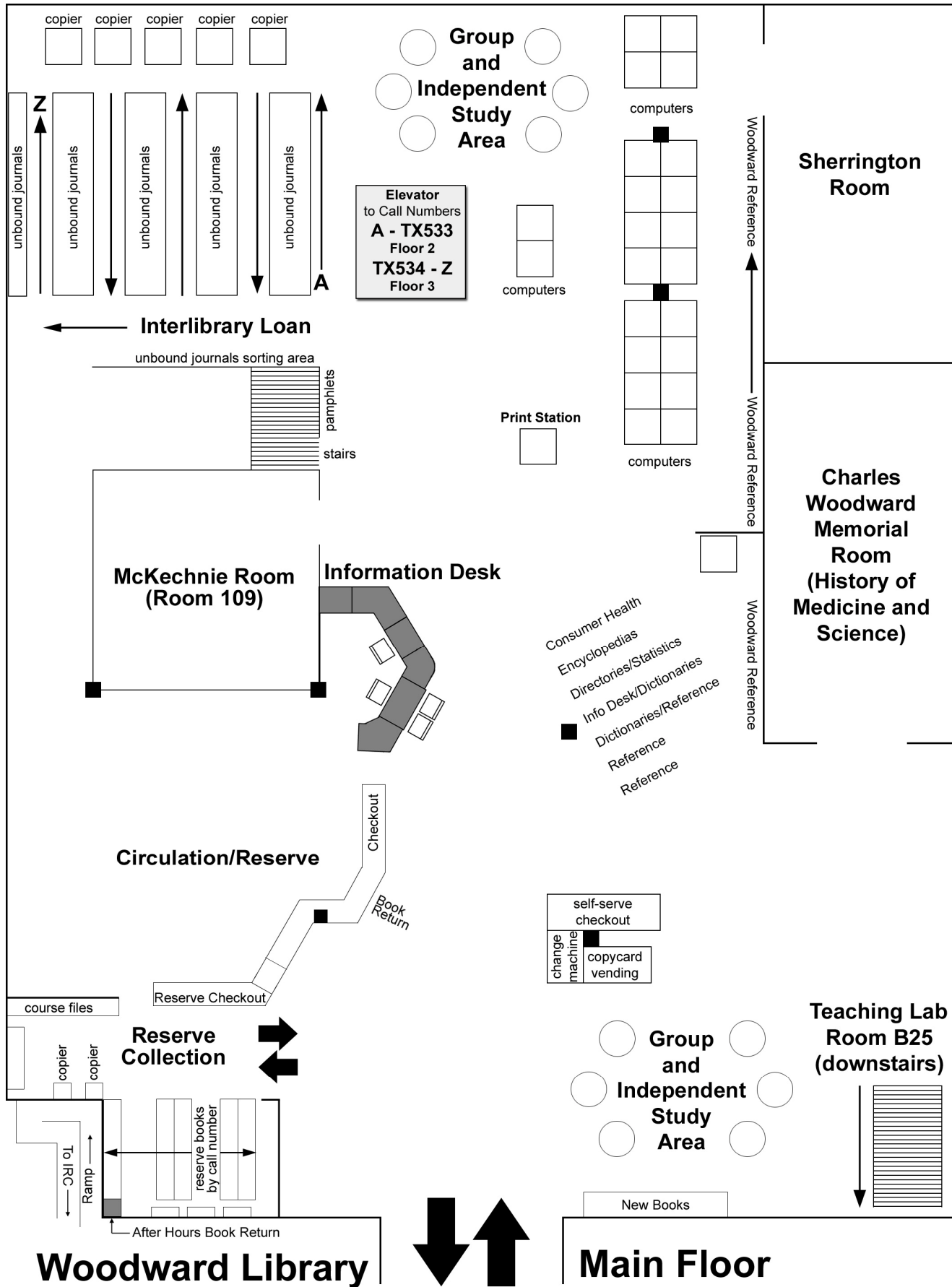




The Library

# Guide to Woodward Library



**AT THE  
CIRCULATION/  
RESERVE  
DESK**

- Check out and return books, pamphlets, and audio-visual materials.
- Check out and return Woodward Library reserve materials.
- Renew books, pamphlets, audio-visual materials from all libraries in person or by phone 604.822.2883 (also available online).
  - \**Note:* Reserve materials cannot be renewed.
- Request audio-visual bookings or phone 604.822.5585, or use the online booking form at: [https://zinc.library.ubc.ca/mediabooking/mediabooking\\_admin.php](https://zinc.library.ubc.ca/mediabooking/mediabooking_admin.php).
- Request books and journals from storage.
- Purchase copy cards from the vending machine or from the Circulation staff. Return empty cards for deposit refund.
- Obtain guest passes for computers for non-UBC patrons.
- Apply for [faculty authorization](#) cards and [UBC affiliated hospital library cards](#).
  - At the [Bookstore carding office](#): obtain library cards for faculty, staff and students
  - For all other card information see:  
<http://www.library.ubc.ca/home/about/borrower/libcards.html>
- Set up photocopying accounts.
- Report photocopier or copycard problems.
- Trace library materials missing from the shelves.
- Leave books and journals to be photocopied by staff (fee-based).
- Pick up materials requested or borrowed from other libraries (including document delivery requests).
- Inquire about overdue fines in person or by phone 604.822.2883.
- Pay fines or other charges by cash, cheque, credit card or bank card.
- Inquire about Lost and Found items.
- Place requests on items currently out to other borrowers (also available online).
- UBC Instructors who wish to place materials on short-term loan for their courses should call Woodward Reserve at 604-822-5585, or use the online Faculty Course Reserve Book Request form at: <http://coursereserves.library.ubc.ca/request/forms/rbr.cfm>
- Request assistance with PIN problems.
- Request assistance with online Borrower Services.
- Apply for study carrels in person or online at [www.library.ubc.ca/woodward/about/carrels.html](http://www.library.ubc.ca/woodward/about/carrels.html)
- Purchase writable CDs and pencils.
- Use staplers, hole punch.
- Arrange for assistance in locating information and materials in person or by phone 604.822.4440, or online at Askaway: <http://www.library.ubc.ca/home/ask.html>.
- Request assistance with online Borrower Services.
- Request assistance with interlibrary loans for books or journal articles unavailable at UBC.
- Inquire about orientation to the library or to library resources on a specific subject or phone 604.822.4440.
- Suggest books, journals or audio-visual materials for collection.
- Ask for new books to be rush catalogued for you.

**AT THE  
INFORMATION  
DESK**