

Library Essentials for new engineering & computer science students

Get a head start to the year with this FAQ for new undergraduate and graduate engineering & computer science students.

Ask

at the Reference Help Desk or call 416-978-6578

Visit

<http://engineering.library.utoronto.ca>

We have recommendations of databases, reference books and other materials that are right for your studies.

Email

engineering.library@utoronto.ca

Check out

The online *Research guides*

<http://guides.library.utoronto.ca/engineeringresearchhelp>

Or pick up print copies @ the library

Participate

in an orientation or workshop. Check our [website](#) for details

Read & keep

this FAQ!



Where is the Engineering & Computer Science Library?

Sandford Fleming Building, 2nd floor, Room 2402
<http://engineering.library.utoronto.ca>

Engineering & Computer Science Library hours

Monday - Thursday 8:30 am - 10:30pm
Friday 8:30 am - 6:00 pm
Saturday 9:00 am - 5:00 pm
Sunday 1:00 pm - 6:00 pm

Hours, locations and websites of other U of T Libraries:
<http://resource.library.utoronto.ca/hours/>

Books

What is the loan period?

- Undergraduates: 2 weeks
- Graduate students: 6 weeks

How do I find a book?

Use the U of T [Library Catalogue](#) to find the call number and location for books available at U of T libraries.

Write down:

the call number	e.g., TA166 .W62 1999
the owning library	e.g., Engineering & Computer Science Library
the location within that library	e.g., Stacks

The book stacks in Engineering & Computer Science Library are up the **Spiral Stairs**.

How do I sign out a book?

Use your TCard. It is also your library card.

Is there a limit to how many books I can have signed out?

- Undergraduates: up to 50 books at a time
- Graduates: up to 100 books at a time

Where do I return my books?

St George campus libraries' books	to the library that owns them
Aerospace, Scarborough, Mississauga campus libraries' books	you may return these at a St. George campus library if that is more convenient
Course Reserves/Short Term Loan	to the Circulation Desk of the library that owns them

What is the overdue fine for a book?

- \$0.50 per **day** per item
- \$0.50 per **hour** per item for short term loan/course reserve books
- \$2.00 per day per item for recalled books

Library privileges are withheld when the \$25 block limit is reached, until fines are paid.

How do I renew my books?

online	go to engineering.library.utoronto.ca and choose the renew books button
in person	visit the Circulation Desk of any library. See the List of Libraries on our website for directions
by phone	operator-assisted: 416-978-8450 touchtone: 416-971-2400

You cannot renew a book that has been requested by someone else.

How do I check to see what items I have signed out?

Online: Choose [my.account](#) (under **Services**) on the library website.

How do I place a hold on a book that is already signed out?

online	choose Request from within the catalogue record
in person	visit the Circulation Desk of any library
by phone	operator-assisted: 416-978-8450

Does the Library have copies of my textbooks?

As a general policy, the Library does not purchase textbooks. However, you should check the [Library Catalogue](#) to be sure.

Course Reserves

Course Reserves include:

- some important reference items
- items which have had more than three holds placed
- past exams
- materials that have been put on reserve for a course

All these materials have shorter loan periods of 2 hours, 1 day or 3 days. In the [Library Catalogue](#) their location is listed as 'Course reserves'.

How do I find out what is on Course Reserve?

Check your course website.

You can also check in the [Library Catalogue](#) – search by instructor, course code or course name.

Where are hardcopy Course Reserves kept?

At the Loan Services Desk in Engineering & Computer Science Library. Give Loan Services staff the **call number** of the item you need to borrow.

Can Reserve books be renewed?

No, because they are in high demand.

Can I put a hold on a Reserve item that is signed out?

No, but you can ask at Loan Services Desk when the item is expected back.



Does the Library have copies of my textbooks on Reserve?

As a general policy, the Library does not purchase textbooks. However, you should check the [Library Catalogue](#) to be sure.

Journals

How do I find journal articles on my topic?

A simple method:

1. go to http://engineering.library.utoronto.ca
2. click on the <i>Articles</i> tab
3. type your keywords in the search box
4. you will get a list of citations. Click on the title of the articles you are interested in to get to the full text.

Another method, which allows you to choose from a wider range of article databases:

1. go to http://engineering.library.utoronto.ca
2. click on the <i>Subjects A-Z</i> tab
3. choose your discipline, e.g., <i>materials science</i>
4. choose a database, e.g., Compendex
5. type your keywords
6. you will get a list of citations. Click "Get it UTL" Button to connect to the full text, or to check for a paper copy at the Library

You can do all of this from home - just use your UTORid and password to log in. **Questions?** Visit our Reference Help Desk, email us at engineering.library@utoronto.ca or call us at 416-978-6578.

Check out ESCL **Research Help / Library 101 guide** guides.library.utoronto.ca/engineeringresearchhelp



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How do I find out if U of T has the journal I need?

