**Course Reserves**

Some materials may be placed on Course Reserve for short-term or restricted loan.

Check the list of current Course Reserves online or search the Reading Room catalogue for the course number.

**1 Day Loans**
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- Return by due date and time, including evenings and weekends.
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  2) cross off your information
  3) replace card in book
  4) return item to the Course Reserve section.

**Library Use Only material**
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- If you must remove LUO material for a **short period** of time, fill out sign out card, including current date and time. Check in as above when returning (so that everyone has access to material).
- If there is no sign-out card, leave a note in the sign-out box with detailed book and personal information (so that if anyone else is looking for the material, they will know where it is). Return the material **promptly** and remove the note and return the material to the Course Reserve section.

**Welcome to the ICICS/Computer Science Reading Room**

**Access**

Graduate students, faculty and staff with card or fob access may use the room 24 hours a day, 7 days a week. If you are not a CS grad student or faculty, contact the Reading Room Coordinator (bkoh@cs.ubc.ca) to request access.

When you use the Reading Room after hours, please remember:
- Keep the doors shut. If the alarm sounds, ensure that the doors are closed.
- Do not open the door for anyone—all users with permission to enter after hours will have their own authorized access.
- Sign out any material that you remove from the room.
- Use the room and materials responsibly and ensure others do as well. Please notify staff of any problems.

**Equipment**
- We have two public computer workstations and an information kiosk. If you have a Computer Science department ID, you may use it to logon and access your files. Otherwise, there is a public logon available.
- A scanner is attached to each workstation (2).
- The Reading Room does **not** offer photocopying or printing services. If logged on with your CS department ID, you may print to CS department printers.
- Other equipment available includes **eBook readers** with preloaded books, headphones and Google Cardboard viewers.
Finding Books

- Check the **Reading Room Catalogue** to find books, and more.
- Check the catalogue item record for location notes, such as Reference or Course Reserve.
- If you can’t find a book on the shelf, note the call number (located on book spine) and ask Reading Room staff to check.
- If you would like to place a hold on a book that is signed out, we will take your email address and notify you when the book is available.

**eBooks**

- Check our eBooks webpage under Books & Journals for information on online ebook collections. Some collections allow downloading and printing. Others may only be read online.
- **eReaders** (Kindle and Kobo), preloaded with ebooks, are available for 2-week loan (no renewals). The lists of titles are online.

**UBC Computer Science Theses**

- Theses are available in electronic format from cIRcle, UBC’s institutional repository
- Print copies of theses from 1968—May 2006 are available in the Reading Room along with some thesis proposals.
- For more information on locating UBC and other theses or writing and submitting theses, see our Theses webpage under Research & Publications.

Loan Regulations

- Books, journals, proceedings, videos and CDs may be signed out for **2 weeks**.
- Renew or return all material directly to the Reading Room by the due date.
- Renew by emailing the title and call number to rdngroom@cs.ubc.ca.
- There is a book return near the front counter and a book return slot outside the front door.
- Please do not return Reading Room material to the Library and do not return Library materials to the Reading Room.
- You are responsible for keeping track of, renewing and returning all Reading Room material.
- Users may be **charged** for material that is lost, damaged or not returned upon request.

**Term loans**

- Computer Science and ICICS-affiliated Graduate students, faculty and staff (in good standing with the Reading Room) may sign out material on term loan.
- Term loans are due on the last day of the current term.
- Term loans may not be renewed.
- Term loans are **subject to recall** at any time. If you are going to be away from campus or out of town, please return Reading Room materials.
- Course Reserve, Reference and requested material may not be signed out on term loan.
Notes for Instructors and TAs

- Please contact us with book purchase requests or suggestions. If the material is for a course, try to contact us a month before the start of the course.

- If you would like material to be placed on Course Reserve (short-term or restricted loan), try to contact us two weeks before the start of the course.

- TAs should contact the department or course instructor to obtain a teaching copy of a course textbook.

Other materials at UBC

- The Reading Room is not part of the UBC Library. The Science & Engineering reference desk and Computer Science liaison librarian are in the Woodward Library. Library books in computer science can also be found in the I.K. Barber Learning Centre.

- The Library provides an InterLibrary Loan service for materials not available at UBC. The closest locations for pickup are the Education Library and Woodward Library.

Finding Articles

- Search a subject index or database for your topic.

- Some indexes and databases, including ACM Digital Library, IEEE Xplore Digital Library, link directly to the full text article.

- Some search engines, such as Google Scholar, may also link directly, if UBC has a license or subscription.

- You may search Summon at the Library for articles, but the Reading Room catalogue contains journal titles only.

- If the Reading Room has a print subscription to a journal, check the detailed holdings in the catalogue record to determine if we have a particular issue.

Signing Out Books

1. Find sign out card in back of book.
2. Print your name, email address and student number. Stamp card with due date.
3. Leave card in sign out box.
5. Return or renew by due date.

Signing Out Journals, etc.

When signing out journals and other materials that don’t have sign out cards, fill out a pink slip with:

- Title
- Volume, issue and date (or call number)
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- Stamp slip and leave in sign out box.
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The ICICS/Computer Science Reading Room provides dedicated, in-house information resources and assistance for the Department of Computer Science and the Institute for Computing, Information and Cognitive Systems.

- Current collection of books, journals, theses, videos and more.
- Electronic resources available online or on CD/DVD or in print.
- Course Resources for ICICS and CICS and other related courses.
- Instructional reference information and research assistance during open hours (by appointment).
- Access to computers, equipment, and individual study space during open hours (and 24/7 for graduate students, faculty, and researchers).

We are one of the independent UBC reading rooms.

Opening Hours
The Reading Room is open Monday to Friday, unless otherwise indicated. Opening Hours are also posted on our doors and in the room.

Location
The Reading Room is located in Room 268 of the ICICS/CS building. A map is available to help you find your way.

Staff
The Reading Room has two part-time staff to help you:
- Barrie Kipp, Reading Room Coordinator
- Moira Lund, Reading Room Assistant

The Reading Room Committee is an advisory committee with staff, faculty and student representation.

Contact Us
Phone: 604-822-3543
Fax: 604-822-3545
Email: rr@cs.ubc.ca

Mailing Address:
ICICS/Computer Science Reading Room
UNIVERSITY OF BRITISH COLUMBIA
Department of Computer Science
212-2366 Main Mall
Vancouver, BC
V6T 1Z4
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ICICS / Computer Science
Reading Room
for Graduate students,
Faculty and Staff

September 2019

www.cs.ubc.ca/rr
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Opening hours
Newsletter

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Information and assistance
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