



Student Guide to Library Services (Nanaimo Campus)

For Library hours and more information, see www.viu.ca/library

Borrow Books, DVDs & other Materials

Activate your Student ID card at the Library Service Desk, or submit an [online request](#) at to get a library PIN (Personal Identification Number). Use your card and PIN to borrow books, videos and equipment, and access all of the library's online services from on- or off- campus. For information about loan periods, renewals and fines, see www.viu.ca/library.

Access Library Resources Online

Access the library catalogue, databases and full-text resources, place holds, renew materials, view tutorials and request Interlibrary Loans online from the Library home page at www.viu.ca/library. Access to many resources from off-campus requires logging in with your student number and Library PIN.

Research Help

Reference librarians are available to help you find the information you need. The Reference Desk is open from 9 am to 6 pm Monday – Thursday and 9 am to 5 pm Friday. If you are working from home, you can phone the Reference Desk at 250-740-6151, use the "Ask a Librarian!" email reference service, or connect to the AskAway live chat reference service when in session. Click "Ask for help" at www.viu.ca/library.

Interlibrary Loan

If the Library doesn't have the book or article you need, we can (in most cases) bring it in for you from another library. This service is called Interlibrary Loan (ILL) and is free of charge to Vancouver Island University students. We can usually obtain books, theses and journal articles within two weeks. See the Library web site at www.viu.ca/library for details.

Copyright

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Borrow Books at other Academic Libraries

Vancouver Island University students are entitled to a COPPUL library card, available at the Library Service Desk. Your COPPUL card allows you to borrow books and other materials in person from other academic libraries in British Columbia and across Canada. Ask at the Service Desk or Reference Desk for more information.

Equipment Loans

A variety of multimedia equipment is available for short-term loan for course-related work. A faculty signature is required for most items. All borrowers must show a valid Vancouver Island University Student ID card to borrow equipment.

Reserve equipment ahead:

- Online at www.viu.ca/library/services/equipment.asp
- In person at the Library Service Desk
- By email to equiploans@viu.ca
- By telephone at 250-740-6329

See www.viu.ca/library/services/equipment.asp for more information.

Distance Learning Services

Distance education students can take full advantage of the many resources and services available online through the Library web site at www.viu.ca/library. Reference librarians may be contacted:

- Online via Ask a Librarian! (email) or AskAway (live chat) at www.viu.ca/library
- By email to reference@viu.ca
- By telephone at 250-740-6151

Loan periods are extended and materials delivered for distance education students. For more information, see our web site at www.viu.ca/library.