In many cases the article databases have direct links to the full text article. If we don't have full text, check the [Library Catalogue](#) to see if U of T has a hard copy version. To search the catalogue, type the **journal title** (not article title).

How do I find a hardcopy journal in Engineering & Computer Science Library?

Journals 1985 to the present are on the main floor, north side. The journals are shelved by title or corporate author - no call number needed:

e.g., *Chemical & Engineering News*
e.g., *Acoustical Society of America. Journal*

Older journals, published before 1985, are in [Gerstein Science Information Centre](#), on a basement floor called **3-below**.

Can I sign out journals?

Yes, for one week. Fill out a manual charge slip, available on the main floor, and take it to the Loan Services Desk.

Please note that Gerstein does not loan out the pre-1985 engineering journals.

Past exams

Which past exams do you have?

We have past **engineering exams** for some but not all undergraduate engineering courses. We do not have past exams for any graduate courses. Ask for hardcopies at the Loan Services Desk (finals only). Engineering finals, and a few mid-terms, are also available on the Skule exam site at <http://courses.skule.ca/>.

Past **computer science exams** are posted on the Old Exams Repository [web site](#).

Standards & codes

Standards are documents that describe important features of a product, service and system.

Many standards can be found online at <http://guides.library.utoronto.ca/StandardsCodes>

Some standards are located on the wooden shelves in the Reference Area, behind the Reference Help Desk. Just ask staff for help!

Theses

Many theses are available through online databases. Visit our **Theses & Dissertations guide** <http://guides.library.utoronto.ca/theses>

Please note that the Engineering & Computer Science Library no longer keeps print theses in the library. Some theses are located at Gerstein Science Information Centre and others at UTL @ Downsview (Ask staff for help to request for inter campus delivery).

Conference papers

Check the [Library Catalogue](#). Some conference papers are filed with journals, some with books. If you can't find what you are looking for, ask at the Reference Help Desk.

Interlibrary Loan

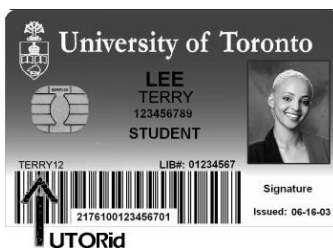
What if U of T does not have the book or article I need?

Books and photocopies of journal articles may be obtained from other libraries outside of U of T. You can submit Interlibrary Loan (ILL) requests using the online [Racer](#) request system, which is linked from Engineering & Computer Science Library home page.

Currently there is no charge for ILL. You can find more information at: <http://onesearch.library.utoronto.ca/ill> .

What is a UTORid?

Your UTORid is your unique 8-character alphanumeric U of T username. It is printed on your TCard.



You can use it, for example, to log into your UTmail+ email account or into library workstations. You can find more information at <https://www.utorid.utoronto.ca/> .

Photocopying and scanning

How do I photocopy or scan?

Self-serve photocopiers are located on the main floor by the entrance. It is cheaper to use your TCard to pay. Cost is **\$0.10 per page using your TCard** or \$0.15 by cash. One of the photocopiers has scanning abilities. Scanning is free, but you still need a TCard and a USB.

There are 4 flatbed scanners attached to computer workstations. Use your UTORid and password to log into the workstation. Your password is the same as your UTMail+ password.



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How do I put more money on my T-Card?

Use the black Cash-to-Card machine by the Loan Services Desk. It takes bills, loonies and toonies.

Printing

Engineering and Computer Science Library has one laser printer station networked to the computers on the main floor of the library. You can pay for print jobs using your TCard. Cost is \$0.15 per copy. The default is double-sided printing. Your print jobs are charged by number of pages printed rather than by number of physical pieces of paper used.

Wireless access

You can connect to the U of T wireless network at Engineering & Computer Science Library. To configure your laptop pick up an instruction sheet at Engineering & Computer Science Library or visit <http://help.ic.utoronto.ca/content/20/704/en/wireless-access.html>

Library workstations

How do I log into a library workstation?

Use your UTORid and password. Your password is the same as your UTMail+ password.

Where can I do word processing?

All of the workstations at Engineering Library have Microsoft Office on them, except the "Library Catalogue" workstation close to the Reference Help Desk.

Citing publications

How do I cite publications?

For information on how to cite print or electronic publications, go to the Engineering Communication Program website and check out **Tools & References**: <http://ecp.engineering.utoronto.ca/resources/>

Also Library staff can show you how to use **Citation Managers** (tools that can format bibliographies etc.): <http://guides.library.utoronto.ca/citationmanagement>

Where is the best study space?

Engineering & Computer Science Library has 267 seats and 36 public computer terminals but can still get crowded. [Gerstein Science Information Centre](#) is a good close-by alternative with comfortable, quiet study space. Explore other U of T Libraries: <https://onesearch.library.utoronto.ca/visit>