

Library Guide - Faculty



Where are we?

Suite 300-290 Vaughan Street
Winnipeg, MB R3B 2L9
Phone: 924-4858
Web: www.boothuc.ca/library
Email: library@BoothUC.ca

Regular Semester Hours:

Monday-Thursday: 8am-9pm
Friday 8am-5pm
Saturday: 10-4pm; Sunday: CLOSED

See postings or website for current hours



Librarian:
Meagan Morash
204-924-4857
meagan.morash@boothuc.ca



Library Technicians:
Walter Ritchie
204-924-5602
Walter.Ritchie@boothuc.ca



Erin Toews
204-924-4890
Erin.Toews@boothuc.ca

You can borrow:

Books and audiovisual 4 months
Bound journals 3 days
Course reserves As indicated on item

Renew in person, by phone, or online
<https://boothuc.on.worldcat.org/myaccount>

Fines and Other Penalties:

- ◆ Regular items - no fines charged
- ◆ Reserve items are 25¢ per hour
- ◆ Lost items – replacement cost \$10.00

Inter-Library Loan

If we don't have what you are looking for we can bring it in from another library.

Use our web form!
<https://boothuc.ca/library/services/request-a-resource/>

- Book our **meeting room** for group work
- Use our tutorial rooms for a **quiet place to study**
- **Scan photos** and other documents
- Enjoy gourmet coffees (\$1.40) & organic teas (60¢) at our **coffee bar** (drinks with lids permitted)

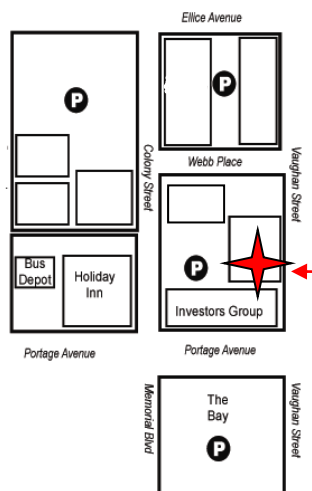
From home or the college, use our website to:

- Renew material or place a hold
- Search for book availability
- Check out what's on reserve
- Check out what's new in the library
- Find Journal Articles using the link on our website

How to renew items

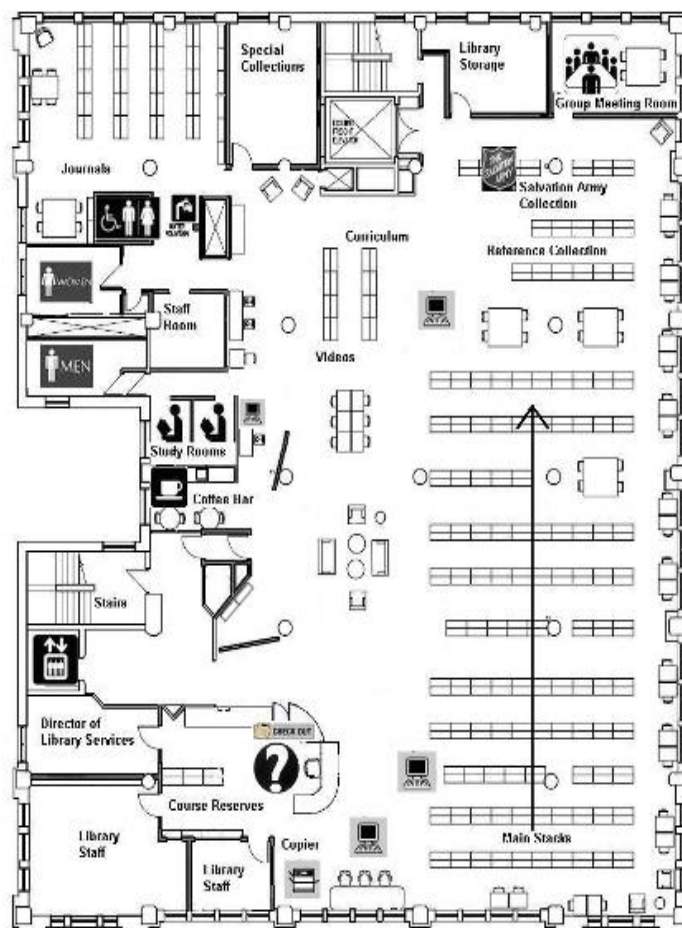
1. Go to: <https://boothuc.on.worldcat.org/signin>
2. Click on **your account** in the menu (upper right).
3. Enter your network user name (check with IT if you are not sure what this is).
4. Enter your password & click on **Sign In**.
5. Click Renew to the right of each title you're renewing.

