ICICS/Computer Science
Reading Room

for Graduate students,
Faculty and Staff

September 2012
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.

When you access the Reading Room after hours, please remember to:

- 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 fobs.
- 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.
- We have a scanner attached to each workstation (2).
- MSDNAA software may be accessed from the workstations when logged on with a CS department ID. Please bring your own blank disc.
- The Reading Room does not offer photocopying or printing services. You may print to CS department printers when logged on with your CS department ID.
- Ebook readers are available for loan and for use in the room. Please provide your UBC card,
Finding Books

- Check the **Reading Room Catalogue** to find books, conference proceedings 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 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 access to online ebook collections. Some collections allow downloading and printing. Others may only be read online.
- **4 eReaders** (Kindle and Kobo), preloaded with ebooks, are available for loan and for use in the room. 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.
Notes for Instructors and TAs

- Please contact us with book purchase requests or suggestions. If the material is for a course, please 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), please 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 Library is located on Level 3 of the I.K. Barber Learning Centre.

Finding Articles

- Search a subject index or database for your topic.
- Some indexes and databases, including ACM Digital Library, IEEE/IEE Electronic Library, MIT CogNet, 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 the Library catalogue 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.
- The Library provides an InterLibrary Loan service for materials not available at UBC.
ICICS/Computer Science Reading Room

The ICICS/CS 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 core collection** of books, journals, theses, videos and more.
- **Electronic resources** available online or on eReaders or workstations.
- **Course Reserves** for CPSC and CICS and other related courses.
- **In-person reference, information and research assistance** during open hours (or by email).
- **Access to computers, equipment and individual study space** during open hours (and 24/7 for departmental graduate students, faculty and researchers).

Opening Hours

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

Location

The Reading Room is located in Room 202 of the ICICS/CS building. A [local map](#) and a [campus map](#) are available to help you find your way.

Staff

The Reading Room has two part-time staff to help you:

- **Bernice Ishii**, Reading Room Coordinator
- **Leah Janzen**, Reading Room Assistant

The [Reading Room Committee](#) is an advisory committee with staff, faculty and student representatives.

Contact Us

Phone: 604-822-2617
FAX: 604-822-5485
Email: [readingroom@cs.ubc.ca](mailto:readingroom@cs.ubc.ca)
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.

![Sign Out Card Example]

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)
- Your name, email address and student number.
- Stamp slip and leave in sign out box.
- Return or renew by due date.
Loan Regulations

- Books, journals, conference proceedings, videos and CD-ROMS 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 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.
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

- May be signed out for 24 hours. No renewals.
- Return by due date and time, including evenings and weekends.
- If you are returning Course Reserve material while the reading room is closed, please check in the material yourself so that others with fob access can use the material immediately:
  1) find the sign out card
  2) cross off your information
  3) replace card in book
  4) return item to the Course Reserve section.

Library Use Only material

- Please use material in the Reading Room.
- If you must remove LUO material for a short period of time, use 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.
www.cs.ubc.ca/rr

- Reading Room catalogue
- Electronic resources
- Opening hours
- Newsletter

rdngroom@cs.ubc.ca

- Information & assistance
- Reference questions
- Renewals

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@ICCSReadingRoom

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