books. If you can't find what you are looking for, ask at the Reference Help Desk.

Interlibrary Loan

What if U of T doesn't have the book or article I need?

Books and photocopies of journal articles may be obtained from other libraries outside of U of T. You can submit Interlibrary Loan (ILL) requests using the online Racer request system, which is linked from Engineering & Computer Science Library home page.

There is no charge to borrow a book through ILL. There is however a $5 charge for each journal article obtained through ILL. You can find out more at http://onesearch.library.utoronto.ca/ill.

Photocopying and scanning

How do I photocopy or scan?

Self-serve photocopiers are located on the main floor by the entrance. It is cheaper to use your TCard to pay. Cost is $0.10 per page using your TCard, $0.15 by cash. One of these photocopiers also has a scanner. Scanning is free, but you still need a TCard to activate the scanner. The scanner scans to a USB drive, so be sure to bring a USB stick.

There are also 4 flatbed scanners attached to computers on the main floor of the library.

How do I put more money on my T-Card?

Use the black Cash-to-Card machine by the Loan Services Desk. It takes bills, loonies and toonies.

Printing

Engineering and Computer Science Library has one laser printer station on the main floor of the library.

You can pay for print jobs using your TCard. Cost is $0.15 per copy. The default is double-sided printing. Your print jobs are charged by number of pages printed rather than by number of physical pieces of paper used.

Wireless access

You can connect to the U of T wireless network at Engineering & Computer Science Library. To configure your laptop pick up an instruction sheet at Engineering & Computer Science Library or visit http://www.utoronto.ca/ic/helpdesk/wireless/index.html

Library workstations

How do I log into a library workstation?

Use your UTORid and password. Your password is the same as your UTORMail or Blackboard password.

Where can we do word processing?

All of the workstations (except for the catalogue-only workstation) in Engineering & Computer Science Library have MSOffice installed.

What is a UTORid?

Your UTORid is your unique 8-character alphanumeric U of T username. It is printed on your TCard.

You can use it, for example, to log into your UTORMail or into library workstations. You can find more information at https://www.utorid.utoronto.ca/

Citing publications

How do I cite publications?

For information on how to cite print or electronic publications, take a look at this guide: http://guides.library.utoronto.ca/citing

Where is the best study space?

Engineering & Computer Science Library has 267 seats and 36 computer terminals but can still get crowded during peak times. Gerstein Science Information Centre is a good close-by alternative with comfortable, quiet study space and beautiful views of the Provincial Legislature.