Map to the Library



Booth College Library:
3rd Floor - 290 Vaughan St.
924-4858
www.boothuc.ca/library

Map of the library



Fairbank Memorial Library

Fairbank Library Course Reserves

How do I place print materials on reserve?

You can submit reserve lists for your course by forwarding a copy of your syllabus and a copy of all materials to one of the library staff, if you have them. Clearly indicate your name and the course title on the package of material. We ask that you place loose-leaf articles in a binder or folder.

May I place my own copy of a book on reserve?

Yes, we'll be glad to place personal copies on reserve. When submitting a request, be sure to indicate that you will be providing a personal copy, and bring your copy to the Circulation Desk or put it into a staff member's mailbox with a note indicating your name, the course title and that it is a personal copy. In order to facilitate the return of the book to you after the semester, be sure to write your name and contact information in the book.

Can additional items be added after the semester begins?

Additional items can be put on reserve anytime during the semester. Put a copy of the reading in a library staff member's mailbox with your name, course title, and date the students will need to access it. Since reserves are handled by part-time staff, please give us 1-2 days notice in advance of the day students will require it.

Does the library have a record of the books I placed on reserve during a previous semester?

No, we do not keep a record of reserve requests for all courses. However, if your reserve request was made over the past couple of semesters, it may be possible to retrieve that information. Please contact the library (library@boothuc.ca) for assistance.

I submitted a list of items to be placed on reserve, but my students tell me they are not on reserve. What can I do about this?

Contact the library (library@boothuc.ca or 924-4858) and we will do our best to rectify the situation.

Who should I talk to if I have reserves questions?

If you have any questions about reserves, please contact Erin Toews (Erin.Toews@BoothUC.ca or 924-4890).

Linking to Online Resources from the Library Collection

How do I put electronic articles on reserve?

There are many ways you can provide online content to students:

- Create links directly to the articles in the forum/news sections (Preferred option since it saves server space - see instructions for Finding Permanent Links below)
- Upload content from certain publishers to BoothOnline – Academic Search Premier, ALTA Religion, Canadian Reference Centre, MasterFile Premier
- Create word file with links & post in BoothOnline

How do I submit a report of my electronic reserves?

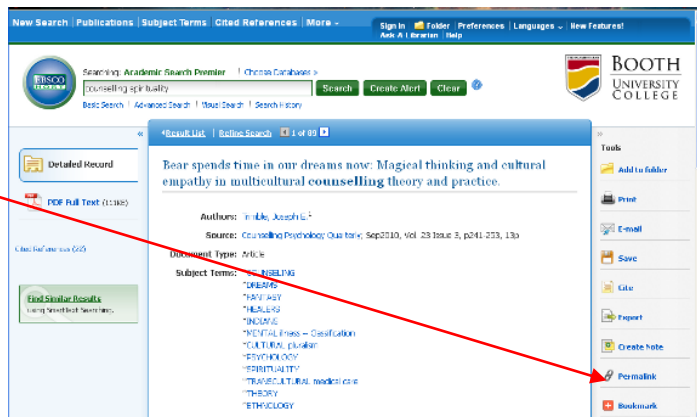
You must also list bibliographic information for all electronic and print articles/handouts into a copyright report. The completed report should include every article posted or handed out in all of your courses for the semester. Submit the completed report to the Assistant to the Academic Dean.

Finding Permanent Links to Electronic Resources

You've found a full-text resource you want to use. Excellent! Locate the name of the database you found it in below and follow the instructions to copy/paste a link into your browser or another list for future reference.

