ICICS/Computer Science Reading Room

for Undergraduate students, non-Departmental users and Visitors

September 2023
Welcome to the ICICS/Computer Science Reading Room

Opening hours

- Opening hours can be found posted on the Reading Room doors and on our website at www.cs.ubc.ca/rr.
- The Reading Room is closed on weekends, statutory holidays and other days, as posted.

Equipment

- We have a public computer workstation. Log on with the posted public ID.
- A scanner is attached to the workstation.
- Use an internet email account to send yourself files, or save files to your own USB drive.
- We have a scientific calculator available for loan.

Photocopying and Printing

- The Reading Room does not offer photocopying or printing services.
- Photocopiers are available at UBC Libraries (including Barber, Education, Koerner & Woodward) and Copiesmart (University Centre, Village).
- Printers are available in the Undergrad labs in rooms ICCS 002 and X335 (requires UBC PayForPrint account).
Finding Books

- Check the **Reading Room Catalogue** to find books in the ICICS/Computer Science Reading Room.
- 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 it is signed out.
- 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.

**UBC Computer Science Theses**

- Theses are available in electronic format from [cIRcle](https://circle.ubc.ca), UBC’s institutional repository.
- Print copies of theses from 1968—May 2006 are available in the Reading Room.
- Some B.Sc. honours essays and thesis proposals are also available.
**Requesting material for pickup**

- You may request items from our physical collection. Check the catalogue and email us with the title and call number.

- You will be notified when your request is ready and available for pickup at the Reading Room.

- Only pick up your own request. If you need someone else to pick up for you, please let us know.

- The material will be signed out to you & the due date will be indicated inside. Please return on time, or contact us to renew.

**Other Materials & Services at UBC**

- The Reading Room is not part of the UBC Library, but we may provide links to their website and catalogue.

- The Science and Engineering reference desk and the Computer Science liaison librarian are in the Woodward Library, along with science and applied science books, journals and course reserves.

- Many computer science and mathematics materials and course reserves are available 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.
Signing Out Books

1. Find sign out card in back of book.

2. Print:
   - your name
   - email address
   - student number

3. Stamp card with due date*.

4. Leave card in sign out box.

5. Stamp due date slip in book.

6. Return or renew by due date.

   *When signing out Course Reserves, you will be provided with a due date.

Book signout is self-serve, but do not hesitate to ask if you have any questions or require assistance.
Loan Regulations

- Books, journals, and videos may be signed out for 4 weeks (subject to recall). Renew or return all material by the due date.

- Renew by emailing the title and call number to rdngroom@cs.ubc.ca.

- Return all material directly to the Reading Room. There is a book return near our front counter and a book return slot outside our 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 or not returned upon request.

Information & Assistance

- Please see Reading Room staff for reference and information assistance during opening hours.

- Or contact us by email for assistance: rdngroom@cs.ubc.ca.

- Check our website for bibliographies and subject guides to get started on a topic.
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-Week Loans

- Ask at our front counter, during opening hours
- May be signed out for 7 days
- You may request pickup of course reserve items. The items will be signed out to you for 7 days, from date of notification and you will have 2 business days to pick up from the designated table.
- Request renewal by emailing rdngroom@cs.ubc.ca
- Return by due date

Library Use Only material

- Ask at our front counter, during opening hours. We will hold your student ID while you have the material.
- Please use material in the Reading Room

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