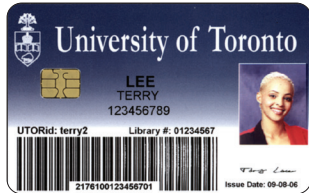


Getting Started

TCARDS AND UTORIDS

You need your TCard and UTORid for everything on campus—for email, getting into library stacks, using campus and library computers, providing official identification for writing exams and accessing university services and resources from off campus. You can add value to your TCard to print, photocopy and purchase food



at some campus locations. Your UTORid is printed on the front of your TCard.
sites.utoronto.ca/tcard

Step 1: Pick up your TCard

Take the registration package you received in the mail and start at the TCard Office on the second floor of Robarts Library.

Step 2: Activate your UTORid

You must activate your UTORid online before you can use it.
www.utorid.utoronto.ca

Problems? Contact the Information Commons Help Desk, Robarts Library, first floor, 416-978-4357 (HELP).

Connecting

COMPUTERS, INTERNET ACCESS, EMAIL & WORD PROCESSING

You can check current computer availability at many of our library locations online.

<http://caf.icicle.utoronto.ca/CAFStatus>

There are more than 700 workstations available to U of T students, faculty and staff in libraries across the St. George campus. Scanners are available in some libraries.

You also have access to computing facilities in many faculties and residences.

<http://uoft.me/computing>

Wireless printing from your laptop is available at some campus libraries when you are connected to the campus wireless network.

<http://printhere.utoronto.ca/>

WIRELESS ACCESS

All library buildings are equipped with wireless access. The U of T wireless network is quota free. You must register first to use it.

<http://go.utlib.ca/wifi>

Coverage maps indicate which campus buildings have wireless access and identify access points.

www.wireless.utoronto.ca/cmmaps

For help getting started with your email and wireless access, stop by the Information Commons Help Desk on the first floor of Robarts Library or call 416-978-HELP (4357).

<http://help.ic.utoronto.ca/>

SOFTWARE AT GREAT PRICES

The Licensed Software Office in the Information Commons sells popular software from Microsoft, Adobe, SAS, SPSS, Autodesk and others at educational licence prices.

sites.utoronto.ca/ic/software

Study Spaces

ROBARTS LIBRARY

- Large reading rooms: floors 2–5
- Presentation practice rooms: 1st floor (bookable in person sites.utoronto.ca/ic/rooms/)
- 24-hour computer workstations and study space: floors 1–3 (Sunday–Thursday, mid-September to late April)

GERSTEIN SCIENCE INFORMATION CENTRE

- 1,400 individual seats in the Gerstein Reading Room and Morrison Pavilion
- Presentation practice room: Room 2000, 2nd floor (bookable online; log in with your UTORid and password first <http://go.utlib.ca/pl32>)

OISE LIBRARY

- Individual, double and group study rooms for OISE students, staff and faculty on the Mezzanine level

GROUP STUDY

An inventory of group study rooms at various U of T libraries is available.

<http://go.utlib.ca/groupstudy>

LATE NIGHT STUDY

Computing facilities and study space on some floors of Robarts Library are open 24 hours, Sunday–Thursday, from mid-September until the last day of exams in the spring.

Library Materials

LIBRARY RESEARCH

The University of Toronto Libraries' homepage is your gateway to an array of research tools and services.

www.library.utoronto.ca

LIBRARY HOURS

Click the **Hours** link on the Libraries' homepage or mobile site.

ONE SEARCH, MANY RESULTS

University of Toronto Libraries search results now include hits from Summon, a vast multidisciplinary library search engine that encompasses nearly one thousand University

of Toronto article databases; all library catalogue entries including books, e-books, journals, primary source materials and government documents; and our local special collections, including U of T dissertations.

www.library.utoronto.ca

THE LIBRARY CATALOGUE ENABLES YOU TO:

- Find books and journals by subject or title
- Link to the full text of electronic titles
- Place holds on books that are charged out
- Request inter-campus delivery of books and articles

FROM THE LIBRARIES' HOMEPAGE YOU CAN:

- Check the status of your holds and recalls
- View and renew a list of books charged to you
- Check and pay your fines

COURSE RESERVES

Select the **Course Reserves** link (available under **Quick Links** on the right side of the Libraries' homepage) to locate reading materials reserved for your courses.

LIBRARY LINKS VIA THE U OF T PORTAL

Your course pages in the U of T Portal (Blackboard) have a **Library Resources** link on the left menu. Click this link to see the relevant library resources for your course and links to online readings.

