



SCHALM MEMORIAL LIBRARY
STUDENT INFORMATION HANDBOOK
2008-2009



TAYLOR
UNIVERSITY COLLEGE AND SEMINARY

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Edmonton, AB T6J 4T3

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Revised August 28, 2008

Library Staff

Director of Library Services:	Wayne Wicks
Circulation & Reserves:	Judy Atherton
Reference & Interlibrary Loans:	Laura Huber
Catalogue & Acquisitions:	Rita Jandrey

Library Hours

Fall/Winter Semester (September* – April)

Monday-Thursday	7:45am- 10:00pm
Friday	7:45am- 5:00pm
Saturday	10:00am- 5:00pm
Sunday	CLOSED
Statutory Holidays	CLOSED

Inter-session (Jan 5-16)	7:45am – 10:00pm
Spring Session (May 4-15)	7:45am – 8:00pm

Spring/Summer (June- August)

Monday-Friday	8:30 - 4:30pm
Saturday & Sunday	CLOSED
Statutory Holidays	CLOSED

*Hours are reduced during the first 2 weeks of September, and will be posted on the doors. Check with the circulation desk at 431-5237.

Library Resources

- Approximately 50,000 circulating and reference books.
- Over 130 current print periodicals subscriptions.
- Electronic databases that provide access to thousands of electronic journals.
- Several hundred videos, CDs and DVDs.
- Listening and viewing stations.
- Reference services.
- Interlibrary Loan services.
- Access to over 5 million books and journals within the NEOS Library Consortium.

NEOS

- The library is a member of NEOS which is a consortium of academic, government and hospital libraries that shares an integrated online catalogue and resources.
- Books from other NEOS libraries can be requested using the online catalogue, or in person from the owning library.
- Articles can be requested using the green NEOS request form available at the Circulation or Reference desks, or obtained in person at the owning library. *Please note that articles are not guaranteed to be obtainable. Please plan ahead.*
- Books requested from NEOS libraries normally arrive within 2-3 business days and are held for 7 days for pick up.
- An automatic e-mail notification will be sent when the book arrives.
- You may borrow from and return books to any library within NEOS without charge.

Interlibrary Loan

If our library or any other NEOS library does not have an item you need, it can be requested from a library outside of NEOS.

- Use the blue ILL request form, complete with faculty signature, for borrowing items outside of NEOS.
- Request forms are available at the circulation or reference desks.
- There is no charge to students for this service.
- Please note that obtaining items from outside of NEOS is not guaranteed, and can take a longer period of time to obtain. So, please plan ahead.

Photocopying

- A personal copy code may be purchased at \$0.10 per copy with a minimum purchase of 50 copies. Any remaining balance will be carried forward.

OR

- A generic copy code may be purchased, which has no minimum purchase requirement. The generic code is \$0.15 per copy and is paid with each use.
- Personal and generic copy codes may be purchased at the circulation desk.

Library Card

- A library card is needed for circulation transactions.
- Library cards are obtainable Monday through Friday 9am – 4pm. Please provide proof of registration and the previous year's library card.
- All fines must be paid before a library card can be issued.
- All library cards expire on August 31st of the current academic year.
- Upon withdrawal from Taylor, your library card will be expired and borrowing privileges revoked.
- An e-mail address is required to receive overdue, holds pick-up and fines notices. Notices are sent as a courtesy; however, the onus is on the cardholder to return all items on time, pickup holds within seven days, and pay all fines whether or not a notice is received.
- Library cards are not transferable.
- Loss of your library card must be reported to the library immediately.

Borrowing Policy

Borrowing privileges are suspended when fines exceed \$50.00.

Books from Taylor and NEOS can be borrowed for 2 weeks.
Students may borrow an unlimited amount of books.
Students are allowed 2 renewals for Taylor and NEOS books if there are no holds on the books.

Reference books, Periodicals and Vinyl Records are not to be removed from the library and are for in-house use only.

Videos, CDs and DVDs can be checked out for 4 hours and cannot be renewed.

Reserve items are available at the circulation desk.

Only two reserve items may be checked out at one time.

Loan periods of reserve items are determined by the faculty who teaches the course. Usually the loan period is two hours.

There are no renewals for reserve items.

Reserve items may be borrowed overnight 30 minutes before the library closes and must be returned within the first 15 minutes the library is open the next day.

Fines & Charges

Overdue fines:

- Taylor books - \$0.50 per day/per item.
- NEOS books - \$1.00 per day/per item.
- Reserve items - \$1.00 per hour/day per item (depending on loan period)
- Videos, CDs and DVDs - \$1.00 per day/per item.
- Items on recall - \$5.00 per item plus \$1.00 per day/per item.

Taylor and NEOS overdue fines are payable at our library.

Other charges:

- Replacement of a library card is \$10.00.
- Taylor items (lost or damaged) - cost of the item plus \$15.00 processing fee.
- NEOS items (lost or damaged) – Charges vary depending on the owning library and must be paid at that library.

Lost or damaged item charges are payable at the library that owns the item.

Online Catalogue

The online NEOS catalogue can be accessed from any computer with an Internet connection. Logon to: www.taylor-edu.ca/library and click on the "Reference Resources" link. From there, click on the "Search NEOS" link provided. It can also be accessed by going to: www.neoslibraries.ca and selecting the NEOS catalogue tab. Use the online catalogue to:

- Search for books, periodicals and other resources within Taylor and NEOS.
- Request books from other NEOS libraries.
- Use the "My Account" feature of the catalogue to:
 - See what items you have signed-out.
 - Renew books.
 - See the list of fines you owe.
 - See the list of books you have requested.
 - Cancel a request if you no longer need it.
 - Change your PIN.

When using the "My Account" feature, your personal ID is your library card barcode number, and your PIN by default, is the last 4 digits of that number. You are advised to change your PIN using the "My Account" feature.

Databases

The library subscribes to a variety of electronic databases. These databases contain citations, abstracts and/or full-text articles. If you require assistance in using the databases, please ask for help at the Reference Desk.

On Campus:

Please note that you can also access the databases from off campus. Logon to: www.taylor-edu.ca/library and click on the "Reference Resources" link. From there, click on the "Search Databases" link to see the list of databases we have available.

Off Campus:

To access the databases from any computer, follow the instructions above to reach the Reference Resources Page. However, when you click on the Database link you will be asked for your Library ID and Pin Number in order to continue.

Website

www.taylor-edu.ca/library

Logon to our website:

- For library information.
- To access the electronic databases.
- To access the NEOS catalogue.
- For research tips.
- To find links to helpful research sites.

Notes