Locate the permanent link. It will begin with "<http://ezproxy.boothuc.ca/login?url=>"

- a. **EBSCO** – Click on the title and then choose "Permalink" from the right hand toolbar. Copy/paste the URL presented above the item record.



- b. **JSTOR** – 2 step process.
i. Find the **stable URL** next to the cover picture of the journal and copy/paste this into BoothOnline



- ii. Add the prefix text <http://ezproxy.boothuc.ca/login?url=> onto the beginning of what you put into BoothOnline. Here's an example from the screenshot at the right.

ie. <http://ezproxy.boothuc.ca/login?url=http://www.jstor.org/stable/10.1086/322222>

- c. **Proquest** – Click on the title, then Abstract/Details, and then scroll down the record to "Document Link". Copy/paste the URL presented above the item record.

Release date	31 May 2004 (PsycINFO)
Accession number	2004-13467-002
ProQuest document ID	620369655
Document URL	http://ezproxy.boothuc.ca/login?url=https://search.proquest.com/docview/620369655/accountid=27961
Database	PsycINFO

Copyright Answers for Faculty

What is copyright?

Copyright means the right to copy. Copyright belongs to the author or if the work is created in the course of employment, the employer. Copyright applies to all original literary, dramatic, musical, and artistic works. Only the owner of copyright has the sole right to reproduce or permit someone else to reproduce the work. Copyright expires 50 years after the death of the owner.

What is "fair dealing"?

It is a concept introduced in the Copyright Act to allow copying without the permission of the copyright owner for the purposes of private study, research, criticism, review or newspaper summary. The limit of how much can be copied is not clearly defined.

What is Access Copyright?

Access Copyright is a collective which represents a group of copyright holders to license copying and collect royalties. Under license agreements, guidelines are set to govern the types of materials and quantities which can be copied. The college has signed an agreement with Access Copyright to facilitate copying on campus.

What can I copy under the Access Copyright agreement?

Our agreement covers copying from print materials to print/overheads and to digital formats behind a password protected firewall only.

- In Powerpoint for a lesson. Cite the source.
- On a website without permission
- In Moodle without permission
- You are allowed to post a scanned copy of the work on your password protected course website, make 1 paper copy for each student in the class/2 paper copies for each instructor.
- No copying shall exceed 20% of a published work or the following, **whichever is greater:**
 - An article from a journal issue (including a set of conference proceedings)
 - An entire short story, play, poem, or essay from a book
 - One chapter, if it is not more than 20% of the book

- An entire newspaper article or page
 - An entire entry from an encyclopedia, dictionary or similar reference book
 - A single item of print music from a book or journal containing other kinds of works
 - The following information should be included on the front page of the copy or file:
 - The international copyright symbol ©
 - Credit to the author and publisher
 - A notice which reads "*This material has been copied under license from Access Copyright. Resale or further copying of this material is strictly prohibited.*"
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What can't I copy under the Access Copyright agreement??

- Systematic or cumulative copying of the same published work, which would exceed the required limit.
 - Access Copyright does not represent all publishers. You cannot copy any material from the publishers on the exclusions list. The current list can be found at http://www.accesscopyright.ca/media/1771/access_copyright_exclusions_list.pdf . Please contact Meagan Morash for information.
 - Harvard or Ivey business case studies.
 - Letters to the editor and advertisements in newspapers and journals.
 - Sheet music, workbooks, examination papers, instruction manuals, newsletters.
 - Government publications. However, you can copy federal and provincial laws and judicial decisions without asking permission, provided the copy is accurate and is not represented as an official version.
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Who do I contact for permission to copy outside the agreement?

Booth – Meagan Morash (Meagan.morash@boothuc.ca)

For assistance with:

- Contacting publishers on the exclusions list for copyright clearance. Additional payment of royalties may be required.
- Getting exception clearance for copying more than what is allowed.
- Obtaining written permission from Access Copyright to copy up to the whole of an out of print book.
- using work in the online environment
- any other questions you have regarding 'fair use' in the classroom