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.
- 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.
  - At the Bookstore carding office: obtain library cards for faculty, staff and students
  - For all other card information see: How to Get a Library Card
- Report photocopier or copycard problems.
- Trace library materials missing from the shelves.
- Pick up materials requested or borrowed from other libraries (including Document Delivery & InterLibrary Loan requests).
- Inquire about overdue fines in person or by phone 604.822.2883.
- Pay fines or other charges by cash, 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 may request library course reserves online. Please visit courses.library.ubc.ca for more information.
- Request assistance with PIN problems.
- Request assistance with online Borrower Services.
- Apply in person for a study carrel.
- Use staplers, hole punch.

AT THE INFORMATION DESK

- Arrange for assistance in locating information and materials in person or by phone 604.822.4440, or online using Askaway: http://help.library.ubc.ca/.
- Inquire about orientation to the library or to library resources on a specific subject or contact a subject librarian or phone 604.822.4440.
- Request assistance with Interlibrary Loans for books or journal articles unavailable at the UBC Library.
- Suggest books, journals or audio-visual materials for collection, or submit an Online Suggestion.

HELP

<table>
<thead>
<tr>
<th>Contact a subject librarian</th>
<th>Video Booking: 604.822.6033</th>
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<tbody>
<tr>
<td>Reference and Information:</td>
<td>Interlibrary Loans: 604.822.4445</td>
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<tr>
<td>604.822.4440</td>
<td>Fax: 604.822.5596</td>
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<tr>
<td>Circulation/Overdues:</td>
<td>Document Delivery: 604.822.5553</td>
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<td>604.822.2883</td>
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Contact | Katherine Hill | http://directory.library.ubc.ca/people/view/140

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