IS THE MATERIAL YOU NEED NOT AVAILABLE?

- If the book you need is charged out, click **Request** in the library catalogue to place a hold or request inter-campus delivery.
- If the book is not in the library catalogue, check with a reference librarian.
<http://go.utlib.ca/help>
- Recommend a title.
<http://go.utlib.ca/suggestatitle>



NEED JOURNAL ARTICLES? GO BEYOND GOOGLE!

- Select the **Articles** tab on the Libraries' homepage and type a few keywords into the search box. Use the **Refine Your Search** options to narrow your results to journal articles.
- Click the **Subjects A to Z** link on the Libraries' homepage to connect to subject specific databases.
- Use the **Popular Databases** link on the Libraries' homepage to connect to the major databases for many disciplines.
- Not sure how to find relevant journal articles? Ask a librarian!
<http://go.utlib.ca/help>
- Keep track of your references with a **RefWorks** account: see the **Quick Links** option on the Libraries' homepage and select RefWorks.
- On the Libraries' homepage, click **Research Guides** to find research guides by topic.

Research Help

Library staff are the key to making the library work for you. They can help you find the books, journal articles and other resources you need for your papers and assignments. Great research leads to great papers!

CONTACT LIBRARY STAFF ONLINE, BY PHONE, EMAIL OR IN PERSON
<http://go.utlib.ca/help>

GET RESEARCH HELP FROM ANYWHERE VIA INSTANT MESSAGING
<http://go.utlib.ca/ask>

SOCIAL SCIENCES AND HUMANITIES RESEARCH SERVICE
Robarts Library
rob.ref@utoronto.ca
Reference & Research Services, 4th floor 416-978-6215

SCIENCE & HEALTH SCIENCE RESEARCH SERVICE
Gerstein Science Information Centre
ask.gerstein@utoronto.ca
Information Desk, 1st floor 416-978-2280

LIBRARY WORKSHOPS
Need help using library tools? Take a free class on using online tools to find, organize and cite the books, journal articles and websites you use in your academic work. Look for available courses under **Workshops** on the Libraries' homepage, or request a library instruction session by contacting the research service for your subject area (see 'Research Help', left).

Media Services

Lecture and event video capture and webcasting, video production, media conversion and other media services are available on a fee-for service basis through the Information Commons' Media Production group.
sites.utoronto.ca/ic/mediaproduction
Media services are also available at some campus libraries.

Accessibility

If you require special arrangements for attending classes, writing exams, doing library research or accessing adaptive computer technology, there are many services offered at the University of Toronto. Some are located in Robarts Library. Find out more by checking these websites:

UNIVERSITY ACCESSIBILITY SERVICES
www.accessibility.utoronto.ca/index.htm

LIBRARY SERVICES FOR PERSONS WITH DISABILITIES
<http://go.utlib.ca/accessibility>

Key Contacts

GENERAL INFORMATION
General and catalogue information, book renewals, fine payments, referrals 416-978-8450

FREQUENTLY ASKED QUESTIONS
<http://go.utlib.ca/faq>

NEED TO KNOW FACTS FOR YOUR FIRST FEW WEEKS ON CAMPUS
<http://go.utlib.ca/getstarted>

LIBRARY SERVICES FOR PERSONS WITH DISABILITIES
Robarts Library 416-978-1957

COURSE RESERVES
Robarts Library 416-978-2306
Gerstein Science Information Centre 416-978-7364

RESEARCH HELP
Robarts Library 416-978-6215
Gerstein Science Information Centre 416-978-2280
Thomas Fisher Rare Book Library 416-978-5285
<http://go.utlib.ca/help>

SCHOLARLY COMMUNICATIONS AND COPYRIGHT OFFICE
copyright@library.utoronto.ca
<http://go.utlib.ca/copyright>

ASK A LIBRARIAN VIA INSTANT MESSAGING
<http://go.utlib.ca/ask>

UTORid, EMAIL AND COMPUTING SUPPORT
Information Commons Help Desk
1st floor, Robarts Library 416-978-HELP (4357)
<http://help.ic.utoronto.ca/>

Food Services and Policies

Robarts, Gerstein and the St. Michael's College libraries offer food services. Microwave ovens are available at Robarts and Gerstein. Food may be consumed only in designated areas. Check for local signs.

www.library.utoronto.ca

August 2014

Find Your Way Around the U of T Libraries



A Guide for U of T Students



UNIVERSITY OF TORONTO
LIBRARIES